



Washington County, MD

BOARD OF ELECTIONS

Voter Registration List Application
Deadline: 21 days prior to the date of the Election

Qualifications: To apply for a voter registration, list the applicant must be a registered voter in Maryland and must sign a statement, under penalty of perjury, that the list is not intended to be used for purposes of commercial solicitation or any other purpose not related to the electoral process. (Election Law Article, 3-506, Annotated Code of Maryland and COMAR 33.03.02.03A and 33.03.02.04). The applicant's registration will be verified before processing of the request.

Application Deadline: Before any election, neither the State Administrator nor any election director may respond to an application for a voter registration list unless the application was filed on or before the registration deadline. Applications received after that date shall be returned. (COMAR 33,03.02.05B)

Contact Person: Teresa Morningstar, Deputy Director, 240.313.2050 or teresa.morningstar1@maryland.gov

Supplemental List: Each supplemental list must be submitted separately as a new request. These are each charged as a new request per the Cost Structure below.

File Contents: Varies depending on the file chosen.

File Format: All files will be in a comma -delimited text file.

Disclaimer: The Washington County Board of Elections cannot guarantee that the data requested in electronic format will be compatible with all software programs. The applicant must utilize his/her own software program database in order to import this information.

Completion time: Requests will be completed within 10 working days from the time the Washington County Board of Elections received this application.

Payment: Either the required deposit (refer to cost structure below) or full payment must accompany this application. Payment can be in the form of cash, certified check, personal or campaign check, or money order. The applicant also agrees to pay the balance due (if applicable) prior to receipt of the requested output.
Make checks payable to: **Washington County Treasurer**

Return Check Policy: All returned checks will be assessed a fee of \$25.00

Delivery Instructions: Output will be picked up at the Washington County Board of Elections. The applicant must provide telephone number(s) for contact purposes. Call 240.313.2050 to make other arrangements.

Cost Structure:
County wide Lists: \$75.00 plus \$5.00 set-up charge
Partial List: \$25.00 plus \$5.00 set-up charge
Encrypted Electronic Delivery – Depending on file size
Deposit: \$25.00 or full payment
If information is requested on a USB Drive: \$10.000 charge

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