

INFORMATION AND GUIDELINES: VOTER REGISTRATION FILE REQUEST

(CALIFORNIA ELECTIONS CODE §§ 2188, 2194, 18109; CALIFORNIA CODE OF REGULATIONS §§ 19001-19013)

Voter registration information is NOT public data and state laws govern how and by whom voter registration information may be used.

WARNING: The authorized recipients of the voter registration information are responsible for the security of all voter registration information provided through this request.

Please carefully read the following instructions to request the voter registration file or a specific voter's registration information.

1. Applicant MUST complete and return the attached application to the Madera County Elections office at 200 W 4th St, Madera, CA 93637.
2. Applicant MUST provide as much detailed information as possible for the specified use of the voter registration records.
 - **Election:** information identifying the California candidate(s) or California ballot measure(s).
 - **Candidate:** information identifying federal, state, or local office.
 - **Committee** for/against any initiative or referendum measure: information identifying the California initiative or referendum for which legal publication is made.
 - **Political:** documentation establishing affiliation with the political organization.
 - **Scholarly:** letter from a representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the data.
 - **Journalistic:** a clear photocopy of press pass.
3. The application MUST include an ORIGINAL signature
4. The application MUST include a clear copy of the applicant's current driver license or state identification card.

Specific voter record request:

Applicant MUST provide sufficient details of why a specific voter's information is needed and how it will be used in conformance with California Code of Regulations sections 19001-19013.

Applicant MUST also attach as much detail as possible about the voter whose record they are trying to obtain (first name, last name, date of birth, expected county of residence, address, etc.) in the designated area of the application. Madera County Elections will reach out to the applicant if there are not sufficient details to locate a single voter record. Applicant can request up to 10 specific voter records per application.

Processing time: Requests will be processed in the order received. Once received, requests can take 2-3 business days to review and process. Madera County Elections will determine whether the application is complete and whether state law permits the proposed use of the voter registration information. Applicant will be contacted to discuss the cost of the request.

Data format: If the application is approved, requests are distributed on a secure thumb drive or a secure downloadable file. Please note that some districts may not be included in the file if we are in the process of redistricting at the time the data was extracted.

End use: Once the requested information is received, Madera County Elections is not responsible for end-user technical support for processing data (text) files that are purchased and does not provide training or assistance on converting the data for usage. Once the voter registration information has been sent to the applicant, no refunds will be issued.

Authorized/Prohibited use: State law strictly governs how voter record data may be used. Use of the data is only authorized for the purpose approved on the application. A detailed description of the specific intended use(s) of the data is required in order for Madera County Elections to determine if such use is permissible. Any application that refers to "any other lawful use" will be rejected.

Prohibitions:

- Using the data for an unapproved purpose;
- Sharing or transferring the data to any other party without the submission of a new application and the express written approval of the Secretary of State or Madera County Elections;
- Using the data to harass any voter or voter's household;
- Using the data for any commercial, advertising, or marketing purposes; or
- Leaving the voter data unsecured and publicly available online or offline.
- A violation of and of the above constitutes a misdemeanor, subject to significant fines. (Elections Code section 18109)

If the application is denied, Madera County Elections will send a letter to the applicant explaining why the request was denied and return all application materials.

Questions can be directed to:

Madera County Elections
Phone: (559) 675-7720
Email: electionsinfo@maderacounty.com

APPLICATION FOR VOTER INFORMATION

Material Selection:

- Voter File VBM Cure Data Map(s) Other: _____
 Voter File w/history VBM Ballot Extract Precinct/District File

Format Selection:

- Hard Copy Printout Secure Thumb Drive (County Issued) Subscription (FTP Site/Dropbox Required)

Data Selection:

- Countywide Election _____ Date Range From: _____ to _____
 By District _____ By Precinct (List Below) Party Specific _____

Precinct Requested: _____

Fee Schedule:

- Hard Copy- Index Format \$0.50 per page (add '1 fee for party)(EC2184) Precinct/District File(PDF) \$10.00 Flat Rate
 Hard Copy- Archive Materials \$5.00 set-up fee+ \$0.50 per page Maps-Individual Precincts \$0.50 Each Precinct
 Statement of the Vote-USB \$15.00 Flat Rate Maps- Countywide/City/Supervisorial \$5.00 flat rate
 Voter File w/History included USB \$40.00 set-up fee+\$1.00 per 1,000 records
 Voter File w/o History- USB \$40.00 set-up fee = \$0.30 per 1,000 records

Declaration of Applicant

I, the undersigned, agree that within five (5) calendar days of notification of completion of my request, payment will be made, in full to the County Clerk-Elections Division.

Date _____ Applicant's Signature _____ Telephone _____

Pursuant to Elections Code Sections 2187, 2188, and 2194, Voter Registration Information is available to persons or groups for Election, Scholarly, Journalistic, Political, or Governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use the voter registration information must be accompanied by a written application.

Name of Applicant: _____ Representing Candidate/Committee: _____

Driver's License# _____ Expiration Date: _____ Telephone# _____ Email _____

Residence Address

Street Address: _____ City: _____ State: _____ ZIP: _____

Mailing Address (if different from above)

Street Address: _____ City: _____ State: _____ ZIP: _____

Business Address:

Street Address: _____ City: _____ State: _____ Zip: _____

I hereby authorize the applicant shown above to order, purchase, and pick up voter registration information on behalf of my candidacy/campaign. I understand that I am responsible for the payment and preservation of the confidentiality of the records.

Date: _____ Candidate Signature: _____ Telephone Number: _____

THIS SECTION MUST BE COMPLETED

Specific Information Requested: _____

Intended Use: _____

The aforementioned voter registration information set forth in affidavits of registration or derived from computer terminals, electronic data processing tapes or disks, printed labels and/or computer printed listings will be used only for Election, Scholarly, Journalistic, Political, or Governmental purposes as determined by the Secretary of State. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization, or agency without first receiving written authorization to do so from the Secretary of State or the Madera County Elections Official.

I certify, under penalty of Perjury, that all information on this application is true and correct under the laws of the State of California.

Date: _____ Applicants Signature: _____

Fee Itemization (For Elections office use only)

Total Number of Records _____ Total Number of Pages _____ Rate Per Record/Page _____ Total Fee Due _____ Order Approved _____