



COUNTY OF SACRAMENTO

Voter Registration and Elections

Application to Access Voter Registration Information

For Office Use Only	
Date Received:	_____
Approved by:	_____
Date Paid:	_____

Preferred Delivery Method			
<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> In-Person	
Applicant Name	Organization	Title / Position	
Applicant Email	Email Address for Electronic File Delivery	Phone Number	
Address (Street Number and Name)	City	State	Zip Code
Business/ Mailing Address	City	State	Zip Code

Permissible Usage and Supporting Documentation: Use of voter registration files is limited.

What type(s) of organization(s) or committee(s) do you represent?

- Election
 Political
 Scholarly
 Journalistic
 Governmental
 Record Review
 Vendor

Your request must include the following:

Election: Information identifying the California candidate(s), California ballot measure(s), or committee(s) for/against any initiative or referendum measure for which legal publication is made.

Political: Documentation establishing affiliation with the political organization on the institution's letterhead stating that the applicant is authorized to receive data.

Scholarly: Letter from the representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive data.

Journalistic: A clear photocopy of press pass or media credential.

Governmental: Any request from a governmental agency or for use related to a government function.

Record Review: For any person to conduct an audit of voter registration lists for election.

Vendor: By any vendor to compile and/or organize voter registration information for another person's use consistent with this Article.

Applications must be submitted in person or mailed with a wet signature and a copy of current photo identification.

Agreement: All information furnished on this application is subject to verification.

<u> </u> (Initial here)	Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration information will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, this Article, and Government Code section 6254.4.
<u> </u> (Initial here)	Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, in any form or format, to any person, organization, or agency except as prescribed in Section 19005.
<u> </u> (Initial here)	Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in Section 19010 of this Article, and will notify the Secretary of State immediately of any violation, exposure, and/or breach of voter registration information or suspected violation, exposure, and/or breach of voter registration information and will cooperate with the Secretary of State's office or any investigative agency efforts related to any resulting investigation.
<u> </u> (Initial here)	Applicant and beneficiary, if applicable, understand that it is a misdemeanor for a person in possession of voter registration information to use or permit the use of all or any part of the information for any purpose other than is permitted by law.
<u> </u> (Initial here)	Applicant and beneficiary, if applicable, agree to pay the State of California, as compensation for any unauthorized use of each individual's registration information, a penalty as described in Section 19007 of this Article.



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Voter File / Data (Electronic copy only)	Qty	Price Per File
Option 1: Data File with Sacramento County Voters <input type="checkbox"/> Countywide <input type="checkbox"/> Single District: _____ District Number: _____ Would you like voter history? <input type="checkbox"/> Yes, included with the file (one file) <input type="checkbox"/> Yes, as a separate file (two files) <input type="checkbox"/> No If yes, for how many elections? <input type="checkbox"/> Last 5 countywide elections <input type="checkbox"/> Specify election dates for voter history (maximum of 5): _____		\$80.00
Custom Data File	Qty	Price Per File
Option 2: Customized Data File / Walking List <input type="checkbox"/> Countywide <input type="checkbox"/> Single District: _____ District Number: _____ <input type="checkbox"/> Printed List* (Maximum of 6 consecutive precincts only): _____		\$29.00 Electronic / PDF Version <i>*Copy fees apply for printed list</i>
Option 3: Precinct List (PDMJ001 or PDMR001) <input type="checkbox"/> Countywide <input type="checkbox"/> Single District: _____ District Number: _____ <input type="checkbox"/> Other Custom Report / Data Please explain your custom request: _____ Report Duration / Timeframe: _____		\$105.00
Voting Activity Status Report – VBM Subscription	Qty	Price Per File
<input type="checkbox"/> Option 1: Voting Activity Status Report – Election Day PLEASE NOTE: Election Day report is only available by email. You will receive an initial report the evening before the election. Return updates will only be available on Election Day at 10:00 a.m., 2:00 p.m., and 6:00 p.m.		No Charge
<input type="checkbox"/> Option 2: Voting Activity Status Report – E-45 through completion of canvass (includes UOCAVA)		\$770.00
<input type="checkbox"/> Option 3: Voting Activity Status Report – 8 Week Subscription (E-29 through completion of canvass)		\$616.00
<input type="checkbox"/> Option 4: Voting Activity Status Report – 4 Week Subscription (E-29 through E-1)		\$308.00
Record Request (Separate letter and fee required for each record searched)	Qty	Price Per File
<input type="checkbox"/> Option 1: Registration Report / Search Letter <i>Our office will only use the exact information provided (full name, date of birth, and residence address). If paying by check, check must be made payable to County of Sacramento, along with a copy of valid ID included with the completed application.</i>		\$10.00
<input type="checkbox"/> Option 2: In-Office Voter Information Look-Up <i>Records may be viewed through our public terminal at no charge.</i>		No Charge



