

**Linn County, Iowa  
Voter List Specifications and Order Form**

**Personal Information** Complete all blanks.

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

***Linn County makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall Linn County be liable for lost profits or any consequential or incidental damages caused by the use of this voter list and/or voter dataset.***

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

**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.**

**Voter List Blackout Period:** There will be a voter list blackout period twenty-nine days prior to General Election Day. A voter list can be requested through the Secretary of State's Office during this time.

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

Statewide and congressional lists must be produced by the Secretary of State's Office. Linn County may only produce lists for districts of which are wholly in the county.

**Price for Lists:**

- The minimum data charge is \$10.00 for voter lists 20,000 records or less. For lists more than 20,000 records, the cost is \$0.50 per 1,000 records.

**Additional Pricing Information**

- Paper voter list cost \$0.10 per page plus any data charge(s).
- Household mailing labels cost \$0.27 per sheet (30 labels per sheet) plus any data charges.
- Our department will email a paid voter list for free if requested.
- Our department will create a CD-ROM with a paid voter list for free if requested.

**Acceptable Payment Methods:**

- Cash
  - Cash payments **must** be for the **exact** amount.
  - Our department does not have cash on hand for making change.
- Check
  - Check payments **must** be for the **exact** amount.
  - Please make checks payable to Linn County **Treasurer**.
- Credit Card
  - **Free** service. No convenience fee.

**Data** Describe the voters to be included. Specify that which differentiates them from the ones you do not want included.

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Only "Active" voters will be included, unless specified in the order.

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

- Electronic List**       Email     CD-ROM

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 from up to eight (8) specific election dates:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

- Paper (printed) List**

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

- Household Mailing Labels** - *This will produce one mailing label for each unique address.*

- Absentee Reports**

**Delivery** Check one box below.

- Pick up at the Linn County Election Services Department, where I will pick up and pay for the list.
- Email – The list will be sent to the email address provided in the personal information section. The email address will need to be verified before the list is emailed.

**Send the completed form to:**

Linn County Election Services Department  
935 2<sup>nd</sup> Street Southwest  
Cedar Rapids, IA 52404  
Phone: (319) 892-5300 Fax: (319) 892-5359  
Email: [eric.loecher@linncounty.org](mailto:eric.loecher@linncounty.org)