Montgomery County Maryland
Board of Elections

Voter Registration USB Instructions

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Gaithersburg, MD 20879
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www.777vote.org

Rev Jan, 2025

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1 Overview / General Information

Montgomery County Board of Elections provides Voter Registration Information to Maryland registered voters, updated monthly electronically on a USB Drive as:
- an unsorted flat file, which is updated monthly
- a walking list provided in Adobe Acrobat format (.PDF)
- a district precinct and street level demographic analysis
- mailing labels, in Adobe Acrobat format (.PDF)

The data provided includes voter history for Presidential and Gubernatorial elections.

Please review the Frequently Asked Questions for detailed answers to common questions and problems.

2 Data Use

Data can only be provided to individuals who are registered voters in the State of Maryland. The data provided by the Board of Elections may only be used for election purposes and under no circumstances may be used for commercial solicitation. According to Maryland Election Law Article 3, Section 3-506(a)(1)(ii)(1-2), a person who knowingly allows a list of registered voters, under the person's control, to be used for any purpose not related to the electoral process is guilty of a misdemeanor. A signed affirmation is required before data can be provided.

3 Data File

One set of data are provided in compact disk format, which includes a complete list of active voters in Montgomery County and voting history from presidential and gubernatorial elections associated with those voters. This file is provided in CSV (Comma Separated Values) format.

The table below provides details on active registered voter information:

Data Element	Description	Data Type
VTR_ID	Unique ID that identifies a voter	Integer (22)
LastName	Voter's Last Name	String (30)
FirstName	Voter's First Name	String (30)
MiddleName	Voter's Middle Name	String (30)
Suffix	Suffix on a voters name such as Jr., Sr., III, etc.	String (30)
HouseNumber	House number part of residence address	String (40)

Data Element	Description	Data Type
HouseSuffix	A value, normally a letter, that follows the House Number. For example, 3401 **B** Main Street	String (10)
StreetPreDirection	A direction such as North abbreviated to a single letter that appears before the street name. For example, **N** Summit Ave.	String (10)
StreetName	The name of the street where the voter resides	String (50)
StreetType	The type of street, examples include: AVE, RD, LN, CT, TER	String (10)
StreetPostDirection	A direction such as west abbreviated to a single letter that appears after the street name. For example, University Blvd **W**	String (10)
UnitType	The type of unit. Common values include: Apt, Bldg and Unit	String (10)
UnitNumber	The number of the unit. For example, Apt **234**	String (20)
NonStandardAddress	In the event that an address provided by the voter can not be validated as provided, the address is stored in the NonStandardAddress field. If there is a value in the NonStandardAddress field no values will appear in the other address fields such as HouseNumber, StreetName, StreetType, etc.	String (8000)
ResidentialCity	The name of the city where the voter resides	String (256)
ResidentialState	The name of the state where the voter resides. This value will always be "MD"	String (2)
ResidentialZip	The ZIP code where the voter resides.	String (5)
MailingAddress	This field is the mailing address of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String (8000)
MailingCity	This field is the mailing city of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String (256)
MailingState	This is the mailing state of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String (2)
MailingZip	This is the mailing ZIP of the voter. This field is blank unless the voter has a mailing address that is different than their residential address.	String (5)

Data Element	Description	Data Type
StatusCode	This field lets you know the status of the voter. This tells you if the voters status is Active.	String (10)
Party Party (cont.)	This is the voter's party. The following is a list of the abbreviations provided and the parties they represent: • DEM – Democrat • REP – Republican • NLM – No Labels Maryland • GRN – Green • CON – Constitution • IND – Independent • LIB – Libertarian • UNA – Unaffiliated • OTH – Other Parties • OAL – Others – Alliance • OAM – Others - American • OAI – Others – American Independent • OAS – Others – American Socialist • OAN – Others - Anarchist • OBM – Others – Bull Moose • OCH – Others – Christian • OCO – Others – Communist • OCN – Others – Conservative • OCON – Others – Constitution • OCS – Others – Constitutional • OFCH – Others – Free Choice • OFR – Others – Freedom • OGRT – Others – Grass Roots • OGL – Others – Green Libertarian • OIN – Others – Independent • OID – Others – Individualist • OLS – Others – League of the South • OLIR – Others – Liberals • ONAS – Others – National Socialist • ONL – Others – Natural Law • ONP – Others - Natural Party • OPAT – Others – Patriot • OPE – Others - Peoples • OPOP – Others - Populist • ORE – Others – Reform	String (5)

Data Element	Description	Data Type
Party (cont.)	• ORL – Others – Right-to-Life • OSD – Others – Social Democrat • OSC – Others – Socialist • OTX – Others – Tax • OTP – Others – Taxpayers • OWH – Others – Whig • OWO – Others – Workers • OWCP – Working Class Party	
Gender	This is the voter's gender. The value "Male" or "Female" appear in this field. This field will be blank if the gender is unknown.	String (6)
Congressional	Congressional District	String (10)
Legislative	Legislative District	String (10)
Councilmanic	County Council District	String (10)
Ward	One of several wards into which a municipality is divided for voting purposes; each contains one or several polling places.	String (10)
Municipal	Indicates the municipality or Special Taxing Area (STA) where the voter resides. • BAR – Barnesville • BAP – Battery Park • BRO – Brookeville • CC3 – Chevy Chase Section 3 • CC4 – Chevy Chase Section 4 • CC5 – Chevy Chase Section 5 • CCU – Chevy Chase View • CCV – Chevy Chase Village • DRU – Drummond • FRH – Friendship Heights • GAI – Gaithersburg • GLE – Glen Echo • GAP – Garrett Park • KEN – Kensington • LAY – Laytonsville • MAA – Martin's Addition • NCC – North Chevy Chase • OAK – Oakmont • POO – Poolesville • ROC – Rockville	String (10)

Data Element	Description	Data Type
	• SOM – Somerset • TKP – Takoma Park • WAG – Washington Grove	
SchoolDistrict	School District	String (10)
Precinct	One of several election precincts into which a jurisdiction is divided for voting purposes; each is assigned a polling place.	String (10)
Split	A combination of the precinct, municipal and ward fields in the format PPPPMMWW where: PPPP is the precinct field. MM is the municipal field. WW is the municipal ward	String (10)
Year of Birth	The voter's year of birth	String (10)
CountyRegistrationDate	Date the voter registered to vote in Montgomery County	Date (3)
StateRegistrationDate	Date that the voter registered in the State of Maryland.	Date (3)

The previous ten Presidential and Gubernatorial elections are included for all voters. This includes both primaries as well as general elections. For example:

1) 2016 Presidential Primary Election
2) 2016 Presidential General Election
3) 2018 Gubernatorial Primary Election
4) 2018 Gubernatorial General Election
5) 2020 Presidential Primary Election
6) 2020 Presidential General Election
7) 2022 Gubernatorial Primary Election
8) 2022 Gubernatorial General Election
9) 2024 Presidential Primary Election
10) 2024 Presidential General Election

Descriptive field names such as "09/14/2010-GP" are appended to the end of the record to provide voting history. Each field is either blank, indicating the voter did not vote in that election, or a description of the election appears in the field such as "GUBERNATORIAL PRIMARY – 2010".

