

Nassau County Voter Data Request Packet



Vicki P. Cannon Supervisor of Elections

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As information provided by all entities referenced in this document may be updated after receipt of this communication, please refer to all applicable links provided within the material *prior* to any action being taken, to ensure that you obtain the most current information possible.

It is the requestor's responsibility to become acquainted with the Florida Election Law and local charters. Information contained in this document is subject to change from the publication date 5.17.17. For updated information after this date, visit www.votenassau.com or contact the Supervisor of Elections office.

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PLACING YOUR REQUEST

UNDERLINED INFORMATION CONTAINED WITHIN THIS PUBLICATION IS HYPERLINKED FOR YOUR CONVENIENCE

The following options are available when placing a request for voter data with our office:

- **Email your request to:** info@votenassau.com
- **Telephone:** 904.491.7500 • **Toll Free:** 1.866.260.4301 • **Facsimile:** 904.432.1400
- **Mail or hand-deliver your completed request form to the address above**

VOTER DATA REQUEST

Voter Data Options are located on the following page for your review. For your convenience, a *Voter Data Request Form* is located on pages 3-4.

RESOURCES

To assist you with your selection of voter data, please refer to the following resources provided:

- An overview of *Voter Data Options*. Page 2
- *Voter Data Request Form*. Pages 3-4
- *Nassau County Election History*. Page 5
- *Nassau County Precincts and Polling Locations*. Page 6
- *Guide to the Data File*. Pages 7-8
- [File Import Instructions](#) can assist you with importing data to Microsoft Office.
- [Nassau County District Maps](#) for an interactive mapping tool and maps within the county in PDF format.

PAYMENT FOR DATA

Fees are based on the format and delivery options selected for voter data and are outlined on the form.

When payment is required, if paying by check, make payable to the "Nassau County Supervisor of Elections Office".

Questions?

Please feel free to contact us for assistance.

VOTER DATA OPTIONS

The following information is available upon request and provided from the database as it exists on the day of the request. The data can be provided by precinct, district, race, party affiliation, age, gender, etc. The information can be exported in CSV, Excel, Label, Text or PDF formats to any requestor.

To obtain the information below, please complete the **Voter Data Request Form** on pages 3-4 or contact our office.

Pursuant to FS 119.07, Inspection and copying of records; photographing public records; fees; exemptions, specified classes of professionals (current or former) can submit a written request to exempt their voter information from public records. **These names will not be included in the information you receive.**

- **Label Format(s):** Labels are designed for Avery 5161 label sheets (4" x 1" laser labels, 20 labels per sheet). The following options are available in label format:
 - **Each Registered Voter:** This option provides a printed label for each registered voter. Information includes a voter's registration number, precinct number, voter name, residential or mailing address, city, state and zip.
 - **Household Options:** Select from the two options provided below to achieve a cost efficient tool that will reduce the number of labels printed and the amount of postage incurred when mailing distributions:
 1. **To the (last name) family:** A label is produced with the last name of each family living at the same residence or mailing address (if applicable).
 2. **To the registered voters at:** One label is produced for the residence or mailing address (if applicable), regardless of the number of families within a household with different last names.
- **Registered Voter List *without* Voter Election History:** A list of registered voters will include columns containing the information outlined in the *Guide to the Data File* located on pages 7-8. The option to select from the *Household Option Format*, noted above, can be applied.
- **Registered Voter List *with* Voter Election History:** A list of registered voters will include columns containing election history and the method a voter used to vote in addition to the information outlined in the *Guide to the Data File* located on pages 7-8. To select specific election(s), please complete the *Nassau County Voter Election History Form* located on page 5. One election history file can include up to 20 elections.
- **Walking List:** A list of voters in door-to-door order.



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VOTER DATA REQUEST FORM

REQUESTOR INFORMATION (OPTIONAL*)

* Requestor Information is subject to a public record and must be made available to the public and media upon request unless otherwise exempt by the Public Records Law.

Name:

Daytime/Cell Number:

E-mail Address:

FORMAT OPTIONS	FEES	TOTAL COST FOR VOTER INFORMATION	OFFICE USE ONLY DATE AND TIME STAMP
<input type="checkbox"/> CD	\$ 0.40	\$	
<input type="checkbox"/> E-mail	No Charge	No Charge	
<input type="checkbox"/> Mailing Labels	\$ 0.20 Per Sheet (20 Labels Per Page)	\$	
<input type="checkbox"/> Printed List ___ Single Sided ___ Double Sided	\$ 0.15 Single Sided Page \$ 0.20 Double Sided Page	\$	

