



# CALHOUN COUNTY CLERK AND REGISTER OF DEEDS

**Kimberly A. Hinkley**  
Clerk & Register of Deeds  
37<sup>th</sup> Circuit Court Clerk

**Julie Peet**  
Deputy Clerk & Register

*"The history of your life is kept in our records!"*

## Freedom of Information Request for Election-related Information

Return request to **Jill Stout, Election Specialist** by  
email: [JStout@calhouncountymi.gov](mailto:JStout@calhouncountymi.gov); fax: 269-781-0703; or mail to: 315 W. Green Street, Marshall, MI 49068

Description of public records sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Items such as **Campaign finance statements and reports, recall language and/or petitions, candidate information such as Affidavits of Identity and/or petitions, jurisdiction boundaries, etc.** can be

\_\_\_\_\_ viewed, or

\_\_\_\_\_ request a copy for a charge (Copier rental .06 per copy, paper cost .104 per copy, labor cost .34 per minute)

\* Information requested from **official voter registration records**, the Qualified Voter File (QVF), can be obtained through any of the following means ...

\_\_\_\_\_ printed 8 1/2" x 11" hard copy report, .02 per name

\_\_\_\_\_ 1" x 2-5/8" labels, .03 per name

\_\_\_\_\_ email: Microsoft Excel Spreadsheet or PDF, .005 per name (minimum \$10 charge)

If requesting an Excel Spreadsheet by **email** most of the items mentioned below will be included with the file. Excel Spreadsheets can be sorted by column.

If requesting **labels** indicate one of the following formats ...

\_\_\_\_\_ Labels (one label for every registered voter)

\_\_\_\_\_ Household labels (one label per last name at residential address)

\_\_\_\_\_ Two column (14 to a page)

\_\_\_\_\_ Three column (30 to a page)

(continued)

### MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068

Telephone **269.781.0707**

Fax **269.781.0721**

Clerk and Register of Deeds/ Election Services

Visit our web page: [www.calhouncountymi.gov](http://www.calhouncountymi.gov)

### BATTLE CREEK OFFICE

161 E. Michigan Ave., Battle Creek, MI 49014

Clerk's Office: **269.969.6908**

Circuit Court Clerk's Office: **269.969.6518**

[www.Clerk-ROD@calhouncountymi.gov](mailto:www.Clerk-ROD@calhouncountymi.gov)

If requesting a hard copy report, many options are available. Please indicate your preferences.

Optional data information (check all that apply) ...

- mailing address
- registration date
- voter status (active, challenged, to be verified, canceled and rejected)

Most information can be grouped by the following (please indicate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grouping)

- County
- County Commission District ( indicate district # \_\_\_\_\_ )
- Jurisdiction ( indicate city or township of \_\_\_\_\_ )
- School district/precinct ( indicate school \_\_\_\_\_ )
- State house district ( indicate district \_\_\_\_\_ )
- State senate district ( indicate district \_\_\_\_\_ )
- U.S. Congress district (indicate district \_\_\_\_\_ )
- Village district/precinct ( indicate village of \_\_\_\_\_ )
- Voted A.V. (our records begin 8/98)
- Ward/precinct ( indicate number's \_\_\_\_\_ )

Information within groupings can be sorted by ... (please check **ONE**)

- Last/First/Middle name
- Address/Last/First/Middle name (Walking List)
- Birth/Last/First/Middle name
- Registration date/Last/First/Middle name
- Voter Status/Last/First/Middle name
- Zipcode/Last/First/Middle name

Additionally, information can be sorted by ... (please check **ONE**)

- Age (circle all that apply: 18-21, 22-30, 31-40, 41-50, 51-59, 60+ )
- Gender (circle preference: Female, Male, both)
  
- Election (beginning with 8/4/98 State Primary: indicate election date \_\_\_\_\_ )
- Status (circle all that apply: Active, Challenged, To be verified, Canceled, Rejected)
- Registered between particular dates: indicate dates \_\_\_\_\_ / \_\_\_\_\_

Date of Request: \_\_\_\_\_

Requested by: name \_\_\_\_\_

address \_\_\_\_\_

telephone number \_\_\_\_\_

email address \_\_\_\_\_

I agree that the public body has five ( 5 ) business days after receipt of this request to respond.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date