Please see section 8.1 Data File for answers to common questions.

4 Walking List

A walking list appears on the USB Drive as "WalkingList.pdf" in Adobe Acrobat format (PDF). Due to the size of the file, it is recommended that the file be copied to a local drive and not accessed directly from the USB Drive.

The bookmarks on the left side of the screen allow you to navigate by district precinct and by street name. In the example below district precincts are listed in order. The bookmark 01-02 contains all of the streets with voters in that district precinct. By clicking on the + next to a specific district precinct the streets in that district precinct are listed. In the example the + next to 02-01 was clicked.
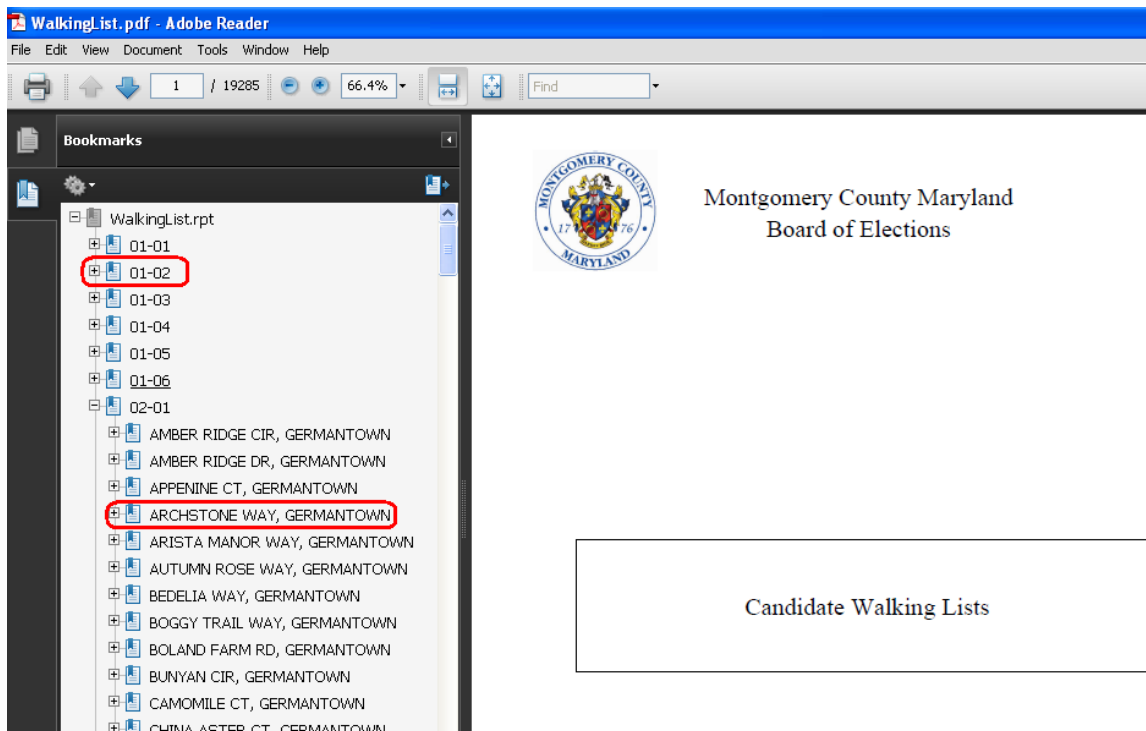
In order to retrieve a walking list for a specific street one must click on the street name, not on the + that appears by the street name.

In the example below, Arista Manor Way in Germantown was selected. The street name, city and district precinct appear at the top of each page. Each street is sorted by even house numbers, meaning that all even house numbers are grouped, and then all odd house numbers are grouped. Even and odd house number groupings are divided by a red, white and blue line.

Each row contains the registered voters name, house number, gender, current age, party, and voting history.

The voters name appears in black if they are unaffiliated, blue if they are a registered Democrat, red if they are a registered Republican, green if they are a member of the Green party and purple if they are affiliated with another party. The party affiliation also appears in the Party column.

Voting history appears on the right, in columns. Below the year are abbreviations for presidential general election (PG), presidential primary (PP), gubernatorial primary (GP) and gubernatorial general (GG). A Y appears in the column if the voter cast a vote in the election and an N appears if the voter did not cast a vote.

ARISTA MANOR WAY, GERMANTOWN   02-01

|					2000		2002		2004		2006		2008	
Name	HouseNumber	Gender	Age	Party	PG	PP	GP	GG	PP	PG	GP	GG	PP	PG
WADE, IZETTA	12000	Female	68	DEM	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
WHITEHEAD, INDIA	12000	Female	29	DEM	N	N	N	N	N	Y	Y	Y	Y	Y
WADE, CORNELIUS	12000	Male	47	DEM	N	N	N	N	N	N	N	N	N	Y
WADE, CHRISTOPHER	12000	Male	25	UNA	N	N	N	N	N	Y	N	N	Y	Y
MOZUMDER, OMAR	12006	Male	24	DEM	N	N	N	N	Y	N	N	N	N	Y
MOZUMDER, SHAHRYAR	12006	Female	33	DEM	Y	N	N	Y	N	Y	N	Y	Y	Y
MOZUMDER, MOHAMMAD	12006	Male	65	DEM	Y	Y	Y	Y	Y	N	N	N	N	Y
MOZUMDER, ROOHI	12006	Female	57	DEM	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
PILLAY, OSHADHISA	12012	Male	58	DEM	Y	Y	N	Y	Y	Y	N	Y	Y	Y
PILLAY, MOHOGANY	12012	Female	62	DEM	Y	Y	N	Y	Y	Y	N	N	N	Y
PILLAY, PRADISTRA	12012	Male	29	UNA	Y	N	N	Y	Y	Y	N	Y	N	Y
PILLAY, AVINASH	12012	Male	32	UNA	Y	N	N	Y	N	Y	N	N	Y	Y
ADU, MAXWELL	12016	Male	47	UNA	N	N	N	Y	N	Y	N	N	Y	Y
FELRICE, PATRICIA	12024	Female	41	DEM	Y	N	N	N	N	N	N	N	N	Y
FELRICE, SCOTT	12024	Male	41	REP	Y	Y	N	Y	N	Y	N	Y	Y	Y
LARSON, ADA	12030	Female	69	DEM	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
LARSON, LORENCE	12030	Male	70	DEM	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KATTI, VANDANA	12001	Female	35	DEM	N	N	N	N	N	N	N	N	Y	Y
KATTI, MRNTYUNJAY	12001	Male	40	UNA	N	N	N	N	N	N	N	N	N	Y
VARGHEI-NAHVI, AZAM	12003	Female	55	DEM	N	N	N	N	N	Y	N	Y	N	Y
NAHVI, ALI	12003	Male	63	DEM	N	N	N	N	N	Y	N	Y	N	Y
NAHVI, SONA	12003	Female	27	DEM	N	N	N	N	N	N	N	N	N	Y

Please see section 8.2 Walking List & Voters Street Analysis for answers to common questions.

5 Voter Street Level Analysis

A district precinct and street level demographic analysis is provided on the USB Drive as "StreetAnalysis.pdf" in Adobe Acrobat format (PDF). Due to the size of the file and for performance reasons, it is strongly recommended that the file be copied to a local drive and not accessed directly from the USB Drive.

