

# Specifications and Order Form for Voter List

Send completed form to:

Auditor  
Guthrie County Courthouse  
200 North 5th Street  
Guthrie Center, IA 50115  
Ph: (641) 747-3619  
Fax: (641) 747-3027

**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** - See the descriptions on the reverse.

One line per voter

Two lines per voter

**Index cards** - See the description on the reverse.

**Mailing labels** - See the description on the reverse.

One label per voter

One label per household

**Magnetic Media** - See the descriptions on the reverse.

CD-ROM for PC - See description on the reverse

**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 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.

**Updates** - Updates may be ordered only with an original list. Updates to lists previously supplied, or to lists supplied by others are not available. Updates are produced and must be picked up every two weeks and at registration closes for regularly scheduled elections. Updates may be canceled at any time by the list purchaser. Updates will be canceled by the registrar if the charges for an update have not been paid before the next update is due to be run. Once canceled, updates cannot be restarted.

I do not want to receive updates.

Provide updates (choose 1)  until I notify you in writing.  until \_\_\_\_\_ (date).

**Personal information** - Complete all blanks

**Name:** \_\_\_\_\_ **Daytime phone** ( )

**Address:** \_\_\_\_\_ **Please cancel this order if the list cannot**

**City, State, Zip:** \_\_\_\_\_ **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

#### **Paper (printed) list:**

A **one line per voter** list reports the voter’s telephone number, name, registration address, city, state, zip code, sex code, precinct code, date of birth, date of last activity, and party affiliation.

A **two line per voter** list reports all of the above PLUS voting history in the last five elections of each type (general, primary, school, municipal, special). See the note about voting history below.

**Index cards:** Voter information is printed on 3”X5” card stock paper. The information consists of the voter’s name, party affiliation, telephone number, registration address, city, state, zip code, sex code, date of birth, precinct code, county number, registration date and the date of the most recent vote in each of the five election types.

**Mailing labels:** Voter mailing information is printed on a 1”X4” 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. It works by comparing the last name and address of one record with the name and address in a previous record. If there is an exact match, the second record is dropped from the output file. **The routine does not work** when members of the household do not share the same last name, or the addresses in the records are different, however slightly.

**Magnetic media:** Voter records written to magnetic media include all of the public information about the voters, except that voting history older than five 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. Each record is 730 bytes in length. A record layout accompanies each order.

**CDs for PC** are MS-DOS compatible. Data is recorded in a compressed format. Data is in fixed length fields; there are no field delimiters. Data is always recorded in ASCII. CD’s are 650MB CD-Recordable media, the program to perform the decompression is included with the file.

**Voting History Note:** Until 1996, voting history was limited to the most recent *two* elections of each type. Therefore, records of participation in elections before 1992 (1994 for school elections) is generally not available.

You may check the Iowa Secretary of State web site ([www.sos.state.ia.us](http://www.sos.state.ia.us)) for statistical reports, forms, samples of lists, and other information.