

# MIAMI-DADE COUNTY VOTER INFORMATION GUIDE

ELECTION  
READY



## ***A MESSAGE FROM PENELOPE TOWNSLEY***



Dear Miami-Dade County Voter,

Thank you for your interest in being a part of the electoral process!

The Miami-Dade County Elections Department's mission is to ensure elections are free, fair, accurate, convenient and accessible to all voters throughout Miami-Dade County. We value the participation of our voters, and encourage you to learn all you can about the democratic process.

We designed this information guide to provide you with all the information necessary to help you become more familiar with the elections process and what to expect on Election Day. This guide contains information on how you can register to vote, become a poll worker, vote before Election Day and much more.

Should you need additional information on any of our services, please contact our office. Thank you again for your interest in becoming Election Ready!

Sincerely,  
Penelope Townsley  
Supervisor of Elections

<b>CONTENTS</b>	<b>PAGE</b>
<b>Section 1</b> Voter’s Bill of Rights .....	2
<b>Section 2</b> Voter’s Responsibilities .....	3
<b>Section 3</b> Voter Registration Guidelines .....	3
<b>Section 4</b> Voting in Miami Dade County.....	6
<b>Section 5</b> Poll Worker.....	
<b>Section 6</b> ADA Accessibility.....	15
<b>Section 7</b> Restoration of Civil Rights.....	15
<b>Section 8</b> Voter FAQs.....	19
<b>Section 9</b> Election Law Violations.....	20
<b>Section 10</b> Election Calendar.....	20
<b>Section 11</b> Important Reminders.....	20

## **Section 1**

### **VOTER’S BILL OF RIGHTS**

Florida Statute 101.031 states that each registered voter in Miami-Dade County has the right to:

- Vote and have his or her vote accurately counted.
- Cast a vote if he or she is in line at the official closing of the polls in that County.
- Ask for and receive assistance in voting.
- Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
- Receive an explanation if his or her registration or identity is in question.
- If his or her registration or identity is in question, cast a provisional ballot.
- Written instructions to use when voting, and, upon request, oral instructions in voting from elections officers.
- Vote free from coercion or intimidation by elections officers or any other person.

- Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

## **Section 2**

### **VOTER'S RESPONSIBILITIES**

Florida Statute 101.031 states that each registered voter in Miami-Dade County should:

- Familiarize himself or herself with the candidates and issues.
- Maintain with the office of the supervisor of elections a current address.
- Know the location of his or her polling place and its hours of operation.
- Bring proper identification to the polling station.
- Familiarize himself or herself with the operation of the voting equipment in his or her precinct.
- Treat precinct workers with courtesy.
- Respect the privacy of other voters.
- Report any problems or violations of the election laws to the supervisor of elections.

- Ask questions, if needed.
- Make sure that his or her completed ballot is correct before voting.

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

## **Section 3**

### **VOTER REGISTRATION GUIDELINES**

#### **Who can register to vote?**

- Qualified minors may pre-register to vote at age 16.
- You must be a citizen of the United States.
- You must reside in Miami-Dade County. There is no length of time that you must live here before registering to vote.

#### **Who cannot register to vote?**

- Anyone who does not meet the above requirements.
- Anyone who has been adjudicated mentally incapacitated with respect to voting, and has not had his/her right to vote restored.
- Anyone convicted of a felony that has not had his/her civil rights restored.

### **When can you register to vote?**

The registration deadline for every election is 29 days prior to Election Day. Registering to vote is a right available to all persons who meet the state requirements. In Miami-Dade County, there are many official agencies where you can register in person or get voter registration forms:

- Elections Department
- Florida Driver's License Bureau
- Miami-Dade County Public Libraries
- County Government Offices
- Any state public assistance agencies
- Armed forces recruiting offices

### **Mail Registrations**

First-time voters who registered by mail and have never voted in Florida must provide the Elections Department a copy of a current and valid photo identification that includes the voter's name and current residential address prior to voting. Please DO NOT submit ORIGINAL documents.

You may register online using the [Voter Registration Application Form](#). State law requires that voter registrations contain an original signature. You can print out the form and fill in your information, sign it, and then send the original signed form to:

**Supervisor of Elections  
P.O. Box 521550  
Miami, Florida 33152**

If you need more information regarding the closest agency, or to obtain a form by mail, please contact **3-1-1** or the Elections Department any weekday between **8:00 a.m. and 5:00 p.m. at 305-499-VOTE.**

**PLEASE NOTE: When you register to vote, an actual residence address is required by Florida Statute 97.053. If you provide a mailing address, P.O. Box, or business address, the application will not be accepted, and can cause your registration to be declined and/or not processed in time for an election. P.O. Box and other business addresses can be accepted as a mailing address only, but not as a residential address.**

