



## Guide to Translated Forms and Materials

The County of Santa Clara Registrar of Voters provides assistance and produces translated materials in languages other than English where there is a need determined under federal and state laws: the **Federal Voting Rights Act** and the **California Voting for All Act** (AB 918, approved 2017). Additional requirements are also found under the **Voter's Choice Act** voting model that was implemented in the County of Santa Clara in 2020.

### Federal Voting Rights Act (F-VRA)

- Who** Specifies the language minority groups include Asian Americans, Hispanics, Native Americans, and Native Alaskans.
- Defines **limited-English proficient** as being "*unable to speak or understand English adequately enough to participate in the electoral process.*"
- What** Provide election materials and assistance to register and vote including forms, notices, information guides, ballots and voting instructions.
- Have election workers to provide language assistance.
- When** Every 10 years, after the decennial census
- Why** **Section 4(f)(4)** if 5% or more of the citizen voting age population are members of a single language minority.
- Section 203(b)** a single language minority has an English-illiteracy rate higher than the national average AND:
1. At least 10,000 voting-age citizens or at least 5% of the voting-age citizens.
- OR
2. More than 5% of American Indian or Alaska Native voting-aged living on an [Indian reservation](#) are members of a single language minority.

### California Voting for All Act (CAVAA)

- A single language minority who *lack sufficient skills in English to vote without assistance.*
- Make at least three (3) facsimile copies of the ballot in applicable languages as a reference when voting in person or by mail.
- Have election workers to provide language assistance.
- Every year
- Section 12303** If the elections official determines that at least 3% of the voting-age residents of a precinct need voting assistance in a language other than English, the elections official shall make reasonable efforts to recruit election officials who are fluent in those languages.
- Section 14201** A precinct where voters in a single language minority group exceeds 20% of the voting-age residents in the entire precinct.
- Section 13400** A vote by mail voter that lives in a precinct that requires a facsimile copy of the ballot in that language pursuant to Section 14201, may request that a facsimile be sent to him or her by regular mail or apply to vote using the RAVBM system.

**California's Voter's Choice Act (VCA)** requires the county elections official is required to provide translated voting materials in all languages required by the Federal Voting Rights Act to all Vote Centers in the County, rather than by targeted precinct. See **Section 4005** of the California Elections Code.



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Visit the Secretary of State's (SOS) [Voter Information page](#) to access voter information materials provided in other mandated languages. The SOS also provides many [publications and guides](#) in multiple languages that may be helpful.

### Translated Forms and Materials by Language Requirement

Languages Mandated by the Federal Voting Rights Act	Voter Registration and Voting Materials and Voter Assistance	Outreach Materials	Videos and PSAs
<b>English</b> <b>Chinese / 中文</b> <b>Spanish / ESPAÑOL</b> <b>Tagalog</b> <b>Vietnamese / TIẾNG VIỆT</b>	<ul style="list-style-type: none"> <li>• <b>Official Ballots*</b> - Paper ballots, RAVBM ballots, Ballot Marking Device (text and audio)</li> <li>• <b>County Voter Information Guides (CVIGs)*</b> – paper and online eBooks</li> <li>• Vote Center voting materials and instructions</li> <li>• Vote Center Signage and Instructions</li> <li>• Bilingual staff at ROV and all Vote Centers</li> <li>• Vote by Mail (VBM) forms, voting instructions and envelopes</li> <li>• Vote by Mail Drop Box labels and signs</li> <li>• Voter Registration applications<sup>^</sup> and forms</li> <li>• Voter Notification Cards</li> </ul>	<ul style="list-style-type: none"> <li>• California Voter Bill of Rights<sup>^</sup></li> <li>• All outreach information and notices mailed to voters</li> <li>• ROV Website</li> <li>• Bilingual staff at targeted events</li> <li>• Voter's Choice Act notices</li> </ul>	<ul style="list-style-type: none"> <li>• How to Register to Vote</li> <li>• How to Vote by Mail</li> <li>• How to Vote in Person at a Vote Center</li> <li>• California Voter Bill of Rights<sup>^</sup></li> <li>• <a href="#">ASL California Voter Bill of Rights<sup>^</sup></a></li> <li>• <a href="#">ASL How to Complete a Voter Registration Form<sup>^</sup></a></li> </ul>

