

**State of Iowa**  
**Specifications and Order Form for Voter List**

Requests can be made with the Secretary of State's Office or with a county auditor. Statewide and congressional lists must be produced by the Secretary of State's Office. Counties may only produce lists for districts of which their county is a part.

**Data** Describe the voters to be included. Specify that which differentiates them from the ones you do not want included.  
**CAUTION:** *If you request "all voters," you will receive and be charged for the whole state – over 2 million voters!*

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Do you want inactive voters?     Yes     No                      *Registration records become "inactive" when evidence shows that a voter is has moved from the address where registered.*

**List Type** Check one or more of the boxes below.

**Electronic List**                       Email     CD-ROM                      *Data is record as a delimited filed with comma (CSV).*

The records will include the registration address, mailing address, and the name and code of the precinct. **Social Security numbers, driver license numbers, and non-operator ID numbers are not included in any list.**

Do you want vote history?     Yes     No                      *Vote history is only available for electronic lists. Vote history for the last 5 elections of every type will be included.*

**Paper (printed) List**

In what sequence do you want the voters listed? (by last name, by jurisdiction, etc.) \_\_\_\_\_

**Mailing Labels**                       One label per voter - *This will produce one mailing label for each record requested.*  
 One label per household - *This will produce one mailing label for each unique address.*

**Delivery** Check one box below. *Orders that are shipped will be charged an extra \$5.00.*

- Send COD via UPS directly to me at the address I will provide. **NOTE: The address cannot be a PO Box for UPS delivery.**
- Hold at the Secretary of State's Office, where I will pick up and pay for the list.
- Hold at the \_\_\_\_\_ County Auditor's Office, where I will pick up and pay for the list.
- For Governmental Agencies Only:** Send with invoice; payment will be made within 60 days.
- Email the list to: \_\_\_\_\_.

I will contact the  Secretary of State's Office or the  \_\_\_\_\_ County Auditor's Office for payment.

**Personal Information** Complete all blanks.

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Intended Use of List: \_\_\_\_\_

Information from voter registration records can **only** be used:

- To request a registrant's vote at an election,
- For a genuine political purpose,
- For bona fide political research, or
- For a bona fide official purpose by an elected official.

*I am aware that information from voter registration records may be used lawfully for the reasons listed above. **I understand that using the information for any commercial purpose is a serious misdemeanor under Iowa law.** I agree to pay the cost of the above ordered list upon delivery.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## State of Iowa Specifications and Order Form for Voter List

Lists are produced as soon as possible after an order is received. It can take up to 14 days to prepare a list. Orders received immediately before major elections may be delayed while preparations for the election are finalized.

Cancel this order if the list cannot be shipped by (date): \_\_\_\_\_

**Send the completed form to:**

State Registrar of Voters  
Lucas State Office Building, First Floor  
Des Moines, IA 50319  
Phone: (515) 281-8849 Fax: (515) 281-7142  
Email: anita.vangundy@sos.iowa.gov

\_\_\_\_\_ County Auditor's Office  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Price for Lists**

The cost of the lists depends on the order. For example, a statewide voter list would cost approximately \$1,500 for the data only, depending on the current number of registered voters in Iowa at the time the list is generated. A county may charge different prices for lists prepared by the county auditor.

<b>Minimum Data Charge</b>	\$10.00	<b>Additional Data Charges</b> *for lists with more than 20,000 records	\$0.50 per 1,000 records
<b>E-mail List</b>	same as Data Charge(s)	<b>Data on CD-ROM</b>	\$2.00 + Data Charge(s)
<b>Paper List</b> (30 names per page)	\$0.10 per page + Data Charge(s)	<b>Labels</b> (30 labels per sheet)	\$0.10 per sheet + Data Charge(s)

Lists with updates throughout the year may also be purchased. See the table below for pricing information.

<b>Statewide Voter List</b>	\$1,500/year	<b>Statewide Absentee List</b>	\$450/year
<b>Congressional District Absentee List</b>	\$125/year	<b>Iowa House District and Senate District Absentee Lists</b>	\$50/year
<b>Countywide Absentee List</b>	\$40/year		