



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 Daily Listing of Early Ballot Requests

November 3, 2020 General Election

FEES: A one-time fee payable to Pima County Recorder.

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, September 29, 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, October 1, 2020.

B) 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 1, 2020 and ending on Tuesday, November 3, 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, October 1, 2020.
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 do not know when we will begin to receive ballots back in the mail. We will continue to post ballot returns as they are processed throughout the early voting period. 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.



Procedures & Fee Schedule

Page 2

5. Confidential voter information will NOT be provided in the early ballot request list or the ballot return list.
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.***

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

:pmf