Office of the Minnesota Secretary of State

REGISTERED VOTER LIST REQUEST

Instructions

Use this form to request a list of registered voters. For multiple orders, submit a new form for each list. Lists are provided in a ready-to-print pdf format, or in a comma-delimited text format which can be opened in most spreadsheet and database programs. Examples of these formats are available on the Secretary of State's website (http://www.sos.state.mn.us). This office may take up to 10 days to produce the report. The report will be current as of the time the report is run. The use of the list of registered voters for purposes unrelated to elections, political activities or law enforcement is a violation of Minnesota law. (*Minn. Statutes* 201.091)

Voter Information

Name (as it would appear on your voter record)

Street Address

City   State   Zip Code

Email   Phone

Report Information

1) Choose **one** geographic area for your report:

      Statewide ($46) – Must choose Text format below

      PDF format may be unavailable for jurisdictions below with large numbers of registered voters

      Congressional District ($30)

      County, City, Town, Judicial or School District ($30)

      Minnesota Senate or House District ($30)

      Ward or Precinct ($30)   City/Town   Ward or Precinct Name

2) Choose **one** format for your report:

Voter Lists with Voting History	**Text (comma-delimited)**	**PDF (ready for printing, not sortable)**
Walking List (sorted by street)		
Summary Voting History for All Elections	not available	
Detailed Voting History for All Elections		not available
Voter Lists for Mailing Labels	**Text (comma-delimited)**	**PDF (ready for printing, not sortable)**
One label per registered voter		
One label per household		

Delivery Information

Once processed, an email will be sent to the email above with a link to the requested voter data. This link will be active for seven days. For security, the voter data will be encrypted. Instructions will be included in the email about how to unencrypt the data. Please note the Secretary of State no longer provides this data on CD-ROM.

Payment Information

Total Cost:

      $46 Statewide Report

      $30 Local Report

Mail or hand-deliver your order to: Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103

      Payment via cash (in-person orders only. Orders are not produced "while you wait")

      Payment via check or money order

Certification

I certify that I am a registered voter in the State of Minnesota and that the information in this list of registered voters will be used only for purposes related to elections, political activities, or law enforcement (M.S. 201.091).

Signature   Date

OFFICE USE ONLY	Date - Fiscal	Date - Media Prod	Client Acct	Amt Paid	Work Order #	*Revised 6/2020*

Registered Voter List Ordering Information

Registered voter information is only available to registered Minnesota voters, and may only be used for purposes related to elections, political activities, or law enforcement. (*Minnesota Statutes* 201.091) All data on registered voter reports is current as of the time the report was run. Only currently registered voters are included in the report. Voting history may not be updated for up to six weeks after an election.

Geographic Area

Reports can be requested for different geographic areas such as statewide, county, city, town, or precinct. Reports can also be requested by election district, such as congressional district, state senate district, state house district, judicial district, school district, city ward, or precinct.

Note that statewide reports may only be ordered in text format below. These reports will be divided into separate files for each congressional district.

Report Format

Reports are available in pdf format, text format, or sometimes both. Pdf reports come ready to print, but cannot be edited, sorted or filtered. Text files come in a comma-delimited format, ready to import into spreadsheet or database software. In that software, the data can be edited, sorted, and filtered, and also used in other ways, such as for mail merges. This office does NOT offer support for using this data with specific software application.

Report Information

Report	Voter Name	Address	Phone	Birth Year	Voter ID	Legacy ID	Registration Date	County	MCD	Precinct Code	School District Code	Other District Codes	Voting History
Walking List (pdf or text)	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	Yes
Summary History for All Elections (pdf)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes
Detailed History for All Elections (text)	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Voter Mailing Labels (pdf or text)	Yes	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No
Household Mailing Labels (pdf or text)	No	Yes	No	No	No	No	No	Yes	No	Yes	Yes	No	No

Additional report notes:
- Walking Lists are sorted by street name, then street number
- Walking list and summary history reports include abbreviated election description for each year.
- Detailed history reports include two files: one is a list of voters, the second is a list of elections the voters have history of voting in. The Voter ID can be used as a primary key to cross-reference the records in the two files.
- Detailed history reports' elections files include election date, election description, and voting method.
- Mailing label pdf reports are formatted to print on Avery 5160 (or similar) label sheets.
- Household mailing labels include one label per address with at least one registered voter. All labels are addressed to "Registered Voters."

Ordering and Payment

Submit your order by mail or in person to Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103. Orders may not be submitted online at this time. If ordering multiple lists, submit a separate order form for each list. Orders submitted together may be paid for with one payment.

- To order by mail, send your order form(s) and payment to the address above, "Attention: Voter Registration Lists". Payment may be by check or money order, payable to the Office of the Secretary of State.
- To order in person, come to the address above and submit your order form(s) and payment. You may pay with cash or check payable to the Office of the Secretary of State. Note that orders are not produced "while you wait."

Delivery

Once processed, a message will be sent to the specified email with a link to the requested voter data. This link will be active for seven days. For security, the voter data will be encrypted. Instructions will be included in the email message about how to unencrypt the data. Please note the Secretary of State no longer provides this data on CD-ROM.