

## RECORDS SEARCHES FOR INFORMATION ABOUT SPECIFIC VOTERS

This policy applies **only** to information requested **about specific voters**.

Information about voter history for groups of voters, typically requested by candidates or political campaigns, is still handled through the affidavit process as outlined by the Secretary of State.

Lists of candidates for election, which are posted on our web page, may be e-mailed or provided to the media free of charge. Voting history for candidates in elections is provided to the media free of charge.

- **No information regarding a specific voter is to be given out to anyone, other than that voter**, over the telephone or by e-mail or fax.
- If a person claims to be a voter and wishes to check the status of his or her own registration, please verify the voter's identity by asking for full name, address, last four digits of the social security number and date of birth before giving out information to the voter.
- All other information about a voter or groups of voters should be considered as a public records request and forwarded to our Records Liaison, [Theresa Atencio](#).
- **Questions about whether a specific voter is registered to vote, or an address for that voter**, should be submitted by mail or fax and shall be **submitted as a [public records request](#)**.
- **Copies of voter registrations requested are not to be e-mailed or sent by fax.** There is a \$1.00 charge per page for copies and \$2.00 per page for certified copies, which must be paid before sending the public records.
- Governmental entities seeking information on employee voter history shall submit a public records request. The request shall include full name, address and date of birth. No information on voter history shall be provided by telephone, e-mail or fax.
- **In all cases**, the original roster for that election shall be examined to determine if a person voted at a polling place on Election Day. Copies of the roster page with the voter's signature shall be provided to the requester at a charge of \$1.00 per page, paid in advance.