

## Be A Poll Worker In Alachua County

Join our special group of civic-minded citizens who are trained and ready to serve the community when elections are scheduled in Alachua County. Poll workers perform a valuable community service by assisting voters at the early voting sites and at the precincts on Election Day.

Poll workers are paid for their service. If you are interested in becoming one of these committed individuals, call the Supervisor of Elections Office at (352) 374-5252 and ask to be a poll worker, or you may apply on our website at [www.VoteAlachua.com](http://www.VoteAlachua.com).

### TO BECOME A POLL WORKER YOU MUST:

- Be a citizen of the United States.
- Be registered to vote or be under 18 years of age and have pre-registered to vote in Alachua County.
- Be able to speak, read, and write the English language.
- Have transportation to the polling place and poll worker training sessions.
- Be available and physically able to work at the polling place from 6:00 A.M. until after the polls close at 7:00 P.M.

### BE A PHONE BANK OPERATOR

Phone Bank Operators are a vital component of successful elections and are paid for their services. The duties of a Phone Bank Operator are to assist Poll Workers at the precincts by looking up voters' registration status using computer records. Operators must be computer-literate, comfortable working with informational database systems, and working a high capacity call load. For more information, call the Elections Office at (352) 374-5252.

**VOTE** it's as easy as **1-2-3**

- Vote by Mail
- Vote Early
- Vote at your Precinct

#### 2017 Election Dates

**There is no county-wide elections**

For municipal election dates, check with your City Hall or view our website at [VoteAlachua.com](http://VoteAlachua.com).

For City residents, contact your Municipal City Hall to request an absentee ballot.

For City of Gainesville residents, contact the Supervisor of Elections Office to request an absentee ballot be mailed to you or make your request online at [VoteAlachua.com](http://VoteAlachua.com).

# ALACHUA COUNTY VOTER GUIDE



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#### **"My Registration Status"**

Voters, you may verify and update your registration, request absentees, track your ballot status, locate and see a picture of your precinct, view current early voting information and view your sample ballot online at [www.VoteAlachua.com](http://www.VoteAlachua.com) by clicking on:

**"My Registration Status"**

**[www.VoteAlachua.com](http://www.VoteAlachua.com)**

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## Voter's Bill of Rights

Each registered voter in this state has the right to:

1. Vote and have his or her vote accurately counted.
2. Cast a vote if he or she is in line at the official closing of the polls in that county.
3. Ask for and receive assistance in voting.
4. Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
5. An explanation if his or her registration is in question.
6. If his or her registration or identity is in question, cast a provisional ballot.
7. Written instructions to use when voting, and, upon request, oral instructions in voting from elections officers.
8. Vote free from coercion or intimidation by elections officers or any other person.
9. Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

## Voter Responsibilities

Each registered voter in this state should:

1. Familiarize himself or herself with the candidates and issues.
2. Maintain with the office of the Supervisor of Elections a current address.
3. Know the location of his or her polling place and its hours of operation.
4. Bring proper identification to the polling place.
5. Familiarize himself or herself with the operation of the voting equipment in his or her precinct.
6. Treat precinct workers with courtesy.
7. Respect the privacy of other voters.
8. Report any problems or violations of Election laws to the Supervisor of Elections.
9. Ask questions, if needed.
10. Make sure that his or her completed ballot is correct before leaving the polling place.



**NOTE TO VOTER: Failure to perform any of these responsibilities does not prohibit a voter from voting.**

## HOW TO MARK YOUR ALACHUA COUNTY BALLOT

Alachua County uses an optical scan equipment to read your paper ballot. You must completely fill in the oval so that your ballot will be read correctly. Any other mark may not be read by the scanner.

**USE A PEN TO MARK YOUR BALLOT  
DO NOT USE A HIGHLIGHTER**

**MARK YOUR BALLOT CORRECTLY  
FILL IN THE OVAL  
NEXT TO YOUR CHOICE**

<b>US PRESIDENT</b>	<b>- Vote for ONE -</b>
	YOUR CHOICE
	NOT Your Choice

### IF YOU MAKE A MISTAKE

If you make a mistake on your ballot, please do not erase or use white out. If you are voting at your polling place or at an early voting site, ask for another ballot. If you are voting by mail and you make a mistake, please call the Elections Office at (352) 374-5252 for instructions.

## AUDIO ENHANCED VOTING EQUIPMENT

Audio-enhanced, accessible voting is available in each polling place and early voting site using the same Image Cast Evolution (ICE) equipment that counts all ballots. This equipment provides the opportunity for voters with low vision, voters who are blind or voters who are otherwise unable to cast a ballot without assistance to vote independently.

