



## PROCEDURES FOR OBTAINING VOTER REGISTRATION FILES

**Please Note: Due to security protocols, Excel files will no longer be emailed.**

1. Requests shall be made on the “Application for Voter Data” form provided by the DeKalb County Clerk’s office; by signing the application you agree, that the file(s) being obtained will be used for bona fide political/campaign purposes only (10ILCS 5/4-8 Illinois Compiled Statutes).
2. Electronic Excel files are available to political committees/candidates **ONLY**, who have a Political Committee on file with the State Board of Elections. Your State issued number must be provided on the form for verification. (Please note the fee schedule in #6 below.)
3. Data obtained may be in the form of an Alpha List, Walk List, or Household Labels.
4. The first data request, for a political party/candidate, during an election cycle, will be free when provided on a flash drive. All printed or subsequent copies will have a charge (see #6 below).
5. The flash drive will be provided by the Elections office at no additional cost.
6. All files requested will be charged in the following manner: \$10.00 per precinct, \$25.00 per jurisdiction/district, \$55.00 for a county wide list and labels will be charged at \$3.00 per page. General Public requests and 2<sup>nd</sup> requests made by political parties/candidates will be charged at the above rates.
7. Governmental Agencies shall receive one copy free of charge, per year, for their annual meeting.
8. Members of the public may obtain printed information **ONLY**, and shall be used for political purposes only!
9. Payment shall be made at the time of pick-up, or prior to mailing of file.
10. The order will be ready for pick up within 24 business hours.

If you have any questions, please call the Elections office staff at 815-895-7147.