

Knox County
Election Commission
Greg Mackay, Administrator of Elections



Pamela L. Reeves, Chair
Christopher D. Heagerty,
Secretary
Paul B. Crilly
Bill Deatherage
Cassandra McGee

REQUEST FOR REGISTERED VOTER DATA

Name: _____

Date: _____

Address: _____

Phone: _____

Please read requirements on back before completing request.

1. Select one of the three options below:

- All Active Registered Voters AND Voter History (Text file ONLY)
or
 All Active Registered Voters (Text file or PDF Report)
or
 Select a subset of data by specifying one or more of the following criteria:

Active Voters in a specific district – (i.e. City Council, District 1)	
<input type="checkbox"/> City Council _____	<input type="checkbox"/> TN House Rep _____
<input type="checkbox"/> County Commission _____	<input type="checkbox"/> US House Rep _____
<input type="checkbox"/> School Board _____	<input type="checkbox"/> TN Senate _____
<input type="checkbox"/> Voters who voted in a specific election (<u>One</u> Election per request) Election Date _____	
Declaration: (Optional -- Applicable to Declared Primary Elections only) <input type="checkbox"/> Republican or <input type="checkbox"/> Democrat	
<input type="checkbox"/> Voter History for the selected voters	
<input type="checkbox"/> Voters who registered within a certain date range Beginning Date _____ Ending Date _____	

2. Select data format:

- CD Labels PDF report file (No Voter History for reports or labels)
*Please see requirements on back for processing data or printing/viewing a PDF report

3. Select sort order for report (PDF file) or labels: (Does not apply to text file)

- Within Ward/Precinct Alpha by Name
 Within Zip code Alpha by Name
 Alpha by Name
 Alpha by Street, Name
 Within Ward/Precinct Alpha by Street

Signature of Authorized Individual

Staff Person, Knox County Election Commission

Request Instructions for Voter Information

REQUIREMENTS FOR DATA:

You must be able to import the data into a spreadsheet or database application (i.e. MS Excel or MS Access) if you receive a text file.

If you receive the Voter History file, you must be able to relate or link the Voter and Voter History information using the Voter Registration Number in a database application. This will require a certain amount of computer expertise. If you do not have access to the expertise necessary to use the data contained on the CD, you may request the information in PDF file format or mailing labels.

In order to provide you with the information you want, the following questions must be answered.

1. Which Voters do you want to select?

- **ALL ACTIVE REGISTERED VOTERS AND VOTER HISTORY** – Active Voters registered in Knox County will be selected. All Voter history for the registered Voters will be provided. **This option may be received as a text file only.**
- **ALL ACTIVE REGISTERED VOTERS**
- **SUBSET OF DATA SPECIFYING CRITERIA**

- **Active Voters who live in a specific district** - Place a check mark in the specific District type and write in the district number.

For example - County Commission 9

- **Voters who registered within a certain date range -**

This option allows you to select voters who registered within a range of dates.

- **Voters who voted in a specific election -**

This option allows you to select voters who voted in a specific election. Enter the Election date. Voters who voted in the election will be chosen. Enter one Election per request.

***Declaration -(optional). This option applies to **declared primary elections only**. Voters who declared in the Primary will be chosen.

- **Voter history file for the subset of voter data selected**

2. How do you want to receive the information?

You may receive information as a text file on CD, a report in PDF file format (Adobe Reader) on CD, or as mailing labels. The voter information only is included in a PDF report file. Voter history is not available in report format. Adobe Reader is free software that allows you to open and view Adobe PDF documents. From Adobe Reader the user may search or print the list but may not modify the file. PDF files may be viewed using any version of Adobe Reader.

***To download or update Adobe Reader from the internet go to www.adobe.com.

3. How do you want to sort the information if you select PDF report or labels?

- **Within Ward/Precinct – Alpha by Name** – Sorts by Ward number, alphabetically by name.
- **Within Zip Code – Alpha by Name** – Sorts by Zip code, alphabetically by name.
- **Alpha by Name** – Sorts alphabetically, last name first.
- **Alpha by Street, Name** - Sorts alphabetically by Street Address, then name.
- **Within Ward/Precinct Alpha by Street** – Sorts by Ward number, alphabetically by Street Address then name.

CERTIFICATION FOR PURCHASE OF VOTER LIST ON CD

As required by T.C.A. §2-2-138, I, _____ ,
(Print Name)

Certify that the voter list(s) I am purchasing today will be used for political purposes only.

False certification is a Class C misdemeanor.

Print Name of Purchaser and Name of Agency/Group

Print address – Street, City, State, and Zip Code

Phone Number

Date

Signature of Purchaser

Date

Signature of Election Official