To learn more about this equipment or for a demonstration, please contact our office at (352) 374-5252.

## YOU MAY REGISTER TO VOTE IF:

- You are a U.S. Citizen
- You are 18 years of age (may pre-register at 16 but must be 18 to vote)
- You are a legal resident of the county in which you seek to be registered

Anyone convicted of a felony or declared mentally incompetent with respect to voting, may register or vote **only after** their civil rights or competency have been restored.

## HOW TO REGISTER

You may register in person at any State agency that offers public assistance or serves people with disabilities, at a drivers' license office, a public library, a Center for Independent Living, a military recruitment office, or at the Office of the Supervisor of Elections. The Elections Office is open Monday through Friday from 8:30 A.M. to 5:00 P.M. You may register to vote or update your voter information online at [www.VoteAlachua.com](http://www.VoteAlachua.com) or you may register by mail using a mail-in form available at many locations in the county. Please visit our website for a list of locations where applications may be obtained or for more information call the Elections Office at (352) 374-5252. **You must be registered at least 29 days prior to any election.**

A voter registration application is complete for a new registration if it contains your name, legal residence address, date of birth, and your valid Florida driver's license number or Florida ID card number. If you do not have either of these, then you must provide the last 4 digits of your social security number. If you have not been issued any of these numbers, you must indicate "none" in the field asking for this information. You must affirm, by making a mark in the check box, that you are a U.S. citizen; that you have not been convicted of a felony or that, if convicted, you have had your civil rights restored; that you have not been adjudicated mentally incapacitated with respect to voting or that, if adjudicated, you have had your right restored; and you must provide your signature swearing or affirming that the information contained in the registration application is true.

## REGISTRATION DEADLINE

**The deadline for voter registration in Florida is 29 days prior to each election.** If you mail your registration application form, the date your application is postmarked will be your registration date. If your application is complete and you are a qualified voter, a voter information card will be mailed to you. Your voter information card will indicate your precinct assignment and the address of your polling place.

**PARTY AFFILIATION – CLOSED PRIMARY Florida is a closed Primary State.** In a Florida Primary Election, you may vote only for candidates of the political party in which you are registered. If all candidates for an office have the same party affiliation and the winner will have no opposition in the General Election, all voters may vote. All registered voters may vote in non-partisan elections, on issues, and for any candidate in the General Election. **Party changes must be submitted no later than 29 days prior to a Primary Election.**

## CHANGES IN YOUR REGISTRATION

To update your name or change your party affiliation, notify the Elections Office by using a signed written notice that contains your date of birth or voter registration number. If you have moved within Alachua County, download a form from our website to update your address or call the Elections Office. If you have moved from another Florida county, you can update your address in person, by phone, by mail, by e-mail, by fax, or by a written signed notice provided that the change is made directly to the Supervisor of Elections in the county of your new residence. Otherwise, you will be required to make your change of address on a voter registration application form.

## SIGNATURE UPDATE

If your signature has changed since you registered to vote, please update your record. You may do this in person at the Election Office or download a form from our website, marking the record update box. You will need to print the application, sign it, and mail it to the Elections Office. Our website also lists locations where Voter Registration Application forms may be obtained.

## REQUEST TO VOTE BY MAIL

Any registered voter may request an absentee ballot and vote by mail. This request is effective for all elections through the next two general elections after the request is made. The request can be made online on our website, in person, by mail, by fax or by telephone. Only the voter or a member of his or her immediate family or legal guardian can request an absentee ballot for the voter. **A request for an absentee ballot to be mailed to a voter must be received no later than 5 pm on the 6<sup>th</sup> day before an election.** A voter may designate in writing another person to pick up their absentee ballot not earlier than five (5) days prior to the day of the election. The designee may only pick up two (2) absentee ballots per election other than his or her own, except for ballots picked up for members of his or her immediate family. The designee must provide picture identification, the written authorization from the voter and complete a required affidavit (available on our website). **All absentee ballots must be received by the Supervisor of Elections no later than 7:00 P.M. on the day of the election.**

## EARLY VOTING INFORMATION

Any voter may vote early. Early voting begins no later than 10 days before the election, and may begin up to 15 days before the election that contains state or federal races. Please visit our website for designated times, dates and locations for upcoming elections or call the Supervisor of Elections Office at (352) 374-5252 for more information.

## WHERE TO VOTE ELECTION DAY

The polls are open from 7:00 A.M. to 7:00 P.M. All voters in line at 7:00 P.M. will be allowed to vote. You must vote in the precinct where you live. Check your voter information card for the location of your polling place or check our website at [www.VoteAlachua.com](http://www.VoteAlachua.com). If at any time your polling place changes, you will be notified in advance.

