

2013 VOTER'S GUIDE

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Supervisor of Elections
Putnam County

A Message From the Supervisor



A unique part of being an American citizen is having the right to vote. This right cost others much. Every time we vote we should Remember Their Sacrifice!!

This guide was prepared to assist you in all facets of being an engaged and informed voter. Whether you're a first time voter, a new voter to the State of Florida, or a seasoned voter, this information will help you be prepared to exercise your precious right of freedom by voting. For more information call (386)329-0224 or visit our website at www.putnam-fl.com/soe.

My office is committed to excellence in serving Putnam County.

What's Inside

Registering to Vote
✓ Who
✓ When
✓ How
✓ Where

Making Changes

Update Signature

Sample Ballot

Election Day

Early Voting

Vote by Mail

Military/Overseas
Information

Poll Workers

Voter's Rights and
Responsibilities

SCHEDULED 2014 ELECTION DATES

<u>Elections</u>	<u>Book Closing Dates</u>	<u>Dates of Elections</u>
Primary	July 14, 2014	August 12, 2014
General	October 6, 2014	November 4, 2014

What is Book Closing?

Book closing marks the deadline for unregistered voters to file a voter registration application. It also applies to currently registered voters who wish to change their party affiliation for an upcoming election. A completed voter registration application **must** be in the Supervisor of Elections' office, or if mailed, must be postmarked by the book closing date. By law, **Florida is a closed primary state**. Voters may only vote for candidates in their party of registration. By not selecting a party when you register, your vote is limited in primaries to non-partisan races (judges, school board members) and issues. In a general election, you may vote for any candidate regardless of party.

What is a Universal Primary?

A Universal Primary Contest or "UPC" means a contest in a primary election in which all candidates have the same party affiliation and the winner will have no opposition in the general election. All qualified electors may vote on a Universal Primary Contest regardless of party affiliation.

OFFICE INFORMATION

2509 Crill Avenue, Suite 900

Palatka, FL 32177

Phone (386)329-0224

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Website: www.putnam-fl.com/soe

Email: electionoffice@putnam-fl.com

REGISTERING TO VOTE:

WHO IS ELIGIBLE?

FS 97.041

- ★ U.S. Citizens
- ★ Residents of Putnam County
- ★ Persons 18 years of age or older
- ★ 16 and 17 year-olds may pre-register, but will not be eligible to vote until their 18th birthday)

NOTE: Persons adjudicated mentally incapacitated or convicted felons who have not had their rights restored, are not eligible to register to vote.

WHEN CAN I REGISTER?

FS 97.055

- ★ If registering for the first time in the State of Florida, you must be registered by book closing, 29 days prior to each election
- ★ The books will remain closed to new registrations and party changes until after each election
- ★ The date your application is post marked or received in the elections' office will be your registration date

HOW DO I REGISTER TO VOTE?

- ★ You must complete a voter registration application
- ★ Applications may be hand delivered or mailed to the elections' office
- ★ First time Florida voters who mail their application must also include a copy of their photo identification (acceptable forms of ID are listed under Election Day

WHERE CAN I GET AN APPLICATION?

- ★ Applications are available at any of the following:
 - ✓ Supervisor of Elections' Office
 - ✓ Tax Collector/Driver License Office
 - ✓ Our website at www.putnam-fl.com/soe
 - ✓ Public Libraries
 - ✓ Post Offices
 - ✓ Senior Centers - Edgar Johnson Sr. Ctr.
 - ✓ Putnam County ARC
 - ✓ Fish & Wildlife Conservation subagents
 - ✓ Some local banks

Voter Information Card (F.S. 97.071)

- ★ If you are registering to vote for the first time, once the elections' office has received and processed your application for a new voter registration, and the information has been verified, you will be mailed a Voter Information Card within two weeks.
- ★ If you are already registered and are changing your party affiliation, name, or address you will be mailed a new voter information card within two weeks.
- ★ If you do not receive your new voter card, contact the elections office to check the status.

NOTE: A Voter Information Card is not required to vote, nor is it a valid form of identification. They are for your information and provide you information on your precinct, polling location, districts, etc. If you have lost your voter information card and would like a new one, you may contact our office and request one.

Making Changes

Maintaining your voter registration is your insurance for a trouble free voting experience without delays. Your signature is required for all name, party or written address change requests. It is your authorization for us to make the change.