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Intended Use: This section must be completed. If more space is needed, continue on another sheet of paper.

I certify under penalty of perjury under the laws of the State of California that the foregoing information provided by me is true and correct.

Signature of Applicant or Agent:

Date:

Driver's License or State ID:

Payment: Cash, check, or credit card accepted.

Checks: If paying by check, check must be made payable to County of Sacramento, along with a copy of valid ID included with the completed application.

TOTAL \$



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Voter File Codes and Regulations: Permissible and Non-permissible Access to Voter Registration

California Code of Regulations Title 2, Division 7, Chapter 1, Article 1: Access to Voter Registration Information

19002. Application of this Article.

- (a) This Article shall apply to any person who directly or indirectly receives voter registration information from any source agency.
- (b) This Article shall not apply to any voter requesting their own voter registration information through a publicly available voter record lookup tool. However, when a voter requests additional information about their own specific voter record than is available on such a tool, they must submit an application for specific voter registration record pursuant to this Article.

19003. Permissible Uses.

- (a) Voter registration information obtained from a source agency shall be used solely for the following purposes:

- (1) Election: for any person to communicate with voters in connection with an election by means that shall include, but shall not be limited to, the following:
- (A) Communicating with voters for or against any candidate or ballot measure in any election;
 - (B) Communicating with voters regarding the circulation or support of, or opposition to, any recall, initiative, or referendum petition;
 - (C) Surveying voters in connection with any specific election campaign or specific potential election campaign in which any voter registered to vote may vote;
 - (D) Surveying voters in connection with an election-related exploratory committee;
 - (E) Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure, initiative, or referendum petition.
- (2) Scholarly: students working on theses, professors researching voting patterns, and other academics involved in research related to political or election activities.
- (3) Journalistic: members of the press for any purpose related to political or election activities.
- (4) Political: for any person to communicate with voters to influence public opinion related to political or election activities. The content of such communications shall include, but shall not be limited to: news and opinions of candidates, elections, education related to political matters, political party developments, ballot measures, initiatives, referendum positions, and related political matters.
- (5) Governmental: Any request from a governmental agency or for a use related to a governmental function by means including, but not limited to:
- (A) Encouraging participation in the United States Census;
 - (B) Conducting any survey of opinions of voters by any government agency or its contractors;
 - (C) Any official use by any local, state, or federal governmental agency, which shall include use in connection with any judicial proceeding or investigation involving or being conducted by any local, state, or federal governmental agency.
- (6) Record review: For any person to conduct an audit of voter registration lists for election, scholarly, journalistic, political, or governmental purposes. Record review includes, but is not limited to, detecting voter registration fraud, evaluating voter registration information accuracy, and evaluating compliance with applicable Federal and California laws.
- (7) Vendor: By any vendor to compile and/or organize voter registration information for another person's use consistent with this Article.
- (b) Requests for voter registration information for a purpose not specifically listed in subdivision (a), and not prohibited by section 19004, shall be evaluated for compliance with the Elections Code by the source agency.
- (c) A source agency shall review each application for compliance with the Elections Code and this Article independent of decisions made on other applications.

