

## Secretary of State Elections Division Request for Ballot Card Release

**State Release #:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

### REQUESTER INFORMATION

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

  

Address: \_\_\_\_\_

### BALLOT PRINTER INFORMATION

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ELECTION INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

#### REMINDERS –

1. A Ballot Card Accounting Record shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20235.
2. A Warehouse Inventory Control Record shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20236.
3. A Ballot Scrap and Destruction Report shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20238.
4. 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 CARD RELEASE REQUEST

### ACTIVITY REPORT (\*SOS Use Only)

Sheet Dimension	Tint	Watermark	Format	Quantity Requested		Quantity Shipped* (Vendor)	Quantity Spoiled* (Vendor)	Quantity Received* (Requester)	Date Received* (Requester)	Date Reported*

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

## Instructions:

**A Secretary of State Request for Ballot Card 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 will be accepted by fax at (916) 653-3214, by mail to Elections Division – 5<sup>th</sup> Floor, 1500 11<sup>th</sup> 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 Ballot Card Accounting Record shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20235.
- A Warehouse Inventory Control Record shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20236.
- A Ballot Scrap and Destruction Report shall be prepared and submitted to the Secretary of State pursuant to California Code of Regulations Section 20238.
- 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.