

# Nassau County Election Data Guide



## Vicki P. Cannon Supervisor of Elections

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Twitter: [twitter.com/votenassau](http://twitter.com/votenassau)

Information contained in this document is subject to change from the publication date 2.28.18. For updated information after this date, visit [www.VoteNassau.com](http://www.VoteNassau.com) or contact the Supervisor of Elections office.

# VICKI P. CANNON

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**UNDERLINED INFORMATION CONTAINED WITHIN THIS PUBLICATION IS HYPERLINKED FOR YOUR CONVENIENCE**

## PLACING YOUR REQUEST

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

- **Email to:** [info@votenassau.com](mailto:info@votenassau.com)
- **Telephone:** 904.491.7500 • **Toll Free:** 1.866.260.4301 • **TDD:** 904.491.7510 • **Facsimile:** 904.432.1400
- **Mail or hand-deliver your completed request form to the address above**

## ELECTION DATA REQUEST

For your convenience, an *Election Data Request Form* is located on page 11.

## RESOURCES

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

- *Data File Retrieval Instructions for Absentee Ballot Request and Early Voting Data.* Page 2
- *File Import Instructions* can assist you with importing data to Microsoft Office. Page 6
- *Data File Layout.* Page 7
- *Label Merge Instructions.* Page 8
- *Election Data Request Form.* Page 11

## PAYMENT FOR DATA

Fees for election data are based on the format and delivery options selected as outlined on the *Election Data Request Form*. When paying by check, make check payable to the "Nassau County Supervisor of Elections Office".

**Questions? Please feel free to contact our office for assistance.**

# ELECTION DATA GUIDE

## Data File Retrieval Instructions for Vote by Mail Ballot and Early Voting Data

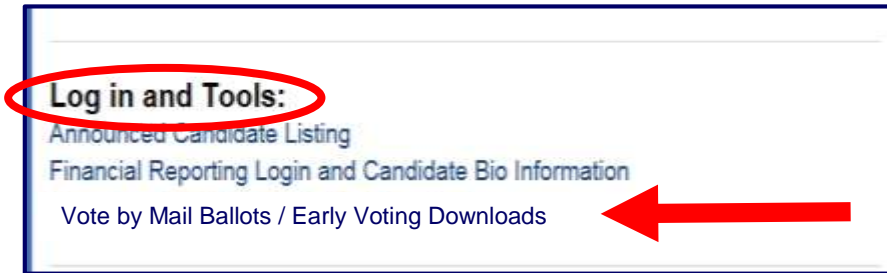
The Nassau County Supervisor of Elections Office is pleased to provide at no cost to candidates and committees access to the *Vote by Mail Ballot / Early Voting Downloads Portal* (Portal) to access daily election files.

To access the Portal visit our website at [www.VoteNassau.com](http://www.VoteNassau.com). On the right side of the home page below **RESOURCES** click the respective webpage: **Candidate Information, Political Committee / Electioneering Communications Organization Information, or Political Party Executive Committee Information.**

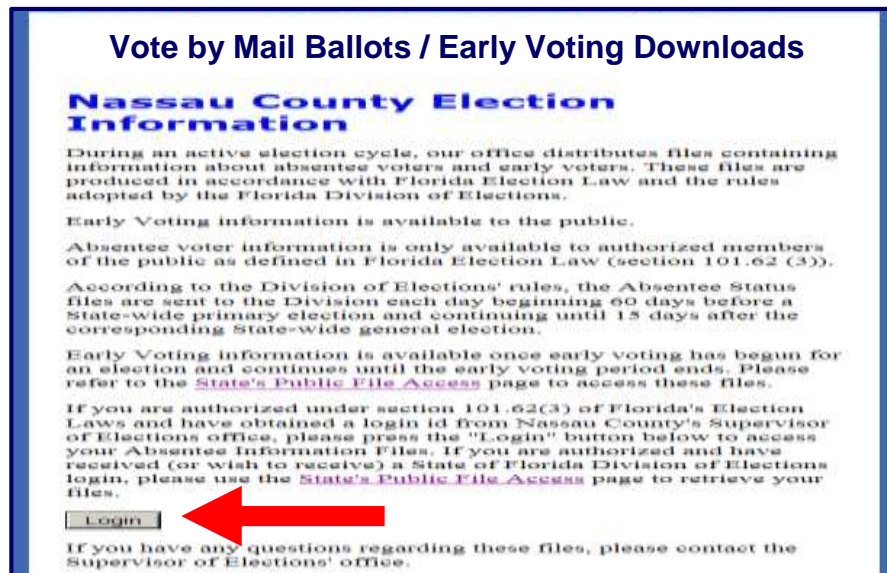
Candidates / Committees issued Sign-In Credentials (Numeric Candidate ID and Password) can access the Portal using their same credentials for the User ID and Password. All others will be contacted and provided a User ID and Password via telephone. Please maintain this information in a safe and secure location.



