



# COUNTY OF FRESNO

COUNTY CLERK / REGISTRAR OF VOTERS

Office Use Only	Request ID
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## Voter Registration Information/Data Application

*NOTE:* The appropriate forms must be completed, and payment received before an order can be processed.

An application must be completed for reports that cannot be completed at time of request.

A Use Agreement must be completed for Voter Information and Candidate Information.

County of Fresno *will not* transmit any Voter Information by E-mail. County of Fresno *will not* provide technical support for interpreting data.

County of Fresno *will not* provide printed reports that exceed 50 pages.

**Applications must be submitted in person or mailed with a wet signature and a copy of your current photo ID.**

**Any applications submitted via fax or email will not be accepted.**

<b>Full Name of Applicant</b>		<b>Full Name of Organization, Committee, Beneficiary</b>	
<b>Applicant's Email Address</b>		<b>Applicant's Phone Number</b>	
<b>Address (street number and name)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
[Note: See Use Agreement and Permissive Uses and Impermissible Uses, on the Use Agreement Information page.]			
<b>Information Requested</b>			
<input type="checkbox"/> Voter File		<input type="checkbox"/> Vote by Mail-Voter Data	
<input type="checkbox"/> Walking List by Precinct - (MVMR009/MVMR048(w/history))		<input type="checkbox"/> Walking List by District - (MVMR010/MVMR058(w/history))	
<b>Choose Format:</b>			
<input type="checkbox"/> Paper		<input type="checkbox"/> Excel	
<input type="checkbox"/> Text-Delimited		<input type="checkbox"/> PDF	
<input type="checkbox"/> All		<input type="checkbox"/> All	
<input type="checkbox"/> District		<input type="checkbox"/> Precinct	
<b>Voter Status:</b>			
<input type="checkbox"/> Active		<input type="checkbox"/> Inactive	
<input type="checkbox"/> Cancelled		<input type="checkbox"/> Pending	
<input type="checkbox"/> Include Voter History			
Election Dates: _____			
<input type="checkbox"/> Contest		<input type="checkbox"/> Party	
<input type="checkbox"/> Language			
<b>Election Data Extracts</b>			
<input type="checkbox"/> Precinct to District-PDMJ001		<input type="checkbox"/> Polling Place-POD011	
<input type="checkbox"/> Provisional Statistics-EWMMR026			
<input type="checkbox"/> Statement of Vote/Election Date: _____		<input type="checkbox"/> Others: _____	
<b>Other Requests (Explain in Detail)</b>			
<b>Other Requests:</b> _____			
Voter Data: .50¢ per 1,000 voters/code\$2184      Election/Other Data: .50¢ per pg./\$16. per file,CD			
<b>Delivery Options</b>			
<input type="checkbox"/> Office Pick Up		<input type="checkbox"/> CD	
<input type="checkbox"/> USB (\$3.00 Charge, no outside memory devices accepted)			
<input type="checkbox"/> FTP		<input type="checkbox"/> Email (not all data)	
<input type="checkbox"/> US Mail		<input type="checkbox"/> Same Address or send to; _____	
<input type="checkbox"/> Other: _____			
<b>For Office Use Only</b>			
Date Request Received		Amount Due	
Date Data Request Completed		Date Paid	
Verified by		Check Number	

2221 Kern Street • Fresno, California 93721

Clerk Services (559) 600-2575 • Elections (559) 600-8683 • Fax (559) 488-3279 • Warehouse (559) 600-7353

Website: [Fresnovote.com](http://Fresnovote.com)

Email: [ElectionsIT@fresnocountyca.gov](mailto:ElectionsIT@fresnocountyca.gov)

# Use Agreement

## ACCESS TO VOTER REGISTRATION INFORMATION

### INFORMATION FURNISHED ON THIS APPLICATION IS SUBJECT TO VERIFICATION

The applicant hereby agrees that the aforementioned information set forth in affidavits of registration of voters and any information derived from said tabulating cards, electronic data processing tapes and indices (hereinafter collectively referred to as "registration information") will be used only for election or governmental purposes, as defined by Title 2, Division 7, Article 1, Section 19003 of the California Administrative Code.

