



Registrar of Voters

Application For Pre-Election Recurring Vote by Mail File

GUIDELINES AND INFORMATION

CALIFORNIA ELECTIONS CODE §§ 2188, 2194, 18109; GOVERNMENT CODE § 7924.000; CALIFORNIA CODE OF REGULATIONS §§ 19001-19013)

Voter registration information is NOT public data and state laws govern how and by whom voter registration information may be used and stored securely.

The authorized recipients of the voter registration information are responsible for the security of all voter registration information provided through this request.

Pursuant to Title 2 of the California Code of Regulations § 19009, follow the instructions to request voter registration information:

1. Complete and return the attached application in person or by mail to the San Bernardino County Registrar of Voters at 777 E. Rialto Ave, San Bernardino, CA, 92415. Emailed and faxed applications are NOT accepted.
2. Include a WET signature.
3. Provide as much detailed information as possible for the specified use of the voter registration records.
4. Supply supporting documents for intended use.
5. Provide a detailed explanation of how the requested voter registration information will be maintained securely and confidentially.
6. Include a clear copy of the applicant's current driver's license or state ID card.

We will be unable to process your application if the above information is insufficient.

Specific voter record request:

Applicant MUST provide sufficient details as to why a specific voter's information is needed and how it will be used in conformance with California Code of Regulations (CCR) § 19001-19013. Applicant MUST also attach as much detail as possible about the voter whose record they are trying to obtain (first name, last name, date of birth, address, etc.) in the designated area of the application. The Registrar's office will reach out to the applicant if there are not sufficient details to locate a single voter record. Applicant can request up to 10 specific voter records per application.

Authorized/Prohibited use:

State law strictly governs how voter registration data may be used. Use of the data is only authorized for the purpose approved on the application. A detailed description of the specific intended use(s) of the data is required for the Registrar's office to determine if such use is permissible. Any application that fails to refer to a specific, detailed intended use, will be rejected.

Prohibitions:

- Using the data for an unapproved purpose;
- Sharing or transferring the data to any other party without the submission of a new application and the express written approval of the San Bernardino County Registrar of Voters;
- Using the data to harass any voter or voter's household.
- Using the data for any commercial, advertising, or marketing purposes; or
- Leaving the voter data unsecured and publicly available online or offline.

A violation of any of the above constitutes a misdemeanor, subject to significant fines. (Elections Code § 18109).

APPLICANT INFORMATION

Full Name of Applicant:	
Driver's License Number / State ID:	
State:	
Applicant's Phone Number:	
Applicant's E-Mail:	
Applicant's Residence Address:	
	<i>(City, State, Zip)</i>
Applicant's Business Address:	
<i>(if different than above)</i>	<i>(City, State, Zip)</i>
Name of Person Authorizing Applicant:	
	<i>(To Obtain the Voter Registration Information)</i>
If Applicable, Full Name of the Beneficiary:	
	<i>(Business, Committee, Association, or Group requesting info)</i>
Beneficiary Phone Number:	
Beneficiary Business Address:	
	<i>(City, State, Zip)</i>

STATEMENT OF INTENDED USE

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

☐ Election	☐ Political	☐ Scholarly	☐ Journalistic
☐ Governmental	☐ Record Review	☐ Other	

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	Communicate with voters to influence public opinion related to political or election activities. <i>(Must provide documentation)</i>
Scholarly	Students working on theses, professors researching voting patterns, and other academics involved in research related to political or election activities. <i>(Must provide documentation)</i>
Journalistic	Members of the press for any purpose related to political or election activities. <i>(Must provide documentation)</i>
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.

Explain in detail: (1) Purpose or type of business, organization, or committee (2) Your specific intended use of this information and (3) How the information will be maintained securely and confidentially.

THIS SECTION MUST BE COMPLETED OR YOUR APPLICATION WILL BE DENIED

DETAILED INTENDED USE

Provide a detailed description of the specific intended uses of this data in accordance with California Code of Regulations Title 2, Section 19003 (additional documents must be attached to this application):

SECURITY MEASURES

Provide a detailed explanation of how the requested voter registration information will be maintained securely and confidentially consistent with Title 2 of California Code of Regulations Section 19012.

INITIAL AGREEMENT

Agreement: All Information Furnished on This Application is Subject to Verification

Initial		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, California Code of Regulations Article 1 of Title 2, Division 7, Chapter 1, and Government Code Section 7923.750.
Initial		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 California Code of Regulations Section 19005.
Initial		Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in California Code of Regulations Section 19012, 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.
Initial		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

"I certify, under penalty of perjury, that all information on this form is true and correct."

Signature (Full Name): _____

Dated: _____

Executed at (City): _____

Identification Verified By: _____
(Office Clerk)

Recurring Vote by Mail Request Form

☐ Countywide Pre-Election Recurring Vote by Mail File <i>Mail ballot voters in San Bernardino County issued or returned a mail ballot.</i> Select Report Type: ☐ VBM returns only ☐ VBM issued only ☐ VBM all (issued & returns) Price: \$107.00 Preferred method to receive file: ☐ Thumb Drive (+\$5.93) ☐ Office Pick up ☐ Postal Service ☐ E-Mail	☐ Customized Pre-Election Recurring Vote by Mail File <i>Mail ballot voters in a specific jurisdiction issued or returned a mail ballot.</i> Select Report Type: ☐ VBM returns only ☐ VBM issued only ☐ VBM all (issued & returns) Price: \$36.00 per file Specific District(s): Preferred method to receive file: ☐ Thumb Drive (+\$5.93) ☐ Office Pick up ☐ Postal Service ☐ E-Mail	☐ Challenge Report Request <i>Voters who received a Cure Letter Statement.</i> Select Report Type: ☐ Non-Matching Signature ☐ No Signature ☐ Both (Non-Matching & No Signature) Price: \$32.00 per file Specific District(s)/Countywide: Preferred method to receive file: ☐ Thumb Drive (+\$5.93) ☐ Office Pick up ☐ Postal Service ☐ E-Mail
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OFFICE USE ONLY

DISCLAIMER: Final file delivered one day prior to Election Day

[illegible]

Payment Information

Payment must be made prior to delivery of services.

DISCLAIMER: Once the application has been submitted and approved; processing may take 3 – 5 business days.

Payment Type	☐ Credit Card	☐ Cash	☐ Check Number
Name on Credit Card			
Credit Card Number			
Expiration Date			
CVV			
Zip Code			
Total Amount Due \$			