[www.VoteAlachua.com](http://www.VoteAlachua.com)

## WHAT TO BRING TO THE POLLS

You are required to present picture and signature identification before voting. A Florida Driver's License, a Florida ID card, a U.S. passport, debit or credit card, military or student ID, retirement center or neighborhood association ID, public assistance ID, Veterans Health ID card, Concealed Weapons License, or Government Employee ID card will be accepted by election officials. You may use two forms of identification to meet this requirement. If you do not present proper identification, you will be required to vote a provisional ballot.

## ADDRESS CHANGES AT THE POLLS

**Florida Law requires that you vote in the precinct of your residence.** Except for an active uniformed services voter or a member of his or her family, a voter whose change of address is from outside the county may not change his or her legal residence at the polling place on Election Day and vote a regular ballot; however such voter is entitled to vote a provisional ballot. A voter who makes an in-county address change may vote a regular ballot.

## PROVISIONAL BALLOT

If it cannot be determined that you are a registered voter, or if you do not present ID at the polls, Florida law requires that you vote a provisional ballot. Also, if you have requested an absentee ballot and decide to vote at the polls, you must bring your absentee ballot to the polls to be cancelled. If you do not bring it, the Clerk will call the Elections Office to see if you have voted absentee. If that cannot be determined, you must vote a Provisional Ballot. After the election, the Canvassing Board will determine whether your ballot counts based on you being a qualified voter in Alachua County, having voted in the correct precinct, and not having previously voted in this election. You will be given information at the polls on how to find out if your ballot was counted.

**Visit our website at**  
**[www.VoteAlachua.com](http://www.VoteAlachua.com)**  
**Call our office at**  
**(352) 374-5252**

## IMPORTANT INFORMATION FOR FIRST-TIME VOTERS REGISTERING BY MAIL

If you register by mail and are a first time voter in the State, and you have not been issued a Florida driver's license, Florida ID card, or Social Security number, you must return an acceptable copy of your current and valid identification with your ballot if you vote absentee. For specific ID required, call the Elections Office or visit our website at [www.VoteAlachua.com](http://www.VoteAlachua.com). **You are exempt from this requirement** if you are 65 years of age or older; have a permanent or temporary physical disability; are a member of the uniformed services on active duty, a member of the Merchant Marine, or their spouse or dependent, who is absent from the county on Election Day, or you reside overseas but are eligible to vote in Florida.

## INACTIVE VOTER AND REMOVAL

If our office receives information from the post office or another source indicating your residence may have changed to another address in Florida, your registration record will be changed to reflect the new address. You will be mailed an address change notice asking that you verify or correct the new address. If the information shows you have moved outside the state, you will be sent an address confirmation final notice. If you do not respond to the address confirmation final notice within 30 days, your registration status will be changed to inactive. You can restore your status to active at any time if you update your voter registration record, go to the polls to vote, or request an absentee ballot. However, if you do not do any of these things after two general (federal) elections from the date you were made inactive, you will be removed from the registration records and must register again in order to vote.



## MILITARY AND OVERSEAS CITIZENS

If you are a U.S. uniformed services member on active duty, a Merchant Marine member, spouse or dependent thereof, or a U.S. citizen residing outside of the U.S., you can use the Federal Post Card Application (FPCA) to register to vote, to request an absentee ballot (if you are already registered), or to do both at the same time. You can get the FPCA from a Voting Assistance Officer or through the internet at [www.fvap.gov](http://www.fvap.gov). Your request will be effective for all elections through the next two regularly scheduled general elections. If the FPCA is not available, phone or send a written request by mail, fax, or email to the Elections Office and a voter registration application or absentee ballot will be sent to you. By law, absentee ballots must be transmitted to military and overseas citizens at least 45 days before each election. You may have your absentee ballot either faxed or emailed to you (up through Election Day), in lieu of receiving it by regular mail. If you include an email address with your absentee ballot request, you will be notified by email that your request has been received. You can track the status of your absentee ballot on our website. Once your ballot is voted, it should be returned to the Elections Office so that it is received no later than 7 P.M. Election Day. All voters can return their ballot by mail. **Only** overseas voters may return their ballot by fax. If you have not received your ballot three weeks before an election, contact our office.

## FEDERAL & STATE WRITE-IN BALLOT

The Federal Write-In Absentee Ballot (FWAB) can be used to vote in any election involving two or more candidates. You have to be a registered voter and have previously requested a regular absentee ballot.

A state write-in ballot can be requested 180 days before the General Election under certain circumstances. You can vote this ballot only if military or other contingencies will prevent delivery of the official absentee ballot to you during normal delivery.