

Join Our Team!

Become a Poll Worker

We employ more than 1,500 Election Workers on election day and during early voting to ensure the conduct of fair and accurate elections. Working at the polls is an excellent opportunity for individuals who are comfortable working with letters and numbers, take pride in hard work, enjoy working with people and serving their community. **Could it be right for you?**

Eligibility

- You must be a registered voter in Polk County, or be eligible to register to vote in Polk County
- You must be able to read and write English; individuals who speak both English and Spanish are also needed
- You must attend an Election Worker Orientation program
- You must attend mandatory Election Worker training
- You must be able to work a 14-16 hour day, and lift at least 15 lbs

Required Training

By law, each Election Worker must attend training before each election. Classes are usually held during the month before Election Day, and are

offered during daytime and evening hours, weekdays and Saturdays.

Compensation

Election Workers are paid for working on Election Day.

Positions and Duties

- Precinct Clerks and Branch Managers are in charge of all operations at the precinct, and have additional responsibilities before Election Day, such as contacting workers, picking up supplies and setting up the polling place.
- Voter Information specialists process updates to voter records. Basic computer skills are required.
- Voting Equipment Operators oversee the operation and security of the voting equipment.
- Book Inspectors and Early Voting Specialists check in the voters and issue the ballots.
- Deputies maintain law and order outside the voting area, and assist the Precinct Clerk or Branch Manager as needed.

Orientation

Call us or check our website for times and locations. You must attend an election worker orientation meeting to apply.

Yes!
I'm interested in becoming an Election Worker

Please send me an invitation to attend an Election Worker Orientation Session.

I am a registered voter Yes No.

PLEASE PRINT

First Name _____

Last Name _____

Mailing Address _____

City _____

Zip Code _____

E-mail _____

Phone (_____) _____

Cell Phone (_____) _____

Please clip this form at the dotted lines and mail it back to us.



Polk County Voter Information Guide 2016



A Message from Lori Edwards

Thanks for the opportunity to serve as your Supervisor of Elections. It's a challenging and rewarding position. I predict more people will vote in the November 8th General Election than have ever voted in Polk County before! Your election office is already preparing for the big event, but we can't do it alone. It takes more than 1,500 members of our community to conduct an election, so I want to offer a big shout out to our excellent poll workers. These hard-working people attend training and perform important duties at our precincts and early voting sites to ensure that you have a positive voting experience.

When you go to vote, please remember the community spirit and support for our democracy that motivates our poll workers. And, if you are warmly welcomed with a smile, tell them you appreciate their service.



Voter's Bill of Rights

Each registered voter in this state 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
- 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 from elections officers
- Vote free from coercion or intimidation by election officers or any other person
- Vote on a voting system that is in working condition and that will allow votes to be accurately cast

Voter's Responsibilities

Each registered voter in this state should

- Familiarize himself or herself with the candidates and issues
- Maintain a current address with the office of the Supervisor of Elections
- Know the location of his or her polling place and its hours of operation
- Bring proper identification to the polling location
- 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 election laws to the Supervisor of Elections
- Ask questions, if needed
- Make sure that his or her completed ballot is correct before leaving the polling location

Note to Voter - Failure to perform any of these responsibilities does not prohibit a voter from voting.

Is My Voter Registration Record Public?

All voter registration information is public, with the exception of the following, which are confidential and exempt from public disclosure:

- Social Security number
- Florida identification number
- Place of registration update
- Driver's license number
- Place of registration
- Signature

Voters who are employed in certain occupations, e.g. judge, prosecutor, firefighter, human resource officer, etc., as well as victims of certain crimes, may request that their address and certain identifying information within their voter record be protected from public disclosure. You must submit a request in writing to the Supervisor of Elections office. More information and a request form is available on our website.



What the Pros Know

There are some tips or tricks that can make voting easier. Here are some helpful hints from voters who have cracked the code!