**NOTE: An application which fails to designate a political party will be registered with no party affiliation**

REVISED 1/08		FLORIDA VOTER REGISTRATION APPLICATION			
1	Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Address Change <input type="checkbox"/> Party Change <input type="checkbox"/> Name Change <input type="checkbox"/> Card Replacement <input type="checkbox"/> Signature Update				
2	Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> (If NO, you cannot register to vote)				
3	<input type="checkbox"/> I affirm I am not a convicted felon, or if I am, my rights relating to voting have been restored.				
4	<input type="checkbox"/> I affirm I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.				
<b>IF YOU ANSWERED NO TO QUESTION 2, OR IF YOU ARE UNABLE TO AFFIRM THE STATEMENTS IN BOXES 3 AND 4, YOU ARE INELIGIBLE TO REGISTER TO VOTE. DO NOT COMPLETE THIS APPLICATION.</b>					
5	Date of Birth (MM/DD/YYYY)    /    /				
6	If you have a current and valid FL DL# or FL ID card#, you must provide the number in this box. If you do not have either, provide the last 4 digits of your SSN. If you have not been issued a FL DL#, FL ID card#, or SSN, write "NONE":				
7	Last Name	Suffix (circle) Jr. Sr. II III IV	First Name	Middle Name/Initial	
8	Address Where You Live (Legal Residence) 2019 01 01 2020	Apt/Lot/Unit	City	County of Legal Residence	State Zip Code
9	Mailing Address if Different from Above	Apt/Lot/Unit	City	Country	State Zip Code
10	Address Last Registered to Vote	Apt/Lot/Unit	City	County	State Zip Code
11	Former Name if Making Name Change	Day Phone Number (optional)			
12	Party Affiliation (Check only one) <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> minor party (print registered party name): <input type="checkbox"/> NONE				
13	Race/Ethnicity (Check only one) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not Hispanic				
14	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Do you need voting assistance at the polls? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you interested in being a poll worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	State or Country of Birth	
15	Are You: <input type="checkbox"/> Active Duty Military/Merchant Marine <input type="checkbox"/> Dependent of Active Duty Military/Merchant Marine <input type="checkbox"/> U.S. Citizen Currently Residing Outside the U.S.				
16	OATH: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.		SIGNATURE: Sign or mark on line in box below. (Invalid without signature or mark of applicant)		
			<div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; font-weight: bold; margin-right: 10px;">X</span> </div>		
			Date: _____		

**A completed voter registration application MUST include:**

**Box # 1** A mark in the box (es) that apply.

**Box # 2.** A mark in the box affirming you are a citizen of the United States of America.

**Box # 3.** A mark in the box affirming that you have not been convicted of a felony, or if convicted you have had your civil rights restored.

**Box # 4.** A mark in the box affirming that you have not been adjudicated mentally incapacitated with respect to voting, or if so adjudicated, you have had your right to vote restored.

**Box # 5.** Your date of birth.

**Box # 6.** Your valid Florida Driver's License number or Florida Identification Card number. If not able to provide either of these, you must provide the last four digits of your Social Security number.

**Box # 7.** Your name.

**Box # 8.** Your legal residential address.

**Box # 16.** Your signature affirming the oath that under penalty of law the information contained in the registration application is true. **(power of attorney is not accepted).**

### Third Party Voter Registration Organizations

What is a third party voter registration organization?

- Any person, entity or organization that solicits or collects any voter registration application, except:

A person who seeks only to register to vote or collect a voter registration application from that person's spouse, child or parent or

An employee or agent who registers or collects voter registration applications on behalf of the Division of Elections, Supervisor of Elections, Department of Highway Safety and Motor Vehicles, or an official voter registration agency.

You may visit the Florida Division of Elections Website for more information.

<http://election.dos.state.fl.us/pdf/TPVRFinalFactSheet.pdf>

### **Section 4**

### **VOTING IN MIAMI-DADE COUNTY**

#### Identification Requirements

When voting at any voting location, whether at an early voting site or on Election Day, be sure to remember to bring a current and valid identification that contains your name, photograph and signature.

Acceptable forms of identification include:

- State of Florida Driver's License
- ID Card issued by the State of Florida
- U. S. Passport
- Debit/Credit Cards
- Military ID
- Student ID
- Retirement Center ID
- Public Assistance ID
- Neighborhood Association ID

If you do not have a valid and current identification, you may be asked to vote using a [provisional ballot](#).

## 1- Absentee Voting

An Absentee Ballot is a paper ballot marked and mailed in advance by a voter. It is imperative that when you vote by Absentee Ballot, you carefully follow the instructions included with your ballot. Detailed instructions will be provided on the actual Absentee Ballot, as well as special instructions on the secrecy envelope enclosed in the Absentee Ballot package.

You may request an Absentee Ballot in person, by telephone, mail or online by visiting our website. All Absentee Ballots must be mailed by the Elections Department no later than the fourth day before the election.

### REQUESTS MUST INCLUDE:

- Name
- Date of birth
- Residential address
- Mailing address
- The election(s) for which a ballot is requested
- The requester's name and relationship to voter (if applicable)
- Voter's registration number (if available)
- Original signature(if the request is in writing)

Ballots begin getting mailed to voters' homes approximately three weeks before each election.

