**Vote by Mail (VBM) Guide**

Last Updated: 8/20/2021

**I. Requesting a VBM Ballot**

* A request for a VBM ballot can be made:
  + in writing,
  + in person at the Supervisor’s office, or
  + by calling the Supervisor’s office.
* **A written request must be signed by the voter and include**:
  + Voter’s name, DOB, and address,
  + Voter’s Florida driver license number, Florida identification card number **OR** the last four digits of the voter’s social security number.
* A request to mail a VBM ballot to an address other than the voter’s address on file must be in writing
* A voter may designate an immediate family member or legal guardian to request a ballot on their behalf. **These VBM requests must be signed by the Requester and contain:**
  + Requestor’s name and address
  + Requestor’s driver’s license number, state identification card, **OR** the last four digits of the ***voter’s*** social security number (if available).
  + Requestor’s relationship to the voter
* VBM requests must be received by a Supervisor of Election by **5PM on the 10th day before the election or the ballot will not be mailed to the voter.** 
  + A voter can still pick up a VBM ballot from the Supervisor of Elections.

**II. Picking Up a VBM Ballot**

* Voters can pickup their own VBM ballot anytime, including Election Day.
* A voter can **designate any person** to pick up their ballot.
  + The designee can pick up the ballot no earlier than 9 days before Election Day.
  + A designee **is limited to picking up vote-by-mail ballots for two other voters per election (not including their own ballot and the ballots for immediate family members).**
    - An immediate family member refers to the designee's spouse or the parent, child, grandparent, grandchild, or sibling of the designee or of the designee's spouse.
  + **The designee must submit an affidavit to pick-up the voter’s VBM ballot.** (Form DS-DE 37)
  + A designee can pickup a VBM ballot on Election Day if they provide an Election Day Vote-by-Mail Ballot Delivery Affidavit (Form DS-DE 136) and certify that an emergency exists that keeps the voter from being able to vote at their assigned polling place.

**III. VBM Deadlines**

* The Supervisor of Election must ***RECEIVE*** a VBM ballot **by 7:00 PM on Election Day.**
  + We should encourage voters should complete and return their VBM ballots as soon as they receive them.
* VBM ballots can be returned by mail, at a drop box, or in person at the Supervisor’s office (the Supervisor’s office will have a secure drop box).

**IV. Important Changes Made by SB90**

* A vote-by-mail request will now be honored for all **elections through the end of the calendar year of the next regularly scheduled general election**.
  + The next regularly scheduled general election is November 8, 2022.
  + The law previously stated that a VBM request was deemed sufficient through two general elections.
* SB90 specifically specifies that an existing VBM request submitted before May 6, 2021 is **“deemed sufficient for elections held through the end of the 2022 calendar year.”**
* Except the secure drop boxes at an election Supervisor of Election’s office, secure drop boxes may only be used during early voting hours and must be monitored by an employee of the Supervisor’s office.
* Drop box locations must be designated and have addresses published at least 30 days before an election.
  + A location can’t be moved or changed once its designated except when approved to correct a violation.

**V. Other Issues to Note**

* A standing VBM request may be canceled if any first class mail sent by the Supervisor of Elections is returned undeliverable.
* A voter who requests a VBM ballot can still vote in person.
  + We recommend that the voter bring their VBM ballot with them and present it to the Supervisor of Election’s staff.
* If a VBM ballot is lost or stolen, a voter can request a replacement VBM ballot by contacting their Supervisor of Elections.
* A VBM ballot can be tracked via the relevant Supervisor of Election’s website or the USPS Informed Delivery Service.