



## Nevada Secretary of State Statewide Voter Registration List – Create Report Updated 9/9/2019

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Now that you have created an Online Services account you can begin creating your own customized reports. Please note that ALL Statewide Voter Registration List reports are available free of charge and that voter registration history only tracks the method by which a voter casts their ballot, if any. The selections a voter made on their ballot are not tracked. The Statewide Voter Registration List is not static data that you can simply log in and view, you must create and run reports which are then emailed to you. To create a report follow these instructions:

1. Log into your account.
2. Click the “My Data Reports” tab.
3. Click “Create New Report.”
4. Select “Eligible Voter List.”

NOTE: You may click any [blue links](#) in the reports tab for more detailed information about that item.

5. To download the entire Statewide Voter Registration List without any information omitted, select “Full, Unabridged Database Dump” under “Report Type.”
6. To run a customized report with only specific search criteria and result fields leave “Report Type” marked as “Customized Report.” (These instructions will explain creating a custom report.)
7. Click “Go to next step” or the “Result Fields” tab.
8. Use the “Result Fields” tab to select specific fields **you want displayed in the report**, such as a registered voter’s name, address, county of residence, etc.

**Example:** Run a report to find all of the registered Democrats and Republicans in Clark County. To get their name, political party, address and phone number select the following options: “Address, City, First Name, Last Name, Party, State, Zip, Phone,” etc.

9. Click “Go to next step” or the “Search Criteria” tab.
10. The “Search Criteria” tab is where you select all of the **parameters you want to search by**. Not selecting anything on this screen would search for all registered voters in the entire state of Nevada.

**Example:** To identify the Democrats and Republicans in Clark County select the “County” and “Party fields.”

11. Select the “+” sign next to “County” to expand the county options.
12. Select the desired counties.

**Example:** Select “Clark.”

13. Select the “+” sign next to “Party” to expand the party options.

14. Select the desired parties.

**Example:** Select “Democrat” and “Republican.”

15. Click “Go to next step” or the “General” tab.

16. Select which file format you would like the report to be written as (this example will show selecting CSV which will use Microsoft Excel to open).

17. To include column headers select the box “First row contains column names.” (Column names only available for reports in CSV or Text File – Delimited format.)

NOTE: The format types “Excel Spreadsheet” and “Access Database” are no longer available.

18. Select “View Selected File Structure” – this acts as a key to the data within the report since the report will not have any headers included.

19. In this example the report will be a CSV file so it will show which column of the Excel workbook each piece of information will be in. The “Report Format” here shows that the Voter ID will be the 1<sup>st</sup> sequence of data, meaning in the 1<sup>st</sup> column of the Excel workbook; the voter’s First Name will be the 2<sup>nd</sup> sequence of data in the workbook, meaning it will be in the 2<sup>nd</sup> column; and so on, ending with the Party being in the 9<sup>th</sup> column of the workbook. You can select “Data Type” for more info on the way the data will be formatted.

NOTE: Every report you create will automatically assign each voter on the list a VoterID, which is just a random sequence of numbers for identifying purposes, whether you choose to or not.

20. **It is highly recommended** to print or save this Report Format information for referencing back to while reviewing your report. Close the report when you are finished.

21. After viewing the File Structure you can also add up to three additional email addresses you would like the report to be sent to – this makes sharing information with others in your organization much easier.

22. In the “Save this Report as” box, enter a title for this report. In this example we will call the report “Dems and Reps in Clark County.”

23. If you would like to stop working on this report for now without running it, click “Save Report Settings Only.” If you are ready to run your report now click “Run Report & Save Settings.”

24. Review your report settings – if you would like to make any changes, click “Re-Edit Report Parameters.”

25. If you are ready to run your report, you MUST select the box to agree to the terms and conditions, then click “Run This Report Now” and you will be taken back to the “My Data Reports” tab.
26. You will then receive an email from [DataTransfer@sos.nv.gov](mailto:DataTransfer@sos.nv.gov), usually within a few seconds, though the larger your report is the longer it will take for your report to be emailed. Be sure to check your Junk and Spam folders.
27. Click the link in the email and a new window appears prompting you to open the file.
28. Select to Open the file and a new Windows Explorer screen appears.
29. From here you may open, rename and/or save the file.

NOTE: Some voters will have “PDC” after their phone number – this means they are on [Nevada’s Please Don’t Call list](#). Some voters will not have a phone number or address as they have requested for these to be withheld from the public. This request can be made by contacting your [county clerk](#).

30. If you would like to alter your report search criteria or result fields, simply return to the “My Data Reports” tab, select the report you would like to edit and click “Edit/View Selected Report.”

NOTE: Whenever you change any of the result fields or file format type, the file structure (with column header key) **will no longer be valid** and you will need to view, print, or save the file structure again.

NOTE: If you run a report to see voter participation history, you will be sent TWO reports: one that has all the voter information such as name, address, phone number, etc. (e.g. Report 1), and one that has the elections the voter participated in (e.g. Report 2). The VoterID assigned to each person will be the same in both reports. Open both reports and match the VoterID from Report 1 to the Voter ID in Report 2. Some voters might have no vote history since they are newly registered and have not yet voted in Nevada.