Address change (F.S. 97.1031 and 101.045)

It is a felony to vote in a precinct in which you do not reside. To change your address, submit a completed voter registration application and you will receive a new voter information card with your new precinct and polling place location. Address changes can also be made by phone, email or by written notice. If you submit a change by written notice, your date of birth and signature are required.

Name change (F.S. 97.1031 and 101.045)

You may complete a voter registration application indicating a record update. Be sure to list your former name in the required location on the application. You may also submit written notice that includes your date of birth or voter registration number and your signature. You will receive a new voter information card within two weeks.

Party Affiliation Change

You may submit a completed voter registration application indicating a record update. Be sure to indicated your new party on the application and not the party you are currently registered under. You may also submit written notice that includes your date of birth or voter registration number and your signature. You will receive a new voter information card within two weeks. **Party changes must be received in the office of the SOE on or before 29 days prior to the election.**

Signature Update

When you return a mail ballot or sign a petition, your signature is verified against the signature on file. If the signatures do not match, your mail ballot may not be counted, or your petition may not be accepted. You may update your signature by completing a voter registration application and indicate a signature update. You will not receive a new voter information card with a signature update unless you have requested a new card by checking the box at the top of the application for a replacement card.

SAMPLE BALLOTS

Sample ballots are mailed out to registered voters 20-25 days prior to an election. They are also posted on our website at www.putnam-fl.com/soe. Voters are encouraged to mark their sample ballot and take it with them when they go to vote at early voting or at the polls on election day.

POLL WORKERS

On election day the Supervisor of Elections' office has approximately 250-275 registered voters in Putnam County working at our polling locations. Our qualified, committed and well-trained workers play a key role in successful elections. If you are interested in becoming a poll worker you can visit our website or call Jennifer at (386)329-0223.

ELECTION DAY	EARLY VOTING
<p>Polls are open from 7 a.m. to 7 p.m. on election day. The name of your polling place and the location are on your voter information card. If you aren't sure where you go to vote, you can go to our website at www.putnam-fl.com/soe.</p> <p>See below for a list of Putnam County polling precincts and locations.</p>	<p>As a convenience to the voter, the supervisor of elections shall allow an elector to vote early in the main or branch office of the supervisor. Early voting is a time period prior to election day, that the voter can cast an early ballot and any of the three early voting sites in Putnam County. Dates, times and locations are posted on our website, www.putnam-fl.com/soe during an election cycle. Voters are required to present valid photo <i>and</i> signature ID.</p>

PHOTO AND SIGNATURE IDENTIFICATION		
<p>By law, voters are required to present photo <i>and</i> signature identification at the polls or at an early voting site. It can be one form of ID, or two separate forms of ID.</p>		
<p style="text-align: center;">Acceptable Forms of Identification Are:</p>		
<p>~Florida Drivers License ~Retirement Center ID ~Military ID</p>	<p>~Florida Identification Card ~Public Assistance ID ~Student ID</p>	<p>~Neighborhood Association ID ~US Passport ~Debit or Credit Card</p>

PUTNAM COUNTY VOTING PRECINCTS & LOCATIONS

<u>Precinct(s)</u>	<u>Polling Place Location</u>
1 & 2	Crescent City Library - 610 N. Summit St., Crescent City
3	Georgetown Community Center - 1413 County Road 309, Georgetown
4 & 5	Welaka Town Hall - 400 4th Ave., Welaka
6 & 7	Pomona Park Community Center - 200 E. Main St., Pomona Park
8 & 9	Satsuma Fire Department - 103 S. 1st St., Satsuma
10	Dunns Creek Baptist Church - 686 S. Highway 17, San Mateo
11	Putnam County Agricultural Center - 111 Yelvington Rd., East Palatka
12 & 13	Bostwick Community Center - 125 Tillman St., Palatka/Bostwick
14 & 15	Bardin Fire Department - 107 Johns Rd., Palatka/Bardin
16 & 17	Living Hope Family Worship Center - 1109 State Road 100, Florahome
18	Trinity Episcopal Church - 204 State Road 26, Melrose
19 & 20	Woodlawn Baptist Church - 818 County Road 20A., Hawthorne/Johnson
21, 22 & 23	Interlachen Library - 133 N. County Road 315, Interlachen
24	Grandin Lake Shores Community Center - 418 Holiday Dr., Interlachen
25	Hollister Fire Department - 617 State Road 20, Palatka/Hollister
26	Grace Community Baptist Church - 161 Peniel Church Rd., Palatka
27 & 28	Southwest Fire Department - 3409 Park St., Palatka
29, 30 & 37	Edgar Johnson Senior Center - 1215 Westover Dr., Palatka
31 & 39	Price Martin Community Center - 220 N. 11th St., Palatka
32, 33, 34 & 35	St. Johns River State College - 5001 St. Johns Ave., Palatka
36 & 38	Palatka Duplicate Bridge Club - 521 S. 13th St., Palatka