### Absentee ballots must be returned as follows:

1. **IN PERSON** - A voter who received an absentee ballot by mail may return his or her own ballot to the Miami-Dade Elections Department at **2700 NW 87<sup>th</sup> Avenue, Miami, FL 33172** or to the Elections Department's Branch Office (located in the Lobby of the Stephen P. Clark Center, **111 NW 1st Street**) no later than 7:00 p.m. on Election Day.
2. **BY MAIL** - An absentee ballot may be returned by delivery through the United States Postal Service.
3. **BY VOTER'S DESIGNEE** - *(Limited to two ballots per election, only one of which may be from a voter who is not the spouse, parent, child, grandparent or sibling of the designee).* An absentee ballot may be returned by the voter's designee at **2700 NW 87<sup>th</sup> Avenue, Miami, FL 33172** or to the Elections Department's Branch Office (located in the Lobby of the Stephen P. Clark Center, **111 NW 1st Street**), on the day prior to and the day of the election if the person designated by the voter is an immediate family member and only on the day of the election if the designee is not an immediate family member.

Picture identification of the designee must be presented along with a written statement from the voter containing the following information:

- Printed name of voter
- Voter's daytime phone number
- Voter's date of birth
- Voter's registration information number (optional)
- Name of person returning the absentee ballot
- If the voter is a member of the designee's immediate family, reason why the voter must have someone else return the absentee ballot
- If the voter is not a member of the designee's immediate family, the designee must also present a statement signed by a physician on that physician's stationery that, due to a medical emergency involving the voter or voter's dependent, the named voter is unable to vote at the polls and is unable to return an absentee ballot in person
- Signature of voter

**4. AT THE POLLS** - A voter who desires to vote in person may return a voted or un-voted absentee ballot to the voter's precinct on Election Day. The returned ballot will be marked "canceled" by the election board. A voter who desires to vote in person, but **does not** return the ballot to the precinct, may vote only under the following conditions:

- The election board confirms the voter's absentee ballot has not been received.

- If the election board cannot determine whether the voter's absentee ballot has been received, the voter may vote a provisional ballot.

**Do not return anyone else's ballot at the polls. Under State Law, this ballot will not be counted.**

Absentee ballots must be returned in the certificate envelope that is included with the ballot. **The envelope must be signed on the outside.** The voter's signature on the certificate envelope must match the voter's signature on record with the Elections Department.

### **Signature Updates**

The Elections Department verifies a voter's signature by comparing it to the signature on file. Time and various circumstances may change the look of the signature, so voters are recommended to update their signature often. To do so, simply complete a voter registration application which is available at the Elections Department office, driver's license offices, public libraries, government satellite offices, and state agencies that provide public assistance.

To request an absentee ballot, call 305-499-VOTE or visit [www.miamidade.gov/elections](http://www.miamidade.gov/elections).

You may also visit the Miami-Dade County Elections Department website for an online application at [http://www.miamidade.gov/elections/how\\_register.asp](http://www.miamidade.gov/elections/how_register.asp).

On-line applications must be printed, signed, and returned to the Elections Department.

## **2 - Early Voting**

Early voting begins 8 days prior to every countywide election. Any registered voter may vote during the scheduled early voting period at any one of the 20 designated early voting sites in Miami-Dade County. Voters will be asked to show a current and valid photo and signature identification.

### **Early Voting Sites:**

Aventura Government Center  
Coral Gables Library  
Coral Reef Library  
Elections Department  
Elections Department (Downtown Office)  
Florida City City Hall  
John F. Kennedy Library  
Kendall Branch Library  
Lemon City Library  
Miami Beach City Hall  
Miami Lakes Public Library  
Model City Library (Caleb Center)  
North Dade Regional Library  
North Miami Public Library  
North Shore Branch Library  
South Dade Regional Library  
West Dade Regional Library  
West Flagler Branch Library  
West Kendall Regional Library  
West Miami City Hall

Early voting hours of operation can also be found by contacting **3-1-1** and on the department's website, [www.miamidade.gov/elections](http://www.miamidade.gov/elections). You may also call 305-499-VOTE for more information.

By voting early, voters can choose a site that is closer to their home or place of work. At early voting sites, voters have the benefits of easy, automated check-ins and custom printed ballots onsite.

## **3 - Voting on Election Day**

State law requires that voters who choose to wait until Election Day must go to their assigned polling place. It is important that you notify the Elections Department if you have moved, so you may be directed to the correct polling place. You may update your address by e-mail, telephone, fax, or by submitting an updated Voter's Registration Application Form.

**All polling places are open from 7:00 a.m. until 7:00 p.m. on Election Day.**

You can locate your assigned polling place by checking your voter information card, calling 305-499-VOTE, or going by going to the Elections Department's website at <http://www.miamidade.gov/elections/library/MDPPLIST.pdf>. You will also be able to find the name, address and photograph of your polling place.

