

**ORDERING VOTERS LIST**  
**Fulton County Registration & Elections Department**  
**Voter Registration Division**  
**130 Peachtree St. SW, Suite 2186, Atlanta, Georgia**  
**30303 Telephone: 404-612-3816**

Contact Person: **Sante Askin** (phone: 404-612-9152)  
Alternate: **Pamela Coman** (phone: 404-612-7791) North  
Annex: **Evelyn Goodloe** (phone: 404-612-9067) South  
Annex: **Mallory Magwood** (phone: 404-612-3050)

By law, voter registration lists are available to the public and contain the following information: voter name, residential address, mailing address if different, race, gender, registration date and last voting date. The list **does not** include telephone numbers, date of birth, Social Security number or Driver's License number. The list includes Active and Inactive Voters. The pricing is set by the Secretary of State office. This data may not be used by any person for commercial purposes. **O.C.G.A. 21-2-225 ( c )**In accordance with **O.C.G.A. 21-2-601**, any person who uses the list of electors provided for in **O.C.G.A. 21-2-225** for commercial purposes shall be guilty of a misdemeanor.

### **1. OUTPUT MEDIA:**

Electronic files are available on CD ROM. The purchaser will need to have a database management software (ex. Access) or spreadsheet software (ex. Excel) available to read the files. A layout of the file is provided. Orders can be placed through the local county voter registration office or directly from the Secretary of State (<https://georgiasecretaryofstate.net/collections/voter-list-1>)

### **2. SELECTION CRITERIA, CURRENTLY REGISTERED VOTERS OR VOTERS FROM SPECIFIC ELECTIONS.**

- A. Entire County
- B. Congressional Districts
- C. State Senate Districts
- D. State House Districts
- E. County Education District
- F. All Municipalities in Fulton
- G. County Commission Districts
- H. Municipal Council Districts
- I. Atlanta Education Districts
- J. Individual Precincts

### **3. SPECIAL SELECTION CRITERIA**

(A) Sex (B) Age, (C) Race, (D) Voters who voted in only one specific Election, or a combination of elections (limit five), may also be requested. You must specify which elections you want to pull from, either by the name or date of the election (s). All requested files are \$50.00.

### **5. COST**

A cost estimate will be provided at the time of ordering. When option requested is a combination of elections, it is not always possible to accurately estimate the number of voters that the request will generate. Costs of the lists are based on the total numbers of names. Each precinct or district is a separate order.

**If you are planning a mailing to voters, it may be less expensive to use a mailing house (The postage**

discounts may cover the cost). Visit [yellowpages.com](http://yellowpages.com) for a complete list of Direct Mail Advertising options.

## 6. PAYMENTS

**FULL PAYMENT** is required at the time of ordering; cash, check or money order. Payment for County information ordered and printed by the county are to be made payable to **Fulton County Finance**; if printed by the State, payments should be made payable to **Secretary of State**. In instances where the number of voters will not be known until the list is actually printed, we will accept payments based on anticipated output and hold the funds until the order is produced. When we notify you to pick up the order, we will let you know if the anticipated amount is correct (or if we need a new check).

### Returned checks:

A \$35.00 fee in addition to the amount of the check must be paid prior to processing of any future orders by agent and or candidates. We will permit agent to order future list by complete cash payment for other candidates only. Orders not picked up or paid for in full will forfeit the right to place future orders until account is paid in full. The Georgia Secretary of State charges \$40.00 for returned checks.

## 7. APPROVAL OF ORDER

Approval of order is required at time of placing order. Agent's signature or Candidates signature is required on all orders. A signature indicates order has been verified as correct.

## 8. TURN AROUND TIME

- A. Files processed by Fulton County will be available for pickup after 12:00 p.m. on the third day after receipt of payment. If you request that the order be sent to one of the Service Centers or mailed to you, it will take an additional day(s).
- B. Files processed by Georgia Secretary of State are processed ONLY over the weekend and will be ready for pick up the following Monday or Tuesday.

## 9. PICKUP OF ORDER

We encourage you to plan ahead to ensure receipt of your order when you want it. Generally, lists are ordered and picked up from the downtown location (address above); however, you may transact business at the North or South Service Centers. You may do so with the understanding that receipt of your order may be delayed by a day. Once you take a list out of this office, you are responsible for it. By your signature, you release the County from all responsibility for your purchase.

**NOTE:** CD'S ORDERED FROM THE SECRETARY OF STATE MAY HAVE A TURN AROUND TIME OF APPROXIMATELY SEVEN BUSINESS DAYS. THE CONTACT INFORMATION FOR THE SECRETARY OF STATE IS LISTED BELOW.

**SECRETARY OF STATE**  
Elections Division  
2 Martin Luther King Jr. Drive, SE Suite 802, West Tower  
Atlanta, Ga. 30334-1505  
(404) 656-2871  
[www.sos.ga.gov](http://www.sos.ga.gov)



## VOTER LIST ORDER FORM

Fulton County Registration & Elections Department  
Voter Registration Division  
130 Peachtree St. SW, Suite 2186, Atlanta, Georgia  
30303 Telephone: 404-612-3816

Date \_\_\_\_\_

Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**(Please, No P.O. Boxes)**

Email Address: \_\_\_\_\_

Contact Person (If different): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**Payment Amount:** \_\_\_\_\_ **(payment must be received before request is processed)**

**Check Number:** \_\_\_\_\_ **Money Order Number:** \_\_\_\_\_

**Electronic file only includes date last voted for each registered voter. There is approximately a three day processing period.**

Description of Order

Receipt of a copy of the instructions for purchasing voter list is hereby acknowledged. Furthermore, it is understood and agreed to that the said list will be checked upon receipt for accuracy and correctness as to what was ordered. If the county is in the process of redistricting, I do understand that the information I receive, may not be the most up to date voter information.

The undersigned hereby agrees to hold Fulton County harmless from any and all claims by any person whatsoever arising out of the use or purchase of this order.

\_\_\_\_\_  
Signature of Purchaser/Representative

\_\_\_\_\_  
County Official

**Warning:** In accordance with §21-2-601 of the Georgia Elections Code, any person who uses the list of electors provided for in §21-2-225 for commercial purposes, shall be guilty of a misdemeanor