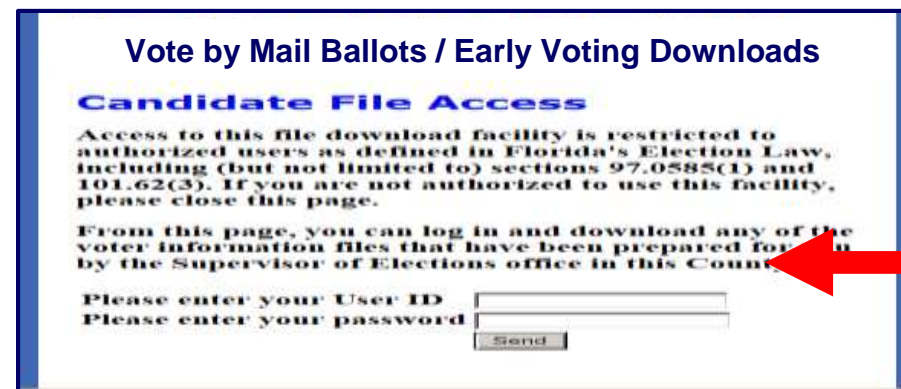
Below *Log in and Tools*, select ***Vote by Mail Ballots / Early Voting Downloads***.



The ***Vote by Mail Ballots / Early Voting Downloads*** webpage for ***Nassau County Election Information*** will open. This webpage outlines Florida Law pertaining to public information accessible by authorized users only. If you agree with the information provided, click **Login**.



On the ***Candidate File Access*** page insert your User ID and password.



The **Candidate File Access** webpage will list the downloaded files selected as the data becomes available. Voters with protected addresses are excluded from the following files. The data files will be updated at the end of each business day and will include:

**Vote by Mail Ballot Request Information (County Vote by Mail Request Status):**

A daily electronic file of voters who have requested a Vote by Mail ballot for an election, the status of the request, and other relevant data is included. **NOTE:** This data file is not a cumulative file. Each file is a **complete replacement** of the previous file and will include the latest data up to close of business on the day prior to the daily run.

**Early Voter Details (County Early Voting Summary and County Early Voting List):**

Daily files are generated at the end of each early voting day. The **Early Voting Summary** file is a statistical file that contains the total number of votes cast at each early voting location. The **Early Voting Voters List** contains the names of the voters who voted at each early voting site, once early voting begins.

**Vote by Mail Ballot Label Extract:**

Absentee Label Extract files are available each day after 3 p.m., when possible. **Please note:** The files are not cumulative, meaning that each file is a **complete replacement** of the previous file. Each new file will only include the latest information since the previous report was generated. Please refer to page 8, for *Label Merge Instructions* for creating mailing labels.

Select the **DOWNLOAD** button for the file you wish to open in your browser.

**Candidate File Access -- Welcome: John Smith**

Files are sorted in date descending order

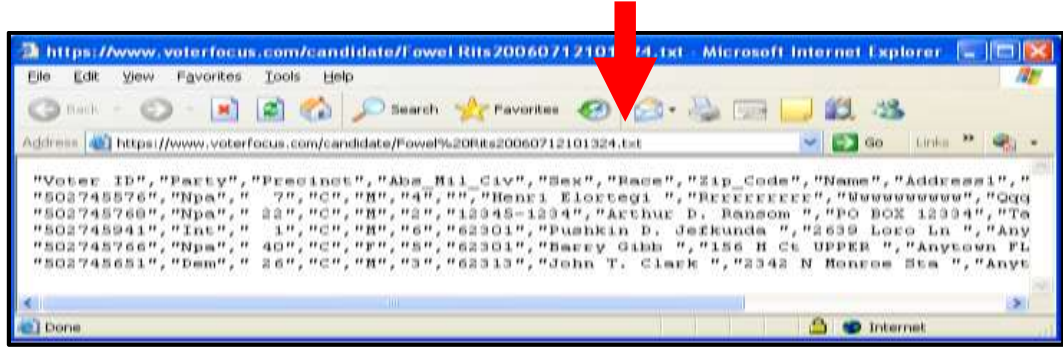
**NOTE:** when you press the "Download" button for a file, the file will be opened in the application that is defined for the filetype being sent. For example, a '.txt' file will appear in a new browser window. Typically, the application will provide a way to save the file (i.e. use the File/Save menu).