The bookmarks on the left side of the screen allow you to navigate by district precinct and by street name. District precincts are listed in order as illustrated in the example below. The bookmark 02-01 contains all of the streets with active voters in that district precinct. By clicking on the + next to a specific district precinct the streets in that district precinct are listed. By clicking on the district precinct, the demographic information for that district precinct is displayed. In the example below the + next to 02-01 was clicked to display the streets in the district precinct. District precinct 01-02 was clicked to display demographic information for that district precinct.
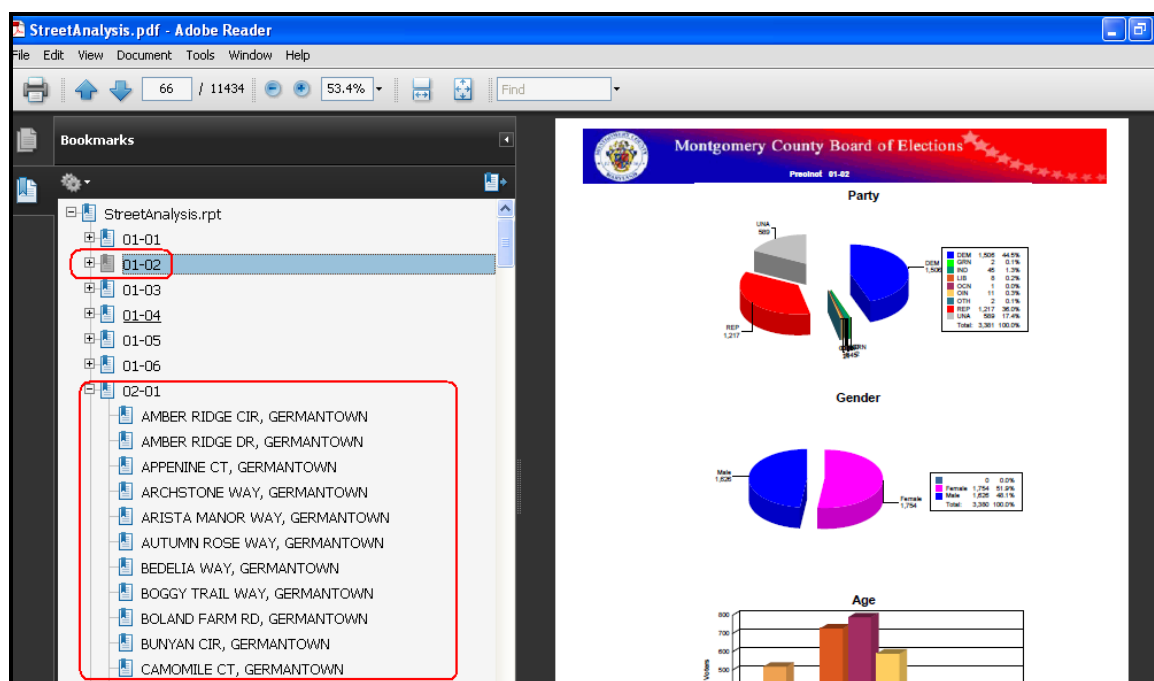
Demographic information for a street can be displayed by clicking on the street name.

Based on voter registration data, three demographics are presented graphically on the page: party, gender and age.

A pie chart is presented that displays the street population by party. Each slice of the pie is labeled with the number of active voters and their party.

The legend to the right of the pie chart provides the number of voters affiliated with a party, the percentage of voters on the street or in the district precinct who are affiliated with a party and the total number of active voters.

In our example below we can see that on the selected street there are 5 unaffiliated voters who are 27.8% of the voting population on the street.
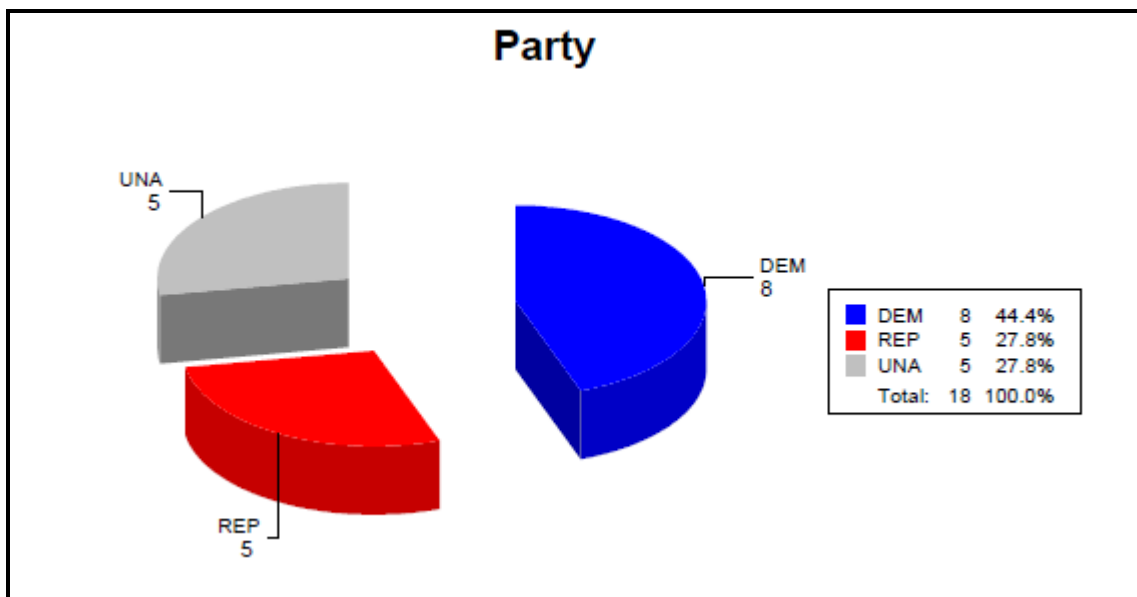
The second demographic on the report is gender. Each pie slice is labeled with number of voters by gender. In the example below, there are an equal number of males and females on the street. You will also notice that the total population by gender will, of course, match the total population by party.

