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Charles County Board of Elections  
P O Box 908  
La Plata, MD 20646  
Phone (301) 934-8972  
(301) 870-3167  
Fax (301) 934-6487

Qualifications: To apply for a voter registration list, the applicant must be a registered voter in Maryland and must sign a statement, under penalty of perjury, that the list is not intended to be used for purposes of commercial solicitation or any other purpose not related to the electoral process. (Election Law Article, §3-506, *Annotated Code of Maryland* and COMAR 33.03.02.03A and 33.03.02.04) The applicant's registration will be verified before processing this request.

**Application Deadline:** Before any election, neither the State Administrator nor any election director may respond to an application for a voter registration list unless the application was filed on or before the registration deadline. Applications received after the date shall be returned. (COMAR 33.03.02.05B)

**Delivery:** Requests will be turned around within 10 working days from the time Charles County Board of Elections received this application. Output may be picked up from the Charles County Board of Elections office, emailed, or mailed to the applicant. Most files are relatively large, and thus must be compressed prior to email transmission. To ensure delivery, please provide contact information as indicated on the application. If the applicant opts for traditional mail delivery, then the applicant must provide a FedEx or UPS account number to account for any charges incurred during shipping. **Cost: County List: \$75.00 District List: \$75.00 each Set-Up fee: \$3.00**

**Payment:** Either a \$25.00 deposit or payment-in-full **must** accompany this application. Payment can be in the form of cash, certified check, personal or campaign check or money order. Please note that the \$3.00 set-up fee is applicable to all requests, which will typically result in a \$78.00 total. Thereafter, if a CD is requested, then another \$3.00 fee would be incurred, bringing the total job amount to \$81.00. The applicant also agrees to pay any balance due prior to receipt of the requested output. Make checks payable to: **Charles County Board of Elections. All returned checks will be assessed a fee of \$25.00.**

**File Format:** All files except the Walking list are tab separated text files with no text-delimiter. This format is easily imported into Microsoft products.

**Disclaimer: The Maryland State Board of Elections and local boards of elections do not guarantee that the data requested will be compatible with all software programs. The applicant will utilize his/her own software to import this data into his/her database. Technical support and special data formats are not provided.**

#### File Details:

**Walking List:** The walking list is a PDF (uneditable) file generated by precinct and sorted by street address. Under each street address is listed all voters who live at that address and their political party. It is designed for walking up and down the streets, with even addresses in the left column and odd on the right.

**Absentee Applicants List:** Text file containing a list of voters with absentee ballot **requests** for the given election. It includes Voter ID, name, date of birth, residential address, mailing address, absentee ballot address, precinct, district information, state and county registration dates, party, absentee type, absentee request status, and county. Actual absentee VOTERS are on the voter history lists.

**Early Voting List:** Text file listing voters who voted at an early voting location for a given election. It includes Voter ID, name, date of birth, early voting location, date of voting, party, residential address (in one column), mailing address (in one column), ballot style, precinct, and gender. This information is already on the voter history list.

**Registered Voters List:** Text file containing a list of registered voters with Voter ID, name, party, birthdate, gender, residential address, mailing address, state (active or inactive), state and county registration dates, split and precinct, congressional district, legislative district, ward, municipal district, commissioner district and county.

**Voting History Included in Registered Voter List:** Text file identical to the registered voter list **EXCEPT:** some columns are in a different order, it does not have a column for county or commissioner district, and there is a column for each election selected. This list is easy to view when opened in a spreadsheet format, but it gives no data on voting method or date. **List is limited to 10 elections.**

**Voting History as Separate File from Registered Voter List:** The Voting History file contains the following columns: Voter ID, Election Date, Election Description, Election Type, Election Code, Voting Method, Date of Voting, Precinct, Early Voting Location, Jurisdiction Code, and County Name. To match each record in this file to registered voter, use the Voter ID column in the Registered Voter List. This file is for the technically savvy individuals.

**Contact person: Karl Richardson 301-934-8972 or 301-870-3167**  
**Email: [karl.richardson@maryland.gov](mailto:karl.richardson@maryland.gov)**

**Charles County**  
**Application for Registration Data**

**1. Provide Applicant Information (Must be a Registered Maryland Voter)**

Name: \_\_\_\_\_ Best Phone # \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: MD Zip Code: \_\_\_\_\_ Registered in: \_\_\_\_\_ (Dist/Prec)

**2. Provide Organization Information (Required if you are buying data on behalf of an organization)**

Name of Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. Indicate Data Needed (Check one)**

County Wide (\$75.00)       Single District (\$75.00) Legislative District Number: \_\_\_\_\_ (28<sup>th</sup> or 27A)  
 Absentee Applicant Labels (.05 per label)

**4. Indicate Type of List Needed (Check one. Each file is processed individually and subject to individual fees.)**

Walking List  
 Absentee Applicants List for a single election. Specify election: \_\_\_\_\_  
 Early Voting List for single election. Specify election: \_\_\_\_\_  
 Registered Voter List \*\*Each Primary or General Election year selected is one (1) election\*\*  
Voting History (Up to 10 elections):  Included in Voter List       As a separate file from Voter List

Specify Election Types: <input type="checkbox"/> Gubernatorial Primary <input type="checkbox"/> Gubernatorial General <input type="checkbox"/> Presidential Primary <input type="checkbox"/> Presidential General
Specify Election Years: <input type="checkbox"/> 2014 <input type="checkbox"/> 2010 <input type="checkbox"/> 2006 <input type="checkbox"/> 2002 <input type="checkbox"/> 1998 <input type="checkbox"/> 2016 <input type="checkbox"/> 2012 <input type="checkbox"/> 2008 <input type="checkbox"/> 2004 <input type="checkbox"/> 2000

**5. Limit the Type of Voters to Include on List (Check all that apply)**

Only Active Voters       Specific Registration Date Range: \_\_\_\_\_  
OR       Specific Party(ies) \_\_\_\_\_  
 All Registered Voters of All Parties, including inactive voters

**6. Choose Delivery Method (Email is the preferred delivery method. Please provide the requested information if opting for mail delivery)**

On CD (Add \$3.00 fee) – Specify:  Will Pick up     Mail to Applicant     Mail to Organization     Mail to Other (Specify): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
FedEx/UPS account information: \_\_\_\_\_

**7. Read Statement and Sign Oath**

Under penalty of perjury, I hereby declare, as required by Election Law Article, § 3-305, *Annotated Code of Maryland*, that I **do not intend to and I will not use the list of registered voters for which I am applying for purposes of commercial solicitation of for any other purpose not related to the electoral process**, and that I will not knowingly allow the list to be used by any other person or entity for purposes of commercial solicitation or for any other purpose not related to the electoral process. I am aware that any person who knowingly allows such a list under his or her control to be used for commercial solicitation or for any other purpose not related to the electoral process is guilty of a misdemeanor and is subject to punishment under Election Law Article, Title 16, *Annotated Code of Maryland*.

I, \_\_\_\_\_ (print or type name), have read and understand the above statement and agree to pay the balance due upon completion of the voter registration data.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date