

**County of Sacramento**  
**Voter Registration and Elections**  
Fee Schedule  
for Calendar Years 2024 - 2025

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# TABLE OF CONTENTS

**GENERAL INFORMATION ..... 1**

**ELECTION ADMINISTRATION ..... 1 - 4**

- Administration of Elections
- Campaign Disclosure Statements
- Candidate Filing Fees
- Candidate Statements
- Notice of Intent to Circulate County Initiative Petition
- Recounts
- Registration Information

**ADDITIONAL AVAILABLE SERVICES..... 5 - 6**

- Abstracts of Registration
- Certification of a Document on File
- Copy Services
- Election Equipment and Supplies for Loan
- Maps
- On-Demand Voter Notification Card
- Postage
- Reports and Voter Files
- Research of Records
- Roster Book Search
- Search of Affidavit on File
- Signature Verification

**ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES ..... 6**

**RECORDS ACCESS ..... 7**

- Viewing Voter Registration Records Agreement
- Penalties for Unauthorized Use

**FEE SCHEDULE FOR CALENDAR YEARS 2024 - 2025..... 8 - 10**

**GENERAL INFORMATION**

The “**Fee Schedule**” may be revised periodically due to changes in costs.

Fees may be paid either by cash, check, money order, or credit card, unless otherwise noted. 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.

**ELECTION ADMINISTRATION**

**Administration of Elections**

**a. Consolidated (Regularly Scheduled) Elections.**

Each participating district pays a prorated share of the cost of the election. Voter Registration and Elections includes in its annual budget the estimated cost of regularly scheduled elections.

All districts consolidating with a regularly scheduled election must pay the District Base Set-Up fee even if their contest(s) are **off ballot**.

Secondly, if the districts contest(s) are **on ballot**, the district must also pay a contest fee that is calculated for each registered voter within that district.

A contest fee will be charged for each contest(s) **on ballot**.

To calculate the estimated cost of a consolidated election, refer to the fee schedule associated with Election Administration beginning on page 8.

**b. Measures, Ballot Initiatives.**

If the district’s only contest on ballot is a Measure, the measure is considered the First Contest and will be charged the District Base Set-Up fee plus the First Contest rate. The contest fee will include up to 4-pages of text printed in the County Voter Information Guide. Each page of text above 4-pages will incur additional printing costs.

Example:

Type: Measures	<p>Fee:</p> <ul style="list-style-type: none"> <li>a. District Base Set-Up (<i>set fee</i>)</li> <li>b. Include fee for First Contest (<i>First Contest fee</i>) x (<i>number of registered voters</i>)</li> </ul> <p>If there are multiple district contests on ballot, include the fee for an Additional Contest.</p>
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	<p><i>(Additional Contest fee) x (number of registered voters)</i></p> <p>If any contest is a Measure with more than 4-pages of text, include the fee for Additional Page. <i>(number of additional pages) x (number of registered voters)</i></p> <p>If any contest is a Measure that is countywide, the First Contest fee will be waived.</p>
<p>Type: Signature Verification</p>	<p>Fee:</p> <p>a. Set-up Fee <i>(set fee)</i> <i>(Set-up Fee) x (number of initiative pages)</i></p> <p>b. Per Signature Fee <i>(set fee)</i> <i>(Per signature fee) x (number of signatures verified)</i></p>

See “Signature Verification” for additional fees.

To calculate the estimated cost of placing a measure or ballot initiative on ballot, refer to the fee schedule associated with Election Administration beginning on page 8.

**c. Special Elections.**

Any district that calls a special election that was not anticipated and therefore not included in the annual budget will be provided an estimated election administration cost. The district will be required to pay the special election administration cost after the election is administered.

Special elections may fall within the criteria listed below:

- Election that is not consolidated with any statewide primary election in March or June, or the statewide general election in November; or
- Must adhere to a special timeline, such as recall election, termination of a provisional appointment, or vacancy; or
- Conducted pursuant to Elections Code sections 1000(b), 1000(c), or 4000; Education Code section 5091; or Government Code sections 1780 or 36512.

If you would like a cost estimate for a special election, submit your request to [voter-info@sacounty.gov](mailto:voter-info@sacounty.gov). The request must include:

- District name
- Anticipated election date

- Request for a cost estimate

**Disclaimer:** Please note that using the Fee Schedule to calculate an estimate is not consent or agreement to hold, consolidate, or provide support services for any election. Requests from districts for any election scenario must be received in the form of an adopted resolution.