### **What to Bring on Election Day**

Photo Identification (**required**), Voter Identification, and sample ballot. While it is not required that you bring your voter identification card to the polling place on Election Day, it will expedite your check in process.

### **Provisional Voting**

Per Florida Statute 101.048, a voter claiming to be properly registered in the state and eligible to vote at the precinct in the election but whose eligibility cannot be determined, shall be entitled to vote a provisional ballot.

A voter is entitled to vote a Provisional Ballot if:

- Voter's name does not appear on the register and voter's eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not registered and/or eligible.
- There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender, poll worker cannot verify that the voter has not already voted.
- There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has voted, even after a call to the Elections Department.

- Voter did not provide picture/signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct.
- Voter's signature does not match signature on record and affidavit refused.
- Indication on precinct register that voter's FL Drivers License number, FL Identification Card number or Social Security Number is not yet verified by the Department of State in conjunction with Department of Highway Safety and Motor Vehicles.
- If the voter has not changed their address prior to Election Day and has moved from another Florida county and is not an active military member or family member, the voter shall be allowed to vote a Provisional Ballot.

Once voted, the provisional ballot shall be placed in a secrecy envelope and sealed in a provisional ballot envelope for return to the supervisor of elections.

A person casting a provisional ballot has the right to present written evidence supporting his or her eligibility to vote to the supervisor of elections by 5:00 p.m. on the second day following the election.

If it is determined that the person was registered and entitled to vote at the precinct where the person cast a vote in the election, the Canvassing Board shall compare

the signature on the Provisional Ballot Voter's Certificate and Affirmation with the signature on the voter's registration and, if it matches, shall count the ballot.

If it is determined that the person voting the provisional ballot was not registered or entitled to vote at the precinct where the person cast a vote in the election, the provisional ballot shall not be counted and the ballot shall remain in the envelope containing the Provisional Ballot Voter's Certificate and Affirmation.

Voters may check the status of their provisional ballot on the Elections Department website at:

<http://www.miamidade.gov/elections/provisional-tracker.asp>.

### **Sample Ballots**

The Sample ballot shows voters what they will be voting on for a particular election. The Sample ballot includes voting instructions, early voting locations, and important reminders.

Sample Ballots will be available 25 – 30 days prior to an election. For more information, go to:

[http://www.miamidade.gov/elections/voting\\_system\\_sample.asp](http://www.miamidade.gov/elections/voting_system_sample.asp)

The Elections Department will mail a new voter information card any time there is a change in the voter's polling place or registration information, such as party affiliation.

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Here is a sample of a Voter Information Card. A sample Voter Information Card can also be found at [http://www.miamidade.gov/elections/replacement\\_card.asp](http://www.miamidade.gov/elections/replacement_card.asp).

- A. Voter's current address
- B. Voter registration number
- C. The location of the voters precinct
- D. The precinct number where voter is registered to vote
- E. Voter's date of birth
- F. Party affiliation
- G. Congressional, State and local representatives voter is eligible to vote for
- H. The municipality voter is eligible to vote in

# Sample Voter Information Card

**MIAMI-DADE COUNTY** Voter Information Card  
Miami-Dade County, FL  
Tarjeta de información del elector  
Condado de Miami-Dade, FL  
Kat Enfòmasyon Votè  
Konte Miami-Dade, FL

John Doe  
2700 NW 87 AVE ← **A**  
DORAL FL 33172

Bring photo identification when voting.  
Para votar, presente una identificación con fotografía.  
Tranpri pote yon pyès idantifikasyon ki gen foto w sou li lè w'ap vin vote.

ISSUED  
EMITIDA  
ENPRIME  
03/18/08

Registration No.  
Núm. de inscripción  
Nim. Enskripsyon ← **B**  
123456789

Voting Location | Ubicación de la votación | Lokal Biwo Vòt  
Fire Fighter Memorial Bldge  
8000 NW 21 St ← **C**

Precinct No.  
Núm. del registro  
Nim. Biwo Vòt ← **D**  
401

Identification Data  
Datos de identificación  
Enfo. Idantifikasyon ← **E**  
1/31/1970

Registration Date  
Fecha de inscripción  
Dat Enskripsyon ← **C**  
11/6/2007

Party Affiliation | Asociación partidista | Pati Politik  
NO PARTY AFFILIATION ← **F**