- Make any changes in advance.** Don't stand in line at the precinct to update your address or change your name. It's much easier to handle this business on the phone or online in advance.
- Find your precinct ahead of time.** Check your new voter info card to see which polling location you are assigned to for Election Day. This may have changed since the last time you voted. If so, take a little drive in advance to be sure you can locate your polling location. While taking a drive to find their precinct, some voters stop and get some ice cream – just for a treat.
- Bring your identification.** Be sure your ID includes a photo and a signature. That way, you'll breeze right through the check-in process.
- The busiest times at the precinct are from 7am-9:30am and 4pm-7pm.** Midday voters often don't have to wait in line.
- If you enjoy the comforts of home, why not vote there?** Voting by mail is very popular. Just be sure your ballot arrives at the Supervisor of Elections office before 7pm on Election Day.

Closed Primary State

Florida is a Closed Primary State. Each party may hold a primary election to nominate the candidates who will represent their party in the general election. State law says only voters registered with each party may vote in the party's primary election. All voters may vote on non-partisan races, amendments, and referenda. In a general election, all voters may vote on all races, regardless of party affiliation. If you would like to change your party affiliation, the changes must be submitted in writing. Party change requests must be submitted at least 29 days before a primary election.

Find Us on Social Media

- twitter.com/PolkElections1
- facebook.com/PolkElections

Double Check Your Precinct!

Changes to Polk County voting precincts were required as a result of redrawn Congressional and Florida Senate districts ordered by Florida courts in 2015. The previous district lines, drawn by the legislature in 2012, were challenged in various lawsuits and eventually invalidated by the courts for failing to comply with the Fair Districts Amendment of the Florida Constitution.

Polk County went from four to three Congressional districts, and although three state Senate districts were maintained, the configuration is very different. As a result, all Polk County voters will have a change. Some voters may see a Congressional or Senate district change. Others may have a precinct number change, and still others may have a polling place change. However, most voters will continue to vote at the same polling location.

New voter information cards have been mailed to all Polk County voters. The card provides voters with their voting districts and precinct number, as well as their polling place information. Voters should also review their card carefully to ensure their name, address, and political party affiliation is all correct. Voters may submit changes to their record online at PolkElections.com, or by calling the Elections Office at 863-534-5888.

Supervisor of Elections Expands Operations

The Supervisor of Elections now provides services in two convenient locations. Election Headquarters remains in Bartow at 250 S Broadway Avenue, and will continue to provide walk-in voter registration services as well as candidate services. Our new Operations Center is centrally located in unincorporated Polk County at 70 Florida Citrus Boulevard in Winter Haven.

In addition to the convenience of a second location offering walk-in voter registration and candidate services, the new operations center also features additional training rooms, and space to store all voting equipment and supplies securely in one location.

Our contact information remains the same.



Upcoming Election Dates

August 30, 2016 • Primary Election
Registration Deadline is August 1st. Early Voting is August 20th - 27th, 9am until 6pm daily.

November 8, 2016 General Election
Registration Deadline is October 11th. Early Voting is October 24th - November 5th, 7am until 7pm daily.

What is a Registration Deadline?

While you may register to vote at any time, by Florida law, the deadline to register for an upcoming election is 29 days before the election. The deadline also applies to party changes for those who are already registered.

Are You Registered?
PolkElections.com
Election Information is just a Click Away!

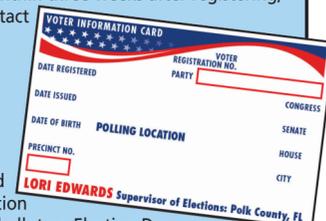
Your Voter Information Card

Once registered, a Voter Information Card will be mailed to you. This card provides your precinct number and polling location, as well as other information. If you do not receive your card within three weeks after registering, it is important you contact the Elections Office immediately to ensure you are registered.

If your polling place or precinct changes, you will be mailed a new Voter Information Card with updated information on where to cast your ballot on Election Day.

You do not need your card for voting. When voting in person you will need photo and signature ID.

Para asistencia en Español, por favor de llamar al 863-534-5888.



Are You Registered?