The applicant further agrees not to sell, lease, loan or deliver possession of the registration information, or a copy thereof, or any portion thereof, to any person, organization or agency without receiving written authorization to do so from the Secretary of State or from the source agency. Subject to provisions of Title 2, Division 7, Article 1, Sections 19001 through 19007 of the California Administrative Code, the applicant agrees to pay the State of California, as compensation for any unauthorized use of each individual's registration information, an amount equal to the sum of 50 ¢ multiplied by the number of times each registration record is used by the applicant in an unauthorized manner.

**The applicant must submit the completed application for voter registration information in the following manner: (Elections Code § 2188; 2 CCR §§ 19008(a)(7)(A)-(C), 19009)**

1. The applicant must deliver it to the Fresno County Clerk/Registrar of Voters' Department ("Department") in person or by U.S. mail or other delivery/courier service. A wet signature is required on the application; therefore, the Department shall not accept emailed and faxed applications.
2. **The applicant must include a clear copy of their current photo identification issued by a federal or state government agency with the completed application. You may also need to submit other documentation depending on the purpose(s) for which the request for voter registration information is made and the intended use(s) of this information or data. (See "Permissive Uses" on page 2.)**
3. The applicant must submit the appropriate fee with the completed application.

The Department shall process applications in the following manner:

1. Requests for voter registration information shall be processed in the order received.
2. All applications received will be logged, including whether each application was approved or denied and the contact information of each applicant, and this log will be maintained, at a minimum, for five years.
3. If an application is denied, the Department shall inform the applicant of the reasons for denial, and shall return all application materials, including any payment. Payment will not be processed for denied applications.

Please review and place your initials acknowledging the following statements: (2 CCR § 19008(a)(12))

\_\_\_\_\_ 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 § 2194, this Article [2 CCR §§ 19001, *et seq.*], and Government Code § 7924.000.

\_\_\_\_\_ 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 2 CCR § 19005.

\_\_\_\_\_ Applicant and beneficiary, if applicable, agree to maintain information in a secure and confidential manner using the best practices identified in 2 CCR § 19010, 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ Applicant and beneficiary, if applicable, agree to pay the State of California, as compensation for any unauthorized use of each individual's registration information, a penalty as described in 2 CCR § 19007

# Use Agreement

## ACCESS TO VOTER REGISTRATION INFORMATION

Elections Code § 2188, 2194; Government Code § 7924.000; 2 CCR §§ 19001, *et seq.*

**Permissive Uses - Persons who have access to voter registration information include those who are using the information solely for the following purposes:**

- **ELECTION:** For any person wishing to communicate with voters in connection with any election. (2 CCR § 19003(a)(1)(A)-(E))
- **SCHOLARLY:** Students working on a thesis, professors researching voting patterns, and other academics involved in political/election activity research. You must submit a letter from the representative of the institution (professor, administrator, etc.) on the institution's letterhead stating that you are authorized to receive the information. (2 CCR §§ 19003(a)(2), 19008(a)(7)(B))
- **JOURNALISTIC:** Members of the press for any purpose related to political/election activities. You must submit a clear copy of your press pass, media credential, or other evidence that you are a journalist. (2 CCR §§ 19003(a)(3), 19008(a)(7)(C))
- **POLITICAL:** For any person to communicate with voters to influence public opinion related to political/election activities. You must submit documentation establishing compliance with 2 CCR § 19003(a)(4), such as a letter establishing affiliation with a political organization. (2 CCR §§ 19003(a)(4), 19008(a)(7)(A))
- **GOVERNMENTAL:** Any request from a local, state, or federal governmental agency or for use related to a governmental function. (2 CCR § 19003(a)(5)(A)-(C))
- **RECORD REVIEW:** For any person to conduct an audit of voter registration lists for election, scholarly, journalistic, political, or governmental purposes. (2 CCR § 19003(a)(6))
- **VENDOR:** By any vendor to compile and/or organize voter registration information for another person's use consistent with 2 CCR §§ 19001, *et seq.* (2 CCR §§ 19001(g), 19003(a)(7))

