



# PUBLIC RECORDS REQUEST FORM

Use the Maricopa County Public Records Request form to make non-commercial or commercial purpose public records requests for the Recorder's Office and Elections Department.

See below for a list of frequently requested public record requests and descriptions or write a description of the request in the area below.

This request is hereby made to  inspect **or**  reproduce the following public record(s):

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Pursuant to **A.R.S. § 39-121.03**, I certify that the record(s) are requested for (select one):

Non-Commercial Purpose **or**  Commercial Purpose

**CONTACT INFORMATION** (\*required fields)

\*Requester Name: \_\_\_\_\_

Company / Committee Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

Requestor's initials are required for each of the following statements to obtain records for a non-commercial purpose only:

\_\_\_\_\_ I agree that voter data and information will not be used for commercial purposes.

\_\_\_\_\_ I agree that voter data and information will not be posted online.

\_\_\_\_\_ I agree to pay the applicable cost for the number of records.

\_\_\_\_\_ I agree not to hold Maricopa County or the Maricopa County Recorder liable or responsible for any accurate or incomplete information I receive.

\_\_\_\_\_ I understand and agree that Maricopa County does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, or inaccuracy of any said data and information.

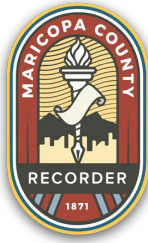
\_\_\_\_\_ I understand and accept responsibility for the unauthorized use or transmission of any such data or information in its actual or altered form.

\_\_\_\_\_ I have read and understand all the terms and conditions listed below.

I certify that all the information provided is true and accurate under the penalty of perjury.

\_\_\_\_\_  
**Electronic Signature of Requestor**

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



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## FREQUENTLY REQUESTED PUBLIC RECORDS:

Data files and other electronic documents will be made available through a secure download via our electronic portal.

### Voter History and Registration Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Known Address(es): \_\_\_\_\_

- Request voting registration or voting history for anyone including those interested in running for office or currently holding office in any capacity.
- Documents are shared free of charge with an understanding that documents will not be shared or posted online.

### Voter File (VM51)

Bound District(s): \_\_\_\_\_

- Generates a current alphabetical listing of registered voters available to the public that can be requested by bound districts (*Legislative, Congressional, Supervisorial, Precinct, or Countywide*).
- The file contains the following: Name, Date of Registration, Addresses, Party, Phone, AEVL, Registration Status, and Voting History for the Current General/Primary, Previous General/Primary, and Next General/Primary.
- This file does not include any protected voters (**A.R.S. § 16-153**).
- This file can be requested to include Active, Inactive, Federal only, or all registration statuses.

### Voted File (VM55)

Election(s): \_\_\_\_\_

- This file, prescribed for in state law, is the final accounting of voters who participated in the election broken out by early voting and Election Day. The file runs after all early ballot signatures have been verified and all provisional ballots have been researched.
- This file does not include any protected voters (**A.R.S. § 16-153**).
- This file contains a list of ALL voters by Name, Voter ID, Addresses, Precinct/District, Party, Ballot Type, and Year of Birth.



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## Early Ballot Requests and Returns

Select Option(s):  EV32 (requested) **or**  EV33 (returned)  
 Daily Reports **or**  Weekly Reports

Bound District(s): \_\_\_\_\_

- Arizona State Statute requires all counties to create a daily report of early ballot requests and returns from voters.
- These reports can be requested by bound districts (*Legislative, Congressional, Supervisorial, Precinct, or Countywide*) and provided daily or weekly throughout an election or as archived data.
- These daily reports must begin 33 days prior to the election, and for returns, end the day before Election Day.
- They are not intended to be a reconciliation of all early ballot requests and returns, as they are required to end prior to Election Day.
- This file also includes no protected voters (**A.R.S. § 16-153**).

Below is how Maricopa County and the political parties agreed to the file creation and sharing:

- EV32 Requested ballots: This is a daily data file created for political parties of early ballot requests from voters specific to an election.
- EV33 Returned ballots: This is a daily data file created for political parties of early ballots returned by voters. This is not a list of ballots that were counted. All early ballot envelopes must go through the exhaustive and comprehensive signature review process to verify the signature before it can be counted.

## Extensive Public Records Request

- A public records request is considered extensive when requesting internal or communication records.

Description of Internal Record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information must be included to conduct a proper search for communications:

Email(s)/Employee(s) to search: \_\_\_\_\_

Dates of search: \_\_\_\_\_

Exact search string(s): \_\_\_\_\_



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## TERMS AND CONDITIONS:

A PERSON WHO VIOLATES ANY OF THESE PROVISIONS, AS OUTLINED IN A.R.S. §16- 168(E) AND (F), IS GUILTY OF A CLASS 6 FELONY.

I understand that voter registration files, lists, or reports (“voter data”) from Maricopa County’s Voter Register are subject to protections and restrictions as provided by Arizona law. I agree to the following terms and conditions for receiving records electronically from the Maricopa County Recorder’s Office and Elections Department:

**1. Voter data is sought for authorized use.** Precinct registers and other lists and information derived from registration forms may be used only for the following purposes:

- relating to a political or political party
- activity, a political campaign or an election,
- for revising election district boundaries or
- for any other purpose expressly authorized by law

Any person in possession of precinct registers or lists, in whole or part, or any reproduction of a precinct register or list, shall not permit the register or list to be used, bought, sold, or otherwise transferred for any purpose except for uses otherwise authorized.

**2. Responsive records will not be used for commercial purposes.** These records may not be used commercially as defined in A.R.S. § 39-121.03. The sale of registers, lists, and information derived from registration forms to a candidate or a registered political committee for a use specifically authorized by this subsection does not constitute use for a commercial purpose.

**3. Internet Posting is Prohibited.** A person possessing information derived from voter registration forms or precinct registers shall not distribute, post, or otherwise provide access to any portion of that information through the internet.

**4. Charge for Records.** The County Recorder, on a request for authorized use, shall prepare copies of records and furnish them to any person requesting them on payment of a fee equal to the following amounts for the following number of voter registration records provided:

| Number of Records | Flat Rate | Additional Cost Per Record |
|-------------------|-----------|----------------------------|
| 1 - 124,999       | \$93.75   | \$0.0005                   |
| 125,000 - 249,999 | \$156.25  | \$0.000375                 |
| 250,000 - 499,999 | \$203.13  | \$0.0025                   |
| 500,000 - 999,999 | \$265.63  | \$0.000125                 |
| 1,000,000 or more | \$328.13  | \$0.0000625                |

**5. If for authorized use, the following voter information will be redacted:**

- the month and day of birth date,
- the social security number or any portion thereof,
- the driver’s license number or non-operating identification license number, the Indian census number,
- the father’s name or mother’s maiden name, the state or country of birth
- the records containing a voter’s signature
- voter’s email address.

**6. Unredacted voter data will be accessible to, or reproduced, only for the following individuals:**

- the voter,
- an authorized government official in the scope of the official's duties,
- for any purpose by an entity designated by the Secretary of State as a voter registration agency pursuant to the national voter registration act (NVRA)
- for signature verification on petitions and candidate filings, for election purposes and
- for news gathering purposes by a person engaged in the newspaper, radio, television, or reportorial work, or connected with or employed by a newspaper, radio, or television station or pursuant to a court order.
- However, notwithstanding any other law, a voter’s e-mail address may not be released for any purpose.