

**APPLICATION FOR RENEWAL OF CERTIFICATE OF AUTHORITY  
TO PRINT BALLOTS IN WEST VIRGINIA ELECTIONS**

**APPLICANT INFORMATION**

Company Name: \_\_\_\_\_

Owner: \_\_\_\_\_ President: \_\_\_\_\_

Principal Place of Business:  
Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Will ballots be printed in West Virginia?  Yes  No

Plant where ballots will be printed:  
Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant is a subsidiary of: (if applicable) \_\_\_\_\_

Parent Company formed in which state: \_\_\_\_\_

Type of Organization: (check one)

- |                                      |                                              |                                              |
|--------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> LLC         | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Association         |

Is the Business registered in West Virginia?  Yes  No

Is the Business in Good Standing in West Virginia?  Yes  No

**BALLOT PRINTING INFORMATION**

Number of years doing business as a printer: \_\_\_\_\_

**Capabilities:**

Maximum dimensions of paper ballots or machine facsimiles: \_\_\_\_\_

- |                                         |                              |                             |
|-----------------------------------------|------------------------------|-----------------------------|
| Can sequentially number ballots?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Can print ballots with perforated stubs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Can print optical scan ballots?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Can print digital scan ballots?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## PREVIOUS BALLOT PRINTING EXPERIENCE

Please check types of ballots this company has printed:

### Paper Ballots

- State Primary
- State General
- Special
- Municipal
- Sample
- Absentee

### Optical Scan Ballots

- State Primary
- State General
- Special
- Municipal
- Sample
- Absentee

### Digital Scan Ballots

- State Primary
- State General
- Special
- Municipal
- Sample
- Absentee

**Attach samples of at least 20% of the primary, general and special election ballots printed during the previous authorization period, or 5 of each, whichever is fewer. Include at least one of each voting type printed, and divide your samples among state/county and municipal ballots if possible.**

For example, if you printed 10 state primary election ballots for two different voting systems, one sample of each system for the primary would be required. Samples are essential to review requirement of the substantial compliance with ballot printing requirements.

**Please check here if you have no experience in printing ballots, You will be required to supply a sample of the first ballot printed once granted authority to print ballots.**

## AFFIDAVIT OF APPLICANT

As an applicant for authorization to print ballots for West Virginia elections, I hereby certify under oath:

- That all printing, packaging and delivery specifications for ballots set forth in Chapter 3 of the West Virginia Code will be met;
- That the applicant is eligible to contract for the printing of ballots in West Virginia elections in accordance with the provisions of West Virginia Code §3-1-21a;
- That the information provided on this application is true.

\_\_\_\_\_  
Signature of President or Authorized Representative

State of: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Signature of Notary Public