Gender

Female	9	50.0%
Male	9	50.0%
Total:	18	100.0%

Male 9

Female 9
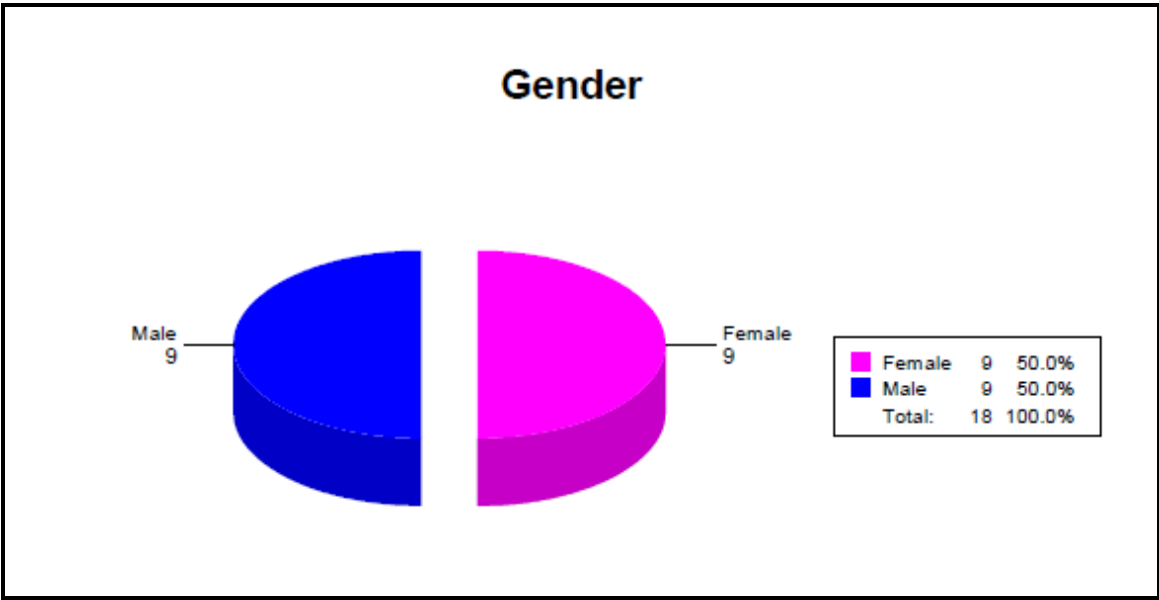
The final demographic presented in the report is age by decade. A bar chart (see below) indicates how many registered voters fall into each age group. There are two special age groups not shown in the example below:

- 18 – 19 groups of active voters under the age of twenty years old.
- Over 99 groups of any active registered voters who are 100 years old or older.

Bars are only generated for age groups where a member of the population fits into that age group. In the example below, no active voters are:

- Under twenty years old
- Are between the ages of sixty and sixty-nine.
- Are over seventy-nine years old
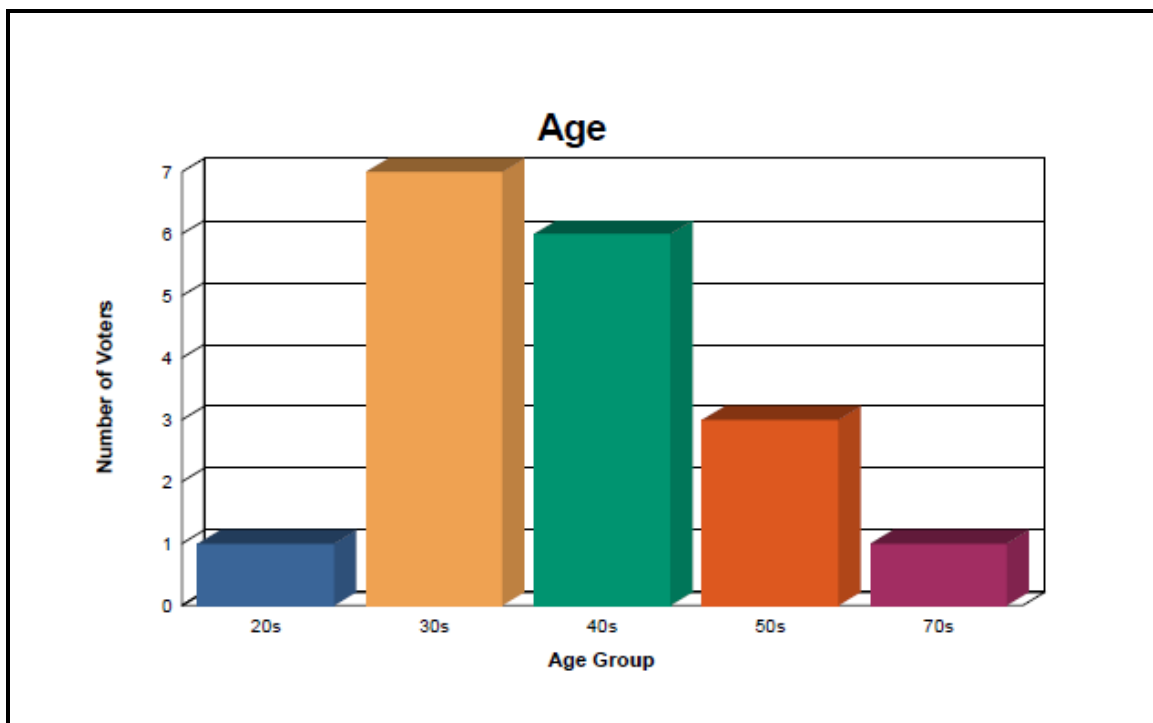
Please see section 8.2 Walking List & Voters Street Analysis for answers to common questions.

6 Mailing Labels

A complete set of mailing labels for all active voters in Montgomery County is provided on the USB Drive as "Labels.pdf" in Adobe Acrobat format (PDF). This file works with mailing labels that are compatible with the Avery 5962 and Avery 5162 formats. Labels from providers other than Avery can be successfully used if they are formatted the same way as the Avery labels. The BOE does not endorse Avery or any label provider.

Labels are ordered by:
1. district precinct
2. party
3. ZIP code
4. street name

On the first line of each label is a code that indicates the district precinct and party.

*****01001D

The first five characters of the code are asterisks. The next two digits indicate the election district. The election district is always followed by a zero. The ninth and tenth characters, following the zero, indicate the precinct. The last character represents the party.

Mailing labels are provided in page format and as such individual labels can not be selected and printed. Additionally, the order of the labels can not be changed.

In order to print labels, one should select the page that one wishes to print and select *File* from the menu bar and then select *Print*.
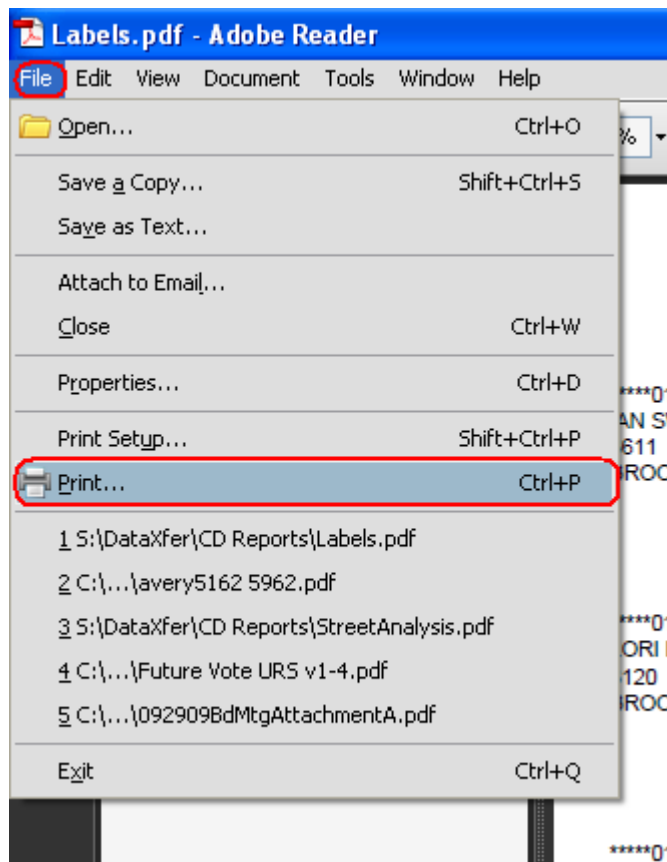
Follow the instructions provided with your printer and labels to correctly load the labels. Select current page and then click the *OK* button. Do NOT select *Current view*. Use care not to select *All* as this would produce over 40,000 pages of labels.

