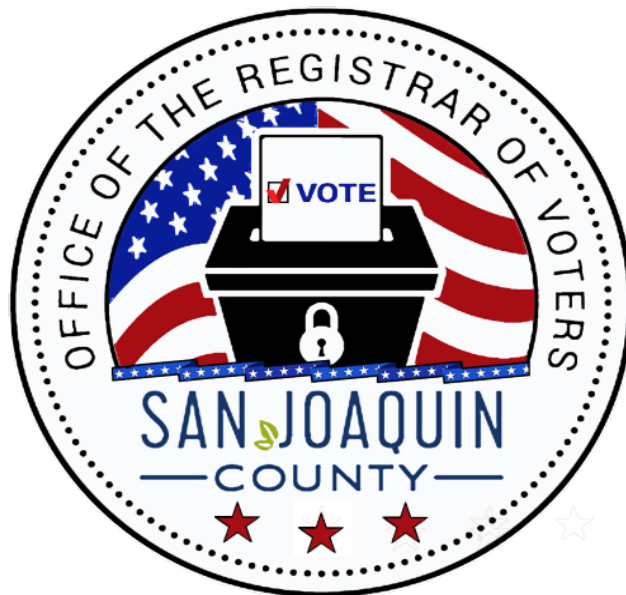


**County of San Joaquin**  
**Registrar of Voters**  
Fee Schedule  
For Fiscal Year 2022-2023

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## **GENERAL INFORMATION**

The “**Fee Schedule**” may be revised periodically due to changes in costs.

Fees may be paid either by cash, check, money order, or credit card, unless otherwise noted. Checks and money orders should be made payable to “County of San Joaquin”.

## **ELECTION ADMINISTRATION**

### **Administration of Elections**

Each participating agency pays a prorated share of the cost of the election. The Registrar of Voters (ROV) office includes in its annual budget the estimated cost of regularly scheduled and anticipated special elections. Any additional contest in a regularly scheduled election that increases the number of ballot cards will be charged for the actual cost of the additional ballot card. Any agency that calls a special election that was not anticipated and therefore not included in the annual budget is required to prepay the estimated cost of the election before the election is administered.

Please note, all districts consolidating with the election must pay the base setup fee even if their contest(s) are off ballot.

Secondly, if your district’s only contest on ballot is a measure, the measure is considered the first contest and will be charged the base setup fee plus the first contest rate.

### **Campaign Disclosure Statements**

Some campaign disclosure statement filings are accessible online at [www.sjcrov.org](http://www.sjcrov.org). For those statements that are not accessible, please visit the Registrar of Voters office to view or purchase.

### **Candidate Filing Fees**

Candidates for a county office or a judicial office in San Joaquin County shall pay a fee equal to 1% of the annual salary for that office. There is no filing fee for an office for which there is no fixed salary or for an office with a salary of \$2,500 annually or less. Election Code § 8104

### **Candidate Statements**

Candidate statements are printed in the County Voter Information Guides and mailed to registered voters. Each candidate for any nonpartisan local office or for voter nominated legislative office (if he/she agrees to campaign expenditure limitations) may voluntarily submit a candidate statement of qualifications.

Registrar of Voters office will estimate the total cost of printing, handling, translating, and mailing candidate statements. Fees are paid by the candidate. Candidates are required to pay the fee at the time they file their nomination papers. The actual cost may vary significantly from the estimate specified in the Candidate’s Guide. Candidates must pay any difference between the estimated cost and the actual cost within 30 days of receiving

the bill. If the estimated fee is higher than the actual fee, the difference will be refunded after the election. Election Code § 13307

Please refer to the current “Candidate Guide” for additional information.

### **Notice of Intent to Circulate County Initiative Petition**

Any qualified person who wishes to circulate a county initiative petition must file a “Notice of Intent to Circulate Petition” with the ROV office. A fee of \$200.00 must be paid at the time the notice of intent is filed. The fee will be refunded within one year of filing the notice of intent if the Registrar certifies the petition as sufficient. Election Code § 9103

### **Registration Information**

“Registration Information” means all information maintained in the general index to the Affidavits of Registration, whether in electronic form or in the Index of Registered Voters, pursuant to Elections Code Section 2183. This includes all information partially or solely derived from the aforementioned data whether displayed, transmitted or stored in any format or on any media whatsoever. Administrative Code § 19001

### **Vote Recounts**

Any voter may request, in writing, a recount of votes for any local office or measure. The written request must be filed with the ROV office within five days after the completion of the official canvass of votes.

