

**COUNTY OF SACRAMENTO  
VOTER REGISTRATION AND ELECTIONS**

**SPECIALIZED SERVICES  
SCHEDULE OF FEES AND CHARGES  
For Calendar Years 2016 & 2017**



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VOTER REGISTRATION AND ELECTIONS**

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## 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 different mediums (VRE Website, Email, CDs, and paper). Please refer to “Ordering Instructions” and “Available Reports” for more information. Some reports are available only on specified mediums.

## RECORDS ACCESS

### Viewing 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 Voter Registration and Elections.

### Agreement

By signing the “**Application For 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 \$341,526.

**Table 1**

<b>Examples of Uses of Voter Registration Information</b>	<b>Permitted?</b>
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"> <li>a. Mailings which campaign for or against any candidate or ballot measure or proposition in any election;</li> <li>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;</li> <li>c. Mailings incidental to the circulation or support of or opposition to any recall, initiative or referendum petition.</li> </ul>	Yes  Yes  Yes
Sending newsletters or bulletins by any public official, political party or candidate for public office.	Yes
Conducting any survey of: <ul style="list-style-type: none"> <li>a. Voters in connection with any election campaign;</li> <li>b. Opinions of voters by any governmental agency, political party, elected official or political candidate for election or governmental purpose;</li> <li>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.</li> </ul>	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) 875-6861.

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 – Voter File, Vote By Mail Subscription, or Custom Reports**

Before a report can be released to you, you must first complete an Application for Voter Registration Information. This form is available from Voter Registration and Elections, both in the office or online at: <http://www.elections.saccounty.net/CampaignServices/Pages/default.aspx>

It must be completed and signed by the requestor and returned to Voter Registration and Elections for approval. Before your request can be approved, you must provide a copy of your current driver's license or state issued identification card.

### **Fees**

Once your request has been approved, you must 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 changes in costs.

Fees may be paid either by cash, check, money order, or credit card. Checks and money orders should be made payable to “County of Sacramento.” The cost of a returned check is determined by Sacramento County Code – SCC1520 Section 2.01.030.

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

Voter Registration and Elections has a computer terminal for the public to use to look up a name in the database of registered voters.

### 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
Driver's 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 and current 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.

### **Maps**

Voter Registration and Elections can produce precinct maps and maps that indicate the boundaries of districts within Sacramento County including Congressional districts, Senate districts, Assembly districts, Board of Supervisor districts, City and Council districts, Special districts, and School 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.

### **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 of 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.



## **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 additional contest in a regularly scheduled election that increases the number of ballot cards will be charged for the actual cost of the additional ballot card. 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. (Election Code Section 8104)

Filing Fees for all judicial candidates must be paid at the time the declaration of intention is filed. All filing fees are nonrefundable. (Election Code Section 8105(b))

Filing Fees for all candidates must be paid at the time the candidate obtains his/her nomination papers (if one is required). All filing fees are nonrefundable. (Election Code Section 8105)

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

### **Candidate Statements**

Candidate statements are printed in the Sample Ballot and Information Pamphlets mailed to registered voters. Each candidate for any nonpartisan local office or for voter nominated 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, translating, and mailing candidate statements. Fees are paid by the candidate or by the district calling the election. Candidates are required to pay the fee at the time they file their nomination papers. If the estimated fee is high 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. (Election Code Section 13307)

Sacramento County is required to provide election materials and services in English and all other required languages. The cost of the translation is included in the estimated cost of a candidate statement. (Election Code Section 13307).

Please refer to the current **“Candidate’s Guide”** for additional information.

## **Fair Political Practices Commission Campaign Disclosure Statements**

Late Filing Penalties and Fines: Failure to file campaign disclosure statements may result in late filing penalties of (\$10) per day. (Government Code Section 91013)

With Voter Registration and Election's online campaign disclosure system, some disclosure filings may now be accessed on its website.

## **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, (EC15627). 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 but is not limited to:

### **Manual Recount**

- 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. Poll Worker Stipend rate is used for calculating the recount board cost.
- Production of relevant material (see Research of Records fee)

### **Machine Recount**

- Testing and certifying the accuracy of the ballot counting program before and after the ballots are counted

### **Accuracy Board**

- Logic and Accuracy Testing, Ballot Tabulation, and Machine Reports-(Computer Time and Accuracy Board Costs)

### **Other costs**

- Security
- Cost of publications
- Supervision and staff time
- Computer time, per hour
- Overhead costs

The requestor of the recount shall, at the beginning of each day of the recount, 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).

## AVAILABLE REPORTS

Name of Report	Description	Notes
Vote By Mail Subscription List on CD	A county wide alphabetical list of all Vote By Mail applications processed the previous day, beginning 29 days before an election. Shows applicant's residence and mailing addresses; political party; date application received; date ballot mailed; the voting precincts. Also available by district.	Purchase Options: -E29 through E0 (4 weeks) request: A daily listing of Vote By Mail (VBM) voter requests for the period of 29 days prior to the election through election day. -E29 through +E28 (8 weeks) request: A daily listing of VBM voter requests for the period of 29 days prior to the election through 28 days immediately following the election.
District-Precinct Report	Shows registration by party in each precinct. Select either countywide or by district.	Available on CD.
Precinct-District Report	Shows all of the districts and other political subdivisions within each precinct.	Available on CD.
District Showing Precincts	Gives the district name and the precinct numbers within each district.	Available on CD.
Master Street Guide	Lists streets in alphabetical order with the range of addresses, precinct numbers within each range, city name and ZIP code.	Available on CD.