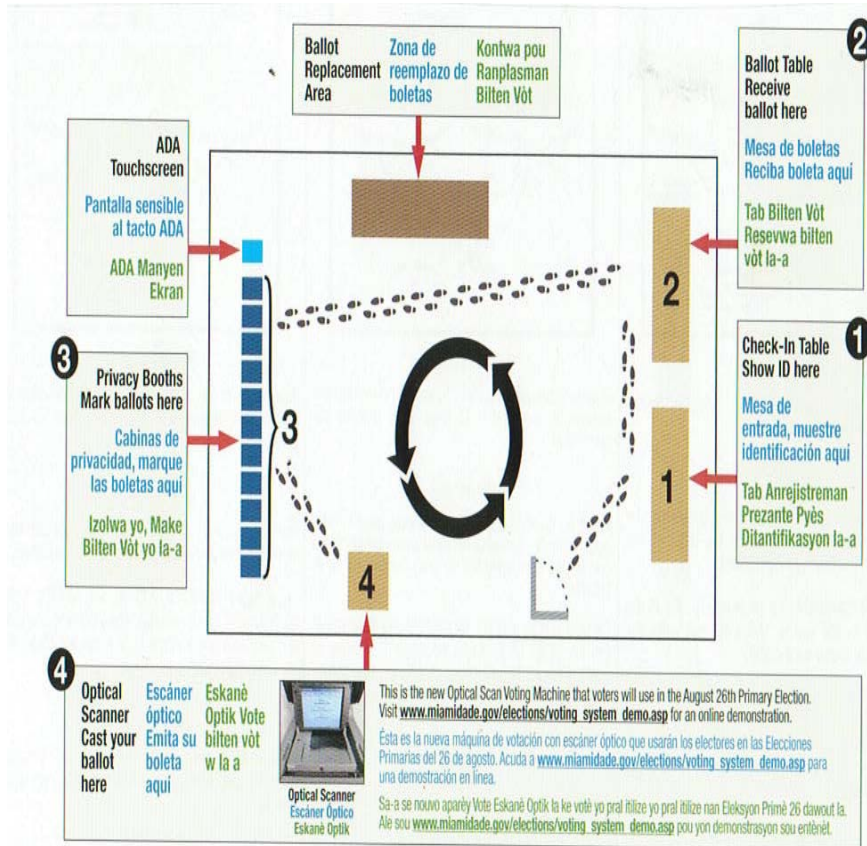
Lester Sola  
Supervisor of Elections | Supervisor de Elecciones | Sipèvizè Eleksyon  
You are eligible to vote for the representatives from the districts listed below.  
Ud. puede votar por los representantes de los distritos enumerados abajo.  
W elijib pou w vote pou reprezantan ki nan distri ki ekri anba la yo.

**G** →

Congress Congreso Kongrè 21	State Senate Senado Estatal Sena Eta a 40	State House Cámara Estatal Lacham Eta a 112
County Commission Comisión del Condado Komisyon Konte 12	School Board Junta Escolar Asanble Edikasyon 5	Community Council Consejo Comunitario Konsèy Komünote 0

Municipality | Municipalidad | Minisipalite  
DORAL ← **H**

# Sample Voting Location Layout



**Station 1: Check-In** – Voters will be asked to present a photo and signature ID. After verification, voters will receive a Voter Authorization Slip and will be directed to Station 2.

**Station 2: Ballot Table** – Voters will be provided a paper ballot. Voters must sign the Voter Authorization Slip to acknowledge receipt of the ballot, will receive a privacy folder along with a pen for marking the ballot.

**Station 3: Privacy Booths** – With the ink pen provided, voters will make their selections on both sides of the ballot page(s) in a booth that provides privacy for the voter.

**Station 4: Optical Scan Voting Equipment** – Voters will hand the Voter Authorization Slip to the poll worker and insert all of the ballot page(s), one page at a time into the optical scanner in order to cast their ballot.

If a mistake is made, the voter may receive a new ballot page at the **Ballot Replacement area**.

## Optical Scan Voting Equipment

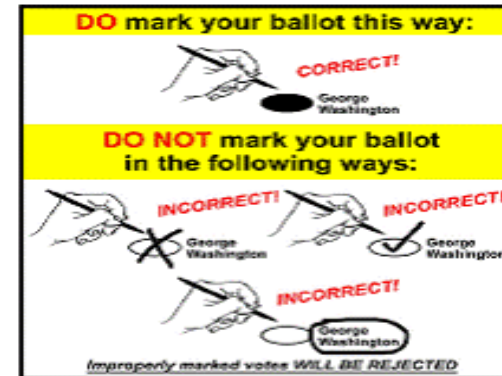
All voting in Miami-Dade County will vote on a paper ballot. Voters will cast their votes on a paper ballot by filling in ovals representing their designated choices with a black pen. It is important to take your time, and make sure you have reviewed the entire ballot (front and back) to make sure you have accounted for the different choices available.

Once voters have completed marking their ballot(s), they will proceed to the Optical Scan Voting Equipment, and will insert their ballot(s) into the tabulator which will then scan, and record their votes. The ballot may be inserted in any direction. The scanned paper ballot will drop into a secured ballot box located beneath the scanner.



For a video demonstration you may watch the Video-On Demand at:

[http://www.miamidade.gov/elections/voting\\_system\\_demo.asp](http://www.miamidade.gov/elections/voting_system_demo.asp)



### Step 1

Receive your ballot(s) and privacy folder. Proceed to Privacy Booth.