A request to recount the votes in a statewide race must be filed with the Secretary of State within five days after the completion of the official canvass of votes.

The requestor may specify whether the recount will be done manually or electronically. The Registrar of Voters will provide an estimate of the cost to conduct a recount, based on the type requested, the appropriate level of staffing and the estimated time to complete it. Election Code § 15627

The cost of a recount may consist of but is not limited to:

#### **Manual Recount**

- Compensation of one recount board for every 10 precincts to be recounted. A recount board is made up of one elections technician supervisor, one elections technician, and two elections technician trainees (at employee salary rates).
- Production of relevant material (see Research of Records fee)

#### **Electronic Recount**

- Testing and certifying the accuracy of the ballot counting program before and after the ballots are counted

#### **Accuracy Board**

- Logic and Accuracy Testing, Ballot Tabulation, and Machine Reports

#### **Other costs**

- Security

- Cost of publications
- Supervision and staff time
- Computer time, per hour
- Overhead costs

The requestor of the recount shall, at the beginning of each day of the recount, deposit with the Registrar of Voters sufficient funds to cover the estimated cost of the recount. If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are not reversed, the requestor shall be entitled to a return of funds in excess of the actual costs of conducting the recount. The requestor may terminate the recount at any time. Election Code §§ 15620, 15621, 15624 and 15627

## **AVAILABLE SERVICES**

### **Abstracts of Registration**

Abstracts of Registration are available for purchase in person with proof of identification. Abstracts are certified records of voter registration in San Joaquin County. Purchase is exclusive to the voter's own records.

### **Certification of a Document on File**

Any public document on file with the ROV office can be certified by the Registrar of Voters or a deputy for a fee. Where appropriate, search and copy fees may also apply.

### **Copy Services**

Most public documents on file with our office can be copied for a fee. Some documents are prohibited for duplication. Where appropriate, search fees may also apply.

### **Maps**

The ROV office can produce precinct maps and maps that indicate the boundaries of districts within San Joaquin County including Congressional districts, Senate districts, Assembly districts, Board of Supervisor districts, City and Council districts, Special districts, and School districts.

Purchasers are advised that maps produced by the ROV office are for display purposes only and independent verification of data and boundaries should be obtained by the user. The County of San Joaquin does not warrant the accuracy or completeness of maps and disclaims liability for their fitness for use. Maps purchased from the ROV office may not be reproduced or resold without the express written consent of the San Joaquin County ROV.

Customized maps are available upon request.

### **Reports and Voter Files**

Reports and Voter Files described in this booklet are generated from the database of registered voters maintained by the ROV office.

### **Research of Records**

Staff will research, on request, the historical records maintained on-site.

There is a minimum charge of ½ hour for research. Other fees, such as copying and postage, may also apply.

### **Roster Book Search (Master Voter File)**

The fee for this service covers staff time in locating the appropriate Rosters of Voters and making them available to the requestor.

### **Search of Affidavit on File**

All current and many recently canceled records are maintained on the department's computer files. A search of current and past Affidavits of Registration can be done for a fee. The fee is based on each year that is researched, and whether the record can be accessed from the computer files. Fees apply whether the record is found or not. Other fees, such as copying and certification, may also apply.

### **Signature Verification**

The ROV office will verify signatures for another government agency only in connection with an election or petition circulated by registered voters within San Joaquin County.

### **ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES**

Complete the applicable request form:

- Application to Access Voter Registration Information
- Map Request Form

A request form must be completed before any map, file, or report can be released. All request forms are available online at [www.sjcrov.org](http://www.sjcrov.org).

## **RECORDS ACCESS**

### **Viewing Voter Registration Records**

When an individual, government agency or political entity requests information on registered voters, an “**Application to Access Voter Registration Information**” must be completed, signed and approved before any information can be released. This form is available in person at the ROV office.

### **Agreement**

By signing the “**Application to Access Voter Registration Information**,” the applicant agrees to use the information only for election or governmental purposes.

The applicant further agrees not to sell, lease or deliver possession of the registration information, or a copy or any portion thereof, to any person, organization or agency

without receiving prior written authorization to do so from the San Joaquin County ROV office.