**Impermissible Uses** – Using voter registration information in a manner contrary to the authorized uses specified in Elections Code § 2194 is impermissible, including but not limited to, any communication for any personal, private, or commercial purpose other than as specified in 2 CCR § 19003; soliciting contributions or services for any personal, private, or commercial purpose; conducting any survey of voters' opinions other than for the purposes permitted in 2 CCR § 19003(a); using voter registration information to harass any voter or member of the voter's household, including but not limited to conduct prohibited in Elections Code §§ 18540 and 18543. Voter registration information shall not be sent out of the United States. (Elections Code § 2188.5)

What type(s) of business, organization, or committee do you represent?

- Political       Investigation       Private Vendor       Legal       Initiative/Referendum  
 Educational       Governmental       Recall Effort       Media

Other: \_\_\_\_\_

For what purpose(s) are you requesting this information?

Candidate Name (if Applicable): \_\_\_\_\_

Proposed Ballot Measure (if Applicable): \_\_\_\_\_

**Explain in detail your intended use of this information. Please use another sheet of paper if more space is needed.**

For a request for specific voter registration records: Provide detailed identifying information on the specific voter(s) here. You may request up to 10 specific voter registration records per application. Please use another sheet of paper if more space is needed. (2 CCR §§ 19008(a)(11), 19010)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify under penalty of perjury, under the laws of the State of California, that all of the above information provided by me is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Driver's License

**Executed At:**

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



## Recommendations for Minimizing Cyber Risk

Political parties, candidates and elections administrators cannot be alone in the fight against malicious actors who seek to undermine our elections. As political campaigns and organizations are targets of cyber threats, they too have a role and responsibility in defending our democracy. **Your actions are critical in maintaining public trust in our elections** and minimizing the threat of cyber incidents.

As an integral part of protecting our democracy, I wish to remind you to **take preventative measures to reduce the likelihood and severity of cyber incidents.**

### Recognized best practices for minimizing risk:

- (1) Establish an information security framework that allows your team to identify threats, create safeguards, detect incidents, respond quickly, and recover with resilience;
- (2) Control access to data and information systems; monitor vendors, contractors, and employees; and know what your users are doing with your data;
- (3) Beware of social engineering attempts, such as phishing emails, aimed at acquiring confidential or personal information from phone, email or other communications;
- (4) Educate your employees and volunteers on cybersecurity best practices, including how to recognize a phishing email, creating and maintaining strong passwords or passphrases, utilizing two-factor authentication, and avoiding dangerous applications;
- (5) Ensure your software and hardware security is up to date and properly configured;
- (6) Monitor user activity;
- (7) Back up your data;
- (8) Run regular security audits, assessments, and penetration testing; and
- (9) Monitor social media for false or misleading election information. Report such posts to social media platforms and the **California Secretary of State's Office of Election Cybersecurity** at [cybersecurity.sos.ca.gov](https://cybersecurity.sos.ca.gov).

## Other resources:

- Harvard Kennedy School's Belfer Center for Science and International Affairs published **The Cybersecurity Campaign Playbook** in 2018, which provides information and strategies for keeping campaigns secure.
- The Department of Homeland Security's (DHS) Cybersecurity and Infrastructure Security Agency (CISA) provides services such as cybersecurity assessments, detection and prevention of threats, and information sharing and awareness.  
**<https://www.dhs.gov/cisa/election-security>**.
- The Global Cyber Alliance (GCA) offers several free toolkits to help election officials mitigate cyber risks. **<https://gcatoolkit.org/elections/>**.

## If you detect suspicious activity:

In the event you observe or detect any suspicious activity, please alert law enforcement officials immediately and please contact my office with any important information. As a reminder, state law requires any entity that has access to voter data from the Secretary of State's office to report a breach of this information to our office as quickly as possible.

Should you have any questions or desire additional information, please feel free to contact Susan Lapsley of my office at (916) 695-1662 or **[slapsley@sos.ca.gov](mailto:slapsley@sos.ca.gov)**.

Sincerely,

California Secretary of State