### Step 2

Make your selection(s) for a particular contest by completely filling in the oval on the ballot with the black pen provided.

WRITE-IN CANDIDATES (if needed): Fill in the oval next to the words "Write-in" and write the candidate's name on the line.

### Step 3

Make sure you read your ballot carefully and understand how many candidates to vote for in each contest.

### Step 4

Review and check both sides of your ballot for accuracy. If you make a mistake, please return your ballot page(s) to the poll worker and request new ballot page(s).

### Step 5

After completing your ballot, proceed to the optical scan voting machine and insert your ballot.

### Step 6

Check the screen to see whether there are any issues with the ballot, such as overvoting or blank ballots. Press RETURN to get the ballot back. Press ACCEPT to submit ballot.

## Section 5

### ADA ACCESSIBILITY

Voters with disabilities preventing them from comfortably utilizing the optical scan voting equipment have the option to utilize Audio iVotronic equipment. Each precinct will have two Audio iVotronic machines which are equipped with a special keyboard and/or earphones through which voters are talked through the voting process. Voters will be informed of the candidates in each race and will be read the ballot questions and choices in English, Spanish or Creole. Each time they make a selection, that choice will be announced to the voter, and they can either change their selection or move on to the next race or question.



**All Election Day polling places and Early Voting locations will be accessible for persons with a disability. Disabled voters may use audio iVotronics, request to fill out a Declaration to Secure Assistance and may bring their own person to assist them or request assistance from an Election Board member. They may also view a captioned video online. To schedule a demonstration of the ADA accessible equipment, call 305-499-VOTE.**

## Section 6

### RESTORATION OF CIVIL RIGHTS

The State Executive Clemency Board will consider, but not be limited to, the following factors when determining whether to grant an applicant restoration of civil rights:

- The nature of the offense
- Whether the applicant has any history of mental instability, drug or alcohol abuse
- Whether the applicant has a prior or subsequent criminal record, including traffic offenses
- The applicant's employment
- Whether the applicant is current or delinquent on child support requirements
- Letters submitted in support of, or opposition to, the grant of executive clemency

The information that is requested on the application form - and if interviewed by a Parole Examiner of the Florida Parole Commission - is needed to help provide the basis of an informed judgment as to whether or not restoration of civil rights will be granted. This is the only purpose in asking for a completed and signed application and request that an investigation be made. There is no obligation to furnish any information. However, unless provided with this information, it will be unable to process an application of restoration of civil rights.

In making inquiries with respect to these matters, the Florida Parole Commission may interview you, persons who execute character affidavits or who write letters of reference concerning you, neighbors, employers, and other individuals who may be able to provide relevant information concerning you. While such inquiries are made discreetly and a reasonable effort is made not to disclose the reason for the investigation, we cannot assure that under no circumstances will the nature of the inquiry become known to some of the persons interviewed.

If you are a registered voter and the Elections Department is notified by the Clerk of the Circuit Court, the U.S. Attorney, or other agency, that you have been convicted of a felony, the Elections Department will research the matter.

If the Department determines that you have been correctly identified and that you have been convicted of a felony, our office will notify you that you have been identified as a convicted felon and will give you the opportunity to present evidence showing that you are not a convicted felon.

If the evidence indicates that you are indeed a convicted felon, your name will be removed from the voter rolls. If the evidence confirms that you are not a convicted felon and your rights were not taken away, you will remain an active voter.

If you have reason to believe you may be identified as having a felony conviction, you should contact the Clerk of the Circuit Court in the county where the action may have been initiated for the Florida Department of Law Enforcement to confirm your status.

If you have a felony conviction and believe your voting rights have been restored or you wish to make an application to have your rights restored, you should contact the Office of Executive Clemency at 850-488-2952.

**PLEASE NOTE: All information submitted to the Office of Executive Clemency becomes the property of the office and will not be returned. Please keep copies of any paperwork you think you may need in the future.**

For complete information on Restoration of Civil Rights, please contact:

**Office of Executive Clemency**  
**2601 Blairstone Road**  
**Building C, Room 229**  
**Tallahassee, FL 32399-2450**  
**Phone 850-488-2952**  
[www.state.fl.us/fpc/exclem.html](http://www.state.fl.us/fpc/exclem.html)

## Section 7

### POLL WORKER

If you have been to the polls before on Election Day, you have seen your neighbors working and may have wondered how you could become a Poll Worker.

There are more than 8,000 Poll Workers in Miami-Dade County trained by the Supervisor of Elections to ensure fair and accurate elections. A Poll Worker must be a registered voter, at least 18 years old, must be able to read, write and speak English and must complete and pass an online entrance exam. Bilingual poll workers are welcome. Once the online test is completed, you will be scheduled for a Poll Worker Certification Class, which will determine what position you will hold.

