Michigan Department of State
Qualified Voter File Data Request Form and Instructions

This form is used to request information from the Qualified Voter File. All electronic data will be in CSV file format and provided on an encrypted flash drive. Electronic files have the option to be transferred via FTP, if FTP is set up and connecting information is provided to the Bureau of Elections. **Digital dropbox transfer is not available**. Due to personal privacy, electronic files will NOT be transferred via email. The option to pick the encrypted flash drive up at the Bureau of Elections, during regular business hours, is also available.

Information that is exempt from FOIA is:

- The record that a person declined voter registration

- The office that received a registered voter's application

- A registered voter's driver's license or state personal identification card number

- The month and day of birth of a registered voter

- The telephone number provided by a registered voter

- The email address provided by a registered voter

- The digitized signature of an elector that is captured or reproduced and transmitted to the Qualified Voter File

- The last 4 digits of a registered voter's social security number contained in a registration record

Requests can be submitted by email to: MDOS-BOERegulatory@Michigan.gov or by mail to:

Michigan Bureau of Elections
PO Box 20126
Lansing, MI 48901-0726

Format: All electronic data will be Fixed Length ASCII.

Each list will include complete name, residential address, mailing address (if available), year of birth, registration date, voter status, voter ID and voter history (when available and requested). As a part of your request, we will include an electronic list of jurisdiction codes, school codes, and county codes. You will also receive a file layout that contains key information about codes used in specific data fields (e.g. voter status contains the following codes: A = Active, CH = Challenged and V = Verify).

Continue to form on next page.

Qualified Voter File Data Request Form

Section 1. Requester

Requesters name and title

Organization name

Mailing address

City	State	ZIP

Phone number	Email

Signature	Date (*MM/DD/YYYY*)

Please choose one of the following:
Pick up only   FTP   Mail

Section 2. Voter data requested *(ONLY check one)*

Entire state

Entire county (*name*)

Jurisdiction (*specify city or township*)

District

County commissioner (*county name*)	State house (*number*)
State senate (*number*)	U.S. Congress (*number*)
School (*name*)	Village (*name*)

Ward/precinct (*choose only one of the following*)

Jurisdiction (*name & ward/precinct number*)	School (*name & school precinct number*)
Village (*name & village precinct number*)	

Section 3. Voter history - Request in addition to voters chosen above
(check desired boxes)

All vote history

_____

Primary (*date*)

_____

General (*date*)

_____

School (*name & date*)

_____

Special (*name & date*)

_____

Absent voter ballot information (before election) - *Cost increases greatly if absent voter data is needed for a specific region*

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Section 4. All other voter-related data