

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 <input style="width: 90%;" type="text"/>		
	Address <input style="width: 90%;" type="text"/>		
	City <input style="width: 30%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip Code <input style="width: 30%;" type="text"/>
	email <input style="width: 50%;" type="text"/>	Phone <input style="width: 30%;" type="text"/>	

Order(s)	Make selection below <i>(Use separate forms for additional orders)</i>		
	Jurisdiction Type: <input style="width: 90%;" type="text"/>	Jurisdiction Name: <input style="width: 90%;" type="text"/>	
	Report Type: <i>(Statewide reports are available in text format only)</i> <input style="width: 90%;" type="text"/>		
	Comments: <i>(Optional)</i> <div style="border: 1px solid black; height: 40px; width: 90%;"></div>		
	<p><i>*Text files require specific software to use. See page #2 for more information.</i></p> <hr/> <p style="text-align: center;">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.</p>		

Delivery	Enter delivery information below. <i>(Shipped orders will be sent via UPS Ground Service)</i>		
	<input type="radio"/> I will pick my order up at the: Retirement Systems of Minnesota Building 60 Empire Drive, Suite #100 Saint Paul, MN 55103	<input type="radio"/> *Ship my order to: <i>(*include \$5 shipping cost)</i> <input type="checkbox"/> Same as Residential Address Name _____ Address _____ City _____ State _____ Zip Code _____	

Payment	Enter payment information below.		
	Payment Type: <input style="width: 90%;" type="text"/>	Mail order and payment to: Office of the Secretary of State Voter Registration Lists 60 Empire Dr Suite 100 Saint Paul, MN 55103 <i>(Do not mail cash)</i>	
	Order Total: (\$) <input style="width: 20%;" type="text"/> + Shipping: <input style="width: 20%;" type="text"/> = Amount Included: <input style="width: 20%;" type="text"/>		

Certification	Certify your request. <i>Type your initials in the box below to the left, enter date, print and sign.</i>		
	<input style="width: 40px; height: 20px;" type="text"/>	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: _____	

Official Use Only	Date Rec'd by Fiscal <input style="width: 80%;" type="text"/>	Date Rec'd by Med Prod <input style="width: 80%;" type="text"/>	Client Act # <input style="width: 80%;" type="text"/>	Amount Paid <input style="width: 80%;" type="text"/>	Work Order # <input style="width: 80%;" type="text"/>
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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
Statewide	\$46 per Report	UPS Ground	\$5 per Order	Check, Money Order, or Cash (at the counter)	Secretary of State	60 Empire Dr Suite 100 St. Paul, MN 55103

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
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