In addition the Poll Worker Certification Training Class, by law, you must attend a poll worker training class prior to each election. You will be compensated for every training class you attend. For compensation information, go to [www.elections.gov/elections](http://www.elections.gov/elections) or call 305-499-8448.

### Poll Worker Positions

**The Clerk** - is in charge of all operations at the precinct, and has added responsibilities prior to Election Day, such

as contacting all the Poll Workers in that precinct, setting up the precinct the day before Election Day and inspecting the polling place.

**The Assistant Clerk** - assists with the Clerk's duties, setting up the precinct the day before Election Day and may act as the Clerk if required.

**The Inspector** - processes the checking in of voters, gives voting demonstrations, issues the ballot, and ensures that the voter properly casts a ballot.

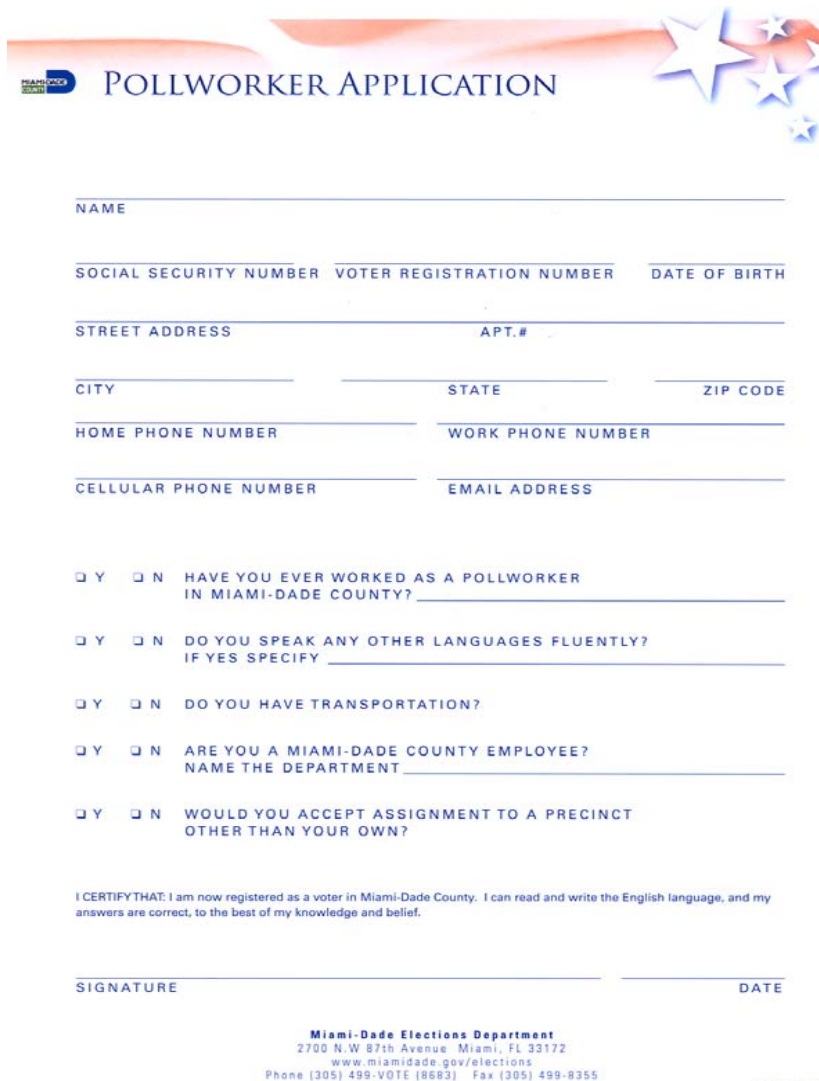
**The Poll Deputy** - maintains order outside the voting area, must be alert to identify and offer assistance to any voter with special needs.

**The Elections Specialist** - is responsible for opening DS200 and iVotronic terminal(s) and printing Zero Tapes, responsible for verifying voter eligibility during Election Day and responsible for closing all voting machines and printing Results Tapes.

**The Strike Team Member** - is the rover for several precincts in an area, knowledgeable on iVotronic and DS200 systems, as well as policy and procedure, completes evaluations of each precinct and verifies Elections floor plans are adhered to.

The Poll Worker Application may be obtained on line at:

<http://www.miamidade.gov/elections/Library/pollworkerapplication.pdf>.