19004. Impermissible Uses.

- (a) Using voter registration information in a manner contrary to the authorized uses specified in Elections Code section 2194 is impermissible. Impermissible uses include, but shall not be limited to:
- (1) Any communication for any personal, private, or commercial purpose other than for those purposes permitted by Section 19003.
 - (2) Solicitation of contributions or services for any personal, private, or commercial purpose.
 - (3) Conducting any survey of opinions of voters other than for those purposes permitted by Section 19003, subdivision (a).
 - (4) Using the voter registration information to harass any voter or the voter's household, including, but not limited to, any conduct prohibited by Elections Code sections 18540 and 18543.
- (b) Voter registration information shall not be sent outside of the United States, as specified in Elections Code section 2188.5.
- (c) Notwithstanding section 19003, a source agency may reject a request for voter registration information based on a reasonable belief or determination that it is being requested for use in a manner prohibited by law, including, but not limited to, uses

19008. Application.

- (a) Every applicant shall execute and deliver to the source agency an application that contains all of the following information:
- (1) The full name of the applicant, and, if applicable, the full name of the beneficiary of the requested voter registration information.
 - (2) The applicant's telephone and email address.
 - (3) The applicant's complete business address.
 - (4) The applicant's complete mailing address, if different from the business address.
 - (5) If applicable, the complete business address of the beneficiary of the requested voter registration information.
 - (6) The purpose(s) or type(s) of business, organization, or committee that the applicant represents.
 - (7) The purpose(s) for which the request for voter registration information is made and the specific intended use(s) of this information or data in accordance with Section 19003.
- (A) If the intended use of the requested voter registration information is for political purposes, the applicant shall submit documentation establishing compliance with section 19003(a)(4), for example a letter establishing an affiliation with a political organization.
- (B) If the intended use of the requested voter registration information is for scholarly purposes, the applicant shall submit a letter from the representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that the applicant is authorized to receive the information.
- (C) If the intended use of the requested voter registration information is for journalistic purposes, the applicant shall submit a clear copy of the applicant's press pass or media credential. In the event the applicant does not have a press pass or media credential, the applicant shall submit other evidence that they are a journalist. The source agency shall determine whether submitted press passes, media credentials, or other evidence properly establish a journalistic purpose.
- (8) A detailed explanation of how the requested voter registration information will be maintained securely and confidentially consistent with Section 19012.
- (9) The type of information requested. Examples include voter history, precinct to district information, whether voter registration information is requested for a specific jurisdiction, and specific voter registration information.
- (10) Shipping instructions for the source agency to deliver the requested voter registration information.
- (11) If applicable, detailed identifying information on a specific voter for a request of a single voter's voter registration information.
- (12) A completed agreement section, which contains spaces where the applicant must place their initials acknowledging the following statements:
- (A) Applicant and beneficiary, if applicable, hereby agree that the information set forth in the voter registration information will be used for the approved purposes, consistent with state law, as defined by Elections Code section 2194, this Article, and Government Code section 6254.4.
 - (B) Applicant and beneficiary, if applicable, further agree not to sell, lease, loan, or deliver possession of the registration information, or a copy thereof, in any form or format, to any person, organization, or agency except as prescribed in Section 19005.
 - (C) Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in Section 19010 of this Article, and will notify the Secretary of State immediately of any violation, exposure, and/or breach of voter registration information or suspected violation, exposure, and/or breach of voter registration information and will cooperate with the Secretary of State's office or any investigative agency efforts related to any resulting investigation.
 - (D) Applicant and beneficiary, if applicable, understand that it is a misdemeanor for a person in possession of voter registration information to use or permit the use of all or any part of the information for any purpose other than is permitted by law.
 - (E) Applicant and beneficiary, if applicable, agree to pay the State of California, as compensation for any unauthorized use of each individual's registration information, a penalty as described in Section 19007 of this Article.
- (b) The applicant shall certify the content of the application as to its truthfulness and correctness, under penalty of perjury, with the applicant's signature and the date and place of signing.