### **Campaign Disclosure Statements**

Campaign disclosure statement filings are accessible online at [www.elections.saccounty.gov](http://www.elections.saccounty.gov). For those statements that are not accessible, please visit the Voter Registration and Elections office to view or purchase.

### **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. *Elections Code § 8104*

### **Candidate Statements**

Candidate statements are printed in the County Voter Information Guides and mailed to registered voters. Each candidate for any nonpartisan local office or for voter-nominated legislative office (if the candidate agrees to campaign expenditure limitations) may voluntarily submit a candidate statement of qualifications.

Voter Registration and Elections will calculate the total cost of printing, handling, translating, and mailing candidate statements. Fees are paid by the candidate. Candidates are required to pay the fee at the time they file their nomination papers.

Please be advised, Candidate Statement costs may increase substantially since the last election due to increases in costs associated with services, supplies, and logistics of implementing additional mandates.

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

### **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 Voter Registration and Elections office. 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. *Elections Code § 9103*

### **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 Voter Registration and Elections office 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. *Elections Code §15621*

The requestor may specify whether the recount will be done manually or electronically. 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. *Elections Code § 15627*

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

#### Electronic 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

#### 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. *Elections Code §§ 15620, 15621, 15624, and 15627*

#### 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 2183*. 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. *California Administrative Code § 19001*

## ADDITIONAL AVAILABLE SERVICES

### Abstracts of Registration

Abstracts of Registration are available for purchase in person with proof of identification. Abstracts are certified records of voter registration in Sacramento County. Purchase is exclusive to the voter's own records.

### Certification of a Document on File

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, research and copy fees may also apply.

### Copy Services

Most public documents on file with our office can be copied for a fee. Some documents are prohibited for duplication. Where appropriate, research fees may also apply.

### Election Equipment and Supplies for Loan

Voting booths and ballot boxes may be loaned for government, scholastic, or non-profit use. Generally, voting equipment is not loaned 90 days before or after an election. 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 damaged or lost.

Request for delivery or pick-up of equipment by Voter Registration and Elections staff will be charged to any organization requesting the service at actual cost, including labor time and mileage.

### 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.

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.

### On-Demand Voter Notification Card

Upon registering or reregistering to vote, the County of Sacramento will send the voter a voter notification card by first class mail. The card will generally be mailed out to the voter within two to four weeks. Should a voter wish to have a duplicate voter notification card be printed for them on-demand, that card will be available for purchase.

**Postage**

A fee to cover postage of mailed material will be collected in advance. A requestor may provide Voter Registration and Elections with their Federal Express account information.

**Reports and Voter Files**

Reports and Voter Files described in this booklet are generated from the database of registered voters maintained by Voter Registration and Elections.

**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 and postage, may also apply.

**Roster Book Search**

The fee for this service covers staff time in locating the appropriate Rosters of Voters and making them available to the requestor.

**Search of Affidavit on File**

All current and many recently canceled records are maintained on the department's database of registered voters. A search of current and past Affidavits of Registration can be done for a fee. The fee is based on the number of records requested, and time spent redacting confidential information. Fees apply whether the record is found or not. Other fees, such as copying and certification, may also apply.

**Signature Verification**

Voter Registration and Elections may verify signatures for a district (agency) in connection with an election, special election, recall, or petition, or initiative circulated by registered voters within Sacramento County.

The district (agency) is solely responsible for all costs associated with signature verification pursuant to the Fee Schedule.

**ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES**

Complete the applicable request form:

- Application to Access Voter Registration Information
- Map Request Form

A request form must be completed before any map, file, or report can be released. All request forms are available online at [www.elections.saccounty.gov](http://www.elections.saccounty.gov).



## RECORDS ACCESS

### Viewing Voter Registration Records

When an individual, government agency or political entity requests information on registered voters, an “**Application to Access Voter Registration Information**” must be completed, signed and approved before any information can be released. This form is available in person at the Voter Registration and Elections office.

### Agreement

By signing the “**Application to Access Voter Registration Information**,” the applicant agrees to use the information only for election or governmental purposes.

