

# REQUEST FOR VOTER REGISTRATION DATA

Phone: 502-573-7100

Fax: 502-573-4369 or 502-696-1952

[www.elect.ky.gov](http://www.elect.ky.gov)

STATE BOARD OF ELECTIONS  
140 WALNUT STREET, FRANKFORT, KY 40601

AGENCY USE ONLY

Order # \_\_\_\_\_

## PLEASE READ BEFORE COMPLETING THIS FORM

KRS 117.025(3)(h): The State Board of Elections shall furnish at a reasonable price any and all precinct lists to duly qualified candidates, political party committees or officials thereof, or any committee that advocates or opposes an amendment or public question. The State Board of Elections may also furnish the precinct lists to other persons at the board's discretion, at a reasonable price. The board shall **NOT** furnish precinct lists to persons who intend to use them for **COMMERCIAL USE**.

Commercial use as defined by 31 KAR 3:010, Section 3, means: (1) The use by the requester of the voter registration list, or any part thereof, in any form, for profit, the solicitation of donations, or for the sale or advertisement of any good, service, or publication (2) The transfer or sale of a voter registration list by the requester to any other person whom the requester knew or should have known intended to use the voter registration list, or any part thereof, in any form, for profit, the solicitation of donations, or for the sale or advertisement of any good, service, or publication. Pursuant to 31 KAR 3:010, Section 4, commercial use shall not include use of a voter registration list, or any part thereof, for the following purposes: (1) Use for scholarly, journalistic, political (including political fund raising), or governmental purposes; (2) Use for publication, broadcast, or related use by a newspaper, magazine, radio station, television station, or other news medium in its news or other publications or broadcasts.

Pursuant to 31 KAR 3:010, Section 1, as used herein: "Advertisement" means any attempt by publication, dissemination, solicitation, or circulation to induce any person to enter into any obligation, or acquire any title or interest in any good or service; "Sale" means any sale, rental, distribution, offer for sale, rental, or distribution, or attempt to sell, rent, or distribute any good or service to another; and "Voter Registration List" means a list of registered voters generated from the Statewide Voter Registration Database in any format in any given election precinct in the Commonwealth of Kentucky that the State Board of Elections is required to furnish pursuant to KRS 117.025(3)(h).

## ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING

REQUESTER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

*[Print or type name of individual]*

ENTITY: \_\_\_\_\_ TITLE: \_\_\_\_\_

*[Insert name of business, company or corporation]*

*[Insert affiliation]*

ADDRESS: \_\_\_\_\_ CITY, STATE, & ZIP: \_\_\_\_\_

FAX:(\_\_\_\_\_) CELL PHONE:(\_\_\_\_\_) DAY TIME PHONE:(\_\_\_\_\_) \_\_\_\_\_

PICK UP AT SBE OFFICE (OR)  MAIL-IN PAYMENT

PAY BY CREDIT CARD (E-mail required)

*[E-mail address]*

## REQUESTER HEREBY STATES, UNDER OATH, AS FOLLOWS: I am (CHECK ONLY ONE)

A Duly Qualified Candidate for the Office of \_\_\_\_\_

*Per 31 KAR 3:010 a duly qualified candidate is a person who has either filed a letter of intent with the Kentucky Registry of Election Finance, OR nomination papers with the Office of the Secretary of State or county clerk*

A Duly Authorized Representative of a Political Party Committee or Official Thereof.

*Insert Name of Political Party Committee:* \_\_\_\_\_

A Duly Authorized Representative of a Committee that Advocates or Opposes an Amendment or Public Question.

**OTHER** - Please attach in writing, signed and dated by the Requester, specific information detailing the purpose for which the information is requested and describing how the purpose stated by the Requester fits within the parameters of KRS 117.025(3)(h) and 31 KAR 3:010 (pertinent language listed above). The State Board of Elections will determine the requester's eligibility to receive the voter data based upon the information provided.

