



## Honorable F. Ann Rodriguez

Pima County Recorder  
240 North Stone Avenue  
Tucson, Arizona 85701

PHN: (520) 724-4330 FAX: (520) 623-1785 WEB: <http://www.recorder.pima.gov>

---

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

Fee Schedule per Pima County Ordinance 2016-10

# November 8, 2016 General 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](#) link on the Campaign Committee Info page of the Recorder's Web Site.

To order a daily early ballot request list, 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.** Your check and form must be in our office by **5:00 p.m. on Tuesday, October 4, 2016** in order to receive the first list. Make checks payable to *Pima County Recorder*.
2. A) Barring court challenges or ballot printing delays, the first early ballot request list will be available no later than 10:00 a.m. on Thursday, October 6, 2016. Your check and form must be in our office by **5:00 p.m. on Tuesday, October 4, 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 RETURN LISTS, AND FEES WILL NOT BE PRORATED.**
- C) An e-mail address 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 on Thursday, October 6, 2016 and ending on Monday, November 7, 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, October 6, 2014.
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. 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.
6. **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.
7. 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 or the chair of the political action committee, and notarized.***