



Sacramento County
Voter Registration & Elections

Specialized Services and
Schedule of Fees and
Charges



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Registrar of Voters
Effective January 11, 2008

**COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS**

**SPECIALIZED SERVICES
SCHEDULE OF FEES AND CHARGES**



Effective January 11, 2008

TABLE OF CONTENTS

ABOUT REPORTS	1
General Information	1
Registration Information	1
Available Media	1
RECORDS ACCESS	2
Viewing or Purchasing Voter Registration Records	2
Agreement	2
Penalties for Unauthorized Use	2
EXAMPLES OF USES OF VOTER REGISTRATION INFORMATION	3
ORDERING INSTRUCTIONS	4
Anticipate Your Needs	4
Complete an Application	4
Fees	4
USE OF PUBLIC COMPUTER TERMINAL TO ACCESS VOTER REGISTRATION INFORMATION	5
Restrictions on Voter Registration Information	5
Accessing Information on the Public Terminal	5
AVAILABLE SERVICES	6
Abstracts of Registration	6
Registrar's Certificate of a Document	6
Copy Services	6
Facsimile Transactions (FAX)	6
Maps	6
Postage, Packaging and Handling	7
Signature Verification	7
Research of Records	7
Roster Book Search	7
Search for Affidavit of Registration on File	7
Verifying Voter Registration	7
ELECTION ADMINISTRATION	8
Administration of Elections	8
Anticipated Elections	8
Candidate Filing Fees	8
Candidate Statements	8
Notice of Intent to Circulate County Initiative Petition	9
Vote Recounts	9
AVAILABLE REPORTS	10
SCHEDULE OF FEES AND CHARGES	12

COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS

ABOUT REPORTS

General Information

Reports described in this booklet are generated from the database of registered voters, maintained by Voter Registration and Elections and are available for a fee. This booklet describes the type of information available and the requirements, including fees, for purchasing reports.

The database is composed of registered voters in Sacramento County only. For reports of registered voters in other counties, you should contact the Elections Department in those counties.

Most records are public records and are generally available for public inspection and use. Some records, however, are not available for public use or are restricted in some manner.

Registration Information

“Registration Information” means all information maintained in the general index to the Affidavits of Registration, whether in electronic form or in the Index of Registered Voters, pursuant to Elections Code Section 2180. This includes all information partially or solely derived from the aforementioned data whether displayed, transmitted or stored in any format or on any media whatsoever (Administrative Code Section 19001).

Available Media

Reports are currently available on CD or paper. Some reports can be sent electronically. Please refer to “Ordering Instructions” for more information.

RECORDS ACCESS

Viewing or Purchasing Voter Registration Records

When an individual, government agency or political entity requests information on registered voters, an **“Application to Purchase or View Voter Registration Information”** must be completed, signed and approved before any information can be released. This form is available at Voter Registration and Elections.

Agreement

By signing the **“Application to Purchase or View Voter Registration Information,”** the applicant agrees to use the information only for election or governmental purposes (California Administrative Code Sections 19005 and 19008). Table 1 shows examples of permissible and non-permissible uses of voter registration information.

The applicant further agrees not to sell, lease or deliver possession of the registration information, or a copy or any portion thereof, to any person, organization or agency without receiving prior written authorization to do so from Sacramento County Voter Registration and Elections.

Penalties for Unauthorized Use

Any unauthorized use shall result in a penalty equal to the sum of \$.50, multiplied by the number of registration records used in an unauthorized manner (Election Code Section 18109 and Administrative Code Section 19007). For example, if an unauthorized use resulted in a mailing to all registered voters in Sacramento County, the penalty would be approximately \$315,000.

Table 1

EXAMPLES OF USES OF VOTER REGISTRATION INFORMATION	PERMITTED?
Using registration information for purposes of communicating with voters in connection with any election	Yes
Sending communication, including but not limited to: <ul style="list-style-type: none"> a. Mailings which campaign for or against any candidate or ballot measure or proposition in any election; b. Mailings by or on behalf of any political party, provided that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments, and related matters; c. Mailings incidental to the circulation or support of or opposition to any recall, initiative or referendum petition. 	Yes Yes Yes
Sending newsletter or bulletins by any public official, political party or candidate for public office	Yes
Conducting any survey of: <ul style="list-style-type: none"> a. Voters in connection with any election campaign; b. Opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purpose; c. Opinions of voters other than a survey of opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purposes. 	Yes Yes No
Conducting an audit of voter registration lists for the purpose of detecting voter registration fraud	Yes
Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party in support of or opposition to any ballot measure	Yes
Official use by any local, state or federal governmental agency	Yes
Any communication or other use solely or partially for any commercial purpose	No
Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure	No

ORDERING INSTRUCTIONS

Anticipate Your Needs

Before ordering any report, you should anticipate your needs well in advance, so that your request can be scheduled in conjunction with the computer needs of Voter Registration and Elections. If you have any questions, please call the Voting Systems and Technology staff at (916) 875-6222 or (916) 875-6303.

