

Vote-by-Mail Ballot Request Information File Layout  
 (For use when preparing and reporting the electronic data for vote-by-mail voters—s. 101.62, F.S.)

Data Element Name	Description	Data Format Rules
RecordType	Vote-by-Mail Ballot Request Status	“VBM”-“AbStat”
CountyId	County providing summary	Char(3) Use FVRS county codes
FVRSVoterIdNumber	FVRS Voter Id Number	Numeric (10)
FVRS ElectionNumber	FVRS Election identifier	Numeric (10)
ElectionDate	Date of the election	MM/DD/YYYY
ElectionName	Name of Election	Char(35)
LastAbsRecordChangeDate	Date the vote-by-mail summary record was last updated	MM/DD/YYYY
VoteByMailAbsenteeRequestStatus	<p>Applicable codes to record status of voter’s request for reporting purposes.</p> <p><b>C:</b> Use when a voter cancels a request for vote-by-mail ballot, <u>the voter moved out of county before the ballot is provided to the voter, or the voter votes in person instead.</u></p> <p><b>E:</b> Use when there is any voter-caused error or <u>eligibility issue in a returned vote-by-mail ballot other than missing signature, mismatched signature or untimely returned ballot which shall be recorded separately under the applicable codes of “N”, “X” or “L”, respectively. Examples of voter errors or eligibility issues include no certificate envelope, challenged voter, party change after deadline, or voter no longer a resident of county by time ballot received.</u></p> <p><b>L:</b> Use when ballot is returned untimely and not counted.</p> <p><b>N:</b> Use when a voter returns a vote-by-mail ballot with no signature on the Voter’s Certificate <u>or the signature cure affidavit, and/or fails to provide requisite ID with affidavit to cure the omitted the signature.</u></p> <p><b>P:</b> Use when the vote-by-mail ballot is provided to the voter by any proper means of delivery (mail, <u>in-person, email, or fax, as applicable and authorized by law, etc.</u>). (Only record one ballot provided per voter.)</p> <p><b>R:</b> Use when <u>it is the supervisor has processed a vote by mail ballot request and determined that the voter who has made a one-time request or has a standing request is eligible to vote-by-mail for the upcoming that election and the request is readied for delivery (mail, email, fax, or in-person pick-up, etc.). This code is also used if the voter has requested a vote-by-mail ballot after the deadline for a vote-by-mail ballot to be mailed. Once the vote-by-mail ballot is provided to the voter, the status must be recorded as “P”. If the voter never picks up the requested ballot, then the code remains R.</u></p> <p><b>S:</b> Use when a voter has or makes a <u>standing request to receive a vote-by-mail ballot for all elections occurring from the date of the request through the end of the calendar year for the next second ensuing regularly scheduled general election. (Once the supervisor determines that the voter is eligible to vote-by-mail in a particular election, the status of the standing request for that election must be is-recorded as “R”).</u></p> <p><b>U:</b> Use when a vote-by-mail ballot is returned as undeliverable to the address where it was sent.</p>	Char(1)  <b>C:</b> Cancelled by the Voter  <b>E:</b> Voter Error <u>or eligibility issue</u>  <b>L:</b> <u>Returned untimely</u>  <b>N:</b> Unsigned  <b>P:</b> Provided  <b>R:</b> Requested  <b>S:</b> Standing  <b>U:</b> Returned Undeliverable  <b>V:</b> <u>Returned and voted timely</u>  <b>X:</b> <u>Mismatched signature</u>

	<p><b>V:</b> Use when a voted vote-by-mail ballot is returned and received <u>timely</u> in the supervisor’s office and does not otherwise fall into a status code of E (<u>Voter Error</u>), N (<u>Unsigned</u>), <del>or</del> U (<u>Undeliverable</u>) or X (<u>Mismatched signature</u>).</p> <p><b>X:</b> Use when a voter returns a vote-by-mail ballot with a <u>mismatched signature on the Voter’s Certificate or the signature cure affidavit, and/or fails to provide requisite ID with ID to cure the signature mismatch.</u></p> <p>NOTE: The code for each voter shall be updated daily so that each voter has only one code associated with the voter’s record. For example, a prior report for a voter reflecting an “S” will be changed on a subsequent report to an “R” if the voter is determined eligible to vote in the election. The reporting code for that voter may then be changed, for example, to “P”, which may then be subsequently changed to a status of “E”, “L”, “N”, “U”, <del>or</del> “V”, or “X”.</p>	
AbsRequestDate		MM/DD/YYYY
AbsDelivery Date		MM/DD/YYYY
AbsBallotReturnDate	Overseas ballots received during the 10-day period after Election Day for a presidential preference primary or general election shall be recorded with a return day of Election Day if the ballot counted.	MM/DD/YYYY
AbsRequestCanceledDate		MM/DD/YYYY
AbsMilitary		Char (1) Y, N
AbsOverseasFlag		Char (1) Y, N
AbsMilitary Dependent		Char (1) Y, N
Precinct		Char (6)
PrecinctSplit		Char (10)
CongressionalDistrict		Numeric (2)
SenateDistrict		Numeric (2)
HouseDistrict		Numeric (3)
CountyCommissionDistrict		Char (10)
SchoolBoardDistrict		Char (10)
OtherDistricts		Char (25)
AbsParty		Char (3)
Voter Name		Char (99)
AbsReqMailingAddressLine 1		Char (40)
AbsReqMailingAddressLine 2		Char (40)
AbsReqMailingAddressLine 3		Char (40)
AbsReqMailingAddress City		Char (40)
AbsReqMailingAddress State		Char (2)
AbsReqMailingAddress Zip		Char (15)
AbsReqMailingAddressCountry		Char (40)
AbsReqE-mailAddress		Char (100)
AbsReqFaxnumber		Char (20)
DesigneeNameRequest	<u>Designee, who can only be voter’s immediate family or legal guardian, making request on behalf of voter</u>	Char (99)
DesigneeNamePickup	<u>Designee, who may be someone other than immediate family, picking up ballot for voter</u>	Char (99)

<u>Voter FLDL/StateID</u>	<u>Y = information was provided; N = information was not provided.</u>	<u>Char (1)</u>
<u>VoterSSN4</u>	<u>Y = information was provided; N = information was not provided.</u>	<u>Char (1)</u>

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