### OATH OF REQUESTER:

I further state that I have read KRS 117.025(3)(h) and 31 KAR 3:010, (quoted above), that I do not intend to use the voter registration lists for commercial use, that I will not sell or give the voter registration lists to persons who intend to use the information for commercial use, and the voter registration lists will be used for my campaign only, for a political party committee, for a committee that advocates or opposes an amendment or public question, or other purpose as allowed by the state board of elections.

By signing below, I am aware that the State Board of Elections, upon belief or knowledge that the data I have received has been sold, stolen, or lost may refuse any further requests for registration data.



SIGNATURE OF REQUESTER

*[Must be the same name as "Requester Name" above]*

1. **SELECT the appropriate box and complete the required information.**

[Contact your County Clerk for the appropriate information needed to complete Section 1.]

<input type="checkbox"/> Statewide	<input type="checkbox"/> Federal Congressional _____ (District Number)
<input type="checkbox"/> Countywide	<input type="checkbox"/> State Senatorial _____ (District Number)
_____ (Name of County)	<input type="checkbox"/> State Legislative _____ (District Number)

**(OR)**

**If ordering individual precinct(s), provide the county and precinct code(s).**

[Contact your County Clerk for the appropriate information needed to complete Section 1.]

County \_\_\_\_\_

Precinct(s) [Example: A101; B101; C101]: \_\_\_\_\_

2. **SELECT the appropriate block of voters requested:**

POLITICAL PARTY, GROUP, OR ORGANIZATION, OR INDEPENDENT STATUS			
ALL VOTERS		CONSTITUTION (C)	REFORM (F)
DEMOCRAT (D)		GREEN (G)	SOCIALIST WORKERS (S)
REPUBLICAN (R)		LIBERTARIAN (L)	INDEPENDENT STATUS (I)
OTHER (O) [does not include political party, groups, or organizations, or voters of independent status.]	Pursuant to 31 KAR 4:150		

3. **SELECT the appropriate block for the format of the data:**

<b>ELECTRONIC VIA EMAIL</b>	<b>MAILING LABELS</b>	<b>PAPER LISTS</b>
SPREADSHEET FILE	ALPHABETICAL	ALPHABETICAL
	HOUSEHOLD BY STREET	STREET ORDER
	HOUSEHOLD BY ZIP CODE	

**SPECIAL REQUESTS** (See p. 3 for further information)

PLEASE EXPLAIN: \_\_\_\_\_

**ORDERS WILL NOT BE SHIPPED UNTIL PAYMENT IN FULL IS RECEIVED**

**DO NOT WRITE BELOW - OFFICE USE ONLY**

NUMBER OF PRECINCTS:		\$
NUMBER OF LABELS:		\$
NUMBER OF RECORDS:		\$
Postage costs (if applicable)		\$
<b>DATE COMPLETED:</b>	<b>BY:</b>	<b>\$ TOTAL COST</b>

## COST, DESCRIPTION, AND FORMAT OF VOTER REGISTRATION DATA

<b>PAPER LIST ORDERS</b>		<b>MINIMUM CHARGE \$40.00</b>
(All purchases exceeding \$100.00, or 10 precincts, will be charged an additional \$1.00 per precinct after)		
<b>ALPHABETICAL Paper Lists</b>	<b>ALPHABETICAL paper lists</b> are lists of registered voters sorted in alphabetical order by last name within a precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	<b>\$ 10.00 per precinct</b>
<b>STREET ORDER Paper Lists</b>	<b>STREET ORDER paper lists</b> are lists of registered voters sorted in street order within precinct. These lists have the name, address, age code, party, gender, zip code, and a five year voting history of every registered voter in the precinct.	<b>\$ 10.00 per precinct</b>
<b>MAILING LABELS (SBE will call with final fee)</b>		<b>MINIMUM CHARGE \$30.00</b>
<b>ALPHABETICAL labels</b>	<b>ALPHABETICAL labels</b> are individual labels of registered voters within the precinct. They are printed with one name per label and sorted in alphabetical order within precinct.	<b>\$ 30.00 per thousand labels</b>
<b>HOUSEHOLD labels by STREET ORDER</b>	<b>HOUSEHOLD labels by STREET ORDER</b> are labels that are sorted by street address within precinct. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	<b>\$ 30.00 per thousand labels</b>
<b>HOUSEHOLD labels by ZIP CODE ORDER</b>	<b>HOUSEHOLD labels by ZIP CODE ORDER</b> are labels that are sorted by zip code within county. There can be as many as four (4) names per label of the voters whose last name and address are an <i>identical</i> match.	<b>\$ 30.00 per thousand labels</b>
<b>UPON REQUEST, ANY OF THE ABOVE LISTS MAY BE MADE AVAILABLE IN A PASSWORD-PROTECTED ELECTRONIC FORMAT AT LIKE CHARGE</b>		
<b>STATEWIDE DATA REQUESTS</b>		<b>\$2000.00</b>
<p>Special requests are not available on paper lists, but may be ordered for specific information desired, such as voters that have voted in certain elections [<i>Examples: all voters voting 3 out of 5 of the last elections OR all voters voting 3 out of 5 of the last general elections</i>], gender, new registered voters, etc. on labels and electronic format. <u><i>Precisely describe</i></u> the data desired on Page 2 in the section labeled "Special Requests."</p>		

