

Frequently Asked Questions

- Question** Where do I get a "Request For Voter Registration Data" form (SBE-84)?
- Answer** At your [county clerk's](#) office; the State Board of Elections office; or our website @ www.elect.ky.gov.
- Question** What are precinct codes and how do I find what precinct codes I need to request?
- Answer** Each precinct is assigned a code number and name. Contact your [county clerk](#) to learn what precinct code(s) you should be requesting
- Question** I have the name of the precinct(s) to order voter registration data. Will that be enough information to place my order?
- Answer** No, you will have to have the precinct(s) code and you can obtain precinct(s) codes from your county clerk (Example: A101, B101, C101).
- Question** How do I pay for labels and CD-ROM if I do not know the number of labels and records?
- Answer** Exact number of labels and CD-ROM records cannot be determined until the request for voter registration data has been completed. It is recommended that no money be paid with initial request and an SBE employee will contact the requester by telephone with the exact amount due. The requester then has the choice of paying by check or money order with delivery being made by First Class Mail, pick up at SBE office, or UPS/COD. Cash on delivery (COD) orders include the current UPS service charge of \$11.50. All checks and money orders should be made payable to "Kentucky State Treasurer". There is a minimum charge of \$25.00 for CD-ROM orders and a minimum charge of \$10.00 for label orders.
- Question** Why do I owe \$10.00 if I purchased two precincts at a cost of \$4.00 per precinct?
- Answer** There is a minimum charge of \$10.00 for all Alphabetical and Street Order Lists.
- Question** I just received a paper list, when looking at the list there is an age code, how do I know what the age code means?
- Answer** Age Code:
- Code 1 (17-24)
 - Code 2 (25-34)
 - Code 3 (35-49)
 - Code 4 (50-61)
 - Code 5 (62-Over)
- Question** Why is it taking so long for me to receive my order by UPS/COD delivery?
- Answer** UPS attempts three (3) deliveries at the shipping address and if no one is available for delivery and payment, the package is returned to State Board of Elections.
- Question** Why is it taking so long for me to receive my order that I faxed to State Board of Elections?
- Answer** Too often faxed "Requests for Voter Registration Data" forms are not being received by State Board of Elections OR are being received by State Board of Elections but not legible; and therefore we cannot contact the requester.
- Question** Can I make a request for only those voters that voted three out of five last elections?
- Answer** Special requests ARE available for labels and/or CD-ROM, but ARE NOT available for lists. To order special requests for labels and/or CD-ROM, simply note your specific request at page 2, "Special Request".
- Question** Give me the instructions and software packages to get the CD-ROM to work for me in making lists, labels and spreadsheets?
- Answer** The State Board of Elections provides the data formatted in the American Standard Code for Information Interchange (ASCII) text file. This general text format requires the requester to import the data into a variety of software packages. The State Board of Elections does not endorse, sell, or provide instructions on any personal software packages.
- Question** Who do I contact if I have questions regarding a Request for Voter Registration Data?

Answer	Contact the State Board of Election by calling Sheila Walker at 502-573-7100 ext. 265; or emailing sheila.walker@ky.gov; or the SBE website address is www.elect.ky.gov .
Question	I have not filed for office yet, can I still order voter registration data?
Answer	Yes, any person qualified to be a candidate may order data under the statute.
Question	I am a concerned citizen. Can I order voter registration data?
Answer	No, a concerned citizen does not meet the requirements of 31 KAR 3:010 .
Question	I am the treasurer for the candidate. Can I order Voter Registration Data for the candidate?
Answer	No, the candidate must be the Requester and the candidate must complete and sign the form; however the candidate can request it be mailed to his/her treasurer or picked up by someone else at State Board of Elections.
Question	Can I request telephone numbers on the voter registration data form?
Answer	No, we do not provide telephone numbers on the data.
Question	I placed my order 5 (five) days ago, but have not received it?
Answer	It takes 7 to 10 business days to process and then you need to allow a few days for delivery. Except for UPS/COD orders, payment is required prior to the shipping or pick up of order.
Question	When requesting voter registration data after a Special Election is the voter credit listed on the data?
Answer	No, we do not have voter credit on Special Elections, you would have to do an open records request to each county and request the precinct rosters from those counties that had the Special Election.
Question	What would be the grand total for my order including shipping?
Answer	Except for UPS/COD orders, there are no shipping costs.
Question	Can I order just city voters or school board voters on a paper list?
Answer	Yes, only if your county clerk utilizes and assigns identification for the codes "other" and/or "town" as listed on the statewide voter registration database. But you will ONLY receive the name, address, and the assigned code on this list. This will exclude the party, gender, age and the voting history. You must contact your county clerk to get that precinct code.
Question	Can I order just city voters or certain school board voters in a split precinct on mailing labels?
Answer	No, you will receive all voters within that precinct or area.