



## OFFICE OF THE SUPERVISOR OF ELECTIONS

### VOTE-BY-MAIL BALLOT REQUEST POLICY

To track the status of your vote-by-mail ballot, you may visit our website at <http://www.votemiamidade.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. A request for a vote-by-mail ballot must include the voter's name, date of birth, either their Florida Driver license number, Florida identification number, or the last four digits of their Social Security number, their current residence address, and the date of the election(s) for which a vote-by-mail ballot is needed. If the ballot is needed in an accessible format, please indicate this at the time of the request. Requests will be accepted for an election no later than 5:00 p.m. on the 12<sup>th</sup> calendar day prior to the election.

1. **ONLINE/TELEPHONE** – A vote-by-mail ballot may be requested online at: [www.votemiamidade.gov/elections](http://www.votemiamidade.gov/elections), or via telephone at 305-499-8444.
2. **IN WRITING/E-MAIL/FAX** – A vote-by-mail ballot may be requested in writing, via email at [votebymail@votemiamidade.gov](mailto:votebymail@votemiamidade.gov), or via Fax at 305-499-8401. The written request **must** be **submitted using the Statewide Vote-by-Mail Ballot Request Form** and it **must** include the signature of the voter unless the voter is an absent uniformed services voter or overseas voter, or if request is made by a designee.
3. **IN PERSON** – Picture identification that contains the voter's name and signature must be presented. Additionally, voter must provide Florida Driver license number, Florida identification number, or the last four digits of their Social Security number (whichever may be verified in the voter's record). A voter may pick up vote-by-mail ballots in person except during the mandatory early voting period through 7 p.m. on Election Day. By state law, vote-by-mail ballots cannot be issued during this period unless an emergency prevents the voter from reaching an early voting site or assigned polling place. The voter or voter's designee must complete an affidavit regarding the emergency.
4. **ISSUED TO VOTER'S DESIGNEE** – Under State law, a designee may request no more than two ballots other than his or her own for each election, except that additional ballots may be requested for the designee's immediate family members (spouse or parent, child, grandparent, grandchild, or sibling of the designee or designee's spouse). The designee may pick up the vote-by-mail ballots at the Office of the Supervisor of Elections, **2700 NW 87th Avenue, Miami, FL 33172** or the Office of the Supervisor of Elections Branch Office located in the lobby of the Stephen P. Clark Center, **111 NW 1st Street, Miami, FL 33128** (for countywide elections).

Once vote-by-mail ballots have been mailed and until the start of the mandatory early voting period, a designee may pick up vote-by-mail ballots for other voters at these locations by proving a picture identification of the designee, a completed Statewide Vote-by-Mail Ballot Request Form (if one is not already on file) and a completed affidavit of the designee and authorization of the voter (if a written authorization by the voter is not otherwise provided) on the Statewide Personal Delivery or Return of Vote-by-Mail Ballot Form stating the designee is authorized by the voter to request the voter's ballot.

After the commencement of the mandatory early voting period through 7 p.m. on Election Day, a designee may only pick up vote-by-mail ballots in person for a voter when there is an emergency which prevents the voter from reaching an early voting site or the voter's assigned polling place. If such an emergency exists, the designee must, in addition to providing the documentation required prior to commencement of mandatory early voting, complete the portion of the Statewide Personal Delivery or Return of Vote-by-Mail Ballot Form specifying the nature of the emergency. Additionally, photo ID of the designee is required.

Copies of the Statewide Vote-by-Mail Ballot Request Form and the Statewide Personal Delivery or Return of Vote-by-Mail Ballot Form are available on our website at [www.votemiamidade.gov/elections](http://www.votemiamidade.gov/elections).

In addition to these State law requirements, Section 12-14 of the Code of Miami-Dade County may contain additional restrictions on picking up and/or returning vote-by-mail ballots in Miami-Dade County and may be found at [https://library.municode.com/fl/miami-dade-county/codes/code\\_of\\_ordinances](https://library.municode.com/fl/miami-dade-county/codes/code_of_ordinances).