

BALTIMORE CITY BOARD OF ELECTIONS
BENTON OFFICE BUILDING, ROOM 129
417 E. FAYETTE STREET
BALTIMORE, MARYLAND 21202
410-396-5550

Application for City Voter Registration Data – General Information

- Qualifications: To apply for a voter registration list, the applicant must be a registered voter in Maryland and must sign a statement, under penalty of perjury, that the list is not intended to be used for purposes of commercial solicitation or any other purpose not related to the electoral process. (Election law Article, 3-506, Annotated Code of Maryland and COMAR 33.03.02.03A and 33.03.02.04)
The applicant's registration will be verified before processing the request.
- Application Deadline: Before any election, the Baltimore City Board of Elections will fill any request for voter registration data **unless** the application was filed after the registration deadline. (COMAR 33.03.02.05b)
- File Content: Each file will contain the following fields: Registrants full name, residence address, mailing address (if applicable), registration date, date of birth, gender, party affiliation, ward/precinct, registrants ID number, and status and voter history (when applicable)
- File Format: **Registration records are created as a tab delimited text file.** All requests will be provided on a USB drive, supplied by the Board of Elections.
- Turn around time: 2 – 3 working days
- Payment: Full payment must accompany this application. Payment can be made in the form of cash, personal or campaign check or money order. Checks are to be made payable to the Director of Finance.
- Return Check Policy: All returned checks will be assessed a fee of \$25.00
- Delivery Instructions: The USB drives may either be picked up from the Board of Elections office or mailed. If you choose to have it shipped by a commercial shipper like Federal Express or UPS you must supply the Board of Elections with your account number. The Board of Elections will not pay for the mailing of the USB drive to you.
- Disclaimer: The Baltimore City Board of Elections does not guarantee that the data requested in electronic format will be compatible with all software programs. Once the USB drive leaves this office it can not be returned unless defective and it will be replaced with the same information that was in it before. The applicant will utilize his/her own software program database in order to import this information into his/her data base.
- Cost:
- | | | |
|----------------------|----------|--|
| City Wide | \$104.00 | <u>Files are in a tab delimited text file</u> |
| Individual Districts | \$52.00 | <u>Files are in a tab delimited text file</u> |

BALTIMORE CITY BOARD OF ELECTIONS
APPLICATION FOR VOTER REGISTRATION DATA

Applicants Name: _____
Applicants Address: _____
City: _____ State: _____ Zip Code: _____
Registered Voter in: _____ (County/City)

Telephone number to reach you at when your list is ready: _____

If you are buying data on behalf of a corporation or other business entity, provide the name and address of entity:

Name: _____
Address: _____

Specify the intended use of this data: _____

Delivery Instructions: Circle your choice: Will pick it up _____
Mail it _____ (carrier UPS/FedEx)
Account number: _____

IMPORTANT PLEASE READ: Voter Registration lists are created as a tab delimited text file

Choices: **Check ONE:** _____ City Wide _____ Legislative District – Specify District _____
_____ Congressional District – Specify District _____
_____ Council District – Specify District _____

Type of list: **Check ONE:** _____ Registered Voter List (Basic list with no voting history)
_____ Voting History List (up to the last 10 elections)

Political Party: **Check ONE:** _____ All party affiliations
_____ Dem _____ Rep _____ Other (Specify) _____

PLEASE READ STATEMENT BEFORE SIGNING:

I acknowledge and understand that I cannot use the data for any purpose unrelated to the electoral process. I can use the data to register voters, form a political party, qualify as a candidate for public office, circulate a petition, conduct elections and recount, cast and count ballots, finance a campaign, and other activities that meet the "electoral process" as defined in COMAR 33.33.02.01B(1). I will not use this data for investigations into illegal or suspected illegal infractions or violations of voters' behaviors in a specific election.

I, _____ have read and understand the above statement and agree to it.

Signature of Applicant: _____ Date: _____

Employee taking the order: _____