19009. Application Submission and Processing.

- (a) The applicant must submit the completed application for voter registration information in the following manner:
- (1) The applicant must deliver it to the source agency in person or by U.S. mail or other delivery/courier service. A wet signature is required on the application; therefore, a source agency shall not accept emailed and faxed applications for voter registration information.
 - (2) The applicant must include a clear copy of their current photo identification issued by a federal or state government agency with the completed application.
 - (3) The applicant must submit the appropriate fee with the completed application.
- (b) All source agencies, including the Secretary of State, shall process applications in the following manner:
- (1) The source agency shall process requests for voter registration information in the order received.

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contrary to the prohibitions or authorized uses specified in Elections Code sections 2188.5 and 2194 or that is contrary to Elections Code section 10. An impermissible purpose may include requests for voter registration information for an impermissible purpose-submitted for fraudulent purposes or in bad faith or for the purpose of harassing or defrauding a person or entity. In such instances, the source agency shall provide the applicant its reasons for refusal. An applicant whose application is rejected shall not be prohibited from filing a new application.

19005. Transfers.

- (a) Only a vendor may transfer voter registration information to another person, as described in subdivision (c).
- (b) A beneficiary, including a vendor, may share voter registration information with their agent(s) without prior written authorization from a source agency.
- (1) An agent may only use the voter registration information for the purposes specified in the approved application.
- (2) A beneficiary sharing voter registration information with an agent must exercise reasonable care that the agent uses the voter registration only for purposes approved by the source agency and report any unauthorized use as described in Section 19012 of this Article.
- (3) A beneficiary remains responsible for the actions of their agent with respect to the use of the voter registration information.
- (c) A vendor may provide voter registration information to another person, other than its agent as described in subdivision (b), only upon providing written notification to the Secretary of State.
- (1) This is intended to mean that the Secretary of State can approve the transfer of voter registration information obtained from both the Secretary of State and other source agencies.
- (2) This notification shall include the name, address, phone number, and email address of the person to whom the information is provided. If applicable, the notification shall also include the business name and address of the person to whom the information is provided.
- (3) A vendor that provides voter registration information to another person must share, in writing, the information security requirements in Section 19012 with that person and acknowledge, in writing, that they provided this information in the notification.
- (4) A vendor who fails to provide the notification or transfers voter registration information to another person for an impermissible purpose shall be issued a warning by the Secretary of State for the first violation. For a second violation, a vendor will be barred from providing voter registration information to any person for the remainder of that presidential election cycle, defined as the period beginning on a presidential election day through the next presidential election day.
- (5) This Article shall apply to any person who receives voter registration information from a vendor, as if that person had received the voter registration information directly from a source agency.

19010. Requests for Specific Voter Records.

- (a) If specific voter registration record(s) are requested, the source agency shall only use the exact information provided by the applicant to locate the record(s). The applicant shall provide as much detail as is possible, including, but not limited to, the full name, date of birth, and present and/or former residence address of the specific voter that is the subject of the request.
- (b) The source agency will only use the exact information provided (full name, date of birth, county of residence, and residence address, etc.) to identify specific voter registration record(s).
- (c) In the event there are insufficient details for the source agency to fulfill the request for a specific voter registration record, the source agency shall communicate that fact to the applicant to determine if additional criteria to identify the voter(s) is available.
- (d) If the request cannot be filled, the source agency shall send a letter to the applicant stating such. Payment will not be processed for requests that cannot be filled.
- (e) An applicant may request up to 10 specific voter registration records per application. A variant of a name shall be considered a part of one request.

19011. End User Technical Support.

A source agency that provides voter registration information under this Article is not responsible for end-user technical support for processing purchased data or for assistance on converting provided data for usage.

19013. Reporting Requirement for Unauthorized Use and Data Breaches.

Any person who has obtained voter registration information from a source agency shall report detected unauthorized use, suspected breach, or denial of service attack on the voter registration information or the system containing the voter registration information to the Secretary of State Elections Division Help Desk within twenty-four (24) hours of discovery.