Last access date: 2006-07-06 01:01:57

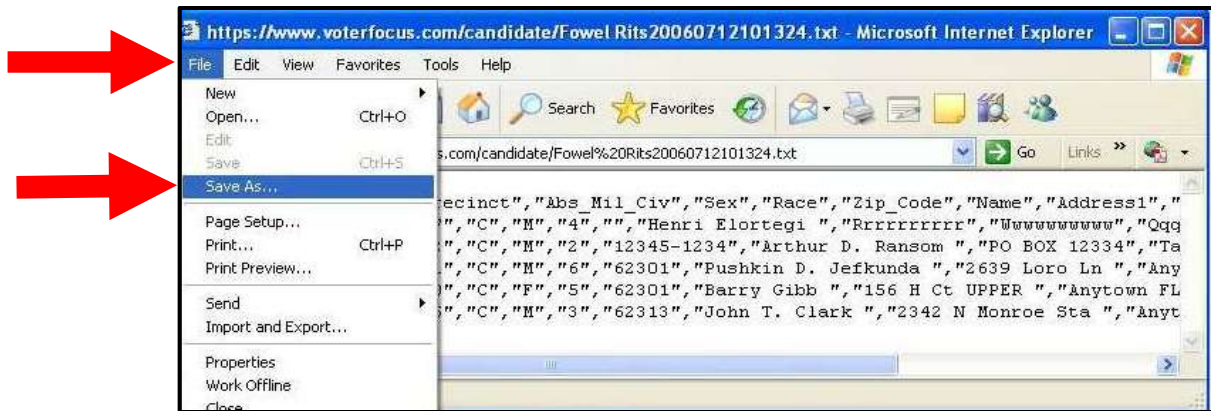
The following files are available for you to download. Please select the file you wish to bring to your machine.

File Description	File Date	Last Download
Absentee Label Extract	2008-08-13 15:39:39	<input type="button" value="Download"/> 2008-08-13 15:56
County Early Voter List	2008-08-13 03:08:55	<input type="button" value="Download"/> 2008-08-13 15:43
County Early Voting Summary	2008-08-13 03:08:50	<input type="button" value="Download"/> 2008-08-13 15:44
County Absentee Status	2008-08-13 03:07:53	<input type="button" value="Download"/> 2008-08-13 13:53

Once you have selected the file to download, a new browser dialog box will open displaying the file in a .txt format. Place the file on your computer or network in a location for easy retrieval.

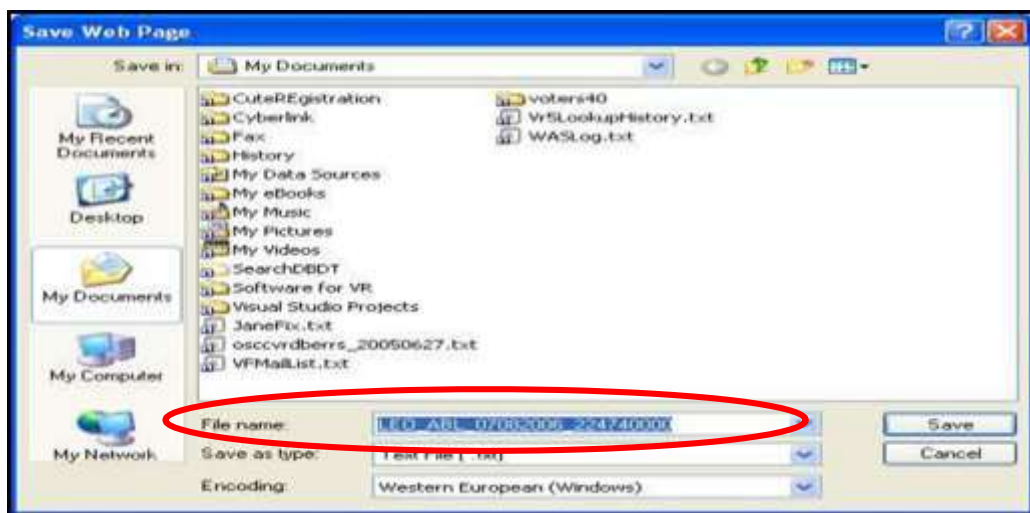


Select **FILE**, then **SAVE AS** to save the file in the location of choice.

