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# VOTER REGISTRATION FILE PURCHASES

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## 1. MAKE SURE THE FORM IS FILLED OUT COMPLETELY

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- Please make sure that the entire top section of the form is filled out.
- Make sure they have signed the bottom of the form. **DO NOT** provide the list unless it has been signed and you have received payment.
- Secretary of State processes requests for Statewide lists only. The counties process all other lists.

## 2. PAYMENT INFORMATION

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- Make checks payable to the SD Secretary of State's Office
- If you receive cash, **DO NOT** send cash to our office. Please write a check from your county to our office.
- Process credit card transactions through TotalVote. There is a new payment processing screen but the information is all the same.
- If you process a credit card, make sure the payment goes through before supplying the list. Look for the approval of the transaction.
- The only people you do not charge for a voter list is cities and schools for their elections. Any other person(s), including other county employees or elected officials, need to pay for the list.

## 3. SENDING THE LIST

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- Please make sure to send payments to the SOS in a **timely manner** with a copy of the request form as well.
- All copies of voter file requests need to be sent to the Secretary of State's Office. You may email them to [Rachel.soulek@state.sd.us](mailto:Rachel.soulek@state.sd.us). What we see when you process a credit card is not all the information that you entered on your end, which is why we need the form.
- Please fill out the bottom 'COUNTY/SOS Office Use Only' section and indicate that you sent the list.**
- Please remember that these voter file requests help pay for the maintenance fee for TotalVote.
- If you have a constituent question the pricing, please advise them that the pricing is set out in administrative rule (ARSD 5:04:06:07).