



BOARD OF ELECTIONS  
**Voter Registration List Application**  
**Deadline: 21 days prior to the date of the Election**

**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 of the 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 that date shall be returned. (COMAR 33,03.02.05B)

**Contact Person:** Teresa Morningstar, Election Supervisor, 240.313.2050 or [teresa.morningstar1@maryland.gov](mailto:teresa.morningstar1@maryland.gov)

**Supplemental List:** Each supplemental list must be submitted separately as a new request. These are each charged as a new request per the Cost Structure below.

**File Contents:** Each file will contain the following fields: registrant's full name, residence address, mailing address (if applicable), registration date, date of birth, gender, party affiliation, district/precinct, registrant ID number, status and voter history (when applicable).

**File Format:** All files will be in a tab-delimited text file. All requests shall be provided on a compact disk.

**Disclaimer:** The Washington County Board of Elections cannot guarantee that the data requested in electronic format will be compatible with all software programs. The applicant must utilize his/her own software program database in order to import this information.

**Completion time:** Requests will be completed within 10 working days from the time the Washington County Board of Elections received this application.

**Payment:** Either the required deposit (refer to cost structure below) or full payment must accompany this application. Payment can be in the form of cash, certified check, personal or campaign check, or money order. The applicant also agrees to pay the balance due (if applicable) prior to receipt of the requested output.  
Make checks payable to: **Washington County Treasurer**

**Return Check Policy:** All returned checks will be assessed a fee of \$25.00

**Delivery Instructions:** Output will be picked up at the Washington County Board of Elections. The applicant must provide telephone number(s) for contact purposes. Call 240.313.2050 to make other arrangements.

**Cost Structure:**  
County wide Lists: \$75.00 plus \$5.00 set-up charge  
Partial List: \$25.00 plus \$5.00 set-up charge  
Labels: .05 per label plus \$5.00 set-up charge  
Deposit: \$25.00 or full payment  
If information is requested on a USB Drive: \$10.00 additional charge

35 West Washington Street, Room 101 | Hagerstown, MD 21740 | P: 240.313.2050 | F: 240.313.2062 | TDD: 711

# Washington County: Application for Registration Data

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: MD Zip Code: \_\_\_\_\_ Registered in : \_\_\_\_\_ County

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ email: \_\_\_\_\_

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

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Specify the intended use of data (detailed explanation required): \_\_\_\_\_

## 3. Complete each section:

<b>Area: (Check one)</b>	<input type="checkbox"/> County Wide <input type="checkbox"/> Partial List – Specify Legislative, Party Affiliation: _____ <input type="checkbox"/> Absentee Applicant Labels (.05 per label)
<b>Type of List:</b>	<input type="checkbox"/> Registered Voter List (basic list with no voting histories) <input type="checkbox"/> Absentee Applicant List for a single election only – Specify: _____ <input type="checkbox"/> Voting History List by Election Type & Year – Select below <input type="checkbox"/> Voter Walking List <input type="checkbox"/> Household Walking List
<b>Election Year &amp; Type:</b>	<b>Election Year(s) to include up to 6 elections:</b> _____ <input type="checkbox"/> Governorial Primary <input type="checkbox"/> Presidential Primary <input type="checkbox"/> Municipal Primary <input type="checkbox"/> Governorial General <input type="checkbox"/> Presidential General <input type="checkbox"/> Municipal General
<b>Voter Criteria: (Check all that Apply)</b>	<input type="checkbox"/> All Voters (If you check this box you are done with this section) <input type="checkbox"/> Only Active Voters <input type="checkbox"/> All Affiliations <input type="checkbox"/> Democrats <input type="checkbox"/> Republicans <input type="checkbox"/> Other Party _____ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Age Range from _____ to _____ <input type="checkbox"/> Registration Date from _____ to _____ <input type="checkbox"/> Other: _____

**Please read statement before signing:** Under the penalty of perjury, I hereby declare, as required by Election Law Article, § 3-506 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 or 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 that is 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 name), have read and understand the above statement and agree to pay the balance due upon receipt of the voter registration list.

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

Date: \_\_\_\_\_