Office of the West Virginia Secretary of State

Request for Voter Registration Data Instructions

In accordance with West Virginia Code §3-2-30, voter registration data will be made available through the West Virginia Secretary of State's office. The West Virginia Secretary of State's office relies on information recorded by County voter registration offices in the statewide voter registration system (ElectioNet). Although every effort is made to ensure the accuracy of the information we distribute, we cannot assume liability for inaccurate or incomplete data. The user assumes all liability associated with the use of such data.

How to Order Voter Registration Data

The attached "Voter Registration Data Services Request Form" must be used when requesting voter data. The request may be mailed, faxed, or e-mailed using the contact information below. The total cost due is payable before delivery of voter data. Requests are filled on a first-come, first-served basis.

NOTE: West Virginia Code §3-2-30(f) states that "*No voter registration lists or data files containing voter names, addresses or other information derived from voter data files may be used for commercial or charitable solicitations or advertising, sold or reproduced for resale.*"

Fees for Statewide Voter Lists		**Fees for Partial Voter Lists/List Updates****	
(1) Election Cycle Subscription Service*	$1,000	**(7)** Partial Voter Registration List	$25/hour
(2) Statewide Voter Registration List	$500	**(8)** Voter History List	$25/hour
(3) Master Voter History List Export	$500	**(9)** Complex Research Query	$25/hour
(4) Statewide Early Voters List	$200	**(10)** Update to (2), (4), (5), or (6) during the election year in which the list was requested	$25/hour
(5) Statewide Absentee Requests List	$200		
(6) Statewide Absentee Received List	$200	**(11)** Update to (3) between the day following the request date and the completion of voter history	$25/hour

* The subscription service includes (1) Statewide Voter Registration List updated monthly throughout the year and updated daily starting thirty days prior to election day through election day; (2) Master Voter History List Export following certification of the primary, general and odd-year elections; (3) Statewide Mail-in Absentee Requests List and Statewide Mail-in Absentee Received List for the primary, general and odd-year elections, updated daily starting thirty days prior to election day through ten days following election day; and (4) Statewide Early Voters List for the primary, general and odd-year elections, updated daily starting on the first day of early voting through election day.

**The price of partial voter registration lists and list updates are based on the current hourly rate as determined by the Secretary of State. The staff generating your request will contact you with an estimate of the number of hours needed to fulfill your request.

Payment Options: Cash . Check (made payable to the WV Secretary of State) . Prepaid Account
Credit Card (MasterCard, Visa, Discover, or American Express)

***** Please return your completed form by mail or e-mail to: *****

West Virginia Secretary of State's Office
Attn: Elections Division
1900 Kanawha Blvd East
Building 1, Suite 157-K
Charleston WV 25305
E-mail: svrs@wvsos.com

Office of the West Virginia Secretary of State

Request for Voter Registration Data Services Election Year _____

Delivery Style (subject to file size)	**Data Format**
☐ Cloud storage/transfer (FTP, Dropbox, *etc*.) ☐ E-mail	☐ MS Excel Spreadsheet *(*not available for large files that exceed limits in Excel) ☐ Delimited Text File (.csv or .txt) ☐ PDF File

Voter Information

Your voter list will automatically include the following voter information:

- ✓ **Name**
- ✓ **Residence Address (+ County)**
- ✓ **Party Affiliation**
- ✓ **Status (Active or Inactive)**
- ✓ **Registration Date**

Select any additional voter information you want to include in your voter list.

☐ Birthdate	☐ State Senate District
☐ Mailing Address	☐ State Delegate District
☐ Precinct number	☐ State Magisterial District
☐ Congressional District	☐ Other _____

Sort Order (if Paper List)

Enter up to three of the above categories in the order you want to sort your printable voter list.

1. _____
2. _____
3. _____

☐ Statewide Voter Lists

Select from the options below to receive a statewide voter registration list or subscription. Subscription files are in delimited text file format.

☐ **Election Cycle Subscription Service**	$1000	☐ **Statewide Early Voters List** ☐……update ($25/hour)	$200
☐ **Statewide Voter Registration List** ☐……update ($25/hour)	$500	☐ **Statewide Absentee Requests List** ☐……update ($25/hour)	$200
☐ **Master Voter History List Export** ☐……update ($25/hour)	$500	☐ **Statewide Absentee Received List** ☐……update ($25/hour)	$200

☐ Partial Voter List $25/hour

The price of a partial voter registration list is based on the current hourly rate as determined by the Secretary of State. The staff generating your request will contact you with an estimate of the number of hours needed to fulfill your request. Follow the steps below to complete your partial voter registration list request.

1. Select ONE of the categories below and enter the jurisdiction OR district of your choice.

- ☐ **Partial Statewide Voter Registration List***
- ☐ **Countywide Voter Registration List** for _____Co.
- ☐ **District Voter Registration List**
  - WV House of Delegates District _____
  - WV Senate District _____
  - US Congressional District _____
- ☐ **Municipal Voter Registration List** for _____, _____Co.
- ☐ **Precinct Voter Registration List** for Pct._____, _____Co.

*If you select the **Partial Statewide Voter Registration List**, you must filter your list below. Go to the section for **Statewide Voter Lists** if you want a full list of registered voters in the state.

2. Do you want all registered voters in the jurisdiction or district selected above?

- ☐ Yes (proceed to number 4)
- ☐ No, filter my list

3. If you choose to filter your list, please select the voters you want to include.

Political Party

- ☐ Democratic
- ☐ Republican
- ☐ Mountain
- ☐ Libertarian
- ☐ Constitution
- ☐ No Party/Independent/Other

Voter Registration Status

- ☐ Active voters
- ☐ Inactive voters
- ☐ Both Active and Inactive voters

Voter History (optional)

4. If want to include voter history in your voter registration list, please enter the elections you want to include.

Election: _____ Year: _____
Election: _____ Year: _____
Election: _____ Year: _____

5. OR if you want your list to only include the voters you selected above who voted in a specific election, early voted, or participated in mail-in absentee voting, select from the options below.

- ☐ **Voter History List** Election: _____ Year: _____
- ☐ **Early Voters List** Election: _____ Year: _____
- ☐ **Absentee Requests List** Election: _____ Year: _____
- ☐ **Absentee Received List** Election: _____ Year: _____

☐ Complex Research Query

If you have a more complex data request, please describe your request in detail below. Attach additional pages if needed.

_____

_____

_____

_____

_____

_____

Purchaser Contact Information (must match check or credit card used for payment)

Name/s: _____ Phone: _____

Address: _____ E-mail: _____

_____

Method of Delivery

☐ I will pick up my order at the WV Secretary of State's Office

Ship my order to:
☐ Same as contact information

☐ Address: _____

_____

E-mail my order to:
☐ Same as contact information

☐ E-mail: _____

The statement below must be completed before purchasing a voter list from the West Virginia Secretary of State's office:

I, _____ **for** _____
(name of purchaser) (organization, if any)

understand that West Virginia law prohibits the sale and use of the list of registered voters for commercial or charitable solicitations or advertising, and that I or my organization may not sell the list or reproduce it for resale. I hereby certify that the purposes for which the names and addresses of voters will be used are not in violation of this prohibition.

_____ Date: _____
Signature