

Specifications and Order Form for Voter List

Read the instructions on the reverse. It is your responsibility to be aware of the information provided on the reverse.

What kind of list do you want? Check one or more of the boxes below. If you need a customized report, attach a separate sheet detailing your requirements.

Paper (printed) List

Send completed form to:
State Registrar of Voters
Lucas State Office Bldg, First Floor
Des Moines IA 50319-0143
Phone: (515) 281-5752
Fax: (515) 281-7142
Email: anita@sos.state.ia.us

Mailing labels - See the description on the reverse.

- One label per voter
 One label per household

CD-ROM for PC or Email - See the description on the reverse

- CD-ROM for PC - choose a delimiter
 Email (must pay for list before the list is emailed)- choose a delimiter

*For either CD-ROM or Email choose one of the following delimiters:

- Comma (CSV)
 Tab
 Semicolon

What voters do you want included in your list? Describe the voters to be included in the list, specifying that which differentiates them from the ones you do not want included. **CAUTION:** If you put "all voters" you will receive the whole state, 1.9 million!

What sequence do you want the voters listed? Describe the order in which the records are to be listed. **CAUTION:** If you leave these lines blank, the entire list will be alphabetical by the voters' last names.

Delivery - Check one box below.

- Deliver to _____ county auditor, where I will pick up and pay for the list.
 Send COD via UPS directly to me at the address below. Address cannot be PO box.
 Hold at the Registrar's office, where I will pick up and pay for the list.
 For governmental agencies only: Send with invoice; payment will be made within 60 days.

Personal information - Complete all blanks

Name: _____ **Daytime phone:** (_____) _____

Address: _____ **NOTE: Please cancel this order if the list**

City, State, Zip: _____ **cannot be shipped by (date):** _____

Intended Use of List: _____

I am aware that information from voter registration records may be used lawfully only to request a registrant's vote, for a genuine political purpose, for bona fide political research, or for a bona fide official purpose by an elected official. I understand that using the information for any commercial purpose is a serious misdemeanor under Iowa law. I agree to pay the cost of the above ordered list upon delivery.

Signature: _____

Date: _____

General Information about Voter Lists

Voter registration records are either "active" or "inactive". Records are "inactive" when there is credible evidence - but not proof - that the voter is not eligible to vote from the address where registered. "Inactive" records are not included in lists purchased from the state registrar unless they are specifically requested or updates are requested. If updates are requested, inactive records will be included in the original list as well as the update reports to facilitate processing of update records.

Voter registration lists are produced as soon as possible after an order is received, generally within two to three days. At certain times of the year, however, it can take 10 to 14 days to prepare a list. Orders are processed in the sequence in which they are received (first in, first out). Sometimes an order is received before the data needed to fill the order is available. In those cases, the order is filled as soon as the data is available. Orders received immediately before major elections may be delayed while preparations for the election are finalized.

Orders for customized reports are accepted. You may specify that data be printed in a particular location on a page or form, or that constant data be mixed with variable data in a report. Costs and time of delivery will vary depending on the complexity of the order.

Information About Specific Standard List Formats

Mailing labels: Voter mailing information is printed on an Avery 5160 label. The label is easily removed from its waxy paper backing, to be pressed onto a mail piece. The label is gummed; wetting is not necessary.

One label per voter produces one mailing label for each registered voter meeting the selection criteria specified.

One label per household attempts to reduce the number of labels - and your postage and printing costs - by finding and eliminating the second and successive records from a report. A label will be printed for each unique address. The label will say All Voters At and then the address.

CD-ROM for PC and Email: Voter records include all of the public information about the voters, except that voting history older than eight elections in a given election type is not included. The records include both the registration address and mailing address, and the name (in addition to the code) of the precinct. Data is recorded as a delimited file with choices of comma (CSV), tab and semicolon.

Iowa Voter Registration Price List	SAMPLES FOR STATE & COUNTY LISTS										
(Adopted January 9, 2006)	Charge per	Number of records	Voters in State	Cost for State list	Voters in Polk Co	Cost for Polk Co	Voters in Butler Co	Cost for Butler Co	Voters in Adair Co	Cost for Adair Co	
Data Charge #	\$0.50	1,000	2,000,000	\$1,000.00	270,710	\$135.36	10,209	\$10.00	5,833	\$10.00	
Data Medium											
Paper list - 15 names per page	\$0.10	per page	2,000,000	\$13,333.33	270,710	\$1,804.73	10,209	\$68.06	5,833	\$38.89	
+ Data Charge				\$14,333.33		\$1,940.09		\$78.06		\$48.89	
Labels* - 30 labels per sheet	\$0.40	per sheet	2,000,000	\$26,666.67	270,710	\$3,609.47	10,209	\$136.12	5,833	\$77.77	
+ Data Charge				\$27,666.67		\$3,744.83		\$146.12		\$87.77	
# Price for lists sent by Email is the same as the Data Charge											
# Minimum Data Charge	\$10.00										
CD	\$3.00										
Shipping	\$5.00										
* This cost is for Avery 5160 standard mailing labels - 30 to a page - for all other labels the cost is \$0.10 per sheet plus the cost of the labels.											
PLEASE NOTE:											
Statewide & Congressional lists must be produced by the Secretary of State's office.											
Counties may produce any other lists for districts in which their county is a part.											

You may check our web site (www.sos.state.ia.us) for statistical reports, forms, samples of lists, and other information.