One may also wish to print a range of pages and that can be accomplished by selecting *Pages* and entering a range such as 2345 – 2367.

Please see section 8.3 Mailing Labels for answers to common questions.

7 Street Directory

A listing of all residential streets in Montgomery County is provided on the on the USB Drive as "StreetDir.pdf" in Adobe Acrobat format (PDF). This file provides a listing of the Legislative, Congressional, County Council, School Board and Municipal Districts for each street. The report is sorted in alphabetical order by street name. In addition to the above information, the report also includes ZIP code, City, House Number Range, and Street Name.

8 Frequently Asked Questions

Please review this section before contacting the Board of Elections with questions.

8.1 Data File

8.1.1 Can the Montgomery County Board of Elections help me develop reports or manipulate the registered voter information?

The Montgomery County Board of Elections will provide you information about the data provided and has provided some key reports for analysis such as the demographics reports. If you need assistance using the data file you may wish to consider a commercial organization that specializes in your needs or you may wish to contact:

Montgomery County Democratic Central Committee
(301) 946-1000

Montgomery County Republican Central Committee
(301) 417-9256

8.1.2 What tools can be used to manipulate the voter data file?

There are many commercial software packages that can be successfully used to manipulate the voter registration information. The Montgomery County Board of Elections does not endorse or support any particular software and provides data in a format that is compatible with many database products. Common tools one may select to manipulate the voter data include Microsoft Access, Open Office Base (a free product) and Filmmaker Pro. Additional information can be obtained on these products at www.microsoft.com, www.openoffice.org and www.filemaker.com respectively. See questions 4.11 and 4.12 for specifics on how to import data into Microsoft Access and Open Office Base.

8.1.3 Where can I receive training on tools to manipulate data?

There are many sources for training including commercial training providers, local colleges as well as online courses offered by a variety of providers.

8.1.4 Can the Board of Elections respond to special data requests?

The Board of Elections provides data that is available in a standard format. By providing standardized complete data, the Board of Elections reduces the cost of providing data, provides periodic current data, simplifies the data request process and reduces the time required to provide data. Questions regarding data that are not covered in this guide can be directed to:

Jerry Quarshie
Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20879
(240) 777-8558
Jerry.Quarshie@montgomerycountymd.gov

8.1.5 In what format is the data provided?

All data is provided in quote and comma delimited format with the first row of data listing the field names. This generic format works with a wide variety of software.

8.1.6 Does the Board of Elections provide municipal elections history?

No. However, the Board of Elections does provide a list of registered voters identified by municipal ward. For municipal elections history please contact the municipality directly.

8.1.7 How much voter history is provided?

Voter history is generally provided for the last ten presidential and gubernatorial elections, this includes primary and general elections.

8.1.8 I have recommendations for improvement in the information provided by the Board of Elections, how do I share my suggestions?

The Montgomery County Board of Elections wishes to provide useful, timely, accurate and cost-effective data. We welcome all suggestions that may allow us to better meet the needs of those who use the data we provide. We welcome your suggestions and feedback. Please contact:

Boris Brajkovic
Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20879
(240) 777-8520
Boris.Brajkovic@montgomerycountymd.gov

8.1.9 Can I use Microsoft Excel to manipulate the data provided?

Microsoft Excel has a limit of 1,048,576 records. In most cases, this limit prohibits use of Excel to manipulate the data provided it exceeds this limit.

8.1.10 How can I import the data provided into Microsoft Access?

The following procedure was developed using Microsoft Access 2002:
1. Place the USB in the USB Drive

