



## Voter Information Data Request Packet

**Very Important – We provide data in comma delimited format that requires the use of Microsoft Excel, Access or Another data manipulation software.**

TO PLACE AN ORDER FOR DATA OF THE REGISTERED VOTERS IN ST. JOHNS COUNTY, YOU NEED TO DO THE FOLLOWING:

- Complete an order form provided by the St Johns County Supervisor of Elections Office.
- Return the completed order form along with your payment to:
  - St Johns County Supervisor of Elections  
4455 Avenue A, Suite 101  
St. Augustine, FL 32095
- Orders must be paid in full before they are processed.
- WE DO NOT ACCEPT TELEPHONE OR CREDIT CARD ORDERS.
- Please allow three (3) to five (5) business days to process your order.
- Candidates and Committees are reminded that payment should be made by campaign or committee check.
- Very Important: Data requests are delivered using our website.
- A data file layout sheet and import instructions are provided on our website. We are not able to provide any additional import support beyond the provided instructions.
- If you are requesting Vote-By-Mail data, you must complete and return the DS-DE 70 form that is contained in the packet.

Once your order is processed, you will receive a welcome email with your UserID and links to support documents that are on our website. If you place subsequent data orders, you will not receive additional welcome emails but your data file will automatically be added to your download page when it's been completed.

If you have any questions or concerns, please contact Wayne Fusco, Assistant Supervisor of Elections, at (904) 823-2238.



## Vote-By-Mail Ballot\* & Data Requests

Our method of delivering voter and Vote-By-Mail data requests\* has changed. We will now be uploading the files to a secured website. This site can use your existing Electronic Filing System (EFS) login or we will create a separate User ID and Password. Once your data request is set up, if you did not choose to use your EFS login, we will contact you by phone with the User ID and Password. You, or whomever you designate, may logon from any computer anytime. The data files, when required, will be uploaded each weekday evening by 6 p.m. and will be stored until the end of the election cycle. Once your account is setup, we will deliver all voter data requests using this method.

### How to Access Your Data Files:

1. Visit <http://www.votesjc.com/datarequests/>
2. Click the **Login** button at the bottom of the page
3. Using the credentials provided by our IT Department, Enter the User ID and Password then click the **Send** button on the webpage above.
4. You will then be taken to the download screen.
5. From here you can access any of the data files that are listed.

### What Can Be Provided Includes:

1. Your daily list of voters who were mailed a Vote-By-Mail Ballot.
2. A list of voters who returned their Vote-By-Mail ballot, who early voted, and who voted on Election Day.
3. One time voter registration lists. *(Required a separate data order)*

### How to Download your Data File:

Click the **Download** button next to the file you want, this will list the entire file contents in a new browser window. To download the data to your computer, follow these steps based upon the internet browser you are using.

If you are using:

- Internet Explorer:
  - Right click anywhere inside the new window and choose **select all**
  - Choose **Copy**
  - Open notepad and select **Edit** then **Paste**
  - Then select **File** then **Save as...**
  - Save your file as a text file someplace on your hard drive
  - Process your file as you normally would
- Firefox & Google Chrome: *(these are the preferred browsers)*
  - Right click anywhere inside the new window and choose **Save as....**
  - Save your file as a text file someplace on your hard drive
  - Process your file as you normally would.

\* Only authorized representatives are allowed under 101.62(3) F.S. to request vote-by-mail ballot data.



**VOTER INFORMATION AND VBM REQUISITION FORM**

-- Please allow 3 to 5 business days for processing. --

Written instructions for importing these data files into either Microsoft Excel or Microsoft Access is available on our website. We will not be able to provide any further assistance on how to import the data, print labels, envelopes, or letters using data files.

**REQUESTOR INFORMATION**

Name/Organization \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Person Authorized to obtain information \_\_\_\_\_ Date \_\_\_\_\_

Yes  No

Use Electronic Filing System Login<sup>1</sup> \_\_\_\_\_ Contact Email Address \_\_\_\_\_

**TYPE OF INFORMATION REQUESTED – Select only ONE option from this section.**

Check One	Information Type	Cost
	Text File <i>without</i> Voter History	\$ 3.00
	Text File <i>with</i> Voter History	\$ 3.00

**VOTE-BY-MAIL BALLOTS REQUESTED – Candidates and Committees Registered in Fla ONLY<sup>2</sup>**

Check One	Information Type	Cost
	Initial Run ONLY	\$ 3.00
	Initial Run & Daily Updates ( <i>Includes Who Returned a Ballot</i> )	\$ 43.00

**SEARCH CRITERIA – Choose criteria to include in your request from below**

Precincts OR Districts:

Parties:

Registration Date Range:

Election(s):

Other:

**SPECIAL NOTES:**

<sup>1</sup> This only applies to candidates and committees who file campaign reports with our office. If you do not, a login will be provided to you.

<sup>2</sup> Only authorized representatives are allowed under 101.62(3) F.S. to request vote-by-mail ballot data.

**----- BELOW FOR OFFICE USE ONLY -----**

Request Taker \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Payment Type \_\_\_\_\_ Receipt Number \_\_\_\_\_ Welcome Email \_\_\_\_\_ User ID \_\_\_\_\_ Request Filled By \_\_\_\_\_ Date Request Filled \_\_\_\_\_