

APPLICATION FOR CERTIFICATE OF AUTHORITY TO PRINT BALLOTS IN WEST VIRGINIA ELECTIONS

APPLICANT INFORMATION

Company Name: _____

Owner: _____ President: _____

Principal Place of Business:

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Will ballots be printed in West Virginia? ☐ Yes ☐ No

Plant where ballots will be printed:

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Applicant is a subsidiary of: (if applicable) _____

Parent Company formed in which state: _____

Type of Organization: (check one)

☐ Corporation

☐ General Partnership

☐ Limited Partnership

☐ LLC

☐ Sole Proprietorship

☐ Association

Is the Business registered in West Virginia? ☐ Yes ☐ No

Is the Business in Good Standing in West Virginia? ☐ Yes ☐ No

BALLOT PRINTING INFORMATION

Number of years doing business as a printer: _____

Capabilities:

Maximum dimensions of paper ballots or machine facsimiles: _____

Can sequentially number ballots? ☐ Yes ☐ No

Can print ballots with perforated stubs ☐ Yes ☐ No

Can print optical scan ballots? ☐ Yes ☐ No

Can print digital scan ballots? ☐ Yes ☐ No

PREVIOUS BALLOT PRINTING EXPERIENCE

Please check types of ballots this company has printed:

Paper Ballots

- ☐ State Primary
- ☐ State General
- ☐ Special
- ☐ Municipal
- ☐ Sample
- ☐ Absentee

Optical Scan Ballots

- ☐ State Primary
- ☐ State General
- ☐ Special
- ☐ Municipal
- ☐ Sample
- ☐ Absentee

Digital Scan Ballots

- ☐ State Primary
- ☐ State General
- ☐ Special
- ☐ Municipal
- ☐ Sample
- ☐ Absentee

Attach samples of at least 20% of the primary, general and special election ballots printed during the previous authorization period, or 5 of each, whichever is fewer. Include at least one of each voting type printed, and divide your samples among state/county and municipal ballots if possible.

For example, if you printed 10 state primary election ballots for two different voting systems, one sample of each system for the primary would be required. Samples are essential to review requirement of the substantial compliance with ballot printing requirements.

☐ **Please check here if you have no experience in printing ballots, You will be required to supply a sample of the first ballot printed once granted authority to print ballots.**

AFFIDAVIT OF APPLICANT

As an applicant for authorization to print ballots for West Virginia elections, I hereby certify under oath:

- That all printing, packaging and delivery specifications for ballots set forth in Chapter 3 of the West Virginia Code will be met;
- That the applicant is eligible to contract for the printing of ballots in West Virginia elections in accordance with the provisions of West Virginia Code §3-1-21a;
- That the information provided on this application is true.

Signature of President or Authorized Representative

State of: _____

Title

Date Signed

County of: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

My commission expires _____.

SEAL

Signature of Notary Public