CHECK ITEM NUMBER, INFORMATION, FORMAT AND DELIVERY OPTIONS

ITEMS	INFORMATION OPTIONS	FORMAT OPTIONS	DELIVERY OPTIONS
___ 1.	Registered Voter List <input type="checkbox"/> With Voter History OR <input type="checkbox"/> Without Voter Election History Sort Options: ___ Name – Alpha by last name ___ Name by Precinct ___ Name by District ___ Residence Address Only ___ Mailing Address Only ___ Both Mailing and Residence <input type="checkbox"/> Household Sort Options: ___ To the (Last Name) Family ___ To the Registered Voters at	___ CSV (Comma Separated Values) ___ Excel (Microsoft Excel) ___ PDF (Adobe Acrobat) ___ Text (Tab Delimited)	<input type="checkbox"/> CD <input type="checkbox"/> E-mail <input type="checkbox"/> Printed
___ 2.	<input type="checkbox"/> Labels – To Each Registered Voter Sort Options: ___ Name – Alpha by last name ___ Zip Code Sort Order <input type="checkbox"/> Household Sort Options: ___ To the (Last Name) Family ___ To the Registered Voters at	___ CSV (Comma Separated Values) ___ Excel (Microsoft Excel) ___ PDF (Adobe Acrobat) ___ Text (Tab Delimited)	<input type="checkbox"/> CD <input type="checkbox"/> E-mail <input type="checkbox"/> Printed
___ 3.	Walking List - Residence Address By Precinct Sort Options: ___ Precinct ___ District ___ Party Specific	___ CSV (Comma Separated Values) ___ Excel (Microsoft Excel) ___ PDF (Adobe Acrobat) ___ Text (Tab Delimited)	<input type="checkbox"/> CD <input type="checkbox"/> E-mail <input type="checkbox"/> Printed

PLEASE REFER TO THE FOLLOWING PAGE FOR OPTIONAL SEARCH CRITERIA

VOTER DATA REQUEST FORM

(CONTINUED)

OPTIONAL SEARCH CRITERIA

Precincts	Districts	Maps
<input type="checkbox"/> All Precincts or Selected Precincts <input type="checkbox"/> 101 <input type="checkbox"/> 102 <input type="checkbox"/> 201 <input type="checkbox"/> 202 <input type="checkbox"/> 203 <input type="checkbox"/> 204 <input type="checkbox"/> 301 <input type="checkbox"/> 302 <input type="checkbox"/> 303 <input type="checkbox"/> 401 <input type="checkbox"/> 402 <input type="checkbox"/> 403 <input type="checkbox"/> 501 <input type="checkbox"/> 503 <input type="checkbox"/> 504	<input type="checkbox"/> Countywide Nassau County is represented in its entirety by United States Congressional District 4, Florida Senate District 4, Florida House of Representatives District 11. <i>While these offices contain all of the voters in Nassau County, they extend to neighboring counties as well.</i> <input type="checkbox"/> District Offices - the following offices have the same geographical boundaries: Board of County Commissioners, Ocean Highway and Port Authority, and School Board. <input type="checkbox"/> All (Countywide) or <input type="checkbox"/> Specific District <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Municipalities: <input type="checkbox"/> City of Fernandina Beach <input type="checkbox"/> Town of Callahan <input type="checkbox"/> Town of Hilliard Special Districts: <input type="checkbox"/> Amelia Island Mosquito Control <input type="checkbox"/> Community Development District: _____ <input type="checkbox"/> Soil and Water Conservation District (Countywide)	<input type="checkbox"/> 11 x 17 \$.15 <input type="checkbox"/> 24 x 36 \$5.00 <input type="checkbox"/> 36 x 48 \$7.00 <input type="checkbox"/> District / Precinct Map Book / CD Format \$TBD

Race	Party Affiliation	Gender
<input type="checkbox"/> All <input type="checkbox"/> American Indian / Alaskan <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black, not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not Hispanic <input type="checkbox"/> Multiple races or a race not listed <input type="checkbox"/> Voter did not specify their race	<input type="checkbox"/> All <input type="checkbox"/> Democrat <input type="checkbox"/> Minor Party: _____ <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> Republican	<input type="checkbox"/> All <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
		Age Range Begin: _____ End: _____

Voter Status	Registered Voters - Date Range
<input type="checkbox"/> All Active <input type="checkbox"/> Inactive (Voters whose mail has been returned as undeliverable) UOCAVA Voters <input type="checkbox"/> Military <input type="checkbox"/> Civilian <input type="checkbox"/> Both <input type="checkbox"/> Overseas <input type="checkbox"/> Domestic <input type="checkbox"/> Both	<input type="checkbox"/> Registration Date <input type="checkbox"/> Last County Change Date <input type="checkbox"/> Last Party Change Date Enter date range below: On or after: ____/____/____ On or before: ____/____/____

OFFICE USE ONLY

DATE PAID	AMOUNT PAID	METHOD OF PAYMENT	RECEIPT NUMBER
____/____/20____	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> No Charge	_____

Request Taken By: _____ Date Completed: _____ Completed By: _____

FOR VOTE BY MAIL, EARLY VOTING AND OTHER DATA, REFER TO THE ELECTION DATA GUIDE.

