

# South Dakota Voter Registration File—Data Request Form

**Please Note:** If you are purchasing a **county, legislative, school, municipality or any other type of list**, please contact the **county auditor** in that jurisdiction for that list.

❖ If you are **purchasing a statewide list** email, mail or fax this form to: [elections@state.sd.us](mailto:elections@state.sd.us);  
South Dakota Secretary of State, Attention: Elections, 500 East Capitol, Ste 204, Pierre, SD 57501; phone 605-773-3537 or fax 605-773-6580

**\*\*If you are paying by check, please make payable to SD Secretary of State for ALL purchases\*\***

**\*\*If a credit/debit card is used, a convenience fee will be applied to cover processing costs\*\***

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Business or Organization Name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Pursuant to SDCL 12-4-39, the fees for voter lists are as follows:**

ARSD 5:04:06:07. Charges for electronic copy of information from the statewide voter registration file. The fees for an electronic file with voter information are as follows:

- (1) Statewide, two hundred twenty-five dollars;
- (2) Statewide for voters registered with a new party or a party with alternative political status:
  - (a) Ten dollars for one thousand names or less;
  - (b) Twenty dollars for between one thousand one and ten thousand names;
  - (c) Forty dollars for between ten thousand one and twenty-five thousand names; and
  - (d) Fifty-five dollars for more than twenty-five thousand names;
- (3) Legislative district, twenty-five dollars; and
- (4) County or any other district;
  - (a) Ten dollars for one thousand names or less;
  - (b) Twenty dollars for between one thousand one and ten thousand names;
  - (c) Forty dollars for between ten thousand one and twenty-five thousand names; and
  - (d) Fifty dollars for more than twenty-five thousand names.

The fee for any updated partial file containing only changes made within a year after the purchase of a complete file is fifty dollars for a statewide file and ten dollars for a legislative district, any other district, or county file.

ARSD 5:04:06:07.01. Charges for paper copy of information from the statewide voter registration file. The fees for a paper list with voter registration information are as follows:

- (1) Statewide, one thousand dollars;
- (2) Statewide for voters registered with a new party or a party with alternative political status:
  - (a) Twenty dollars for one thousand names or less;
  - (b) Seventy-five dollars for between one thousand one and ten thousand names;
  - (c) Two hundred dollars for between ten thousand one and twenty-five thousand names; and
  - (d) Six hundred dollars for more than twenty-five thousand names;
- (3) Legislative district, one hundred dollars; and
- (4) County or any other district;
  - (a) Twenty dollars for one thousand names or less;
  - (b) Thirty dollars for between one thousand one and ten thousand names;
  - (c) Forty dollars for between ten thousand one and twenty-five thousand names; and
  - (d) Fifty dollars for more than twenty-five thousand names.

The fee for any updated partial file containing only changes made within a year after the purchase of a complete file is one hundred dollars for a statewide list and seventy-five dollars for a legislative district, any other district, or county list.

**Is this request for an update of a file purchased within the past year?** ☐ Yes ☐ No

- **If you marked YES**, you do not need to make any additional selections below. Please sign, date the form on page 2 and return to the Secretary of State or the County Auditor where you originally purchased the file.

Would you like **Voter History**: ☐ Yes ☐ No

**COUNTY/SOS OFFICE USE ONLY:** Amount Paid: \$ \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date File Given or Emailed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Initials: \_\_\_\_\_ Last Updated: 12.03.2025 Page 1

You must choose ONE jurisdiction below:

☐ Statewide

☐ City (list city) \_\_\_\_\_

☐ Legislative District (list number) \_\_\_\_\_

☐ Township (list township) \_\_\_\_\_

☐ County (list county) \_\_\_\_\_

☐ Other (please list) \_\_\_\_\_

☐ County Commissioner District  
(list district #) \_\_\_\_\_

If you would like to **limit the data** you receive, choose the limits below:

☐ Active ☐ Inactive ☐ Political Party \_\_\_\_\_ ☐ Precinct \_\_\_\_\_

**Please list the name of candidate, ballot question or party committee utilizing the voter registration file:**

**SDCL 12-4-9. Master registration file--Contents--Public inspection--Limitations--Availability.**

The county auditor shall maintain and safeguard a digital master registration file that contains:

- (1) The information from the voter registration card of each individual registered to vote in the county;
- (2) The date of the last election at which the individual has voted;
- (3) The date when the individual's voter information was last updated; and
- (4) Any application made by an individual to vote by absentee ballot, including:
  - (a) The mailing address listed on the absentee ballot application form;
  - (b) The absentee ballot requested on the application;
  - (c) The date the absentee ballot was requested;
  - (d) The date that the absentee ballot was returned; and
  - (e) The method of absentee voting employed by the individual.

The master registration file must be open to public inspection, free of charge. An individual's social security number, driver license number, South Dakota nondriver identification number, or month and day of birth is not open to public inspection.

The county auditor shall produce a record of all the information contained in the master registration file the day before any primary or general election scheduled within the county by 11:59 p.m. The county auditor shall maintain a rolling five-year archive of historical information from the master registration file.

The county auditor shall keep a voter registration form for a purged or unregistered voter twenty-two months. No purged or unregistered voter may be included in the master registration file.

**SDCL 12-4-41. Limited use of voter registration information--Exclusions--Penalty.**

Any information obtained from the statewide voter registration file or any county voter registration file may not be sold, may not be used for any commercial purpose, and may not be placed for unrestricted access on the internet.

For the purposes of this section, "commercial purpose" does not include campaign or political polling activities.

For the purposes of this section, "sold" does not include any fee charged by the secretary of state for a paper copy of a list of registered voters, as provided in § 12-4-39.

Any violation of this section is a Class 1 misdemeanor. In addition to any criminal sanctions, the court may impose a civil penalty not to exceed two thousand dollars for each violation. Any civil penalty collected pursuant to this section must be deposited in the general fund.

*In accordance with SDCL 12-4-41, above, I understand that the voter registration data obtained from the statewide voter registration database may not be used or sold for any commercial purpose and may not be placed for unrestricted access on the Internet. I understand that violation of this state law will result in a criminal offense and civil penalty.*

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_ (no electronic signature font)