2. Open Microsoft Access and click on *Blank Database* on the right side of the screen.
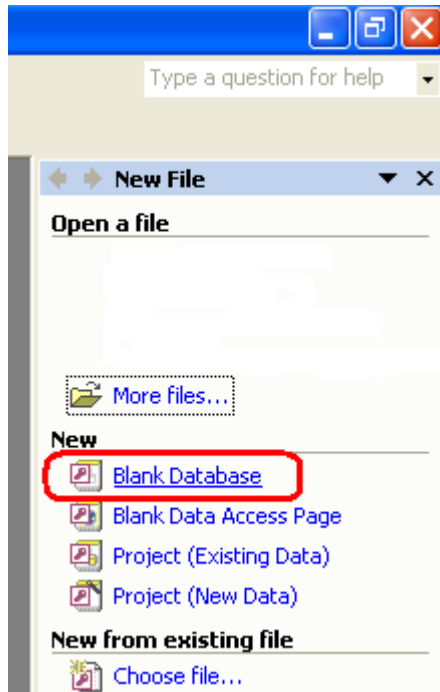
3. The *File New Database* window is displayed. In the *File Name* box type a file name that you would like to use for your database.
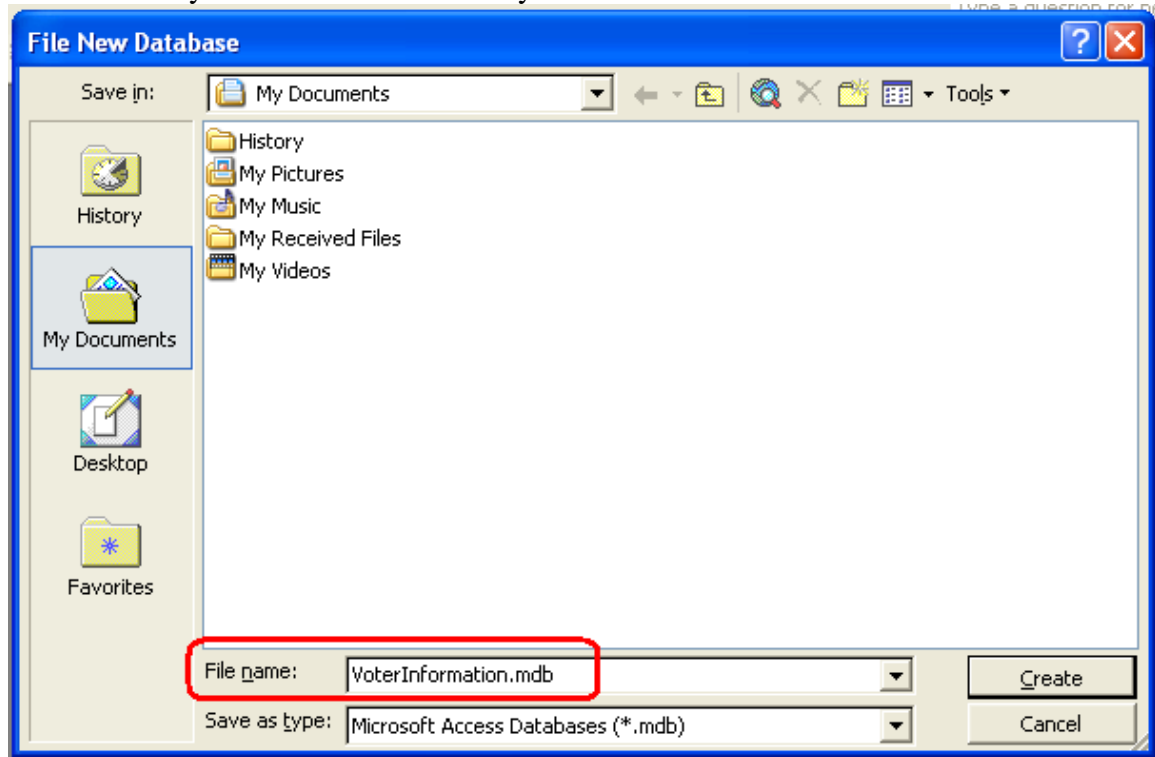
4. Click once on *Create table in Design view*
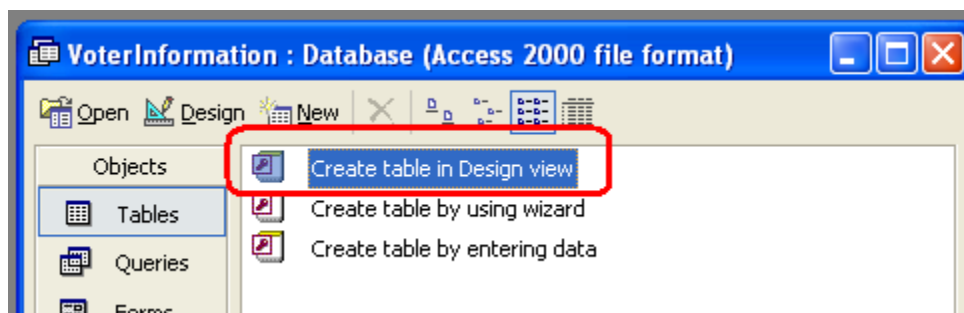
5. Click on the *File* menu option from the pull-down menu bar at the top of the screen, select *Get External Data* and select *Import*.
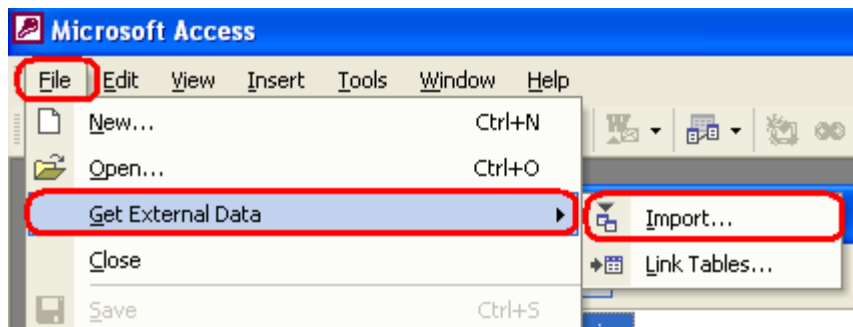
6. In the *Import* Window click on the *Look In* pull down and select the USB drive that you placed the Voter Information USD Drive in during step 1.
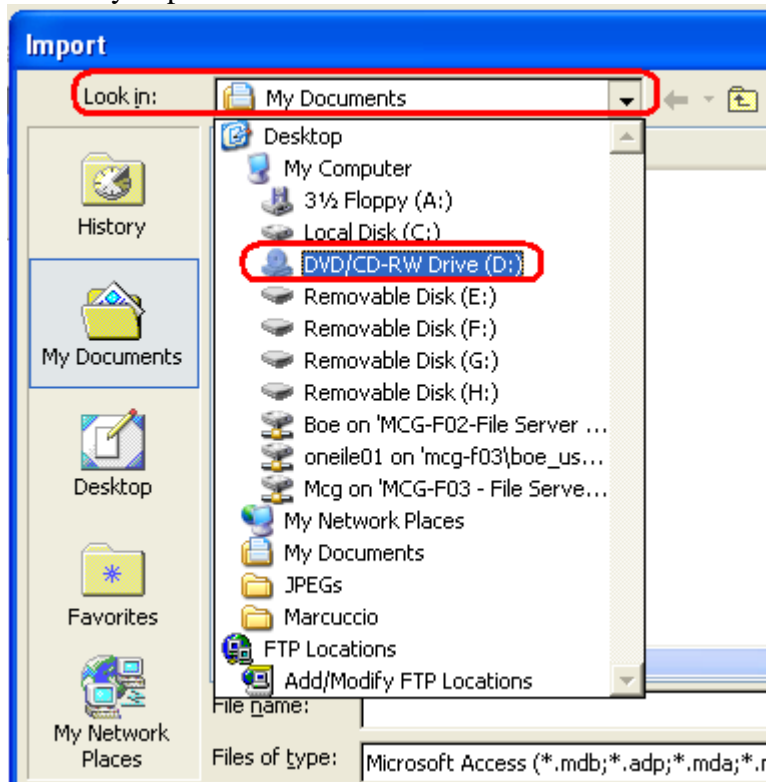
7. In the *Import* Window click on the *Files of Type* pull down and select *Text Files*
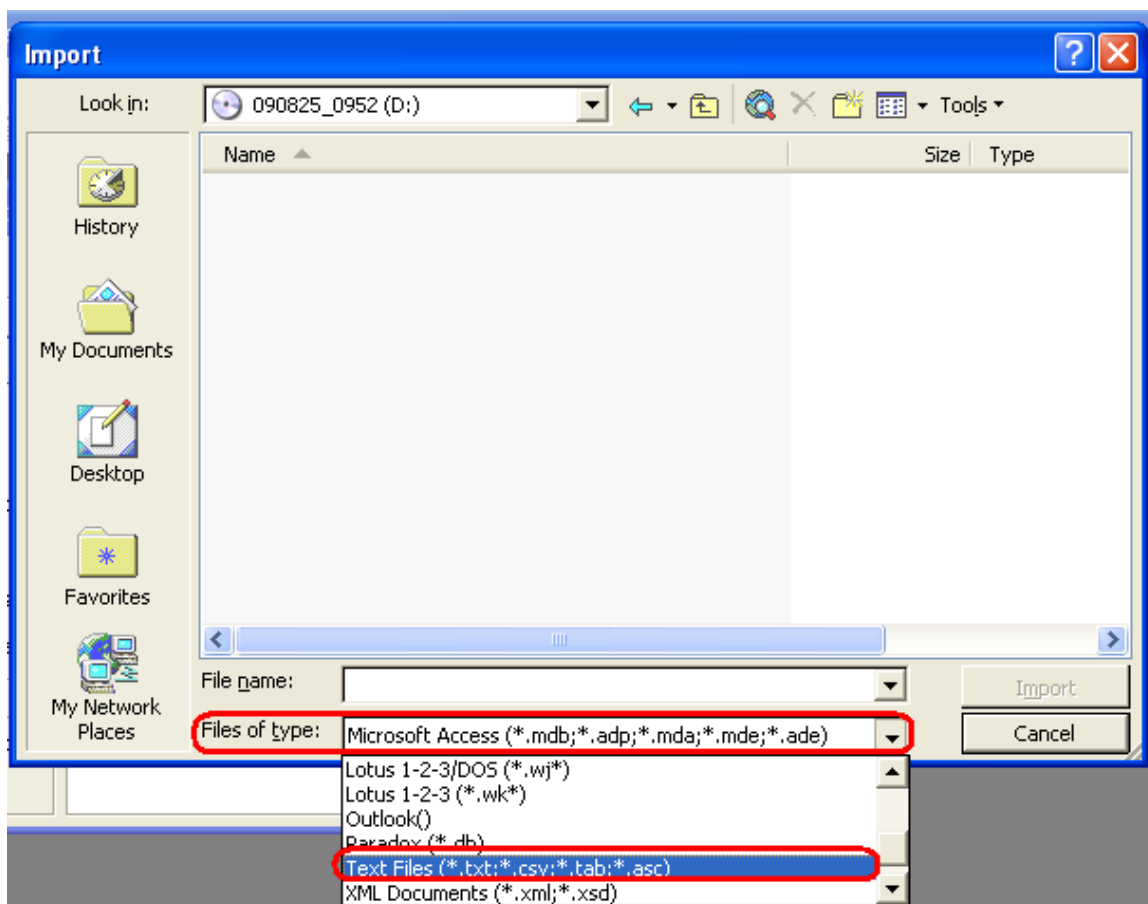
8. Select the file you wish to import and click the *Import* button.
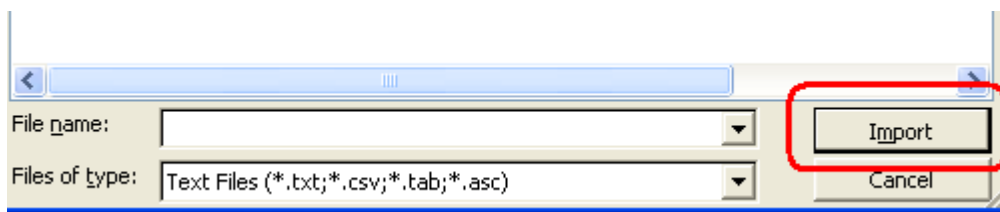
9. The *Import Text Wizard* window appears.