3 Easy Ways to Register:

- **In Person** at one of our offices or during one of our Outreach events
- Complete the application here or pick up one at most libraries, banks and city halls
- Go to **PolkElections.com**

You are eligible to register to vote if

- You are a US citizen
- You are a resident of Polk County
- You are at least 18 years of age
- You have NOT been convicted of a felony, or if you have been, you have had your rights restored
- You have NOT been adjudicated mentally incapacitated with regard to voting

The Florida Voter Registration Application is used to register to vote, make changes to your voter registration record and request a replacement voter information card. Florida law requires that a new registration must include the required information, and the document must have an original signature. You may complete the application here and either mail it or deliver it to our office. A single registration allows a citizen to vote in city, county, district, state, and federal elections.

You may also find a Florida Voter Registration Application at these locations:

- Supervisor of Elections offices
- All Department of Motor Vehicles offices
- All public assistance offices
- Public libraries and city halls
- Most banks
- Mobile home parks and retirement centers
- Schools
- Many major businesses throughout Polk County

Questions? Call **863-534-5888**

Numbered rows 1 through 7 and 12 must be completed for a new registration.

Florida Voter Registration Application
Part 2 - Form (DS-DE #39, R15-2.040, F.A.C.) (eff. 10/2013)
The downloadable/printable online form is available at: <http://election.dos.state.fl.us/pdf/webappform.pdf>

This is: New Registration Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) Request to Replace Voter Information Card

1 Are you a citizen of the United States of America? YES NO

2 I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

3 I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.

4 Date of Birth (MM-DD-YYYY) _____ FVRS No: _____

5 Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number _____ If no FL DL or FL ID, then provide _____ Last 4 digits of Social Security Number _____ I have NONE of these numbers.

6 Last Name _____ First Name _____ Middle Name _____ Name Suffix (Jr., Sr., II, etc.): _____

7 Address Where You Live (legal residence-no P.O. Box) Apt/Lot/Unit _____ City _____ County _____ State or Country _____ Zip Code _____

8 Mailing Address (if different from above address) Apt/Lot/Unit _____ City _____ State or Country _____ Zip Code _____

9 Address Where You Were Last Registered to Vote Apt/Lot/Unit _____ City _____ State _____ Zip Code _____

10 Former Name (if name is changed) _____ Gender M F State or Country of Birth _____ Telephone No. (optional) (_____) _____

11 Email me SAMPLE BALLOTS if option is available in my county. (See Public Record Notice above) My email address is: _____

Party Affiliation (Check only one. If left blank, you will be registered without party affiliation)
 Florida Democratic Party
 Republican Party of Florida
 No party affiliation
 Minor party (print party name): _____

Race/Ethnicity (Check only one)
 American Indian/Alaskan Native
 Asian/Pacific Islander
 Black, not of Hispanic Origin
 Hispanic
 White, not of Hispanic Origin
 Multi-racial
 Other: _____

(Check only one if applicable)
 I am an active duty Uniformed Services or Merchant Marine member
 I am a spouse or a dependent of an active duty uniformed services or merchant marine member
 I am a U.S. citizen residing outside the U.S.

I will need assistance with voting.
 I am interested in becoming a poll worker.

12 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.

SIGN/MARK HERE _____ Date _____

Use the form to register to vote or to make changes to your voting record. Sign and date, then mail it to PO Box 1460, Bartow, FL 33831.

You may also call the Supervisor of Elections Office to have a form mailed to you. Convicted felons or those judged incompetent by the court may not register to vote until their civil rights have been restored. Contact the Office of Executive Clemency at 800-435-8286, to inquire about having your civil rights restored.

Update Your Record

- Has your address changed?
- Would you like to change your political party?
- Do you need to update your signature?
- Has your name changed?

You may notify us of your changes on a Voter Registration Application or go to our website and click **Voter Info Change**. Be sure to print out the application, sign and date it, then put in the mail to us. Updating your information before Election Day will help reduce processing time at the polls. If you wish to make a political party change, please remember it must be submitted no later than 29 days before an election. This is important for the Primary election.