NASSAU COUNTY ELECTION HISTORY

Nassau County election history is updated as elections occur. Please select from the following options, by placing an X in the box to the left of your selections:

VOTER ELECTION HISTORY	
2016	2006
Nassau County General (11.08)	Nassau County General (11.07)
Nassau County Primary (08.30)	Nassau County Primary (09.05)
Presidential Preference Primary (03.15)	Callahan General (09.05)
2015	Fernandina Beach Runoff (05.09)
Fernandina Beach Runoff (12.09)	Fernandina Beach General (04.11)
Fernandina Beach General (11.3)	2005
2014	Fernandina Beach General (04.12)
Fernandina Beach Runoff (12.09)	2004
Nassau County General (11.04)	Nassau County General (11.02)
Hilliard General (11.04)	Nassau County Primary (08.31)
Fernandina Beach General (11.04)	Fernandina Beach Runoff (05.11)
Nassau County Primary (08.26)	Fernandina Beach General (04.13)
Callahan General (08.26)	Presidential Preference Primary (03.09)
2013	2003
Fernandina Beach Runoff (12.10)	Fernandina Beach Runoff (05.13)
Fernandina Beach General (11.05)	Callahan Recall (04.15)
2012	Fernandina Beach General (04.08)
Nassau County General (11.06)	2002
Nassau County Primary (08.14)	Nassau County General (11.05)
Presidential Preference Primary (01.31)	Nassau County Primary (09.10)
2011	Fernandina Beach Runoff (05.14)
Fernandina Beach Runoff (12.13)	Fernandina Beach General (04.09)
Fernandina Beach General (11.08)	
2010	
Nassau County General (11.02)	
Nassau County Primary (08.24)	
Fernandina Beach Runoff (05.11)	
Fernandina Beach General (04.13)	
2009	
Nassau County Special General (10.06)	
Nassau County Special Primary (09.15)	
Fernandina Beach Runoff (05.12)	
Fernandina Beach General (04.14)	
2008	
Nassau County General (11.04)	
Hilliard General (11.04)	
Nassau County Primary (08.26)	
Fernandina Beach General (04.08)	
Presidential Preference Primary (01.29)	
2007	
Callahan General (09.11)	
Fernandina Beach Runoff (05.08)	
Fernandina Beach General (04.10)	

NASSAU COUNTY PRECINCTS AND POLLING LOCATIONS

Precinct	Precinct Name	Location	City	Zip Code
101	Martin Luther King, Jr., Recreation Center	1200 Elm Street	Fernandina Beach	32034
102	Atlantic Recreation Center	2500 Atlantic Avenue	Fernandina Beach	32034
201	First Baptist Church Fernandina Beach	1600 South 8th Street	Fernandina Beach	32034
202	American Beach Community Center	1600 Julia Street	Fernandina Beach	32034
203	Springhill Baptist Church	941017 Old Nassauville Road	Fernandina Beach	32034
204	The Journey Church	95707 Amelia Concourse	Fernandina Beach	32034
301	James S. Page Governmental Complex	96135 Nassau Place	Yulee	32097
302	Yulee Sports Complex	86142 Goodbread Road	Yulee	32097
303	Celebration Baptist Church	85520 Miner Road	Yulee	32097
401	Hilliard Community Center	37177 Pecan Street	Hilliard	32046
402	River Road Baptist Church	21067 CR 121	Hilliard	32046
403	Bryceville Community Center	7280 Motes Road	Bryceville	32009
501	Yulee Sports Complex	86142 Goodbread Road	Yulee	32097
503	Callahan County Building	45401 Mickler Street	Callahan	32011
504	First Baptist Church Gray Gables	54031 Church Road	Callahan	32011



GUIDE TO THE DATA FILE

The following guide provides information contained in the data fields for voter information files. **Please note:**

- The **“Formatted Address”** column contains the mailing address (residential, P.O. Box, etc.) for the voter and is to be used for mailing purposes.
- The **“Residence Address”** column is the physical address of the voter and may not be the mailing address.
- The **“Mailing Address”** column will be populated if a voter has provided a mailing address different from the **“Residence Address.”** Otherwise, the column will be blank.