10. Ensure that the *delimited* radio button is selected.

11. Click the *Next* button.

12. Ensure delimiter is set to *Comma* (default value), check the *First Row Contains Field Names* check box and ensure that *Text Qualifier* is double quotes (default value).

13. Click the *Next* button.
14. Ensure that the *In a New Table* radio button is selected.

15. Click the *Next* button two times.

16. Select the *No Primary Key* radio button and click the *Finish* button to import the data.

17. The import may take up to several minutes depending on the configuration of your computer. You can monitor the progress of the import by watching the bar in the lower left corner of the screen.
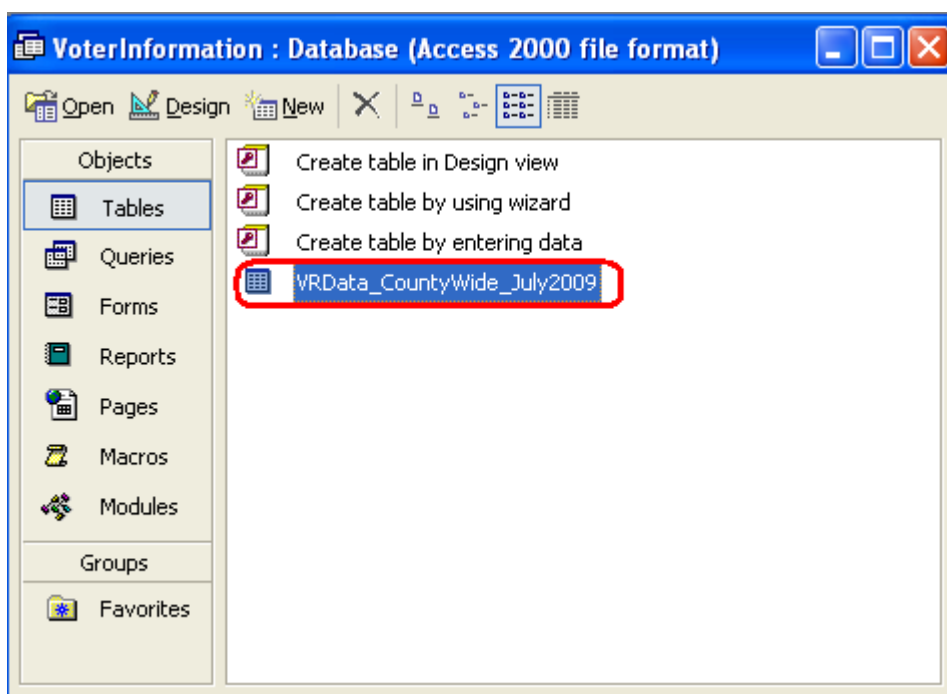
18. After the import is complete an *Import Text Wizard* information window will appear indicating that Access is finished importing the file.

Import Text Wizard

ⓘ Finished importing file 'D:\VRData_CountyWide_July2009.txt' to table 'VRData_CountyWide_July2009'.

OK

19. Click the *OK* button and a new table object will appear.

VoterInformation : Database (Access 2000 file format)

Open | Design | New | ✕ |

Objects
- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

Groups
- Favorites

Create table in Design view
Create table by using wizard
Create table by entering data
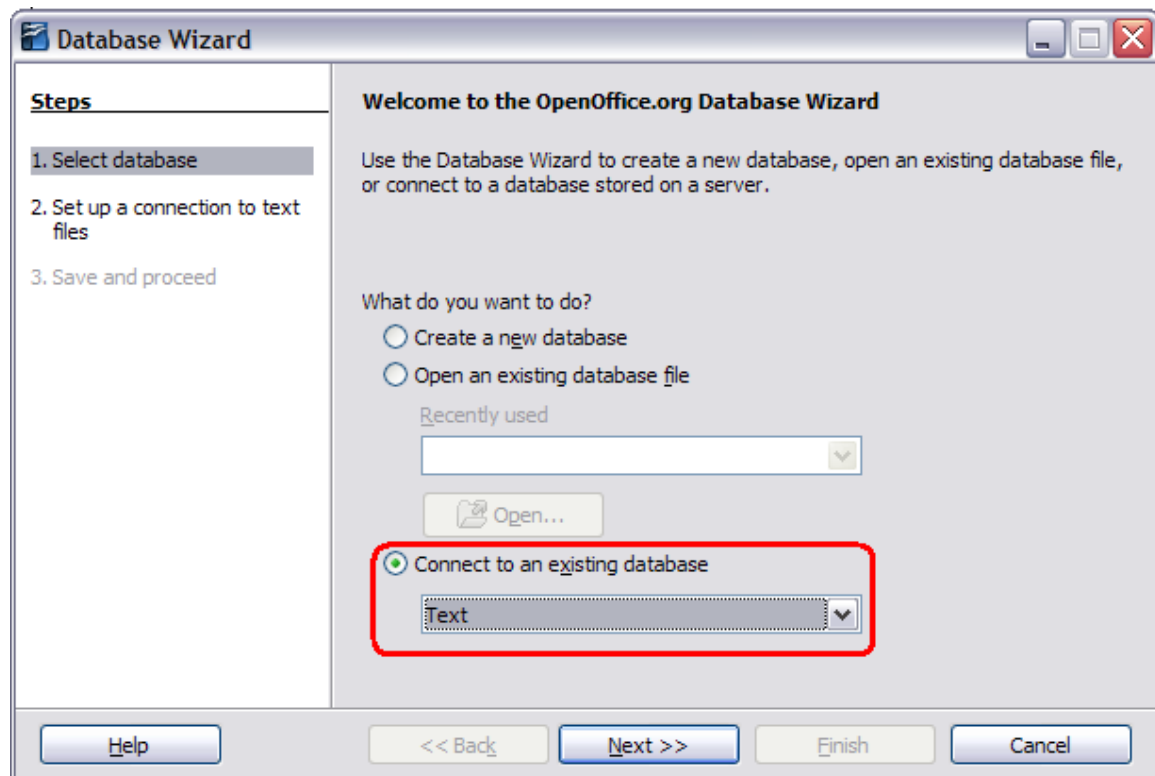VRData_CountyWide_July2009

