



## Honorable F. Ann Rodriguez

Pima County Recorder  
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### Procedures Daily Listing of Vote-By-Mail Ballot Requests

## August 4, 2020 Primary Election

**FEES:** A one-time fee payable to Pima County Recorder. Fees charged are to cover reproduction costs of vote-by-mail 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 vote-by-mail ballot request list, you **MUST** adhere to the following procedures:

1. Complete the *Order Form & Contract*. The ballot by mail 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, June 30, 2020** 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, July 2, 2020.  
  
B) An e-mail address must be provided for notification in the case of any changes, etc.
3. All ballot by mail request lists will be available after 10:00 a.m. commencing on Thursday, July 2, 2020 and ending on Tuesday, August 4, 2020, excluding Saturdays, Sundays, and holidays. A new list will be produced daily to reflect new requests. Please keep checking our web site beginning Thursday, July 2, 2018.
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. We do not know when we will start to receive ballots back in the mail. It is your responsibility to check our website for this information daily. We will continue posting ballot return data, including those ballot by mail 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. Voters who are not registered as members of a recognized party will appear on the ballot by mail ballot request lists, as well as the party designation of the ballot requested. This information will be shown in 2 separate columns; the first one will show their party registration and the second column will show the party ballot they were mailed. Voters who cast a ballot at an early voting satellite location will also appear on the list each day; they will be indicated with an "S" in the last column. After the mail-out deadline, a daily list of early voting site voters will still be posted.
6. Confidential voter information will NOT be provided in the ballot by mail 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 a ballot by mail ballot, or voted at an early voting site.
7. **Political Action Committees** requesting ballot by mail 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 or the chair of the political action committee, and notarized.***

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

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