Languages Mandated by the California Voting for All Act (20% or More Voters)	Voter Registration and Voting Materials and Voter Assistance	Outreach Materials and Staff	Videos and PSAs
<b>Hindi / हिंदी</b> <b>Japanese / 日本語</b> <b>Khmer / ភាសាខ្មែរ</b> <b>Korean / 한국어</b>	<ul style="list-style-type: none"> <li>• <b>Official Ballots*</b> - Paper Ballots, RAVBM ballots, Ballot Marking Device (text and audio)</li> <li>• Vote Center Signage and Instructions</li> <li>• Bilingual Staff at Registrar of Voters and <b>targeted</b> Vote Centers per California Elections Code Section 14201</li> <li>• Vote by Mail (VBM) forms, envelopes and voting instructions</li> <li>• Vote by Mail Drop Box labels and signs</li> <li>• All information that is mailed to voters</li> <li>• Voter Registration applications<sup>^</sup> and forms</li> <li>• Voter Notification Cards</li> </ul>	<ul style="list-style-type: none"> <li>• California Voter Bill of Rights<sup>^</sup></li> <li>• All outreach information and notices mailed to voters</li> <li>• ROV website</li> <li>• Bilingual staff at targeted events</li> <li>• Voter's Choice Act notices</li> </ul>	<ul style="list-style-type: none"> <li>• How to Register to Vote</li> <li>• How to Vote by Mail</li> <li>• How to Vote in Person at a Vote Center</li> </ul>



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Languages Mandated by the California Voting for All Act (LESS than 20% of Voters)	Voter Registration and Voting Materials and Staff Assistance	Outreach Materials and Staff	Videos and PSAs
<p>Gujarati / ગુજરાતી</p> <p>Nepali / नेपाली</p> <p>Punjabi / ਪੰਜਾਬੀ</p> <p>Tamil / தமிழ்</p> <p>Telugu / తెలుగు</p>	<ul style="list-style-type: none"> <li>• Facsimile Ballots in targeted areas</li> <li>• Facsimile Ballot Application Available in all Languages Printed in CVIGs and on website</li> <li>• Vote Center Signage and Instructions</li> <li>• Vote by Mail (VBM) Applications and Signature Statement Forms</li> <li>• Voter Action Request Form (VARF)</li> <li>• Bilingual assistance at Registrar of Voters and <b>targeted</b> Vote Centers per California Elections Code Section 14201</li> </ul>	<ul style="list-style-type: none"> <li>• California Voter Bill of Rights<sup>^</sup></li> <li>• All outreach information and notices mailed to voters</li> <li>• Bilingual staff at targeted events</li> <li>• Voter's Choice Act materials</li> </ul>	<ul style="list-style-type: none"> <li>• How to Register to Vote</li> <li>• How to Vote by Mail</li> <li>• How to Vote in Person at a Vote Center</li> </ul>

### \* What is translated on the official and facsimile ballots?

- Ballot Headings
- Voting Instructions
- Names of Jurisdictions
- Character-Based Language Transliterations
- Candidate Ballot Designations
- Measure Labels

### \* What is translated in the County Voter Information Guide (CVIG)?

- Front and back covers
- Sample of the official ballot in the same language as the translated CVIG
- Election Information Pages
- Ballot Instructions
- Local Ballot Measure Information
  - Impartial Analyses
  - Complete Texts of local ballot measures, whether printed in the CVIG or not
  - Tax Rate Statements (Bonds)
  - Ballot Measure Primary Arguments
  - Ballot Measure Rebuttal Arguments
- eBooks 508 Compliant PDFs
- Accessible version (RAVBM)

<sup>^</sup> American Sign Language (ASL) is not federally mandated. Materials are provided by the Secretary of State [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections) and <https://www.youtube.com/user/CaliforniaSOS/videos>