Is it Time for a Signature Update?

Has your signature changed from this ... *John Hancock* ... to this? *[Handwritten Signature]*

When you vote by mail, your signature is used to verify your identity. If your signature has changed, please send an update to the Supervisor of Elections. Your signature on file will be used to verify your signature on your returned ballot certificate envelope. It's a good idea to use a Voter Registration Application to submit a signature update. Use the form above, or:

- Print a Voter Registration Application found at **PolkElections.com** under printable forms
- Check the **Record Update** box
- **Complete the name and date of birth boxes and sign in the signature box** at the bottom
- **Mail the form to:**
Supervisor of Elections,
P.O. Box 1460, Bartow, FL 33831

If you're unable to download the form, just send us a letter with your name, date of birth, and signature. Mention that this is a signature update.



Check Your Record Online

Visit **PolkElections.com** and select **Voter Lookup to:**

- Review/update your voter information
- Request a Vote-by-Mail ballot
- Track your Vote-by-Mail ballot
- Locate your polling place
- View your voter specific ballot



To register to vote online go to **PolkElections.com** and click on the **Register to Vote** link. **Be sure to print out the application, sign and date it and put in the mail to us.** Once registered you will be eligible to vote in future elections.

Photo and Signature ID Required

Acceptable Forms of ID

- Florida Driver License
- Florida Identification Card
- US Passport
- Military ID Card
- Student ID Card
- Retirement Center ID Card
- Neighborhood Association ID Card
- Public Assistance Identification
- VA-issued Veterans Health ID
- License to Carry a Concealed Weapon or Firearm
- Federal, State, County or City-issued Employee ID

Need Assistance?

If you have a disability and would like assistance with the voting process, you may register in advance to avoid paperwork when you go to vote.

Call **863-534-5888** for more details.

3 Easy Ways to Vote

- **Vote by Mail** Call 863-534-5888 to request a ballot to be mailed. Voted ballots must be returned by 7pm Election Day
- **Vote at Your Precinct** Polling locations are open on Election Day from 7am to 7pm
- **Vote Early** at one of our convenient locations. See the list below or visit our website for times and locations

Questions? Call **863-534-5888**

Vote By Mail

How may I request a vote-by-mail ballot?
You may call Election Headquarters at **863-534-5888**, fill out the request form here or on our website, **PolkElections.com**, or stop by Election Headquarters at 250 S Broadway Ave, Bartow or the Elections Operations Center, 70 Florida Citrus Blvd, Winter Haven.

When may I request a mail ballot?
The deadline for request is 5pm on Wednesday before the election.

Can mail-in ballots be sent to any address?
A ballot may be sent to a voter's current mailing address. For a ballot to be mailed to an address other than the mailing address on file, the request must be submitted in writing and include the voter's signature.

Will a vote-by-mail ballot be counted if it is mailed on Election Day?
A vote-by-mail ballot is only counted if it is received by the Supervisor of Elections by 7pm on Election Day.

Can I bring my vote-by-mail ballot to my precinct on Election Day?
If you do, you will be required to turn in that ballot and vote at the precinct.

VOTE-BY-MAIL BALLOT REQUEST FORM

Please provide a **Vote-By-Mail** ballot for: (check box)
 2016 General Election (11/8/16)
 All Elections through 2016
 All Elections through 2018

Voter Request - Florida law requires all of the requested information in this box be completed.

Last Name (please print) _____ First Name _____ MI _____ Suffix _____

Polk County Residence Address _____ Apt/Lot/Unit _____

City / State / Zip _____ Is this an address change? Yes No

Mail Ballot to: (same as above) or _____ Address _____ Apt/Lot/Unit _____

City / State / Zip _____

Voter's Signature Required.

X Signature is required!
 Phone Number (required) _____ Birthdate (required) _____ Date Signed _____

I do not wish to vote by mail, but please update my signature in your records.
X

Para asistencia en Español, por favor de llamar al (863) 534-5888.

