

Election Services and Fees

VOTE

www.mercedelections.org

Merced County
Registrar of Voters
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www.mercedelections.org

**MERCED COUNTY REGISTRAR OF VOTERS
VOTER REGISTRATION AND ELECTIONS**

TYPES OF REPORTS

	DESCRIPTION
General Information	Reports are generated from the database of registered voters, maintained by Voter Registration and Elections and are available for a fee.
Routine Reports	Routine computer reports generated for internal and public use and are available on paper, CD-ROM or by email. These reports are generally available within 48 hours of request.
Custom Reports	Custom reports may be generated from the database, upon request. Custom reports depend on availability of computer and staff time.
Paper, CD-ROM, Digital File, Email	Reports are available on paper, as digital files stored on a CD-ROM by emailed to the customer, so it can be downloaded at their convenience. Some exports are designed to be imported into a database program. Review your options with staff before ordering a report.

REPORT ACCESS

	DESCRIPTION
Purchasing Voter Registration Records	When an individual, government agency or political entity requests information on registered voters, an “ Application for Voter Registration Information ” must be completed, signed and approved before any information can be released. This form is available at www.mercedelections.org or Election Office located at 2222 M Street, Merced, CA 95340. Contact office at: 209-385-7541.
Agreement	Pursuant to Elections Code Sections 2187, 2188, and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. All requests to view, purchase, or use voter registration information must be accompanied by a written application. The application is required to be maintained on file for 5 years.
Penalties for Unauthorized Use	The requester must sign under penalty of perjury that the information obtained... “will be used only for election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State. The information (or a portion or copy thereof) will not be sold, leased, loaned, or given to any person, organization or agency, without first receiving written authorization to do so from the Secretary of State or the county elections official.”

ORDERING INSTRUCTIONS

	DESCRIPTION
Determine Your Needs	Before ordering any report, anticipate your needs in advance so reports can be prepared in conjunction with routine computer jobs.
Voter Labels	Labels can be affixed to a campaign mailer and purchased. Labels are available per voter or per household and available Countywide or by district.
Fees	Once your application has been approved, pay the required fee in full by cash or check. For the most current fee schedule see the last page of this booklet.

INFORMATION RESTRICTED

Voter registration information is restricted to specified purposes. Before voter information can be accessed, the requestor must complete the "Application for Voter Registration Information" Form stating the specific information requested and its intended use. The form is available in the Elections Office. The requestor must also show a photo ID, such as a driver's license, press card or university identification card.

INFORMATION ON VOTER'S RECORD	ACCESSIBLE	NOT ACCESSIBLE
Full Name	X	
Mailing and Residence Address	X	
City and ZIP Code	X	
Age	X	
Email Address	X	
Date of Birth	X	
Telephone Number	X	
Party Registration	X	
Voter Participation History	X	
Voter's Precinct	X	
VBM Category	X	

Election Code Section 2157.2

INFORMATION ON VOTER'S RECORD	ACCESSIBLE	NOT ACCESSIBLE
Place of Birth		X
Drivers' License Number		X
Social Security Number		X
Voters Personal Signature		X

Election Code Section 2157.2

USES OF VOTER REGISTRATION INFORMATION

USES OF VOTER REGISTRATION INFORMATION	PERMITTED	NOT PERMITTED
Communicating with voters in connection with any election. This includes information on the voting process such as the: location of voting assistance centers issues and candidates that will appear on the ballot	X X X	
May be provided to a candidate for office, a ballot measure committee, or other persons for election, scholarly, journalistic, political, or governmental purposes, as determined by the Secretary of State	X	
Sending communications, including but not limited to: Mailings which campaign for or against any candidate or ballot measure in any election 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 Mailings incidental to the circulation or support of or opposition to any recall, initiative or referendum petition	X X X	
Sending newsletters or bulletins by any public official, political party or candidate for public office	X	
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	X	
Official use by any local, state or federal governmental agency	X	
Communication for any commercial purpose is prohibited by law and is a misdemeanor.		X
Solicitation of contributions for any purpose other than on behalf of a candidate or political party or in support of or opposition to a ballot measure		X

Election Code Section 2157.2

INFORMATION TECHNOLOGY (IT) REPORTS

NAME OF IT REPORT	DESCRIPTION	NOTES
Master Voter File	Export of detailed voter information including voter's precinct, age, party, phone number, email address, mailing and residence address, voter participation history and VBM category.	Available Countywide or by district. This export is designed to be imported into a database program.
Precinct Data File	Export of the all districts within all precincts.	Available countywide. Commonly used with the Master Voter File. This report is designed to be imported into a database program.
Report First Page Report Each Additional Page	Reports include any existing reports and exports available in the system. Examples include: precinct within district reports, voter phone reports, voter email lists, voter mailing lists, household mailing lists, precinct count reports, etc....	Reports / Exports available County-wide or by district. Available on paper or CD- ROM. Exports are available on CD-ROM.
Printed Indexes Walking List	Alphabetical listing of street names within a precinct, with names of all registered voters at an address, telephone number and political party and Vote by Mail (VBM) indicator.	Available County-wide or by district. Reports are available on paper or CD-ROM.
Multipurpose Export	Export of detailed vote by mail information including voter's VBM category, precinct, DOB, party, phone number, mailing and residence address, ballot issue date, and ballot return date.	Available County-wide or by district. This export is designed to be imported into a database program and is election specific. Exports are available on CD-ROM.
Voter Labels	Labels are available per voter or per household and printed on 3-up label stock.	Available County-wide or by district.

