

VOTING YOUR VOTE-BY-MAIL BALLOT

Detailed instructions are included with the Vote-by-Mail ballot, **please follow them carefully**. Make sure to include your signature or legal mark on the Voter's Certificate Envelope, as failure to do so may cause your ballot not to count.

You must **personally vote your own ballot** unless assistance is required due to blindness, disability, or inability to read or write. A signature as Power of Attorney will not be accepted and the ballot will not be counted.

If you are filling out your Vote-by-Mail ballot and you **make a mistake, let us know immediately** so that we can send you a replacement ballot. Whether voting by mail or at the polling place, voters can receive up to two replacement ballots before their ballot has been cast. Once the ballot has been mailed to our office, dropped in a ballot box, or inserted into a ballot scanning machine, your ballot has been cast and no replacements can be issued.

If you decide to go to the polls to vote **instead of voting your Vote-by-Mail ballot**, bring your Vote-by-Mail ballot (marked or not) with you. The Vote-by-Mail ballot will be cancelled and you can vote a regular ballot. If you arrive to the polls without your Vote-by-Mail ballot, our office will need to confirm that we have not received your Vote-by-Mail ballot in order for you to be able to vote a regular ballot. If the office has received your Vote-by-Mail ballot, you cannot vote a regular ballot. However, if you believe that you have not already voted, you will be allowed to vote a provisional ballot.

RETURNING YOUR VOTE-BY-MAIL BALLOT

Don't forget to put your ballot in the return envelope provided and **sign the envelope**. If you plan to **mail** your ballot back to us, you should allow **at least one week** for your ballot to reach our office. You can also drop your ballot off **in-person** at any of our offices during office hours, or Early Voting sites during Early Voting hours. Your ballot must be received by the Supervisor of Elections office by 7 p.m. on Election Day for it to be counted. On Election Day our Main Office in West Palm Beach is open until 7 p.m. and our outer offices will close at 5 p.m.

When we receive your ballot, we check your signature against **the signature you submitted when you registered to vote**. If your signature has changed, you'll need to use an [online voter registration application](#) to bring your Florida Driver License or Florida ID signature into your voter record, or a paper [voter registration application](#) to update your signature.

If you returned your Vote-by-Mail ballot but forgot to sign the envelope, or if there is a discrepancy with your signature, you need to complete and return a [signature affidavit \(DS-DE 139\)](#) **with a copy of your current and valid ID** no later than 5 p.m. on the second day after the election. Please follow the instructions on the form carefully, as failure to follow these instructions may cause your ballot not to count.

[More information about voting by mail can be found on the Florida Division of Elections website.](#)