

McLennan County Elections Office Request for Information

Contact Information:

(This section will be completed by the requestor.)

Date Submitted: _____ (Note: office policy allows 10 days for requests to be completed.)
(Note: office policy requires checks to clear before releasing data.)

Requestor's Name: _____

Requestor's Telephone Number(s): _____

Requestor's Email Address: _____
(Only required if files are to be emailed.)

Requested Information:

(This section will be completed by the requestor.)

Detailed Description of Request: _____

Cost Information:

(This section will be completed by the elections office.)

Detailed Description of Cost: _____

Payment Information:

(This section will be completed by the elections office.)

Total Payment Due: _____ Date Completed: _____

(Note: office policy allows 10 days for requests to be completed.)

Date Payment Received: _____

Payment Received By: _____

Type of Payment: _____

MCLENNAN COUNTY ELECTIONS ADMINISTRATION DEPARTMENT FEE SCHEDULE

ITEMS AVAILABLE

PRICE

Voter Registration Data

Paper List (standard)	\$3.00/1000 Voters + Standard Copy Fee
Custom Paper List or Data Export (CD or e-mail)	\$3.00/1000 Voters + \$25.00 formatting charge + CD fee
Standard Data Export of Early Voters (e-mail)	\$5.00
Custom Data Export of Early Voters (e-mail)	\$10.00
Complete County List of Registered Voters with Voter history for the last 40 elections	\$50.00
 Voting Precinct Street Guide	 \$10.00
Mailing Labels	\$0.30 per page of labels + \$3.00/1000 Voters

Election Returns

Paper Copies	Standard Copy Fee
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Miscellaneous Services

Photocopies (standard)	\$0.10 per page (under 50 pages) or \$0.55 for 1st page and \$0.15 for each additional page (over 50 pages)
 Certified Copies	 \$5.00 for Certification and \$1.00 per page for each document
Compact Disks (CD)	\$3.00 plus cost of data
Postage/Shipping	Actual Charges
Express Shipping	Recipient must provide account number

Rental of Voting Equipment (non contracting entity)

Early Voting JBC/DAU Unit	\$200.00 per unit plus ballot translation fee
Election Day JBC/DAU Unit	\$200.00 per unit plus ballot translation fee

Notes:

1. Payment must be received before data is shipped or sent via email.
2. Express shipping is available if billed to recipient.
3. Written request for data and payment made at time of request.
4. Request for information **may** take 10 days to fill, but payment by check **will** take 10 days to fill request.
5. THE INFORMATION OBTAINED FROM ANY COPY OF THE COUNTY VOTER FILE SHALL NOT BE USED IN CONNECTION WITH ADVERTISING OR PROMOTING COMMERCIAL PRODUCTS OR SERVICES. TO DO SO IS AN OFFENSE UNDER SECTION 18.009, V.T.C.A., ELECTION CODE; IT IS A CLASS "A" MISDEMEANOR.

Approved by Commissioner's Court on August 9, 2005