



SUPERVISOR OF ELECTIONS, MIAMI-DADE COUNTY, FLORIDA

VOTE-BY-MAIL BALLOT REQUEST POLICY

To track the status of your vote-by-mail ballot, you may visit our website at <http://www.miamidade.gov/elections/voter-information.asp>.

Any registered voter eligible to vote in an election may request a vote-by-mail ballot by submitting their request in the following manner. Requests will be accepted for an election no later than 5 pm on the 6th calendar day prior to the election.

1. **ON-LINE/E-MAIL/FAX** - A vote-by-mail ballot may be requested on-line at: <http://www.miamidade.gov/elections/voter-information.asp> via email at votebymail@miamidade.gov or by fax at 305-499-8401. Please make sure to include the following information on your request:
 - Printed name of voter
 - Current residence address
 - Date of birth
 - Voter registration number (optional)
 - Date of the election or elections for which a vote-by-mail ballot is needed
2. **TELEPHONE** - A vote-by-mail ballot may be requested by telephone. Please call 305-499-8444 to request your vote-by-mail ballot. You will need to provide the following information:
 - Full name of voter
 - Date of birth
 - Current residence address
3. **IN WRITING** - A vote-by-mail ballot may be requested in writing. The written request **must** include the following information:
 - Printed name of voter
 - Current residence address (If the ballot is requested to be mailed to an address other than the elector's address on file in the Florida Voter Registration System, the request must be made in writing and signed by the elector).
 - Date of birth
 - Voter registration number (optional)
 - Date of the election or elections for which a vote-by-mail ballot is needed
 - Signature of voter
4. **IN PERSON** - Picture identification that contains the voter's name and signature must be presented when a vote-by-mail ballot is requested in person.
5. **ISSUED TO VOTER'S DESIGNEE** - *(Limited to two ballots per election, only one of which may be for a voter who is not the spouse, parent, child, grandparent or sibling of the designee).* A vote-by-mail ballot may be picked up at Miami-Dade Elections Department, **2700 NW 87th Avenue, Miami, FL 33172** (or the Elections Department's Branch Office located in the Lobby of the Stephen P. Clark Center, **111 NW 1st Street** for countywide elections), 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. The designee must complete an affidavit, available on our website at www.miamidade.gov/elections, stating the designee is authorized by voter to return the voter's ballot and indicate the relationship to the voter. Picture identification of the designee must be presented along with a written request from the voter containing the following information:
 - Printed name of voter
 - Voter's daytime phone number
 - Voter's date of Birth
 - Voter's registration number (optional)
 - Date of the election for which a vote-by-mail ballot is needed
 - Name of person picking up the vote-by-mail ballot
 - If the voter is a member of the designee's immediate family, reason why the voter must have someone else pick up the vote-by-mail 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 the 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 pick up a vote-by-mail ballot in person
 - Signature of voter

Note: If the person making the request is not the registered voter, the requestor must be a member of the voter's immediate family or legal guardian and provide their name, address, relationship to the voter, signature (written requests only), and their driver's license number (if available).

Section 12-14 of the Code of Miami-Dade County contains penalties for picking up and/or returning vote-by-mail ballots if not authorized to do so as a designee.