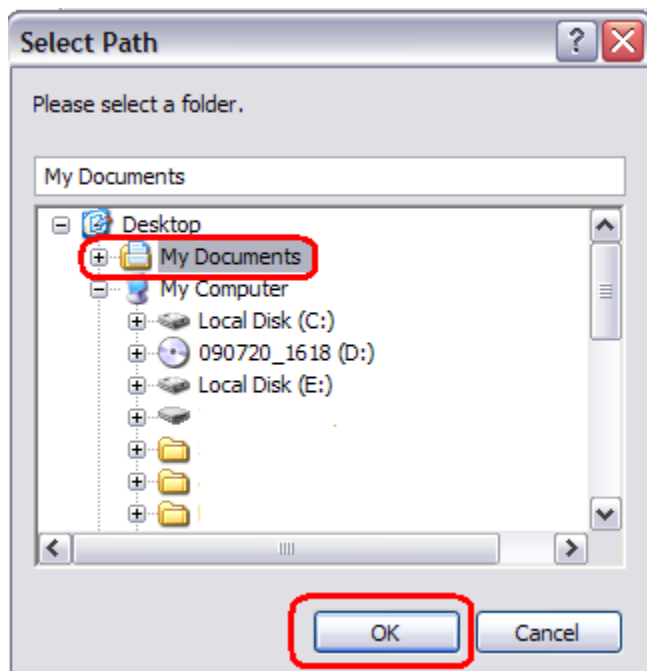### 8.1.11 How can I import the data provided into Open Office Base?

The following procedure was developed using Open Office Base version 3.1:
1. Place the USB in the USB Port.
2. Copy the data file to a local drive, for example, My Documents.
3. Open *Open Office Base*, select *Connect to an existing database* and click the "Next >>" button.

4. Click the browse button and in the *Select Path* window select the folder where you placed the data file from the USB and click the *OK* button.

5. Select the *Plain text files (*.txt)* radio button.

6. Ensure the *Yes, register the database for me* radio button is selected and the *Open the database for editing* checkbox is checked. Click the *Finish* button.

Database Wizard

Steps

1. Select database
2. Set up a connection to text files
3. Save and proceed

Decide how to proceed after saving the database

Do you want the wizard to register the database in OpenOffice.org?

◉ Yes, register the database for me
○ No, do not register the database

After the database file has been saved, what do you want to do?

☑ Open the database for editing
☐ Create tables using the table wizard

Click 'Finish' to save the database.

Help		<< Back	Next >>	Finish	Cancel

7. In the *Save As* window enter a file name for the database and click the *Save* button (see partial screen below).

File name: Voter Database   Save

Save as type: ODF Database   Cancel

☑ Automatic file name extension
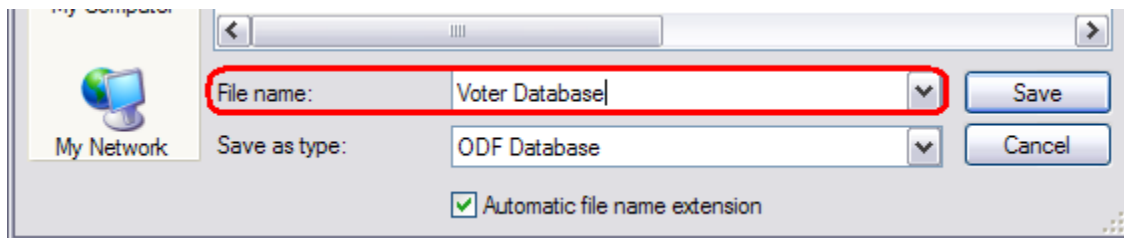
8.2 Walking List & Voter Street Level Analysis

8.2.1 The Walking List & Voter Street Level Analysis reports will not open.

These reports require a free program called Adobe Acrobat Reader. You can obtain a copy of this software on the internet at: http://get.adobe.com/reader/

8.2.2 The walking list & Voter Street Level Analysis reports take a long time to open.

Both of these files are relatively large, the Voter Street Level Analysis is especially large. In order to improve performance and make the files open more quickly it is highly suggested that you copy the files to your computer and not access the files directly from the USB.

8.2.3 I have recommendations for improvement in the information provided by the Board of Elections, how do I share my suggestions?

The Montgomery County Board of Elections wishes to provide useful, timely, accurate and cost effective data. We welcome all suggestions that may allow us to better meet the needs of those who use the data we provide. We welcome your suggestions and feedback. Please contact:

Boris Brajkovic
Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20879
(240) 777-8520
Boris.Brajkovic@montgomerycountymd.gov

8.3 Mailing Labels

8.3.1 The Mailing Label report will not open.

This report requires a free program called Adobe Acrobat Reader. You can obtain a copy of this software on the internet at: http://get.adobe.com/reader/

8.3.2 The names and addresses are not printing correctly on the labels.

Ensure that the labels being used are compatible with the Avery 5962 or 5162 formats. When printing a single page ensure the *Current Page* option is selected and NOT the *Current View* option.

8.3.3 Can only selected labels be printed?

Labels can only be printed by page. Use of the provided data file will allow specific generation of labels in any format designed using the selected tool, such as Microsoft Access or Open Office Base.

8.3.4 Why are the labels in all capital letters and commas missing?

The U.S. Postal Service issues guidelines to help ensure that mail is readable by optical scan technology. The U.S. Postal Service recommends that all characters be in upper case and provides specific guidance of the use of punctuation. This is detailed in "Quick Service Guide – 602" and is available on the USPS website at www.usps.com.

8.3.5 I have recommendations for improvement in the information provided by the Board of Elections, how do I share my suggestions?

The Montgomery County Board of Elections wishes to provide useful, timely, accurate and cost effective data. We welcome all suggestions that may allow us to better meet the needs of those who use the data we provide. We welcome your suggestions and feedback. Please contact:

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8.4 Street Directory

8.4.1 The Street Directory report will not open.

This report requires a free program called Adobe Acrobat Reader. You can obtain a copy of this software on the internet at: http://get.adobe.com/reader/

8.4.2 The Numeric Streets are out of order.

The street directory is sorted alphabetically (left to right), not numerically (right to left).
See the table below that provides an example of alphabetical sorting and numeric sorting:

Alphabetical Sort	Numeric Sort
1	1
17	2
156	17
1476	156
2	267
267	294
294	1476