



Office of the Minnesota Secretary of State

ELECTION ADMINISTRATOR VOTER MAILING LABELS REQUEST

Instructions

Use this form to request mailing labels for registered voters or households with registered voters. For multiple orders, submit a new form for each list.

Lists are provided in a ready-to-print pdf format, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. Examples of these formats are available on the Secretary of State's website (https://www.sos.state.mn.us).

This office may take up to 10 days to produce the report. The report will be current as of the time the report is run. The use of the list of registered voters for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law. (Minn. Statutes 201.091)

Election administrators should put the address they are registered to vote at under Voter Information below. Data may be delivered to any email address.

Note: School district clerks cannot use any of the 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.

Voter Information

Name (as it would appear on your voter record)

Street Address

City State Zip Code

Email Phone

Report Information

1) Choose one geographic area for your report:

PDF format may be unavailable for jurisdictions below with large numbers of registered voters

School District (\$30)

Entire City or Town (\$30)

Ward or Precinct (\$30) City/Town Ward or Precinct Name

2) Choose one format for your report:

Voter Lists for Mailing Labels Text (comma-delimited) PDF (ready for printing, not sortable)

One label per registered voter

One label per household

Delivery Information

Once processed, an email will be sent to the email above with a link to the requested voter data. This link will be active for seven days. For security, the voter data will be encrypted. Instructions will be included in the email about how to unencrypt the data. Please note the Secretary of State no longer provides this data on CD-ROM.

Payment Information

\$30 Local Report

Mail or hand-deliver your order to:

Office of the Secretary of State, First National Bank Building, 332 Minnesota Street, Suite N201, Saint Paul, MN 55101

Payment via cash (in-person orders only. Orders are not produced "while you wait")

Payment via check or money order

Certification

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

OFFICE USE ONLY

Table with 5 columns: Date - Fiscal, Date - Media Prod, Client Acct, Amt Paid, Work Order #

Revised 10/2021

## Registered Voter List Ordering Information

Registered voter information is only available to registered Minnesota voters, and may only be used for purposes related to elections, political activities, or law enforcement. ([Minnesota Statutes 201.091](#)) All data on registered voter reports is current as of the time the report was run. Only currently registered voters are included in the report. Voting history may not be updated for up to six weeks after an election.

### Geographic Area

Reports can be requested for different geographic areas such as statewide, county, city, town, or precinct. Reports can also be requested by election district, such as congressional district, state senate district, state house district, judicial district, school district, city ward, or precinct.

### Report Format

Reports are available in pdf format, text format, or sometimes both. Pdf reports come ready to print, but cannot be edited, sorted or filtered. Text files come in a comma-delimited format, ready to import into spreadsheet or database software. In that software, the data can be edited, sorted, and filtered, and also used in other ways, such as for mail merges. This office does NOT offer support for using this data with specific software application.

### Report Information

Report	Voter Name	Address	Phone	Birth Year	Voter ID	Legacy ID	Registration Date	County	MCD	Precinct Code	School District Code	Other District Codes	Voting History
Voter Mailing Labels (pdf or text)	Yes	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No
Household Mailing Labels (pdf or text)	No	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No

Additional report notes:

- Mailing label pdf reports are formatted to print on Avery 5160 (or similar) label sheets.
- Household mailing labels include one label per address with at least one registered voter. All labels are addressed to "Registered Voters."

### Ordering and Payment

Submit your order by mail or in person to:

Office of the Secretary of State, First National Bank Building, 332 Minnesota Street, Suite N201, Saint Paul, MN 55101

Orders may not be submitted online at this time. If ordering multiple lists, submit a separate order form for each list. Orders submitted together may be paid for with one payment.

- To order by mail, send your order form(s) and payment to the address above, "Attention: Voter Registration Lists". Payment may be by check or money order, payable to the Office of the Secretary of State.
- To order in person, come to the address above and submit your order form(s) and payment. You may pay with cash or check payable to the Office of the Secretary of State. Note that orders are not produced "while you wait."

### Delivery

Once processed, a message will be sent to the specified email with a link to the requested voter data. This link will be active for seven days. For security, the voter data will be encrypted. Instructions will be included in the email message about how to unencrypt the data. Please note the Secretary of State no longer provides this data on CD-ROM.