If you wish to purchase a CD of registered voters, you may also request that voter history be included. If voter history is not requested, the report will include only current information.

Complete an Application

Before a report can be released to you, you must first complete an **“Application to Purchase or View Voter Registration Information”** form. This form is available from Voter Registration and Elections, both in the office or on-line at:

<http://www.elections.saccounty.net/ENG/campaign-services/docs/Request-for-voter-file.pdf> It must be completed and signed by the requestor and returned to Voter Registration and Elections for approval. Before your request can be processed, you must provide a copy of your current driver's license or state issued identification card.

Fees

Once your **“Application to Purchase or View Voter Registration Information”** has been approved, pay the required fee in full and in advance. For fees, refer to the **“Schedule of Fees and Charges”** in this booklet. The **“Schedule of Fees and Charges”** may be revised periodically due to an increase in costs.

Fees may be paid either by cash, check or money order. Checks and money orders should be made payable to **“County of Sacramento.”** The cost of a returned check is determined by Sacramento County Code – SCC 1369 Section 2.01.030.

**USE OF PUBLIC COMPUTER TERMINAL TO ACCESS
VOTER REGISTRATION INFORMATION**

Voter Registration and Elections has a computer terminal for public use to look up a name in the database of registered voters. In the past, some individuals used the public terminal to compile lists of names and addresses, for example, for reunions, for private investigations or to locate a person in Sacramento County.

Restrictions on Voter Registration Information

As of January 1, 1995, certain information about registered voters is no longer available to the general public through a public terminal at Voter Registration and Elections:

ITEM ON VOTER'S RECORD	IS ACCESSIBLE	IS NOT ACCESSIBLE
Name	X	
Residence Address		X
City and ZIP Code		X
Date of Birth	X	
Place of Birth		X
Drivers License or State ID Number		X
Telephone Number		X
Party Registration	X	
Previous Registration Information		X
Precinct Number		X
Districts in Voters Precinct	X	
Voting History	X	
Voters Status (Active or Inactive)	X	

Accessing Information on the Public Terminal

Before voter information can be accessed on the public terminal, the requestor must complete a form, stating the specific information requested and its intended use. The requestor must also show their valid photo ID, such as a drivers' license, press card or university identification card.

AVAILABLE SERVICES

Abstracts of Registration

Abstracts of Registration are certified records of voter registration in Sacramento County. It does not replace any requirements for passports, visas or other documents. It is strongly recommended that travelers check with their travel agent regarding documents that are required to re-enter the United States.

Registrar's Certification of a Document

Any public document on file with Voter Registration and Elections can be certified by the Registrar of Voters or a deputy for a fee. Where appropriate, search and copy fees may also apply.

Copy Services

Any public document on file with Voter Registration and Elections and available on paper can be copied for a fee. Where appropriate, search fees may also apply.

Election Equipment and Supplies for Loan

Voting booths may be loaned to government agencies and non-profit organizations, when use does not conflict with the needs of Voter Registration and Elections. Generally, equipment is not loaned 90 days before or after an election.

A handling fee is charged to non-profit organizations. Fees are waived for government agencies and schools. Advanced notice of one week is requested. All borrowers must sign a receipt, indicating the date the equipment will be returned. By signing the receipt, borrowers acknowledge that they will be responsible for replacing or repairing equipment that is lost or damaged.

As of January 2004, Voter Registration and Elections no longer has tables and chairs available for lending, whether a fee is charged or not for such use.

Facsimile Transactions (Faxes)

Most documents from Voter Registration and Elections can be sent to the requestor by FAX. This service is available for official use only and not for public use.

Requestors will be charged a fee, based on the number of pages and destination of the transmission, to cover handling and transmission. Requestors must provide a FAX number and pay all necessary fees in advance.

Maps

Voter Registration and Elections can produce precinct maps and maps that indicate the boundaries of districts within Sacramento County: cities and council districts, Board of supervisor districts, special districts, school districts, Senate districts, Assembly districts and Congressional districts. Precinct maps are also available on CD.

Purchasers are advised that maps produced by Voter Registration and Elections are for display purposes only and independent verification of data and boundaries should be obtained by the user. The County of Sacramento does not warrant the accuracy or completeness of maps and disclaims liability for their fitness for use. Maps purchased from Voter Registration and

Elections may not be reproduced or resold without the express written consent of Voter Registration and Elections.

