

Instructions for Completing a “Request for Obtaining Data from Maine CVR” Form
Revised by the Office of the Secretary of State, September 2007

1. **Request Submitted To** – Request form must be typed or completed in ink and submitted to either the Maine Department of the Secretary of State (Division of Elections) or to the office of a municipal Registrar of Voters.
2. **Request Submitted By or On Behalf Of:**
 - A. **Individual** – voter requesting the voter’s own “Individual Voter History” report.
 - B. **Non-Candidate** – entitled to up to four free updates, upon request, during the 12 month period following the initial purchase of voter records, except that no more than one update may be obtained during the last 30 days before an election.
 - C. **Candidate** – entitled to not more than one free update, upon request, during each 30-day period following the date of the initial request, during the period when the person remains a candidate. Candidate name and office/district must be provided.
3. **Nature of Request** – must indicate whether the request is for:
 - A. **Initial Request/Purchase** – the full set of data available for the type of data requested under section 4 and the Electoral District(s) specified under section 6.
 - B. **Update Request** – the list of additions (new voters), changes and cancellations (voters removed from the list) for the stated time period. Updates are free to a person who has purchased an initial request within 12 months prior to the update request. Updates may be obtained as frequently as indicated in section 2 above.
 - C. **Individual Voter Report** – request must include name and date of birth of the voter. Only the voter may request and obtain this report of the voter’s own Voter Record. The report is free of charge.
 - D. **Biennial Municipal Caucus List** – the list of voters in a municipality, obtained by the person calling the biennial municipal caucus, for use in conducting the caucus. *(This list will not be available until after January 1, 2008, which is the start of the next election year in which the biennial municipal caucuses will be held.)*
4. **Type of Data Requested**
 - A. **Voter Record Data** – includes the following current information (as applicable) for each voter record in the data set purchased:
 - Voter Record Number
 - Voter Name
 - Address (residence and mailing)
 - Date of Birth
 - Enrollment Status
 - Electoral Districts
 - Date of Registration
 - Date of Change (if applicable)
 - Any Special Designations (Uniformed Service Voter or Overseas Voter, and Township Voter)

If requested, this data also includes **Voter Participation History (VPH)** – the report of voter record numbers for voters who participated in one or more elections. The requestor must specify the election for VPH by the date and name of the election (e.g. June 12, 2007, Special Referendum Election).

- Requests for Voter Participation History for any State election may be made to an individual municipality for that municipality's data, or to the Secretary of State (Division of Elections) for statewide or district-wide data.
- State Election law (Title 21-A) requires all municipalities to enter the VPH for each voter for any State election, starting with the June 12, 2007 Special Referendum Election. Municipalities may enter VPH for past State Elections, or for municipal elections at their discretion.
- Requests for Voter Participation for any municipal election must be made directly to the municipality. VPH for municipal elections is not required by law.

B. List of Absentee Voters – this is the list of voters who requested and were furnished an absentee ballot for a specific election. **Lists are only available for individual municipalities, not statewide or district-wide.** The requestor must specify the municipality and the election for the List of Absentee Voters by the date and name of the election (e.g. June 12, 2007, Special Referendum Election). Municipalities are required to enter this absentee ballot information for any State election, starting with the June 12, 2007 Special Referendum Election. The list includes the following information (required by 21-A MRSA §753-B):

- Voter's Name
- Residence Address
- Voting Districts
- Party Affiliation
- Date and Manner by which Ballot was Requested, Issued and Received
- Notation of Whether the Ballot was Accepted or Rejected
- Any Special Designations (Uniformed Service Voter or Overseas Voter, and Township Voter)

5. **Enrollment Status Requested** – the requested voter records must be specified if only voter records from a specific party (or those unenrolled) are desired.
6. **Electoral Districts Requested** – requestor must designate the district or districts for which the request is being made.
7. **Medium Requested**
 - A. Paper – fees for paper or printed reports and labels are set forth in 21-A MRSA §196, paragraph 4A.
 - B. Electronic File – fees for data in electronic form are set forth in 21-A MRSA §196 paragraph 4B. These fees are based on the number of records requested, with the highest fee (for 900,001 or more records) being \$2,000 and the lowest fee (for less than 1,000 records) being \$10. Requestor must indicate delivery method for electronic data (e.g. CD or email).
8. **Amount of Fee/Type of Payment** – all fees are expected to be paid prior to the release of any data either in paper or electronic format. Checks/money orders submitted to the Secretary of State's Office should be made payable either to the Treasurer of State or the Secretary of State. *Amounts greater than \$500 must be paid by either certified or bank check or money order.*

Requestor must provide contact information and sign the Request Form. By signing the Request Form the Requestor acknowledges the restrictions on use and redistribution of data, as provided in 21-A MRSA §196. Information obtained from the CVR may not be used for any commercial purpose or for solicitation of any kind not directly related to activities of a political party, so-called "get out the vote" efforts or activities directly related to a campaign. Selling or distributing the information to others to use for commercial purposes and making publicly available the dates of birth or mailing addresses of individual voters is prohibited.