MILITARY/OVERSEAS VOTERS

Overseas voters and military personnel and their families may apply for voter registration or request a mail ballot with a Federal Post Card Application (FCPA). A FCPA may be obtained from the Unit Voting Officer or is available online. If the FCPA is not available, contact the Supervisor of elections by email, phone, or written request. Overseas military personnel have the option of receiving their ballot via mail or electronically, and once issued, will be provided a free access system to track the status of their ballot and confirm its receipt by the Supervisor of Elections office. Federal portions of general election ballots voted by persons

outside the U.S. are counted if postmarked no later than the election day and received by the elections' office within 10 days of the election. Additional military election information is available from:

*The Director
Federal Voting Assistance Program
Department of Defense
1155 Defense Pentagon
Washington, D.C. 20301-1155
Toll Free 800-438-8683*

VOTING SYSTEM

Florida uses an optical scan paper ballot system where votes are cast by filling in ovals, similar to the lottery or standardized tests. The ballot is then read into an optical scan reader at the polling place, or mail ballots are fed through a reader at the elections office by members of the Putnam County Canvassing Board.

VOTING BY MAIL

Requesting an Absentee Ballot

- ★ A voter may request a ballot for all elections through two election cycles, or a specific election. The request can be made in person, by mail, by telephone, or by e-mail on our website at www.putnam-fl.com/soe.
- ★ The request must be received by the Supervisor of Elections' office no later than 5 p.m. on the sixth day before the election.
- ★ Previously requested ballots are mailed approximately 35 days prior to each election.
- ★ Ballots cannot be forwarded. In order to receive your ballot, the correct address **MUST BE** on file at the Supervisor of Elections' office.
- ★ Only the voter, a designated family member or legal guardian can request a ballot for the voter.
- ★ A voter requesting a ballot must disclose their name, address, and date of birth.
- ★ The designee of a voter requesting a ballot on the voter's behalf must disclose: voter's name, address, date of birth, designee's name, address, relationship to the voter, and their signature (written requests only). Designee must show photo and signature ID in person.

Voting a Ballot

- ★ The voter must personally vote the ballot unless assistance is required due to a disability or they are unable to read or write.
- ★ The voter must sign the ballot or apply any mark that represents their legal signature. Signature or mark must match the one that is on file at the Supervisor of Elections' Office.
- ★ Power of Attorney **IS NOT** authority for signing a mail ballot.

Returning an Absentee Ballot

- ★ Absentee ballots may be returned to the elections' office either by mail or in person. Due to postal regulations, extra postage is required to return ballots by mail.
- ★ A designee may deliver the ballot to the elections' office in the event that the voter is unable to do so.
- ★ By law all ballots **MUST** be received in the Supervisor of Elections' office no later than 7 p.m. on election day. **A voted mail ballot WILL NOT be accepted at the polling place.**
- ★ First time Florida voters who registered by mail and did not provide identification at the time of registration, must return identification with the voted ballot (not inside the envelope with the ballot) or by 7 p.m. election day to the Supervisor of Elections' office.

Picking Up An Absentee Ballot

- ★ Ballots for registered voters are available at the Supervisor of Elections' office approximately 35 days prior to the election.
- ★ A designee may pick up a ballot for a voter five (5) days prior to an election. The designee must have written authorization from the voter naming the designee specifically and must have the voters name, date of birth, address and the voters signature. The Designee must present photo and identification and will be asked to complete an affidavit.
- ★ Carry out ballots must be returned by 7 p.m. to the Supervisor of Election's office on Election Day.
- ★ A designee may not pick up more than two absentee ballots per election, other than the designee's own ballot, except that additional ballots may be picked up for members of the designee's immediate family (the designee's spouse or the parent, child, grandparent, or sibling of the designee or of the designee's spouse).

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 or identity 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.

F.S. 101.031 (2)

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 station.
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 violation 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 station.

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

