

Mills County
Open Record Request Order and Specification Form

Requestor Name: _____ Daytime Phone: _____

Address: _____

Email Address: _____

Per §48A.39, information from voter registration records can only used:

- To request a registrant's vote at an election,
- For a genuine political purpose,
- For bona fide political research, or
- For a bona fide official purpose by an elected official.

I am aware that information from voter registration records may only be used lawfully for the reasons listed above. I understand that misuse of the information, including commercial use, is an aggravated misdemeanor under Iowa law. I agree to pay the cost of the above ordered list before delivery.

Intended Use of List: _____

Signature: _____ Date: _____

☐ **OPTION 1: Voter List** (provides voter contact information and/or election participation.)

(Select one option from each column)

Jurisdiction	List Type / Election Participation History	Party	Voter Status	List Format
☐ County	☐ Last 5 Elections of every type	☐ Democrat	☐ Active	☐ Excel/.CSV – sent via email
☐ City: _____	☐ Specify Election(s): _____	☐ Libertarian	☐ Active, Inactive, Pending	☐ Paper List
☐ School District: _____	_____	☐ Republican		
☐ State Senate or Sate House: _____	☐ Contact Information Only	☐ Other		
		☐ Include All		

Minimum Data Charge:	\$10.00
Additional Data Charges (for list with more than 20,000 records):	\$0.50 per 1,000 records
Hardcopy Charge:	\$1.00 per page (in addition to data charges)

PLEASE TURN OVER

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☐ **OPTION 2: Voter Profile** (provides a record of a voter's registration history, including election participation, moves, and other changes as reflected in their registration record in the Iowa statewide voter database.)

(Fill out all fields below.)

Are you requesting your own profile? ☐ Yes ☐ No

Are you requesting more than one record? ☐ Yes ☐ No

Name: _____

Date of Birth: _____

County (optional): _____

☐ Email ☐ Paper

No charge for requesting your own voter profile, unless requesting a hardcopy.

Minimum Data Charge: \$5.00 per profile

Hardcopy Charge: \$1.00 per page (in addition to data charges)

☐ **OPTION 3: Absentee List** (provides a record of who requested an absentee ballot and the status of the absentee ballot for an election. These lists are intended for research and outreach prior to an election. Option 1 are lists that include Election Participation whether a voter voted absentee or at their polling place.)

(Select one option from each column)

Jurisdiction	Frequency	List Format
☐ County	☐ One-Time Request	☐ PDF – sent via email
☐ City: _____	☐ Daily	☐ Paper List
☐ School District: _____	☐ Weekly	
Minimum Data Charge:		\$15.00 per frequency
Additional Data Charges (for list with more than 20,000 records):		\$0.50 per 1,000 records
Hardcopy Charge:		\$1.00 per page (in addition to data charges)

Lists are produced as soon as possible after an order is received. It can take up to 14 days to prepare a list. Orders received immediately before elections may be delayed while preparations for the election are finalized.

Cancel this order if it cannot be fulfilled by (date): _____

Payment Method (Payment must be received before list is provided. Make checks payable to Mills County Auditor's Office.)

☐ Cash

☐ Check

Office Use Only: _____

Send this completed form and payment to:

Mills County Elections

418 Sharp Street, Glenwood IA 51534

auditor@millscountyia.gov (712) 527-3146