

# VOTER REGISTRATION DATA REQUEST

Pennington County maintains various public records as required by South Dakota statutes. These records are available to the public and are open to inspection by any person at the Pennington County Auditor's Office during normal business hours, pursuant to SDCL 1-27-1; 1-27-3 and 12-4-9. A request for an electronic voter registration file can be made. Any requests to be mailed must be prepaid and will be sent U.S.P.S., or the most convenient method, and this cost will be added to the cost of production.

Electronic voter registration files are available to the public under the limitations listed below:

1. The County will not rearrange, reprogram or otherwise format the data into any particular plan or scheme which is not already available or immediately necessary to the Auditor's Office.
2. The cost of production of any electronic voter registration file is due and payable to the Pennington County Treasurer at the time of receipt of the information from the Auditor's Office. See back of this form for cost breakdown.
3. The voter registration file contains the following data: voter name, year of birth, registration address or mailing address, voting districts, original registration date, date of last update to voter's information, and date of last election voted as prescribed in SDCL 12-4-9.
4. Voter registration information can be used for *campaign or political purposes only* and *cannot be used or sold for any commercial purpose* as prescribed in SDCL 12-4-41.

---

## OATH by recipient of REGISTERED VOTER FILE

I hereby swear that the information acquired by any electronic record of the registered voters of Pennington County will be used only for the purposes prescribed in SDCL 12-4-41 and for no other purpose; and that I will not permit the use or copying of such file or list(s) by persons not authorized by the Election Code of the State of South Dakota.

\_\_\_\_\_  
(signature of person receiving voter file)

Sworn to before me this \_\_\_\_\_ (date).

\_\_\_\_\_  
(signature of Deputy Auditor administering oath)

---

## CRITERIA FOR VOTER REGISTRATION DATA REQUEST

### DATA FORMAT

\_\_\_\_ Paper Report (List)  
\_\_\_\_ CD (in Excel format)

### PARTY

\_\_\_\_ ALL                      \_\_\_\_ Independent  
\_\_\_\_ Republican            \_\_\_\_ None  
\_\_\_\_ Democrat                \_\_\_\_ Other

### AREA or DISTRICT

\_\_\_\_ City \_\_\_\_\_  
\_\_\_\_ Ward/Precinct: \_\_\_\_\_  
\_\_\_\_ District: Commissioner: \_\_\_\_\_  
  Legislative: \_\_\_\_\_  
  School: \_\_\_\_\_

### SORT/PRINT FORMAT

All voter data on CD is in alphabetical order

#### PAPER LIST:

\_\_\_\_ Alphabetical (By Voter Name)  
\_\_\_\_ Ward/Precinct (Alphabetical by Voter Name Within)  
\_\_\_\_ Zip and Alphabetical (Street Name Within)  
\_\_\_\_ Street Name (With Street Number Within (Walking List))  
\_\_\_\_ Ward/Precinct (With Street Name and Number Within)

### ELECTION HISTORY

CD includes Last Date Voted for each voter

\* \* \* \* \*

For additional election history:

### COMPLETE ELECTION HISTORY

\_\_\_\_ (CD format only) – see reverse for charges

### SPECIFIC ELECTION HISTORY

\_\_\_\_ (PAPER LIST ONLY)

\* maximum two elections per request

\* \$50.00 per election

1 – election date: \_\_\_\_\_

2 – election date: \_\_\_\_\_

## COSTS

JURISDICTION (within Pennington County)	LIST	WITH ELECTION HISTORY	CD	WITH ELECTION HISTORY
<u>CITY</u>				
Rapid City	\$600	\$650	\$250	\$300
Other cities or towns	\$75	\$125	\$50	\$100
<u>SCHOOL</u>				
Rapid City	\$600	\$650	\$250	\$300
Other	\$75	\$125	\$50	\$100
<u>COMMISSION</u>	\$175	\$225	\$100	\$150
<u>LEGISLATIVE</u>	\$200	\$250	\$100	\$150
<u>WARD</u>	\$75	\$125	\$50	\$100
<u>PARTY (within Pennington County)</u>				
Up to 10,000 voters	\$75	\$125	\$50	\$100
10,000 to 25,000 voters	\$200	\$250	\$100	\$150
Over 25,000 voters	\$600	\$650	\$250	\$300
<u>ALL REGISTERED VOTERS</u>	\$600	\$650	\$250	\$300
Updated File (within election year)	\$100	\$150	\$50	\$100
Special District (fire, ambulance, road, etc)	\$25	Not available	Not available	Not available

The electronic file is copied to CD in Excel format. Copy the "read-only" file to a drive on your computer to edit, sort or print. Voter data on this electronic file is "as of" the date the file was prepared for you. Voter data is as provided by the voter. Verification of SD driver's license, SSN, felony and death is completed by the Secretary of State's Office following registration by the voter. Voters failing this verification are removed from the voter file upon notification from the Secretary of State.

5:04:06:07 Source 28 SDR 54, effective October 22, 2001

General Authority: SDCL 12-4-39(5)

Law Implemented: SDCL 12-4-39(5)

**INVOICE:**      *Payment shall be made payable to the Pennington County Treasurer*

Voter Information (LIST or CD) \$ \_\_\_\_\_

Election History \$ \_\_\_\_\_

Postage costs (if applied) \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Moneys received by: \_\_\_\_\_  
Signature/Initials