



Honorable F. Ann Rodriguez

Pima County Recorder
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Procedures & Fee Schedule Daily Listing of Vote-By-Mail Ballot Requests

Fee Schedule per Pima County Ordinance 2016-10

August 30, 2016 Primary Election

FEES: A one-time fee payable to Pima County Recorder. Fees charged are to cover reproduction costs of vote-by-mail ballot request lists.

To determine fees for this election, refer to the [Calculate Fees](#) link on the Campaign Committee Info page of the Recorder's Web Site.

To order a daily vote-by-mail ballot request list, you **MUST** adhere to the following procedures:

1. Complete the *Order Form & Contract*. The vote-by-mail ballot request list is available only on the Recorder's secure Web Site. **THE FORM MUST BE FILLED IN COMPLETELY.**
2. A) Barring court challenges or ballot printing delays, the first vote-by-mail ballot request list will be available as soon as the first batch of ballots is delivered to the Post Office. Legally, we can start mailing ballots on Wednesday, August 3, 2016. The vote-by-mail ballot request lists will be posted no later than 12:00 noon Thursday, August 4, 2016. You will need to keep checking our website for this information; we do not know the exact time. **PLEASE DO NOT CALL OUR OFFICE** about this information; keep checking our website. Your check and form must be in our office by **5:00 p.m. on Monday, August 1, 2016** in order to receive the first list. Make checks payable to *Pima County Recorder*.

B) If you miss the deadline shown in 2(A), you can still order at any time during the vote-by-mail voting period. However, your first vote-by-mail ballot request list will start with requests sent out two business days after receipt of your form and fees. If you later decide to order the ballot return list, you may do so. Your ballot return lists will commence two business days after we receive your check and an amended order form. **BACK-ORDERS WILL NOT BE PROVIDED FOR PRIOR VOTE-BY-MAIL BALLOT REQUEST OR RETURN LISTS, AND FEES WILL NOT BE PRORATED.**



Procedures & Fee Schedule

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- C) An e-mail address and fax number must be provided for notification in the case of any changes, etc.
3. All vote-by-mail ballot request lists will be available after 10:00 a.m. commencing as soon as the first batch of ballots is mailed, and ending on Monday, August 29, 2016, excluding Saturdays, Sundays, and holidays. A new list will be produced daily to reflect new requests. Please keep checking our web site beginning Thursday, August 4, 2016.
 4. If you order the ballot return lists, they will be made available as a separate file beginning on the day after the first returns are processed, sometime after 10:00 a.m. We do not have a set date or time for this. We will continue to post ballot returns as they are processed throughout the early voting period. In the beginning of the early voting process, you may not have any ballot returns posted on some days. However, closer to Election Day, you will receive a list each day. It is your responsibility to check our web site for this information daily. We will continue posting ballot return data, including those vote-by-mail ballots dropped off at the polling locations on Election Day. Due to this, you will continue to see several ballot return lists posted after Election Day.
 5. Voters who are not registered as members of a recognized party will appear on the vote-by-mail ballot request lists, as well as the party designation of the ballot requested. This information will be shown in 2 separate columns; the first one will show their party registration and the second column will show the party ballot they were mailed. Voters who cast a ballot at an early voting satellite location will also appear on the list each day; they will be indicated with an "S" in the last column. After the mail-out deadline, a daily list of satellite voters will still be posted.
 6. Confidential voter information will NOT be provided in the vote-by-mail ballot request list or the ballot return list. At the end of the early voting period, a separate file will be posted that contains the number of confidential voters who requested and/or returned a vote-by-mail mail ballot, or voted at an early voting site.
 7. Political Action Committees requesting vote-by-mail ballot data must submit a copy of their Statement of Organization on file with the appropriate agency, showing Chairperson's name and signature, with their Order Form and Contract. Please note, it is the Chairperson who must sign the Contract.
 8. Please note that the Order Form & Contract is a 3-page document. ***Your order will be rejected if it is not completely filled in, each page initialed at the bottom, signed by the Candidate and notarized.***

If you have questions, please call Pamela Franklin at 520-724-4356 or email her at pamela.franklin@recorder.pima.gov.

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