- ➔ Make check payable to **KENTUCKY STATE TREASURER**
- ➔ **INCORRECT OR INCOMPLETE INFORMATION COULD DELAY YOUR ORDER**
- ➔ **ALL ORDERS ARE FINAL**
- ➔ **ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING**

**\*\*\* DETACH THIS PAGE BEFORE FAXING OR MAILING \*\*\***

**POLITICAL PARTY, GROUP, OR ORGANIZATION, OR INDEPENDENT STATUS  
CODES AS INDICATED ON PAPER LISTS**

**D – Democrat**  
**R – Republican**  
**O – Other**

**L – Libertarian**  
**G – Green**  
**C – Constitution**

**F - Reform**  
**S - Socialist Workers**  
**I - Independent Status**

**SBE EXTRACT FILE LAYOUT**

FIELD	DATA ELEMENT	BEG POS	END POS	SIZE
1	County Code	1	3	3
2	Precinct Code	4	7	4
3	City Code	8	8	1
4	Last Name	9	33	25
5	First Name	34	48	15
6	Middle Name	49	58	10
7	Sex	59	59	1
8	Party	60	60	1
9	Other Code	61	63	3
10	Residence Street Address	64	103	40
11	Residence City Address	104	123	20
12	Residence State	124	125	2
13	Residence Zip	126	134	9
14	Mailing Street Address	135	174	40
15	Mailing City Address	175	194	20
16	Mailing State	195	196	2
17	Mailing Zip	197	205	9
18	Year of Birth	206	209	4
19	Date of Registration	210	217	8
20	*Voting History (five-year)	218	237	20
21	Inactive Voter	238	238	1

**NOTE:**

The State Board of Elections does not endorse, sell, or provide instructions on your personal software packages.

**AGE CODES—PAPER LISTS ONLY**

CODE	1	2	3	4	5
AGE	17-24	25-34	35-49	50-61	62-over

**\*VOTING HISTORY EXPLANATION**

The five-year VOTING HISTORY is an UNOFFICIAL record. However, official documentation may be obtained from the county clerk in the voter’s county of residence at the time of the election in which the voter voted. Each record contains the voter’s five-year voting history. When a person registers to vote and is placed on the Kentucky voter registration file, a five-year voting history is established. For instance, if a person registered to vote on January 11, 2015, and has his or her information entered into the system, then the system immediately established a voting history for the voter. The voting history would appear as shown below:

15001600180019002000

*2017 is a “NO scheduled election” year*

In this example, the number “15” indicates the first election year in which the voter is eligible to vote. Each subsequent underlined number indicates years in which an election will be held. A zero represents every primary and general election. Once a voter has cast a ballot and signed the precinct roster, a “1” replaces the zero representing the election. If the voter voted in the general election of 2015, but not in the primary, his or her record would appear as follows: 15011600180019002000. NOTE: Kentucky has a “NO scheduled election year” every four years. The first “NO scheduled election year” was 1997.