- (2) The source agency shall log all applications received, including whether each application was approved or denied and the contact information of each applicant, and maintain in this log all applications received, at a minimum, in the past five years.
- (3) If the application is denied, the source agency shall inform the applicant of the reasons for denial, and shall return all application materials, including any payment. Payment will not be processed for denied applications.
- (A) The Secretary of State shall inform the applicant of the reasons for denial in writing. Other source agencies may, but are not required to inform the applicant of the reasons for denial in writing.
- (c) Applicants may re-submit denied applications after addressing the reason(s) for denial.

19012. Requirements for Storage and Security of Voter Registration Information.

- (a) Any person who has directly or indirectly obtained voter registration information from a source agency must exercise due diligence in maintaining and securing the voter registration information in order to reduce the risk of information exposure and/or breach.
- (b) Any person who has directly or indirectly obtained voter registration information from a source agency shall:
- (1) Use a strong and unique password ("strong password hygiene") per account with access to the voter registration information or privileges to grant access.
- (2) Apply security best practices, which includes the following:
- (A) Obtain training on security awareness to avoid social engineering and phishing attacks.
- (B) Practice the principles of "least privilege" By restricting user access to the minimum need based on users' job necessity.
- (C) Ensure user accounts are logged off or the session is locked after a period of inactivity, which shall be no more than 15 minutes.
- (D) Remove, deactivate, or disable accounts or default credentials.
- (E) Erase or wipe voter registration information that is no longer needed for its retention and sanitized following National Institute of Standards and Technology (NIST) 800-88 Guidelines for media sanitization.
- (F) Restrict physical access by not leaving your computer in places unlocked and unattended.
- (G) Limit the use of portable devices. If a portable device is used, strong storage encryption procedures must be applied utilizing Federal Information Processing Standards (FIPS) 197, commonly referred to as "Advanced Encryption Standard" or "AES."
- (H) Use wireless technology securely with Wi-Fi Protected Access 2 (WPA2) or better.
- (c) In addition to the requirements set forth in (b) above, any vendor shall:
- (1) Apply additional security best practices, which include the following:
- (A) Use strong identity and access management, preferring multi-factor authentication for any and all privilege accounts and/or accounts with access to voter registration data.
- (B) Initiate an account lockout after a pre-defined number of failed attempts, no more than 10. Any automated account unlock actions must wait no less than 30 minutes from the lockout event.
- (C) Force password changes on a pre-defined basis, but not less than 365 days.
- (D) Backups of voter registration information shall be securely stored separately and utilizing FIPS 197 encryption at rest.
- (2) Implement security log management, which includes the following:
- (A) Enable logging on all systems and network devices with sufficient information collection that answers the following:
- (i) What activity was performed?
- (ii) Who or what performed the activity, including where or on what system the activity was performed?
- (iii) What activity was the action performed on?
- (iv) What tool(s) were used to perform or performed the activity?
- (v) What was the status, outcome, or results of the activity?
- (B) Review log(s) regularly for any errors, abnormal activities and any system configuration changes.
- (C) Securely store log files separately from the systems monitored, archived, and protect from unauthorized modification, access, or destruction.
- (D) Use log monitoring tools to send real-time alerts and notifications.
- (E) Utilize multiple synchronized United States-based time sources.
- (3) Employ system hardening techniques, which include the following:
- (A) Update and install all firmware and patches from a trusted and verifiable source.
- (B) Use only the most up-to-date and certified version of vendor software.
- (C) Install and maintain active malware and anti-virus software.
- (D) Implement firewalls, also known as host-based firewalls, and/or port filtering tools with host-based intrusion protection services.
- (E) Encrypt voter registration information using FIPS 197 at rest.
- (F) Encrypt voter registration information in transit such as Transport Layer Security (TLS) 1.2 or better with a valid certificate and certificate chain.
- (G) Do not use self-signed certificates.
- (H) Conduct regular vulnerability scanning and testing for known or unknown weaknesses.
- (I) Use application whitelisting on all endpoints and systems.