

**Secretary of State Elections Division
Request for State Ballot Release Activity Report**

State Release #: _____

Date Issued: _____

REQUESTER INFORMATION

County/City: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

VENDOR INFORMATION

Vendor: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

ELECTION INFORMATION

Election: _____

Date: _____

Vendor Request Date: _____

Requester/Vendor REMINDERS –

1. A completed activity report shall be sent to the Secretary of State from either the manufacturer or finisher within seven (7) days of the manufacturer's or finisher's completion of any work authorized by any release (*Pursuant to Title 2, California Code of Regulations, Section 20253*).
2. Upon receipt, Requester shall report *independently* of the finisher's report, the quantity of ballot cards of each format and tint received from the finisher (*Pursuant to Title 2, California Code of Regulations, Section 20257*).
3. Please provide the Secretary of State with one unused official voided/test ballot (one for each color in primaries) of any precinct ballot, vote by mail ballot, and federal overseas voter ballot (when appropriate), for the ballot release indicated above.

BALLOT RELEASE REQUEST

ACTIVITY REPORT (*SOS Use Only)

Quantity Requested	Color	Party	Format	Design		Quantity Shipped* (Vendor)	Quantity Spoiled* (Vendor)	Quantity Received* (Requester)	Date Received* (Requester)	Date Reported*

PAPER BALLOTS SIZE:

of SHEETS:

SOS Contact: Mark Donovan or Elections Front Office, Phone: (916) 657-2166 / Fax: (916) 653-3214, Email: ballotrelease@sos.ca.gov,
Mail: Elections Division – 5th Floor, 1500 11th Street, Sacramento, CA 95814

Instructions:

A Secretary of State Ballot Release Form must be completed for all ballot release number requests. Submissions using other forms may be rejected, which may result in a delay of the processing time.

- Requests must have the following sections completed: Requester Information, Vendor Information, Election Information, Quantity Requested, Color, Party, Format, Design and ballot size specifications.
- Requests will be accepted by fax at (916) 653-3214, by mail to Elections Division – 5th Floor, 1500 11th Street, Sacramento CA 95819, or by e-mail to ballotrelease@sos.ca.gov. Completed forms received before 3:00 p.m. will be processed same business day, all requests received after 3:00 p.m. will be completed the following business day.
- Once the submitted information is verified, a ballot release number will be assigned, the release number will be added to the top of the form and returned via fax to both the Requestor and Vendor.
- A completed activity report shall be sent to the Secretary of State by the Manufacturer or Finisher within seven (7) days of the manufacturer's or finisher's completion of any work authorized by any release (*Pursuant to Title 2, California Code of Regulations, Section 20253*).
- Upon receipt, Requester shall report *independently* of the finisher's report, the quantity of ballot cards of each format and tint received from the finisher (*Pursuant to Title 2, California Code of Regulations, Section 20257*).
- Please provide the Secretary of State with one unused official voided/test ballot (one for each color in primaries) of any precinct ballot, vote by mail ballot, and federal overseas voter ballot (when appropriate), for the ballot release indicated above.