

REQUEST FOR VOTER REGISTRATION DATA

Phone: 502-573-7100

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

www.elect.kv.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 the lists 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 or service; or (2) The transfer of a voter registration list by the requester for a profit 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 a good or service.

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; (3) Use in a publication provided or sold to duly qualified candidates, political party committees, or officials thereof, or any committee that advocates or opposes an amendment or public question.

Pursuant to 31 KAR 3:010, Section 1, as used herein: "Advertisement" means any attempt by publication, dissemination, solicitation, or circulation of a voter registration list, or any part thereof, in any form, 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 of 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 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 (OR) UPS/C.O.D. (will incur service charge)

NAME OF BUSINESS (if commercial): _____

SHIPPING ADDRESS: _____ Commercial (OR) Residential
[Post Office Box is not acceptable for UPS shipments]

CITY, STATE, & ZIP: _____ PHONE:(____) FAX:(____)

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

A Duly Qualified Candidate for the Office of _____

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.



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 _____ (Name of County)	<input type="checkbox"/> State Senatorial _____ (District Number)
	<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:**

PAPER LISTS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	STREET ORDER

MAILING LABELS	
<input type="checkbox"/>	ALPHABETICAL
<input type="checkbox"/>	HOUSEHOLD BY STREET
<input type="checkbox"/>	HOUSEHOLD BY ZIP CODE

CD-R	
<input type="checkbox"/>	ASCII Text File [See p.4]

SPECIAL REQUESTS [Allowed only on labels and CD-Rs (See p. 3 for further information)]

PLEASE EXPLAIN: _____

ORDERS WILL NOT BE SHIPPED UNTIL PAYMENT IN FULL IS RECEIVED

EXCEPT FOR UPS C.O.D. ORDERS

DO NOT WRITE BELOW – OFFICE USE ONLY

NUMBER OF PRECINCTS:		\$	
NUMBER OF LABELS:		\$	
NUMBER OF RECORDS/CD-R:		\$	
UPS C.O.D. CHARGE (if applicable)		\$	
DATE COMPLETED:	BY:	\$	TOTAL COST

COST, DESCRIPTION, AND FORMAT OF VOTER REGISTRATION DATA

PAPER LIST ORDERS		MINIMUM CHARGE \$10.00
ALPHABETICAL Paper Lists	ALPHABETICAL paper lists 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.	\$ 4.00 per precinct
STREET ORDER Paper Lists	STREET ORDER paper lists 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.	\$ 4.00 per precinct
MAILING LABELS (SBE will call with final fee)		MINIMUM CHARGE \$10.00
ALPHABETICAL labels	ALPHABETICAL labels are individual labels of registered voters within the precinct. They are printed with one name per label and sorted in alphabetical order within precinct.	\$ 10.00 per thousand labels
HOUSEHOLD labels by STREET ORDER	HOUSEHOLD labels by STREET ORDER 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.	\$ 10.00 per thousand labels
HOUSEHOLD labels by ZIP CODE ORDER	HOUSEHOLD labels by ZIP CODE ORDER 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.	\$ 10.00 per thousand labels
CD-R (SBE will call with final fee)		MINIMUM CHARGE \$25.00
CD-R (ASCII Text File)	CD-R includes the voter's name and address, county code, precinct code, gender, party, zip code, date of birth, date of registration and five year voting history. A layout of this information will come with your CD-R.	\$1.00 per thousand records up to 100,000 records; \$.50 per thousand records over 100,000 records; \$450 statewide
SPECIAL REQUESTS		
<p><i>Only Labels and CD-Rs</i> 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. <i>Precisely describe</i> the data desired on Page 2 in the section labeled "Special Requests."</p>		

- ➔ Make check payable to KENTUCKY STATE TREASURER
- ➔ WE DO NOT ACCEPT CREDIT OR DEBIT PAYMENTS
- ➔ INCORRECT OR INCOMPLETE INFORMATION COULD DELAY YOUR ORDER
- ➔ ALL ORDERS ARE FINAL
- ➔ ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING
- ➔ C.O.D. ORDERS WILL INCUR THE CURRENT UPS SERVICE CHARGE

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

**POLITICAL PARTY, GROUP, OR ORGANIZATION, OR INDEPENDENT STATUS
CODES AS INDICATED ON PAPER LISTS AND CD-R**

D – Democrat
R – Republican
O – Other

L – Libertarian
G – Green
C – Constitution

F – Reform
S – Socialist Workers
I – Independent Status

SBE EXTRACT FILE LAYOUT: FOR CD-R

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	Date of Birth	206	213	8
19	Date of Registration	214	221	8
20	*Voting History (five-year)	222	241	20

NOTE:

All data is formatted in **ASCII Text** and it is a fixed length file. This general text format requires you to import the data into a variety of software packages (e.g., spreadsheet or database).

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, 2009, 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:

10001100120014001500

2009 and 2013 are "NO scheduled election" years

In this example, the number "10" 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 2010, but not in the primary, his or her record would appear as follows: 10011100120014001500. NOTE: Kentucky has a "NO scheduled election year" every four years. The first "NO scheduled election year" was 1997.