

**Voter Registration Public Information Request Form**

**Leon County  
Elections Administrator  
Robin Shafer  
155 N. Cass 2<sup>nd</sup> Floor  
P.O. Box 1239  
Centerville, Texas 75833  
903-536-4469 – Office 903-536-1773 – Fax**

**Requestor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requestor Address:** \_\_\_\_\_

**Requestor Phone #** \_\_\_\_\_

**Media must be completed:**     **CD-ROM**                       **PAPER**                       **ELECTRONIC**

**Optional Extracts:**

Voters may be extracted by:

- Only voters with Texas mailing address
- Only voters who are effective to vote between \_\_\_\_\_ & \_\_\_\_\_ dates
- Only voters between the age \_\_\_\_\_ & \_\_\_\_\_
- Hispanic Surnames only
- Males only
- Females only
- Only Suspense voters
- Only non-suspense voters
- All Registered Voters in Leon County
- All Registered Voters in \_\_\_\_\_ City
- Voters who voted in the following elections:

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

**Flagging Options ONLY:**

- Hispanic surname flag notation
- Suspense flag notation
- Hispanic surname & suspense flag notation
- Voters who voted in the following elections:

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

A "suspense voter" is a voter known to have an incorrect or outdated address. The county has sent the voter a form to obtain a new current address, but no response has been received. The voter is however, considered to be an active voter for voting purpose. If you wish to eliminate these voters from your order, select the "only non-suspense" voter's option under Optional Extracts.

**Instructions for Filling out a  
Public Information Request Form**

1. Media Selection: CD-ROM, Paper, or Electronic
2. Optional Extracts: An option may be selected to select a limited group of voters. Suspense voters are those voters whose certificate was returned as non-deliverable from the Post Office.
3. The attached affidavit must be signed before a deputy election official OR a notary public. CD-ROM or the Electronic version will not be released until full payment is received. A complete address must be provided along with a telephone number. The Leon County Election Official will furnish information no later than the 15<sup>th</sup> day after the date the request is received. (Texas Election Code, Section 18.066)

**AFFIDAVIT**

**THE STATE OF TEXAS  
COUNTY OF LEON**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, who being duly sworn, deposes and says:

I do solemnly swear that the information obtained from the copy of the State Master Voter File will not be used to advertise or promote commercial products or services.

\_\_\_\_\_  
Signature

Sworn to and Subscribe before me, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Election Official OR Notary Public

(Seal)

\_\_\_\_\_  
Printed Name of Official OR Notary Public

My commission Expires: \_\_\_\_\_

**Please be advised**

**§ 18.067 Unlawful Use of Master File Information**

(a) A person commits an offense if the person uses information in connection with advertising or promoting commercial products or a service that the person knows was obtained under Section 18.066.

(b) An offense under this section is a Class A misdemeanor.

Acts 1985, 69<sup>th</sup> Leg. , ch. 211, § 1, eff. Jan 1, 1986

Amended by Acts 1997, 75<sup>th</sup> Leg. , ch. 864, § 13, eff. Sept 1, 1997.

**Voter Costs:**

Per Voting Precinct on CD, or Electronic	\$10.00
Early Voting List	\$5.00
Election Day List	\$5.00
Voter Registration List on CD, or Electronic	\$25.00
Per page on paper	.10 ¢
Postage	\$2.00

**Payment:**

You can pay by cash (exact change please) or check made out to Leon County. You may pay in person to the Elections Administrators Office located at: 155 N Cass, 2<sup>nd</sup> Floor, Centerville, Texas 75833, or mail payment address below.

**Delivery:**

We will burn your file to CD-ROM, email or mail to you if you do not wish to pick it up in person. Files will not be delivered until payment is received.

**To Request a List:**

Please make your request in writing or by emailing us at: [robin.shafer@co.leon.tx.us](mailto:robin.shafer@co.leon.tx.us)

**TOTAL BILL DUE**

Payable to: Leon County  
Mail to: Leon County  
Elections Administrator  
P.O. Box 1239  
Centerville, Texas 75833

Per Voting Precinct on CD, or Electronic	\$
Early Voting List	\$
Election Day List	\$
Voter Registration List on CD, or Electronic	\$
Pages	\$
Postage	\$

TOTAL \$

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Payment Method: Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ CK # \_\_\_\_\_

Per state law, voters Registration Lists are public information and we are required to furnish them upon request.  
Per state law, Early Voting Lists are public information and we are required to make each day's list available upon request the next day.  
Texas Election Code Section 87.121 (g) "Information on the roster for a person who votes an early voting ballot by personal appearance shall be made available for public inspection not later than the beginning of regular business hours on the day after the date the information is entered on the roster..."  
Per state law, voting history is public information and we are required to provide it upon request.