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## Instructions for Completing the Statewide Vote-by-Mail Ballot Request Form

You can mail, email, fax, or hand-deliver the completed Statewide Vote-by-Mail Request Form to our office.

### VOTER - REQUESTING A BALLOT FOR YOURSELF

To request a Vote-by-Mail ballot for yourself, complete the top section of the request form.

You must provide the following information:

- Your name
- Your date of birth
- Your Florida driver license number/Florida identification card number OR the last 4 digits of your Social Security Number
- Your home address
- Your signature

### DESIGNEE - REQUESTING A BALLOT FOR SOMEONE ELSE

To request a Vote-by-Mail ballot for someone else, complete the top AND bottom sections of the request form.

On the top section of the form, you (the designee) must provide:

- The voter's name
- The voter's date of birth
- The voter's Florida driver license number | Florida identification card number | OR the last 4 digits of their Social Security Number
- The voter's home address
  - **Note:** A designee requester may not update the voter's address or request that a ballot be mailed to an address not already on file for the voter.
- The voter's signature
  - **Note:** The voter's signature is not required if a designee requests that the ballot be mailed to an address on file for the voter and does not request a residence or mailing address update.

On the bottom section of the form, you (the designee) must provide:

- Your name
- Your home address
- Your driver's license number | Florida identification card number | OR the last 4 digits of your Social Security Number
- Your relationship to the voter
  - **Note:** Only a voter's immediate family member, legal guardian, or designee for a voter with a disability may request a vote-by-mail ballot.
- Your signature

### FREQUENTLY ASKED QUESTIONS

- 1. When will my ballot be sent?** We will mail your ballot approximately 40 days before an election.
- 2. How do I keep my address information up to date?** Check the appropriate boxes in the section *Please update my residential address and/or my mailing address* to ensure we have the correct information on file.
- 3. Can my ballot be mailed to a temporary address?** If you want the ballot sent to a temporary address, complete the *Voter's mailing address for ballot* section and do **NOT** check the *Please update my mailing address box*. Your ballot will be sent to the provided address, and all other correspondence from our office will be sent to the address on file in your voter record. If you want to add a permanent mailing address, check the box *Please update my mailing address*.
  - **Note:** Only the voter (not the designee) may update the voter's address or request a ballot be mailed to an address not already on file for the voter.
- 4. For how long is my request good?** Your request is good for all elections through the end of the calendar year of the next regularly scheduled general election. If you would like to request a Vote-by-Mail ballot for a single election, please indicate that in the space provided on the request form.
- 5. What is the deadline to request a ballot by mail?** The deadline to request a Vote-by-Mail Ballot be mailed is 12 days before an election. After that time, an affidavit must be completed to pick up a ballot at our Main Office.

# Statewide Vote-By-Mail Ballot Request Form

(s. 101.62, F.S.)

To request a vote-by-mail ballot for yourself, complete only the top section.  
To request a vote-by-mail ballot for someone who directly instructed you to do so, complete both sections.

**Voter's Name:** \_\_\_\_\_ **Voter's Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Voter's Florida driver license (FL DL) or Florida identification (FL ID) card number:

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If no FL  
DL or FL  
ID, then  
provide

last 4 digits of Social Security Number:

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**Voter's Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Voter's mailing  
address for ballot:**

(only if different than  
home address)

\_\_\_\_\_  
**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_ **Country, if outside US:** \_\_\_\_\_

Please update my ☐ **residential address** and/or my ☐ **mailing address** in my voter record with the information listed above.

Phone number (optional): \_\_\_\_\_ Email address (optional): \_\_\_\_\_

This request is good for all elections through the end of the calendar year of the next general election. If you only want a ballot for specific elections, list them here: \_\_\_\_\_

**Voter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(not required if voter is an absent uniformed services voter or overseas voter, or if request is made by a designee)

**You must also complete the section below if you are requesting a Vote-by-Mail Ballot for someone else.**

**Designee's Name:** \_\_\_\_\_

**Designee's Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

Designee's driver license or identification card number:

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If no  
DL or  
ID, then  
provide

last 4 digits of Social Security Number:

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Phone number (optional): \_\_\_\_\_ Email address (optional): \_\_\_\_\_

**Designee's relationship to the voter:**

☐ Spouse

☐ Grandparent

☐ Parent of voter's spouse

☐ Child of voter's spouse

☐ Sibling of voter's spouse

☐ Voter's legal guardian

☐ Parent

☐ Grandchild

☐ Grandparent of voter's spouse

☐ Grandchild of voter's spouse

☐ Designee for a voter with a disability

☐ Child

☐ Sibling

**Designee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The voter directly instructed me to make this request for them.