<b>Name of Report</b>	<b>Description</b>	<b>Notes</b>
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. Up to 5 Precincts available on paper or CD; over 5 Precincts CD only
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 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 CD.
Index of 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 VRE Website, paper, or CD.

**SCHEDULE OF FEES AND CHARGES FOR CALENDAR YEARS 2016 & 2017**

<b>SERVICE OR REPORT</b>	<b>FEE</b>	<b>AUTHORITY</b>
<b>Abstract of Registration</b>	\$16.00	SCC-1548
Certified Copy of Registration Card	\$1.50	Election Code 2167
<b>Candidate Filing Fees</b>		Election Code 8103, 8104
Assessor	1% of first year salary for office	
Board of Equalization	1% of first year salary for office	
Board of Supervisors	1% of first year salary for office	
County Board of Education	No fee	
District Attorney	1% of first year salary for office	
Judge of the Superior Court	1% of first year salary for office	
Justice of the Court of Appeal	1% of first year salary for office	
Central Committee Party	No fee	
Representative in Congress	1% of first year salary for office	
Sheriff	1% of first year salary for office	
State Assembly	1% of first year salary for office	
Statewide office (any)	2% of first year salary for office	
State Senate	1% of first year salary for office	
U.S. Senate	2% of first year salary for office	
<b>Candidate Statements</b>	Actual Cost	Election Code 13307
<b>Certification of Document on File</b>	\$14.00	SCC-1548
<b>Computer Generated Reports</b>		SCC-1548
Standard Voter File on CD	\$55.00	
Custom Reports on CD (Minimum Charge)	\$85.00	
Vote-By-Mail Subscriptions		
-E29 through E0 – 4 Weeks	\$471.00	
-E29 through +E28 – 8 Weeks (or fraction)	\$623.00	
<b>Copy Charges</b>		
Political Reform Document (Per Page)	\$0.10	Gov. Code 81008
Political Reform Document Retrieval (Per Request)	\$5.00	
Reports - First Page	\$3.00	SCC-1548
Reports - Each Additional Page	\$0.30	

<b>Election Administration</b>		SCC-1548
Presidential Primary Election, June 7, 2016		Election Code 10002, 10520
Base Set-Up	\$2,192.00	
First Contest (Per Registered Voter)	\$0.7265	
Additional Contest (Per Registered Voter)	\$0.0537	
Additional Page Over 4 In Sample Ballot (Per Registered Voter)	\$0.0093	
General Election, November 8, 2016		
Base Set-Up	\$1,669.00	
First Contest (Per Registered Voter)	\$0.8860	
Additional Contest (Per Registered Voter)	\$0.0754	
Additional Page Over 4 In Sample Ballot (Per Registered Voter)	\$0.0109	
Contest Requiring Additional Ballot Card	Actual Cost	
Mail Ballot Elections	Actual Cost	
Mello Roos Elections	Actual Cost	
Special elections	Actual Cost	
<b>Election Equipment for Loan</b>		
Schools, Government Agencies (Per Item)	\$3.00	
Nonprofit organizations (Per Item)	\$2.00	
Disposable Ballot Box	\$2.00	
Minimum charge	\$21.00	
<b>Index of Elected Officials</b>	See "Copy Charges"	SCC-1548
<b>Maps</b>		SCC-1548
Set-up Fee	\$42.00	
Per Page Fee – All Maps	\$9.00	
CD – Per Map	\$27.00	
Custom Map (Includes Set Up Fee)	\$74.00	
Shapefiles	\$21.00	
<b>Nomination Papers Pickup and Delivery (for Cities)</b>	Mileage and Fully-Loaded Staff Rate	
<b>Notice of Intent to Circulate County Initiative Petition (Refundable within one year of filing notice if petition is certified as sufficient)</b>	\$200.00	Election Code 9103
<b>Packaging, Handling and Postage</b>		SCC-1548
Packaging and Handling	\$7.00	
Postage	Actual cost	
<b>Research of Records (Per Hour or Fraction Thereof with ½ Hour Minimum)</b>	\$107.00	SCC-1548
<b>Returned Check</b>	\$53.00	SCC 2.01.030
<b>Roster Book Search</b>	See "Research of Records" fee	
<b>Search of Affidavit on File</b>		
Computerized Record	Free of charge	

Non-Computerized Record	See "Research of Records"	
Letter of Verification of Current Records	\$24.00	
<b>Signature Verification</b>		
Set-up Fee (Per Page)	\$0.85	
Per Signature	\$3.00	
Withdrawal of Signatures	Actual Cost	
<b>Standard Reports</b> (e.g. Precinct, Polling Place, Candidate List, Etc.)		SCC-1548
Email Delivery in PDF Format	\$5.00	
Printed Copy	See "Copy Charges"	
<b>Statement of the Vote</b>	See "Copy Charges"	
<b>Voter Notification Card</b>		
Automated Voter Notification Card	Free of charge	
Replacement or On-Demand Card	See "Abstract of Registration"	
<b>Vote Recount</b>		
Recount Board	Actual Cost	
Accuracy Board	Actual Cost	
Security	Actual Cost	
Computer Time (Flat Rate)	\$262.00	
Legal Notices	Actual Cost	
Staff and Supervision (Per Hour)	\$173.00	
<b>Walking List</b>		SCC 1548
Email Delivery in PDF Format	\$29.00	
Printed Copy	See "Copy Charges"	