

CALIFORNIA SECRETARY OF STATE

APPLICATION FOR CERTIFICATION TO MANUFACTURE OR FINISH BALLOTS

Date

Name of Company:

Contact Person:

Address:

City: **State:** **Zip:**

Telephone: **Fax** **Email:**

Name of Voting System and Ballot Type for which Approval is Sought:

Certification Sought: **Manufacturer**

Finisher

No vendor shall manufacture or finish ballot cards, sheets, or unfinished ballot cards for use in California elections, and no vendor shall accept or solicit orders for such cards, sheets, or unfinished ballot cards prior to certification as a manufacturer or finisher by the Secretary of State.

Please Submit Clearly Labeled Documentation or Explanations for Compliance with the Following:

- 1. Warehouse inventory control records must be maintained by tint and format, or by tint and sheet dimension, and must be in accordance with California regulations.
- 2. Activity reports must be completed each time printing plates are removed from storage and used. Note: Printing plates not in use must be kept in an enclosure with a numbered seal, or in any other enclosure approved by the Secretary of State.
- 3. During the manufacturing process, after each shift, all scrap shall be cut or otherwise rendered unusable as ballot cards. Activity reports must be prepared at the time of destruction.
- 4. Unused and unfinished ballot cards by the 1,000 must be returned to the warehouse. Quantity must be entered on Activity Report and Warehouse Control Record. All quantities under 1,000 must be rendered unusable as ballot cards. Activity Reports must document the destruction.
- 5. Unused sheets, in reams, must be returned to the warehouse. Activity Report and Warehouse Inventory Control Record must document quantity. Unused sheets in less-than ream lots must be rendered unusable as ballot cards. Activity Report must document destruction of unused sheets.
- 6. All tinted card stock must remain in a secured area of the facility. All sheets or unfinished ballot cards, which are to be finished by the manufacturer, must be placed in a warehouse unless finishing directly follows manufacturing. Finishers and printers shall store in a warehouse all unfinished ballot cards they receive from a manufacturer until they are ready to finish or print them.
- 7. At all times, the warehouse shall be secured with a numbered seal.
- 8. A letter listing those persons with access to the warehouse shall be placed in the warehouse inventory control record. The Secretary of State will add names of State personnel with access. Access is limited to only those named. When visiting, Secretary of State personnel may authorize additional persons to have temporary access.
- 9. Access Log shall be maintained and shall record: 1) The name of person entering; 2) The seal number destroyed in entering; and 3) The seal number used for resealing the warehouse.

Please note the following requirements:

- Printed test ballots for the system(s) in which approval is being sought.
- Inspection of facilities will be conducted prior to certification. Periodic inspections may also be conducted after certification.
- No ballot cards, sheets or unfinished ballot cards are to be manufactured or released without the approval provided by the Secretary of State. No tinted card stock shall be used for any other purpose than the manufacture of ballot cards for use in California elections. No rolls may be tinted in advance to anticipate requests, without the approval of the Secretary of State.
- No subcontractors may be used unless the Secretary of State approves the subcontractor and the principal vendor has notified the Secretary of State of the order being subcontracted.
- All tinted card stock must remain in a secured area of the facility. All sheets or unfinished ballot cards, which are to be finished by the manufacturer, must be placed in a warehouse unless finishing directly follows manufacturing. Finishers and printers shall store in a warehouse all unfinished ballot cards they receive from a manufacturer until they are ready to finish or print them.

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