

## Voting-By-Mail

Mail ballots may be returned to the Supervisor of Elections Office by mail, or dropped off in person at the Supervisor of Elections Office, 315 W. Main Street, Suite 144, Tavares, Florida 32778. Your vote by mail ballot must be received in the Elections Office by 7:00 p.m. on Election Day.

**A VOTE BY MAIL BALLOT CANNOT BE ACCEPTED AT A POLLING LOCATION.**

## Early Voting

Early voting begins 10 to 15 days prior to each election. Early voting will end the Saturday prior to each election. Any qualified voter may vote in person at one of our early voting sites.

Call the Elections Office at 352.343.9734 or visit [www.LakeVotes.com](http://www.LakeVotes.com) for early voting dates, sites and hours.

## Election Workers

Applications are available at the Supervisor of Elections Office. For more information, please visit our website or call 352.343.9734

- ★ Must be registered to vote in Lake County.
- ★ Must be able to read and write the English language.
- ★ Must attend mandatory training classes.

## How to Mark Your Ballot

If using an optical scan paper ballot, you will fill in the oval next to your choice using the provided marking pen.



Alternatively on the Americans with Disabilities Act (ADA) machine, use the adaptive device to make your selections.

Sample ballots are provided for your convenience. You are welcome to take your sample ballot into the booth with you when you vote.

## Voter Responsibilities

**Each registered voter in this state should:**

1. Be familiar with the candidates and issues.
2. Maintain with the Elections Office, a current address and signature.
3. Know the location of their polling place and its hours of operation.
4. Bring proper identification to the polling station.
5. Be familiar with the operation of the voting equipment in their precinct.
6. Treat election workers with courtesy.
7. Respect the privacy of other voters.
8. Report any problems or violation of the election laws to the Supervisor of Elections.
9. Ask questions if needed.
10. Make sure their completed ballot is correct before leaving the polling station.

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

(Section 101.031 Florida Statutes)

## Voter's Bill of Rights

**Each registered voter in this state has the right to:**

1. Vote and have their vote accurately counted.
2. Cast a vote if he or she is in line at the official closing time of the polls in your 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 their registration or identity is in question.
6. Cast a provisional ballot if their registration or identity is in question.
7. Written instructions to use when voting and upon request, oral instructions in voting from election 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.

(Section 101.031 Florida Statutes)

## LAKE COUNTY SUPERVISOR OF ELECTIONS

# Easy Voter Guide



### OUR COMMITMENT

- ✓ Voter Confidence
- ✓ Excellent Service
- ✓ Accurate & Efficient Elections
- ✓ Responsible Financial Stewardship



## Who Can Register

**You May Register To Vote If You Meet All of These Qualifications:**

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

**You May NOT Register To Vote If Any of the Following Apply:**

- You have been convicted of a felony or declared mentally incompetent unless your civil rights or mental competency have been restored.
- You are not a citizen of the United States.

**You Must Be REGISTERED In Order to VOTE!** (Section 97.041, Florida Statutes)

## How to Register

**You must fill out a voter registration application form.**

**Voter registration applications are available at:**

- [www.LakeVotes.com](http://www.LakeVotes.com) - After completing the online application, print, sign and mail it to P.O. Box 457, Tavares, FL 32778. If you are registering for the first time, you must include a copy of your photo and signature identification.
- Supervisor of Elections Office
- Driver's License Offices
- State public assistance offices
- Libraries
- Hunting/Fishing Licensing Agents
- County Governmental offices
- Call our office for an application 352.343.9734

## Upcoming Elections:

**2017**

City of Umatilla Special Election

Books Close: July 31st Election Day: August 29th

Municipal Elections

Books Close: October 10th Election Day: November 7th

**2018**

Primary Election

Books Close: July 30th Election Day: August 28th

General Election

Books Close: October 9th Election Day: November 6th

## Application Form

**A voter registration application is complete if it contains all of the following:**

- An indication that you are a U.S. Citizen.
- An indication that you have not been convicted of a felony or that, if convicted, you have had your civil rights restored.
- An indication that you have not been adjudicated mentally incapacitated with respect to voting or that, if so adjudicated, you have had your right to vote restored.
- Your date of birth.
- Your Florida driver's license number, Florida ID card number OR the last four digits of your Social Security number.
- Your name.
- Your legal residence address.
- Your signature for the oath printed on the form swearing or affirming under the penalty for false swearing that the information contained in the registration application is true.

Mail or hand deliver your completed application to the Supervisor of Elections Office for processing.

## Lake County Supervisor of Elections Office

315 W. Main Street, Suite 144  
Tavares, FL 32778  
www.LakeVotes.com  
352.343.9734

Monday - Friday from 8:00 a.m. - 5:00 p.m.

### When You Can Register

You can apply to register to vote at any time. However, there is a 29 day deadline prior to each election for registering to vote or for changing party affiliation. When the registration books are closed for an election, updates to a voter's name, address and signature shall be the only changes permitted for purposes of the upcoming election.

The date your voter registration application is postmarked or hand delivered to any drivers license office, voter registration agency, armed forces recruitment office, the Division of Elections or any Supervisor of Elections Office, will be your registration date, (Section 97.053, Florida Statute). If your application is complete and you are qualified as a voter, a voter information card will be mailed to you.

Voter registration and party changes will be accepted after book closing, but only for the purpose of subsequent elections.