Early Voting

Any voter registered in Polk County, may stop in at any one of our early voting locations to vote in person prior to Election Day. Please bring photo and signature identification. According to Florida Law, if you are unable to provide photo and signature ID you will be issued a provisional ballot.

Vote at one of nine convenient locations.

- Bartow** • Polk Street Community Center • 1255 Polk St
- Davenport** • Elections Branch Office at Deer Creek Crossings • 42653 Highway 27
- Haines City** • Public Library • 111 N 6th St
- Lake Wales** • Elections Branch Office at Orange Grove Shopping Center • 1376 State Road 60 East
- Lakeland** • Polk County Government Center • 930 E Parker St
- Lakeland** • Simpson Park Community Center • 1725 Martin L King Jr. Ave
- Mulberry** • Civic Center • 901 NE 5th St
- Poinciana** • Community Center • 395 Marigold Ave
- Winter Haven** • Gill Jones Center Northeast Polk County Government Center • 3425 Lake Alfred Rd

Early voting hours are listed on the front page as well as on our website.

Polling Place Procedures

Casting your ballot at the polling place is easy. At the check-in table, you will be asked to provide photo and signature identification. This is required by Florida law. A Florida driver's license or ID includes both a signature and a photo. Or you can combine forms of ID, such as an employee-issued ID card with a photo, and a credit card with a signature. There are many types of identification that may be used. Although you won't find your Voter Information Card on the list of acceptable forms of ID, it's a good idea to keep it handy - it contains your polling location and other important information.

Once your identity has been confirmed, you will be asked to sign the poll list, then issued a paper ballot, a pencil, and a secrecy sleeve. You will be directed to a voting booth to darken ovals on the ballot to mark your choice in each race. You are not required to vote in every race.

When you have finished marking your ballot, you will place it inside the secrecy sleeve and take it to the ballot box, where you will insert your ballot into the equipment that counts each vote. A friendly poll worker will be stationed nearby to provide assistance, if needed.

The final step is to receive an **"I Voted"** sticker to wear proudly!

Some important notes:

- If you do not have the required identification, you can still vote. See the Provisional Voting article in this publication for details.
- If you make a mistake when marking your ballot, you may receive a replacement ballot.
- Assistance in reading or marking your ballot is also available.



Voting Equipment

Polk County uses optical scan voting equipment. Each voter is issued a paper ballot and they record their vote by darkening the oval next to their choice with a pencil. It's important to color in the entire oval. A checkmark or X may not be read correctly by the voting machine.

A voter does not have to make a choice in every race for their vote to count. Many voters choose to darken ovals only in races where they feel comfortable about their choices. However, the voting machine will not recognize a voter's choice if they darken more than one oval in a race.

When finished, the voter carries the marked ballot to the voting machine, and inserts the ballot into the scanner. The votes are recorded, and the ballot is deposited in the secure ballot box as a backup record.

Polk County provides a voting machine designed especially for visually impaired voters at each precinct and early voting site. This allows a person with a disability to vote without assistance if they choose. When casting an audio ballot, the instructions and ballot will be read through provided headphones, and voters will select their choices using a keypad.

Provisional Voting

If your eligibility to vote cannot be determined for any reason, you are entitled to vote a provisional ballot. If you vote a provisional ballot, you have the right to provide further evidence of your eligibility to the Supervisor of Elections until 5pm on the Thursday after the election. If you voted a provisional ballot solely because you did not bring identification, you do not have to provide further evidence of eligibility. You also have the right to find out after the election if your provisional ballot was counted, and, if not, the reason why. You will be provided with a notice detailing your rights and how to find out if your ballot was counted.

Sample Ballots

Review It, Mark It, Take It to the Polls
Sample ballots will be mailed, or emailed, if requested, to voters before Election Day. You may use it to research candidates and issues in advance, and may mark it and take it into the voting booth to use as a reference when voting. You will not receive a sample ballot if you are receiving a vote-by-mail ballot.