**Penalties for Unauthorized Use**

Any unauthorized use shall result in a penalty equal to the sum of \$.50, multiplied by the number of time each registration record is used by the applicant in an unauthorized manner. Election Code § 18109; California Administrative Code §§ 19001 – 19009

**FEE SCHEDULE  
FOR FISCAL YEAR 2022-2023**

**ADMINISTRATIVE FEES**

|                    |         |
|--------------------|---------|
| Returned Check Fee | \$35.00 |
|--------------------|---------|

**CAMPAIGN DISCLOSURE STATEMENTS**

|   |        |             |       |                 |
|---|--------|-------------|-------|-----------------|
| Political Reform Documents                                  | \$0.10 | per page    | GOV § | 81008           |
| Political Reform Document Retrieval<br>(older than 5 years) | \$5.00 | per request | GOV § | 81008,<br>26854 |
| Statement of Economic Interests                             | \$0.10 | per page    | GOV § | 81008           |

**CANDIDATE FILING FEES**

|                                    |                                       |    |   |      |
|------------------------------------|---------------------------------------|----|---|------|
| Assessor – Recorder – County Clerk | 1% of first year salary<br>for office | EC | § | 8104 |
| Auditor Controller                 | 1% of first year salary<br>for office | EC | § | 8104 |
| Board of Supervisors               | 1% of first year salary<br>for office | EC | § | 8104 |
| Central Committee / County Council | No fee                                |    |   | N/A  |
| County Board of Education          | No fee                                |    |   | N/A  |
| County Superintendent of Schools   | 1% of first year salary<br>for office | EC | § | 8104 |
| District Attorney                  | 1% of first year salary<br>for office | ED | § | 1208 |
| Judge of the Superior Court        | 1% of first year salary<br>for office | EC | § | 8104 |
| Sheriff                            | 1% of first year salary<br>for office | EC | § | 8104 |
| Treasurer-Tax Collector            | 1% of first year salary<br>for office | EC | § | 8104 |

**CANDIDATE STATEMENTS**

|  |             |    |   |       |
|--|-------------|----|---|-------|
| Actual Costs vary depending on the number of registered voters in the district, translation fees, printing costs, typing/proofing costs, page setup fees, plus fees listed below | Actual Cost | EC | § | 13307 |
| Paper Copy Handling Fee with no electronic copy  | \$250.00    |    |   |       |
| Paper Copy Handling Fee with electronic copy   | \$150.00    |    |   |       |



|  |             |    |    |       |
|--|-------------|----|----|-------|
| Translation and Mailing                                    | Actual Cost |    |    |       |
| Cost for statement space in County Voter Information Guide | Actual Cost | EC | \$ | 13307 |

## ELECTION ADMINISTRATION

### Primary Election

|  |             |    |      |                |
|--|-------------|----|------|----------------|
| Election Setup (City, School and Special Districts)                          | \$500.00    |    |      |                |
| Reclamation District Set-up  | \$50.00     |    |      |                |
| Election Appearing on Ballot   | Actual Cost |    |      |                |
| District Base Set-Up, including Measures                                     | Actual Cost | EC | \$\$ | 10002<br>10520 |
| First Contest, including Measures  | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Additional Contest, including Measures                                       | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Additional Page over 4 in the County Voter Information Guide – Measures only | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Contest Requiring Additional Ballot Card(s)                                  | Actual Cost | EC | \$\$ | 10002<br>10520 |

### General Election

|  |             |    |      |                |
|--|-------------|----|------|----------------|
| District Base Set-Up, including Measures                                     | Actual Cost | EC | \$\$ | 10002<br>10520 |
| First Contest, including Measures  | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Additional Contest, including Measures                                       | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Additional Page over 4 in the County Voter Information Guide – Measures only | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Contest Requiring Additional Ballot Card(s)                                  | Actual Cost | EC | \$\$ | 10002<br>10520 |
| Other, Special Elections   | Actual Cost | EC | \$\$ | 10002<br>10520 |