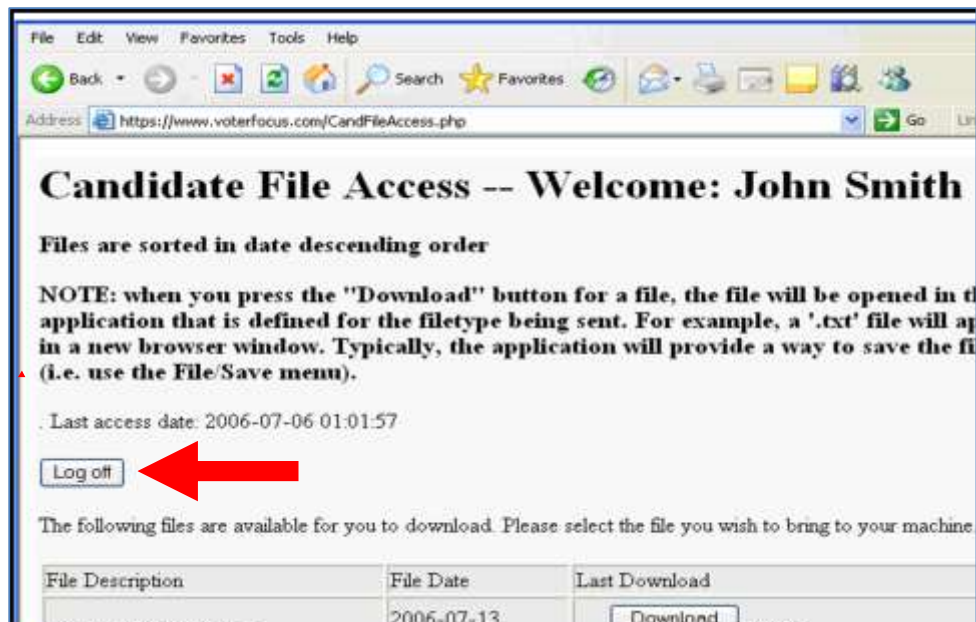


At this time, you may change the **File Name**, saving it in the location of choice. Maintaining the extension of .txt will automatically format the data when loaded in the application of choice. Be sure to notate the new file name and location where the file is saved for easy retrieval.

Now that the data file has been downloaded and saved to your computer, the data will be easier to use when loaded into an application like Microsoft Excel, Access or Mailing Labels.



Close the browser window and **Log off** of the **Candidate File Access -- Welcome** screen.



To assist you with importing your file into an excel document, click [File Import Instructions](#). A **Data File Layout** guide follows on page 7.

# DATA FILE LAYOUTS

(Rule 1S-2.043, F.A.C - Effective 12/13/15)

***Vote by Mail Ballot Request Information file (County Vote by Mail Request Status):***

Note: Data file headings may contain "Absentee" which are now known as "Vote by Mail" (Chapter 2016-37, Laws of Florida).

Contents of the files are listed below, **reading left to right:**

County ID	Voter registration ID	FVRS election number
Election date	Election name	Date Vote by Mail ballot summary record last updated
Vote by Mail ballot request status: <b>C</b> Canceled <b>E</b> Voter error <b>M</b> Mailed (Provided) <b>R</b> Requested (For this election) <b>S</b> Standing Request (Indicates a standing request from a previous election cycle or an ALL Elections request.) NOTE: These requests expire at the end of the second ensuing regularly scheduled general election <b>U</b> Returned Undeliverable <b>V</b> Voted	Vote by Mail ballot request date	Absentee delivery date
Vote by Mail ballot return date	Vote by Mail ballot request canceled date	Military flag
Overseas flag	Military dependent flag	Precinct
Party	Voter name	Mailing address
Email address	Fax number	