The image shows a screenshot of a web-based pollworker application form. At the top, there is a header with the Miami-Dade County logo and the text "POLLWORKER APPLICATION" in blue. To the right of the header are several white stars of varying sizes. Below the header, the form consists of several sections of input fields, each with a label above it. The fields are: NAME, SOCIAL SECURITY NUMBER, VOTER REGISTRATION NUMBER, DATE OF BIRTH, STREET ADDRESS, APT.#, CITY, STATE, ZIP CODE, HOME PHONE NUMBER, WORK PHONE NUMBER, CELLULAR PHONE NUMBER, and EMAIL ADDRESS. Below these fields are five questions, each with a "Y" and "N" checkbox and a line for an answer. The questions are: "HAVE YOU EVER WORKED AS A POLLWORKER IN MIAMI-DADE COUNTY?", "DO YOU SPEAK ANY OTHER LANGUAGES FLUENTLY? IF YES SPECIFY", "DO YOU HAVE TRANSPORTATION?", "ARE YOU A MIAMI-DADE COUNTY EMPLOYEE? NAME THE DEPARTMENT", and "WOULD YOU ACCEPT ASSIGNMENT TO A PRECINCT OTHER THAN YOUR OWN?". At the bottom of the form, there is a certification statement: "I CERTIFY THAT: I am now registered as a voter in Miami-Dade County. I can read and write the English language, and my answers are correct, to the best of my knowledge and belief." Below this statement are two lines for "SIGNATURE" and "DATE". At the very bottom of the page, there is contact information for the Miami-Dade Elections Department: "2700 N.W. 87th Avenue Miami, FL 33172 www.miamidade.gov/elections Phone (305) 499-VOTE (8683) Fax (305) 499-8355".

## Poll Worker Incentives

The Miami-Dade County Elections Department has developed other programs to inspire all individuals interested in participating in the democratic process.

## **Poll Worker Book Scholarship**

There are ten, \$500 scholarships available for high school seniors and ten \$1000 scholarships available for college students. ***This scholarship is only offered during a county-wide election and is subject to availability of funds.***

The students applying for the scholarship must be:

- An active registered or pre-registered voter in Miami-Dade County
- Have a 3.0 grade point average
- Must become a certified Poll Worker
- Must work during the current Election Cycle when submitting the scholarship application.
- Must write a 500 word essay on "How participating in the Election affected your thoughts on the electoral process."

## **POLL WORKER FAQ**

### **What type of training is required to be a Poll Worker?**

All Poll Workers are required to be trained prior to each election. The training is usually held a month prior to Election Day. Any Poll Worker not trained before an election is not eligible to work.

### **If I have previously worked at the polls, do I need to reapply for each election cycle?**

Once you have worked at the polls on Election Day, your record will remain active and you do not have to apply again. You will be contacted by the Poll Worker Section if your services are required. If you want to determine whether you are still on the active Poll Worker file, call our office at 305-499-VOTE.

### **How will I know where I will work?**

We try to schedule all Poll Workers to work in their home precinct if possible. If your home precinct is full, you will be assigned to work in another nearby precinct.

### **If I do not work in my home precinct, how do I vote?**

Poll Workers working outside of their home precinct should request an Absentee Ballot and return the voted

Absentee Ballot to our office before Election Day or vote early.

## **Section 8**

### **Voter FAQs**

### **What if I have not received my Voter Information Card yet?**

If you have registered to vote or made a change (such as address or party affiliation) to your registration, and have not received your new Voter Information Card, call 305-499-VOTE.

### **Will my Absentee Ballot count?**

Yes, providing it is returned no later than 7:00 pm on Election Day. Because the Elections Department will verify a voter's signature by comparing it to the signature on file, make sure your signature has been updated.

### **What if I'm not on the Precinct Register?**

An Elections Specialist stationed at the precinct will check to see if you are a registered voter by researching your information on a database at the polling place. If the poll worker tells you that you cannot vote, you have the right to know the reason.

**If I register as a non partisan will I be able to vote in a partisan election?**

Yes, but only during the General Elections. You will not be able to vote for a candidate during the primary elections.

**Should I use a Provisional Ballot when I just need to change my address?**

No. The clerk will fill out an affirmation form to record your change of address. Voters must vote in their assigned home precinct, so you may need to go to a different polling place on Election Day.

**Section 9**

**Election Law Violations**

**How to report election law violations**

Violations relating to Chapters 104 and 106 and section 105.071 should be reported by sworn written complain to the Elections Commission.

Violations of either the National Voter Registration Act of 1993, the Help America Vote Act of 2002, any irregularities or fraud involving voter registration, candidate or issue petitions, removal procedures or voting under the Election Code should be reported in writing to the division of Elections. All other violations should be reported to the local State Attorney.

**Section 10**

**ELECTION CALENDAR**

To view the registration deadlines, candidate qualifying dates for scheduled elections, and the election dates visit us on line at:

[http://www.miamidade.gov/elections/news\\_ecalendar.asp](http://www.miamidade.gov/elections/news_ecalendar.asp)

**Section 11**

**IMPORTANT REMINDERS**

- Familiarize yourself with the candidates and issues.
- Make sure the Elections Department has your updated signature and address on file.
- All polling places are open from 7 a.m. until 7 p.m. on Election Day.
- When voting at any voting location, whether at an early voting site or on Election Day, be sure to remember to bring:
  - a current and valid identification that contains your name, photograph and signature
  - a sample ballot.
- Make sure that your completed ballot is correct before leaving the polling station.