



RECORDS REQUEST FORM

CUSTOM VOTER REGISTRATION RECORDS

Requestor's Name (Please Print): _____

List your search criteria? (Certain Precincts, Districts, Party, Ages, Etc.) _____

Contact Info:

Telephone: _____ Email: _____

Choose One: (see back of this form for details)

- Excel Format \$15 – (Includes all available data)
- Emailed (if file not too large)
 - CD/Flash Drive (pickup)

- Paper Copies (First 5 pages are free each page thereafter is \$0.10 per page)

Choose One Sort Option:

- By Last Name
- Walking List (sorts by street & house number)

- Mailing Labels (30 labels per page) \$0.50 per page

***Postage must be pre-paid on any item that is to be mailed. All items will be mailed regular mail through the US Postal Service.*

Electronic Media - \$2

Paper Copies - Minimum \$2, add \$0.25 for every 10 pages.

Labels – Pickup only

If the information is to be mailed, please provide the mailing address below:

Address: _____

City, State, Zip: _____

Signature of Requester: _____ Date: ____/____/____

**** PLEASE SEE OTHER SIDE OF THIS FORM ****

NOTE:

Our goal is to process all requests as soon as reasonably possible. Please allow a minimum of 3 working days to process your request. Payment for Electronic Media, Paper Copies and Labels is required at the time of the request. **(NO Cash)**

We are unable to fax any reports.

OFFICE USE ONLY

Date Received: _____

Date Fulfilled: _____

Fulfilled by: _____

Paper Copies

Below are the data fields that print on the form when you choose paper copies. These options cannot be modified.

Voter Registration Number
Name: Last, First Middle (Doe, John Allen)
Full Telephone Number
Residential Address:
 Full (123 John Doe Blvd)
 City State Zip (Nashville NC 27856)
Mailing Address:
 Line 1 – 4 (all four lines)
 City State Zip (Nashville NC 27856)
Age
Registration Date
Voter Status (A, I or R)
Gender (M or F)
Party Affiliation
Race
Ethnicity
Precinct Code
Municipality Code

**Approximately 15 names will fit on a page.*

Mailing Labels

Name: First Middle Last Suffix
Mailing Address:
 Line 1 – 4 (all four lines)
 City State Zip (Nashville NC 27856)

Choose the option below if you would like to limit your labels to one per household.

Per Household

**Labels are sorted by the voter's last name.*

Excel Format

Excel Format will include all data fields. Below are some of the data fields included.

Name: First Middle Last (John Allen Doe)
 Last, First Middle (Doe, John Allen)
 First
 Middle
 Last
 Suffix
Mailing Address:
 Line 1 – 4 (all four lines)
 City State Zip (Nashville NC 27856)
 City
 State
 Zip Code
Residential Address:
 Full (123 John Doe Blvd)
 City State Zip (Nashville NC 27856)
 House Number
 Unit Number
 Street Direction
 Street Name
 Street Type
 City
 State
 Zip Code
Telephone:
 Full Number (252 459 1350)
 Number (4591350)
 Area Code (252)
Voter Registration Number
Voter Status Name
Birth State
Age
Party Name
Race Name
Ethnicity Name
Gender Name
Precinct Name
Congressional District
NC House District
NC Senate District
County Commissioner District
School District
Municipality
Ward

**All our voter registration data is available on our website for free download. www.nashcountyboe.com*