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) MAPS

Name of GIS Report	Size	Comments
Maps (printed)	GIS Printed Maps per map / per page (8 ½ x 11) and (8 ½ x 14) and (11x17) GIS Printed Maps per map / per page (34 x 44)	Maps are available in house and come in your choice of sizes. Contact Elections for more information.
Maps (pdf)		Maps are available in house and come in your choice of sizes. The fee for maps is a per hour charge. Contact Elections for more information.
GIS Layer		GIS precinct data that can be imported into an existing GIS application for analysis. Contact Elections for more information.
GIS Services		Map design and layout, APN-to-address research, and GIS related tasks.
Data Services		Custom reports, exports and data services not listed above.

ELECTION ADMINISTRATION

Election Services Set Up	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.
Unanticipated Elections	Any agency that calls a special election that was not anticipated and therefore not included in the annual budget is provided with a cost estimate before the election is administered.
Vote Recount	<p>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.</p> <p>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.</p> <p>The requestor may specify whether the recount will be done manually, electronically or a combination. 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.</p> <p>The requestor of the recount shall deposit with the Registrar of Voters before the recount is commenced and at the beginning of each day following a sum as required by the elections official to cover the cost of the recount for that day. If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are <u>not</u> 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)</p>
Candidate Filing Fees	<p>Candidates for a county office or a judicial office in Merced 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. (Election Code Section 8104)</p> <p>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)</p> <p>Filing fees may be offset or reduced by filing a petition in-lieu of filing fee. (Election Code Section 8106)</p>
Candidate Statements	Candidate statements are optional and can be printed in sample ballots and mailed to registered voters. The candidate statement and full deposit must be submitted at the same time and must be received by the Registrar of Voters office before the end of the nomination filing period. (Election Code 13307-13317, 18350, 18351)
Candidate Guide	Please refer to the “ Candidate’s Handbook and Resource Guide ” for the current election for additional information.

2022 ELECTIONS FEE SCHEDULE

VOTER INFORMATION AND MAPPING SERVICES

PASSPORTS	Fee
Execution Fee	\$35.00
Notarization (per signature) (GC§ 8211)	\$15.00

REPORTS / EXPORTS / LABELS / PAPER	Fee
Master Voter File (with or without voter history) (GC§ 26831)	\$200.00
Precinct Data File	\$0.00
Voter Information Set up (GC§ 26831)	\$20.00
Per Thousand Voters (EC§ 2184)	\$0.50
Voter Data Services (GC§ 26831)	\$50.00 per hour
Voter Labels (30 labels per sheet) (GC§ 26831)	\$0.20 per page
Voter List Printed on 8 ½ x 11 (GC§ 26831)	\$0.20 per page
Voter List Printed on 8 ½ x 14 (GC§ 26831)	\$0.30 per page
Voter List Printed on 11 x 17 (GC§ 26831)	\$0.50 per page
GIS Printed Maps 8 ½ x 11 (GC§ 26831)	\$5.00
GIS Printed Maps 11 x 17 (GC§ 26831)	\$10.00
GIS Printed Maps 34 x 44 (GC§ 26831)	\$25.00
GIS Custom Maps per hour (GC§ 26831)	\$50.00 per hour
GIS Precinct Layer (Shape file) (GC§ 26831)	\$25.00
GIS Services (GC§ 26831)	\$50.00 per hour
Vote by Mail Updates (GC§ 26831)	\$25.00 per election

SERVICES

CANDIDATE SERVICES	Fee
Candidates Statement of Qualifications	Actual Costs
Candidate Statement of Qualifications – Copy (GC§ 26831)	\$0.20 per page
Candidate's Filing Fees (EC§ 8103-8105, 8106b)	Actual Costs
Initiative Petitions (EC§ 9103b)	\$200.00

FAIR POLITICAL PRACTICES COMMISSION--(FPPC)	Fee
FPPC Campaign Statement (Political Reform Documents) (GC§ 81008)	\$0.10 per page
Retrieval Fee if the Statements are 5 or More Years Old (GC§ 81008)	\$5.00 + \$0.10 per page

STATEMENT OF VOTE	Fee
Statement of Vote Copies (GC§ 26831)	\$25.00
Statement of Vote Online	No Fee

VOTER REGISTRATION

CERTIFICATION	Fee
Certified Copy of Affidavit (EC§ 2167) – flat fee	\$1.50
Certification of Documents – 1 to 2 pages (GC§ 26831)	\$10.00
Certification of Documents – 3 or more pages (GC§ 26831)	\$20.00

RESEARCH	Fee
Research of Records/Warehouse (GC§ 26831)	\$50.00 per hour

MISCELLANEOUS

COPY CHARGES	Fee
Paper 8 ½ x 11 (GC§ 26831)	\$0.20 per page
Paper 8 ½ x 14 (GC§ 26831)	\$0.30 per page
Paper 11 x 17 (GC§ 26831)	\$0.50 per page

MAILED OUT—Postage, Packaging, and Handling	Fee
Mail- Postage, Packaging, and Handling	Actual Cost

RETURNED CHECK	Fee
Service Charge on Returned Checks (CIV§ 1719)	\$25.00

The Merced County Registrar of Voters requires all fees to be collected at the time of the request.