



## Honorable F. Ann Rodriguez

Pima County Recorder  
240 North Stone Avenue  
Tucson, Arizona 85701

PHN: (520) 724-4330 FAX: (520) 724-1785 WEB: <http://www.recorder.pima.gov>

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## Procedures & Fee Schedule Daily Listing of Early Ballot Requests

Fee Schedule per Pima County Ordinance 2011-44

# *March 22, 2016 Presidential Preference Election*

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

To determine fees for this election, refer to the [Calculate Fees for March 22, 2016 Election](#) link on the Recorder's Web Site.

To order a list of all voters who received a ballot by mail and/or voters who have returned early ballots, you **MUST** adhere to the following procedures:

1. Complete the *Order Form & Contract*. The early ballot request list is available only on the Recorder's secure Web Site. **THE FORM MUST BE FILLED IN COMPLETELY.**
2. A) Legally, we can start mailing ballots on Wednesday, February 24, 2016. Barring court challenges or ballot printing delays, the first early ballot request list will be posted by 10:00 a.m. on Thursday, February 25, 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, February 22, 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 early voting period. However, your first early 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 EARLY BALLOT REQUEST OR BALLOT RETURN LISTS, AND FEES WILL NOT BE PRORATED.**



- C) An e-mail address and fax number must be provided for notification in the case of any changes, etc.
3. All early 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, March 21, 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, February 25, 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, as we are busy mailing ballots out. 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 early 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. Independent voters and those who are registered as "No Party Designated" are not eligible for this election.
  6. Confidential voter information will NOT be provided in the early 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 an early mail ballot, or voted at an early voting site.
  7. Political Action Committees requesting early 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.***
  9. Return the completed Order Form & Contract to the Recorder's Office either by mail at P.O. Box 3145, Tucson, AZ 85702, or drop it off at our new downtown location at 240 N. Stone Avenue in Tucson.

If you have questions, please contact Pamela Franklin at [pamela.franklin@recorder.pima.gov](mailto:pamela.franklin@recorder.pima.gov) or by phone at (520)724-4356.