FIELD	DESCRIPTION
"VoterID"	Unique voter registration ID number
"Voter_Name"	Last name, name style (SR, JR, III, etc.) first name, middle initial
"Last_Name"	Last name
"First_Name"	First name
"Middle_Name"	Middle name
"Name_Style"	Name style (SR, JR, III, etc.)
"Formatted_Address" * *Refer to "Mailing_Address_1"	First line of mailing address. If the voter provided no mailing address, this field contains the first line of the residential address. Street number, street number suffix, street direction, street name, street type, street direction suffix, apartment number. For example: 2345A S MONROE ST 67B where A is the street number suffix, S is the street direction, and 67B is the apartment number. For example, for a street with a direction suffix, the address might be: 4234B SHAMROCK RD E
"City_State"	City and state of mailing address. If the voter provided no mailing address, this field contains the city and state of the residential address.
"Zip_Country"	Zip/postal code and/or country of mailing address. If the voter provided no mailing address, this field contains the zip/postal code and/or country of the residential address.
"Residence_Address"	Street address line of residential address
"Street_Number"	Street number of residence address
"Street_Number_Suffix"	Street number suffix of residence address
"Street_Dir"	Street direction of residence address
"Street_Name"	Street name of residence address
"Street_Type"	Street type of residence address
"Street_Dir_Suffix"	Street direction suffix of residence address
"Unit_Type"	The type of unit, such as APT or BLDG.
"Apartment_Number"	Apartment number of residence address
"Zip_Code"	Zip code of residence address
"City_Name"	City name of residence address
"Mailing_Address_1"	Where the voter has provided a mailing address, the <i>Formatted Address</i> field contains it. Otherwise, the <i>Formatted Address</i> and <i>Residence Address</i> are identical. For Vote by Mail requestor information (for authorized requestors only), this field may contain a specific mailing address for balloting purposes.
"Mailing_Address_2"	Second line of mailing address.
"Mailing_Address_3"	Third line of mailing address. If the voter does not have an entry in Line 3 of their mailing address, the mailing city, state and zip will be consolidated in this field.
"Mailing_Address_4"	If voter's mailing address has a value in the Country field, the value will be inserted in this field.
"Mailing_City"	Mailing address city
"Mailing_State"	Mailing address state
"Mailing_Zip"	Mailing address zip or postal code
"Mailing_Country"	Mailing address country

"Race"	1 = American Indian / Alaskan 2 = Asian or Pacific Islander 3 = Black, not Hispanic 4 = Hispanic 5 = White, not Hispanic 6 = Multiple races or a race not listed 9 = Voter did not specify their race
"Sex"	M = Male, F = Female, U = Unknown
"Birth_Date"	Date of voter's birth in MM/DD/YYYY format
"Registration_Date"	Date voter registered to vote in MM/DD/YYYY format
"Congressional_District"	Voter's US Congressional district
"Party"	Voter's political party affiliation. For example, DEM = Democrat, REP = Republican, NPA = No Party Affiliation. Florida Political Parties are subject to change. Please refer to the Division of Elections Website (link below) for the most current list of the Florida Political Parties: http://election.dos.state.fl.us/candidate/parties.shtml
"Precinct"	Voter's precinct
"House_District"	Voter's Florida House district
"Senate_District"	Voter's Florida Senate district
"Commission_District"	Voter's county commission district
"School_Board_District"	Voter's school board district
"Assistance_Required"	Y= assistance required to vote; N= assistance not required
"Mailing_Address_Flag"	Set to Y if the voter has a mailing address
"City_Code"	City code if voter resides within a city: 1 = Fernandina Beach, 2 = Hilliard, and 3 = Callahan
"City_Ward"	City ward or city precinct
Telephone_Number	Voter's telephone number with area code, if provided
Voter Status	Voter's registration status
Public_Email_Address	Email address on file, if voter requested sample ballots to be e-mailed (upon request)
Sample_ballots_by_Email	If voter requested sample ballots to be e-mailed: Y = Yes; N = No; Blank = Not Applicable at the time voter completed Florida Voter Registration Application
20 voting-history fields	Appears in export file only when the Output Option is Text File with Voting History . Consists of 20 voting-history fields, each with a field header containing the election name and date. For example: General_ElectionNov42008
The following codes are used in the voting-history fields to specify whether and how the voter voted. The codes are listed in order of precedence. So if multiple conditions exist, the condition with the highest precedence will be shown. (In earlier versions of Voter Focus, if a voter's provisional ballot was not counted and they voted in another manner, the provisional ballot took precedence.)	
Y	Voted at the polls
N	Did not vote
A	Voted absentee (includes referred ballots that were tabulated)
B	Absentee ballot rejected by canvassing board (not tabulated)
P	Provisional ballot rejected by canvassing board (not tabulated)
X	Ineligible to vote
E	Early voted
<blank>	Not registered at the time of the election or information not available

Note: In elections prior to 2006, the codes B and P were not used. B was included in Y and P was included in N. Early voting began in 2004, the first election in which you will see the code E is in the 2004 General Election.



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