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 times each registration record is used by the applicant in an unauthorized manner. Elections Code § 18109; California Administrative Code §§ 19001 – 19009

**FEE SCHEDULE  
FOR CALENDAR YEARS 2024 - 2025**

**ADMINISTRATIVE FEES**

Returned Check Fee	\$53.00	SCC § 2.01.030
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**CAMPAIGN DISCLOSURE STATEMENTS**

Political Reform Documents	\$0.10	per page	GOV § 81008
Political Reform Document Retrieval (older than 5 years)	\$5.00	per request	GOV §§ 81008 26854
Statement of Economic Interests	\$0.10	per page	GOV § 81008

**CANDIDATE FILING FEES**

Assessor	1% of first year salary for office	EC § 8104
Board of Supervisors	1% of first year salary for office	EC § 8104
Central Committee / County Council	No fee	N/A
County Board of Education	No fee	N/A
District Attorney	1% of first year salary for office	EC § 8104
Judge of the Superior Court	1% of first year salary for office	EC § 8104
Sheriff	1% of first year salary for office	EC § 8104

**CANDIDATE STATEMENTS**

Cost for statement space in County Voter Information Guide	See Appendix A for Estimates	EC § 13307
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**COPY FEES**

First Page	\$1.00	
Additional Page(s)	\$0.10	per page

**ELECTION ADMINISTRATION**

**March 5, 2024 Presidential Primary Election**

District Base Set-Up, including Measures	\$7,665.00	EC §§ 10002 10520
First Contest, including Measures	\$1.7964	per registered voter EC §§ 10002 10520
Additional Contest, including Measures	\$0.0976	per registered voter EC §§ 10002 10520

Additional Page over 4 in the County Voter Information Guide – Measures only	\$0.0137	per registered voter	EC	\$\$	10002 10520
<b>November 5, 2024 Presidential General Election</b>					
District Base Set-Up, including Measures	\$2,061.00		EC	\$\$	10002 10520
First Contest, including Measures	\$2.3287	per registered voter	EC	\$\$	10002 10520
Additional Contest, including Measures	\$0.1128	per registered voter	EC	\$\$	10002 10520
Additional Page over 4 in the County Voter Information Guide – Measures only	\$0.0266	per registered voter	EC	\$\$	10002 10520
<b>Special Elections</b>	Actual Cost		EC	\$\$	10002 10520
<b>ELECTION EQUIPMENT FOR LOAN</b>					
Ballot Boxes	\$3.00	per item			
Voting Booths	\$4.00	per item			
*Minimum charge of \$21.00					
<b>FILES AND REPORTS</b>					
Custom Reports	\$105.00				
Election Day Voting Activity Status Report	No fee				
Voter File	\$80.00				
Voting Activity Status Report E-29 through E-1	\$308.00				
Voting Activity Status Report E-29 through completion of canvass	\$616.00				
Voting Activity Status Report E-45 through completion of canvass Including UOCAVA	\$770.00				
Walking List – Emailed PDF	\$29.00				
Walking List – Printed Copy	See Copy Fees				
<b>MAPS</b>					
Standard Map Set-up Fee	\$125.00				

Custom Map Set-up Fee	\$275.00	
Map Print Fee (24x36 or 36x48)	\$10.00	per hard copy
<b>PETITIONS: INITIATIVES, REFERENDUM, AND RECALLS</b>		
Notice of Intent to Circulate County Initiative Petition	\$200.00*	EC § 9103
*Refundable within one year of filing notice if petition is certified as sufficient		
Set-up Fee	\$1.00	per page
Signature Verification	\$2.00	per signature
Withdrawal of Signatures	Actual Cost	
<b>POSTAGE</b>		
Postage	Actual Cost	
<b>REGISTRATION SERVICES</b>		
Abstract of Registration	\$1.50	EC § 2167
Certification of Document on File	\$1.50	
Certified Copy of Registration	\$1.50	EC § 2167
Letter of Verification of Current Records	\$10.00	
<b>RESEARCH OF RECORDS</b>		
Research of Historical Records	\$110.00*	per hour
*Cost is in half-hour increments with a minimum of one half-hour		
<b>VOTE RECOUNT</b>		
Legal Notices	Actual Cost	
Recount Board (manual or electronic tally)	Actual Cost	
Security	Actual Cost	
Staff Time and Supervision	Actual Cost	