Customized maps are available upon request.

Complete maps of cities and districts may take several sheets. Purchasers will be charged for each sheet produced.

Postage, Packaging and Handling

A fee to cover postage, packaging and handling of mailed material will be collected in advance. A requestor may provide Voter Registration and Elections with their Federal Express account information.

Signature Verification

Voter Registration and Elections will verify signatures for another government agency only in connection with an election or petition circulated by registered voters within Sacramento County.

Research of Records

Staff will research, on request, the historical records maintained on-site. Many records created prior to 1975 have been removed from Voter Registration and Elections and are archived in the Sacramento Archives and Museum Collection Center.

There is a minimum charge for ½-hour for research. Other fees, such as copying, postage, packaging and handling, may also apply.

Roster Book Search

See “**Research of Records.**” The fee for this service covers staff time in locating the appropriate Rosters of Voters and making them available to the requestor.

Search for Affidavit of Registration on File

All current and many recently canceled records are maintained on the department’s computer files. A search of current and past Affidavits of Registration can be done for a fee. The fee is based on each year researched and whether the record can be accessed from the computer files. Fees apply whether the record is found or not. Other fees, such as copying and certification, may also apply.

Verifying Voter Registration

Verification of registration:

- will be given verbally only for the requestor and will be done free of charge;
- will be given for another person for a fee. The requestor must appear in person and complete the appropriate form. (see “**Search for Affidavit of Registration on File**”).

ELECTION ADMINISTRATION

Administration of Elections

Voter Registration and Elections administers all elections for the federal, state and county governments, and school and special districts, and assists with municipal elections. Each participating agency pays a prorated share of the cost of the election.

Anticipated Elections

Voter Registration and Elections includes in its annual budget the estimated cost of regularly scheduled and anticipated special elections. Any agency that calls a special election that was not anticipated, and therefore not included in the annual budget, is required to prepay the estimated cost of the election before the election is administered.

Candidate Filing Fees

Candidates for a county office or a judicial office in Sacramento County shall pay a fee equal to 1% of the annual salary for that office. There is no filing fee for an office for which there is no fixed salary or for an office with a salary of \$2,500 annually or less.

Filing fees must be paid at the time the declaration of intention to become a candidate is filed (if one is required) or at the time the candidate obtains nomination papers. All filing fees are non-refundable. (Election Code Section 8105)

Filing fees may be offset or reduced by filing a petition in-lieu-of-filing-fees. (Election Code Section 8106).

Candidate Statements

Candidate statements are printed in sample ballots mailed to registered voters. Each candidate for any nonpartisan local office or for partisan legislative office (if he/she agrees to campaign expenditure limitations) may voluntarily submit a candidate statement of qualifications.

Voter Registration and Elections will estimate the total cost of printing, handling and mailing candidate statements. Fees are paid either by the candidate or by the district calling the election. Candidates may be required to pay the fee in advance. If the estimated fee is higher than the actual fee, the difference will be refunded after the election. If the estimate is lower, the candidate will be billed for the difference.

Because Sacramento County is now required to provide election materials and services in English and Spanish, all candidate statements will be translated into Spanish. The cost of the translation is included in the estimated cost of a candidate statement.

Please refer to the "**Candidate's Guide**" for the current election for additional information. (Elections Code Sections 13307, 13308, 13309 and 13312)

Notice of Intent to Circulate County Initiative Petition

Any qualified person who wishes to circulate a county initiative petition must file a “**Notice of Intent to Circulate Petition**” with the Registrar of Voters. A fee of \$200.00 must be paid at the time the notice of intent is filed.

The fee will be refunded within one year of filing the notice of intent if the Registrar certifies the petition as sufficient. (Election Code Section 9103).

Vote Recounts

Any voter may request, in writing, a recount of votes for any local office or measure. The written request must be filed with the Registrar of Voters within five days after the completion of the official canvass of votes.

A request to recount the votes in a statewide race must be filed with the Secretary of State within five days after the completion of the official canvass of votes.

The requestor may specify whether the recount will be done manually, electronically or a combination of both. The Registrar of Voters will provide an estimate of the cost to conduct a recount, based on the type requested, the appropriate level of staffing and the estimated time to complete it.

The cost of a recount may consist of:

- Compensation of one recount board for every 10 precincts to be recounted. A recount board is made up of one election supervisor, one election assistant and two election clerks;
- Testing and certifying the accuracy of the ballot counting program before and after the ballots are counted (Accuracy Board);
- Security;
- Cost of publishing legal notices;
- Supervision and staff time;
- Computer time;
- Overhead costs.