(Section 97.055, Florida Statutes)

### Voter Information Cards

After registering to vote you will receive your voter information card in the mail. This card is only to provide voter information and is not required to vote. The card will list your address, date of birth, registration date and number, party affiliation, precinct number, polling place address, as well as the districts for your representation.

If your precinct location or polling place should change, you will be notified and issued a new voter information card in the mail.

### Restoration of Civil Rights

Persons seeking restoration of civil rights under Florida Law must submit an application for clemency. To check your current status or to download a civil rights restoration application, visit <https://www.fcor.state.fl.us/restoration.shtml> If you have any questions concerning restoration of your civil rights, you may call the Office of Executive Clemency at (850) 488-2952.

If your civil rights have been restored, you must re-register to vote by completing a Voter Registration Application Form and provide documentation of restoration.

### Update Your Voter Record

It is the **voter's responsibility** to notify the Elections Office:

- ★ If you moved within the state of Florida, you may change your address by signed written notice, phone call or e-mail. You must provide your date of birth.
- ★ If you move from another state into Florida, you must complete and sign a Voter Registration Application Form.
- ★ If you want to change your name or party affiliation, provide your date of birth or voter registration number along with signed written notice. A completed Voter Registration Application Form may also be used for this update, (Section 97.1031, Florida Statute).
- ★ If you require a signature update, you must complete a Voter Registration Application Form. It is important to keep your signature up to date. Signatures can change with age or physical illness.

### Closed Primary State

In a closed primary election, voters are limited to choosing candidates of their own party.

If you chose the Republican Party you are allowed to vote only for Republican Candidates in the primary.

If you chose the Democratic Party, you are allowed to vote only for Democratic Candidates in the primary.

If you chose a minor party or no party affiliation (NPA), you are allowed to vote only in non-partisan contests and referendums in the primary election.

**NOTE:** A party change can be made on a voter registration application or by signed written notice including the voter's date of birth or voter registration number. A party change must be made prior to the end of the 29th day before an election.

**NOTE:** An applicant who fails to designate a political party affiliation will be registered as a no party affiliation (NPA).

**NOTE:** If all candidates for a race are affiliated with one party and the decision will be made in the Primary Election, everyone who is registered to vote for that election will be allowed to cast a ballot. A write-in candidate would close the primary to only party affiliated voters.

### Polling Information

Polls are open  
7:00 a.m. until 7:00 p.m.

You must have photo and signature identification.

Acceptable forms of identification:

- ★ Florida Driver's License
- ★ Florida ID
- ★ U.S. Passport
- ★ Military ID
- ★ Student ID
- ★ Debit or Credit Card
- ★ Neighborhood Association ID
- ★ Public Assistance ID
- ★ Retirement Center ID
- ★ Veteran Health ID
- ★ Concealed Weapon License
- ★ Government Employee ID

**NOTE:** If you do not have proper ID, you must vote a provisional ballot.

(Section 97.0535, Florida Statutes)

### Voting a Provisional Ballot

What is a provisional ballot?

Provisional ballots provide a safeguard to voters whose identity or eligibility is in question. Provisional ballots may be issued at polling places on Election Day or at Early Voting sites.

Some reasons for issuing a provisional ballot:

- ★ Voter does not show photo and signature ID when voting.
- ★ Voter status displays ballot has been cast by mail or early vote.
- ★ Voter's eligibility status is in question.
- ★ A challenge has been made about the eligibility of a voter.

The county canvassing board is responsible for examining the provisional ballot certificate and making a determination as to the voter's eligibility. A provisional ballot voter must be given notice of rights including the right to show evidence of eligibility to vote. Evidence must be presented no later than 5 p.m. the second day following the election. Once eligibility has been determined, the provisional ballot will be counted.

### Vote by Mail

Any qualified registered voter in Lake County is eligible to vote by mail. Voters can request a mail ballot via telephone, in person, our website, email and mail. Mail ballots will be sent to the address on file, unless a request is made in writing to use an alternate address and must have the voter's signature. **Military members and their dependents are exempt from this requirement.** An immediate family member or legal guardian may request a mail ballot for a voter. Immediate family implies the voter's spouse, parent, child, grandparent or sibling. To request a mail ballot online, visit [www.LakeVotes.com](http://www.LakeVotes.com).

Requesting to Vote by Mail :

The voter making the request must disclose the following information:

- ★ Voter's Name
- ★ Voter's Address
- ★ Voter's Date of Birth
- ★ Voter's Signature (written request only)

If the voter has designated an immediate family member or legal guardian to request to vote by mail, the requester must provide the above information and the following information:

- ★ Requester's Name
- ★ Requester's Address
- ★ Requester's Driver's License Number (if available)
- ★ Requester's Relationship to Voter
- ★ Requester's Signature (written request only)

Voters may request a mail ballot for a specific election or for all elections through the end of two election cycles.

Mail ballots are available between the 35th and 28th day prior to each election. Ballots are mailed as non-forwardable and return-if-undeliverable mail to those voters who have requested one.

### Voting Your Mail Ballot

Follow the instructions included with your ballot very carefully! The voter must personally vote the ballot (unless assistance is required due to blindness, disability or inability to read or write). The voter must sign the certificate envelope where indicated. **POWER OF ATTORNEY MAY NOT SIGN FOR A VOTER OR MAKE ADDRESS CHANGES.** ALL mail ballots received timely from a registered voter with a valid signed certificate envelope will be COUNTED.