## FILES, REPORTS, AND SPECIAL JOB REQUESTS

|   |  |              |
|---|--|--------------|
| Custom Reports                                      | \$45.00  |              |
| Vote by Mail Data File                              | \$45.00  |              |
| <hr/>   |  |              |
| Election Day Voting Activity Status Report          | No fee   |              |
| <hr/>   |  |              |
| Election Management System Reports                  |  |              |
| - Precinct to district file                         | Standard copy fee (\$.10 per page)                               | CAM<br>709.7 |
| - List of polling places                            |  |              |
| - List of all elected officials                     | Download for free  | CAM<br>709.7 |
| - List of candidates who filed for office           |  |              |
| - Street guide                                      |  |              |
| - Vote by Mail Data File                            |  |              |
| <hr/>   |  |              |
| - Standard Copy Fees                                | \$0.10 per page for first 21 pages<br>\$0.07 per page thereafter | CAM<br>709.7 |
| <hr/>   |  |              |
| - Electronic Media with ROV Data (CD/DVD/USB Drive) | \$2.00   |              |
| <hr/>   |  |              |
| - Debit Card Fees                                   | Debit \$1.35   |              |
| - Credit Card Fees                                  | Credit 2.29% of total  |              |
| Master Voter File                                   | \$68.00  |              |
| - Voter data for any jurisdiction                   |  |              |
| <hr/>   |  |              |
| Special Job Requests                                |  |              |
| - Technical Staff Time                              | \$200.00   |              |
| - ROV Staff Time                                    | \$83.00  |              |
| <hr/>   |  |              |
| Statement of the Votes Cast                         | Hard copy paper at printing cost or standard copy fee            |              |
| - Primary or General Election                       | Download for free  |              |
| - City, district or by specific contest             |  |              |

## MAPS

|  |                           |                   |
|--|---------------------------|-------------------|
| Paper Print Out  | \$25.00 each              |                   |
| <hr/>  |                           |                   |
| Set of 8 Paper Maps (7 cities and 1 Countywide)                              | \$65.00 set               |                   |
| <hr/>  |                           |                   |
| Digital Maps (PDFs of paper maps)  | \$25.00 per custom export | Download for free |
| <hr/>  |                           |                   |
| GIS Shapefiles (i.e. Precinct boundaries, sub-boundaries, additional layers) | \$25.00 per custom export | Download for free |

**PETITIONS: INITIATIVES, REFERENDUM, AND RECALLS**

|  |           |           |
|--|-----------|-----------|
| Notice of Intent to Circulate County Initiative Petition | \$200.00* | EC § 9103 |
|--|-----------|-----------|

\*Refundable within one year of filing notice if petition is certified as sufficient

|            |        |          |
|------------|--------|----------|
| Set-up Fee | \$1.00 | per page |
|------------|--------|----------|

|                 |        |               |
|-----------------|--------|---------------|
| Signature Check | \$1.50 | per signature |
|-----------------|--------|---------------|

|                          |             |
|--------------------------|-------------|
| Withdrawal of Signatures | Actual Cost |
|--------------------------|-------------|

**REGISTRATION SERVICES**

|                          |        |           |
|--------------------------|--------|-----------|
| Abstract of Registration | \$1.50 | EC § 2167 |
|--------------------------|--------|-----------|

|                                   |        |
|-----------------------------------|--------|
| Certification of Document on File | \$1.50 |
|-----------------------------------|--------|

|                                |        |           |
|--------------------------------|--------|-----------|
| Certified Copy of Registration | \$1.50 | EC § 2167 |
|--------------------------------|--------|-----------|

|   |         |
|---|---------|
| Letter of Verification of Current Records | \$10.00 |
|---|---------|

|  |                        |           |
|--|------------------------|-----------|
| Index of Voters<br>(Street Index / Walking List) | \$0.50 per 1,000 names | EC § 2184 |
|--|------------------------|-----------|

**RESEARCH OF RECORDS**

|                                |          |          |
|--------------------------------|----------|----------|
| Research of Historical Records | \$83.00* | per hour |
|--------------------------------|----------|----------|

\*Customers will be billed for at least one half-hour (\$41.50) and costs are billed in increments of 30 minutes

**VOTE RECOUNT**

|               |             |
|---------------|-------------|
| Legal Notices | Actual Cost |
|---------------|-------------|

|   |             |
|---|-------------|
| Recount Board<br>(manual or electronic tally) | Actual Cost |
|---|-------------|

|          |             |
|----------|-------------|
| Security | Actual Cost |
|----------|-------------|

|                            |             |
|----------------------------|-------------|
| Staff Time and Supervision | Actual Cost |
|----------------------------|-------------|