The requestor of the recount shall deposit with the Registrar of Voters sufficient funds to cover the estimated cost of the recount. If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are not reversed, the requestor shall be entitled to a return of funds in excess of the actual costs of conducting the recount. The requestor may terminate the recount at any time (Election Code Sections 15620, 15621, 15624 and 15627).

Name of Report	Description	Notes
Listing of Voters	Alphabetical listings of registered voters, residence address, affidavit number, registration date, place and date of birth, telephone number, political party and precinct number.	Available on CD.
Index to Register or 60-Day Walking List	Alphabetical listing of street names within a precinct, with names of all registered voters at an address, telephone number and political party. Gives total number of registered voters in that precinct.	Available with 24-hour advance notice for large requests. Election Code Section 2184 limits two copies of this report per candidate and/or committee.
Those Who Did Not Vote	Lists names of voters who did not vote in an election.	Available on CD.
Voted Voter Records (Those Who Did Vote)	Lists of voters who voted in an election.	Available on CD.
Voter Masterfile	Lists registered voters.	Available countywide or by district on CD.
Election Polling Places	Lists addresses of all polling places in an election.	Available on paper or CD.
Cross-Reference Polling Place List By Regular Precinct	Shows the consolidated precinct each regular precinct has been assigned to in an election.	Available on paper or CD.
Index to Elected Officials	Lists names, addresses and telephone numbers of all elected officials in Sacramento County. Includes date of election or appointment and date their term of office ends.	Available on paper only.

**VOTER REGISTRATION AND ELECTIONS
2008-2009 SCHEDULE OF FEES AND CHARGES**

SERVICE OR REPORT	FEE	AUTHORITY
Abstract of Registration	\$8.00	SCC-1375 Section 2.01.017
Candidate Filing Fees Assessor Board of Equalization Board of Supervisors County Board of Education District Attorney Judge of the Superior Court Justice of the Court of Appeal Central Committee Party Representative in Congress Sheriff State Assembly Statewide office (any) State Senate U.S. Senate	1% of first year salary for office 1% of first year salary for office 1% of first year salary for office No fee 1% of first year salary for office 1% of first year salary for office 1% of first year salary for office No fee 1% of first year salary for office 1% of first year salary for office 1% of first year salary for office 2% of first year salary for office 1% of first year salary for office 2% of first year salary for office	Election Code §§8103, 8104
Candidate Statements	See current "Candidates' Guide" for fees	Election Code §13307
Certification of Document on File	\$8.00	SCC-1375 Section 2.01.017
Computer Generated Reports Standard voter file diskette or CD-ROM County-wide District-wide Custom reports on diskette, or CD-ROM Vote By Mail reports, daily First 1,000 records or fewer Each additional 1,000 records (or fraction) Vote By Mail reports subscription	\$406.00 \$203.00 \$174.00 per hour \$20.00 \$3.00 \$232.00	SCC-1375 Section 2.01.017

**VOTER REGISTRATION AND ELECTIONS
2008-2009 SCHEDULE OF FEES AND CHARGES**

SERVICE OR REPORT	FEE	AUTHORITY
<p>Copy Charges Political Reform Document Political Reform Document Retrieval</p> <p>Reports, 8½ x 11 or 8½ x 14</p> <p>Reports, 11 x 17 (computer size)</p> <p>Reports, preprinted</p>	<p>\$0.10 per page \$5.00 per request for reports and statements five or more years old (a request for more than one report statement or a request for a report and statement made at the same time shall be considered a single request and subject to a single retrieval fee)</p> <p>\$2.50 for first page \$0.30 for each additional page</p> <p>\$5.00 for first page \$0.60 for each additional page</p> <p>\$0.30 per page</p>	<p>Gov. Code §81008</p> <p>SCC-1375 Section 2.01.017</p>
<p>Election Administration * Primary Election, June 3, 2008 Base set-up First contest Additional contests Each Page over 4 in sample ballot</p> <p>General Election, November 4, 2008 Base set-up First contest Additional contests Each page over 4 in sample ballot</p> <p>Landowner elections Mail ballot elections Mello Roos elections Special elections</p>	<p>*See note at end of chart</p> <p>\$3,194.00 \$0.8023 per registered voter \$0.1120 per registered voter \$0.0935 per registered voter</p> <p>\$1,451.00 \$0.8129 per registered voter \$0.1145 per registered voter \$0.1033 per registered voter</p> <p>Actual Cost Actual Cost Actual Cost <i>All Special Election fees are Actual Aggregate Costs</i></p>	<p>SCC-1375 Section 2.01.017 Election Code §§10002, 10520</p>
<p>Election Equipment for Loan Schools, government agencies Nonprofit organizations-per item Minimum charge</p>	<p>No Fee \$3.00 per item \$22.00 minimum</p>	