MINNESOTA SECRETARY OF STATE

VOTER INFORMATION REQUEST FORM

For Election Administrator Use Only

The use of voter registration information for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law (M.S. 201.091).

Voter Information

Enter your name as it would appear on your voter record.

Name

Address

City | State | Zip Code

email | Phone

Order(s)

Make selection below *(Use separate forms for additional orders)*

Jurisdiction Type:

Jurisdiction Name:

Report Type: *(Statewide reports are available in text format only)*

Comments: *(Optional)*

**Text files require specific software to use. See page #2 for more information.*

Note: School district clerks cannot use any of the above voter mailing label files for the required referendum revenue notification pursuant to M.S. 126C.17 that must be sent to all taxpayers in the school district no earlier than 30 and no later than 15 days before the day of the referendum. Taxpayer information should be obtained from the appropriate county auditor's office.

Delivery

Enter delivery information below. *(Shipped orders will be sent via **UPS Ground Service**)*

I will pick my order up at the:

Retirement Systems of Minnesota Building
60 Empire Drive, Suite #100
Saint Paul, MN 55103

*Ship my order to: *(*include $5 shipping cost)*

Same as Residential Address

Name

Address

City

State | Zip Code

Payment

Enter payment information below.

Payment Type:

Order Total: ($) + Shipping: = Amount Included:

Mail order and payment to: ***(Do not mail cash)***

Office of the Secretary of State
Voter Registration Lists
60 Empire Dr Suite 100
Saint Paul, MN 55103

Certification

Certify your request. *Type your initials in the box below to the left , enter date, **print and sign**.*

I CERTIFY THAT I AM A REGISTERED VOTER IN THE STATE OF MINNESOTA AND THAT THE INFORMATION IN THIS LIST OF REGISTERED VOTERS WILL BE USED ONLY FOR PURPOSES RELATED TO ELECTIONS, POLITICAL ACTIVITIES, OR LAW ENFORCEMENT (M.S. 201.091).

SIGNATURE: Date:

Print Form

Offcial Use Only	Date Rec'd by Fiscal	Date Rec'd by Med Prod	Client Act #	Amount Paid	Work Order #

Minnesota Secretary of State
Voter Information List Request

Voter information is available only to **registered Minnesota voters** and must be used for purposes related to elections, political activities or law enforcement pursuant to ***M.S. 201.091 Subd. 5***. All other requests will be rejected and money refunded after 60 business days.

Reports

Voter Information List reports are available on CD-ROM **only**. Reports can be requested as **text (.txt)** or **Adobe (.pdf)** file types.

Text (.txt) - editable and can be reorganized, sorted, or filtered

The **text** files are parsed and in comma delimited format with field headings in the first line. Users will need application software, **not supplied or supported by the Office of the Secretary of State**, to access this data.

Adobe (.pdf) - not editable and cannot be reorganized, sorted, or filtered

The **.pdf** files are static documents in a printer friendly format and require free .pdf reader software available at **http://get.adobe.com/reader/**.

The table below indicates what information is included on each report type.

Report Overview		Information Contained in Report														
		Name	Address	Voter ID	Legacy ID	Phone	Birth Year	Election Date	Election Description	Election Type	Voting Method	Precinct Code	District Codes	County	.PDF Format	Comma-Delimited
Report Types	Detailed History	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Summary History	X	X	X	X	X	X	X		X		X		X	X	X
	Voter Mailing Labels*	X	X												X	X
	Household Mailing Labels*	(1)	X												X	X
	Walking List	X	X				X	X		X					X	X

***** All **.pdf** mailing label reports are formatted to print on ***AVERY 5160* (or similar)** label sheets. These sheets contain 3 labels across and 10 labels down per page.

(1) *Household Mailing Labels* include one label for every residential address where there is at least one registered voter. All labels are addressed to "Registered Voters."

When requesting your voter information you must specify the exact information needed and confirm the request prior to submitting your order. ***(e.g. Dartmouth County, Commissioner District #34, Precinct #227 or Farnsworth County, City of Parkville)***. Report samples can be found here: ***http://www.sos.state.mn.us/index.aspx?page=893***

Pricing

Request Type	Report Cost	Shipping Method	Shipping Cost	Payment Method*	Payable To:	Payment Address:
Single Jurisdiction	$30 per Report	UPS Ground	$5 per Order	Check, Money Order, or Cash (at the counter)	Secretary of State	Office of the Secretary of State Voter Registration Lists 60 Empire Dr Suite 100 St. Paul, MN 55103
Statewide	$46 per Report	UPS Ground	$5 per Order	Check, Money Order, or Cash (at the counter)	Secretary of State	

Payment

*Correct payment amount ***must*** accompany any request for information. Cash payments are accepted at the counter only. Please do not send cash in the mail. **Online ordering and credit card payments are currently not accepted at this time.**

Questions?

Please refer to the **Frequently Asked Questions** section of our website for more information.	Additional assistance can be found by submitting an **Ask a Question** form online.	You can also contact us via phone or email: **- (651) 297-4848** - **listrequest.sos@state.mn.us**