***Early Voting Summary File Layout:***

County ID	FVRS election number	Election date
Election name	Voter registration ID	Voter name
Precinct	Party	Voter's early voting location
Date voter early voted		

***Early Voting Voters List File Layout:***

County ID	FVRS election number	Election date
Election name	Voter registration ID	Voter name
Precinct	Party	Voter's early voting location
Date voter early voted		

**To view Political Party Codes click here: [Political Party Information.](#)**



# LABEL MERGE INSTRUCTIONS

The following *Label Merge Instructions* will assist you in creating your mailing labels:

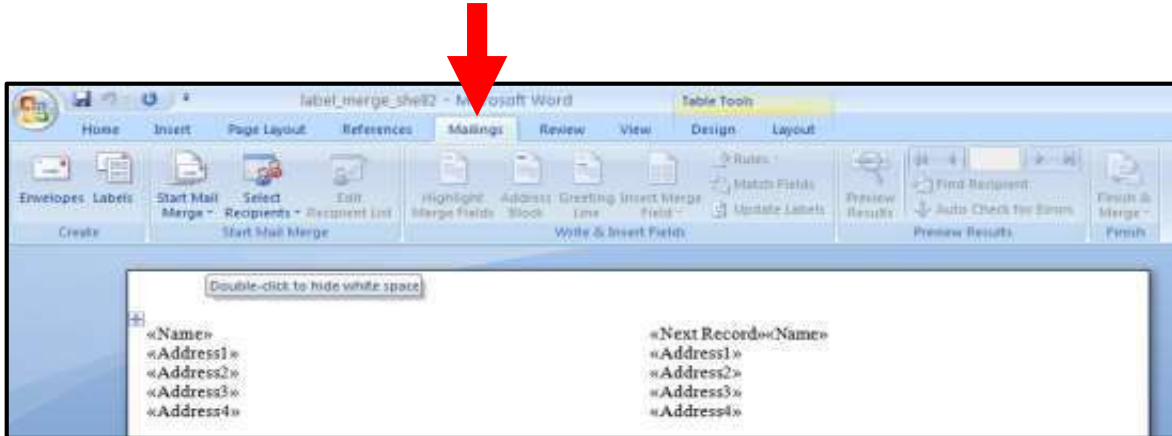
These instructions assume the following:

1. You are using a recent version of Office (Word and Excel).
2. You have saved the file from the candidate portal and know where it is.
3. This document utilizes the Avery 5161 label type.

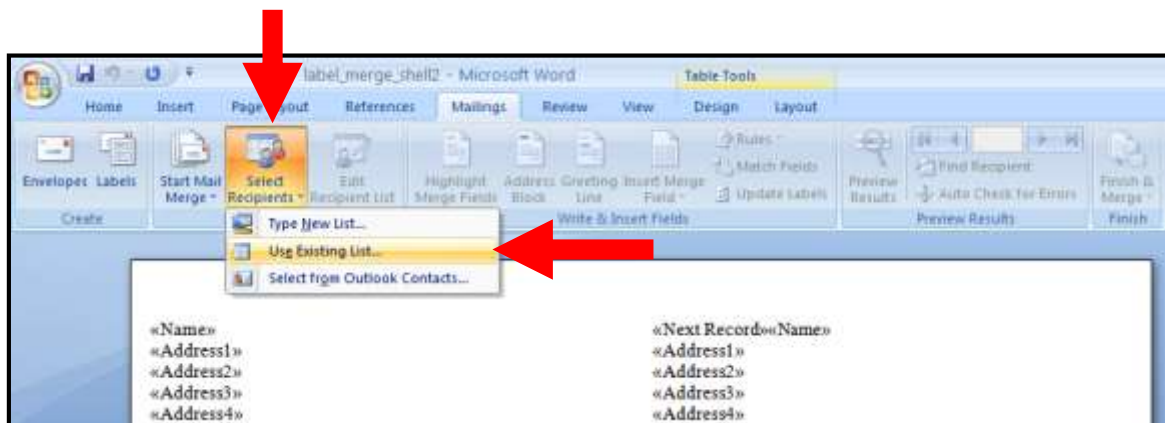
Please note as with any software different versions may look slightly different and the selections or buttons may not be in exactly the same place. These instructions were written for Office Professional 2007. If you have something different, please refer to your user manual for assistance.

To open the template for the label merge, click here: [label\\_merge\\_shell2.docx](#).

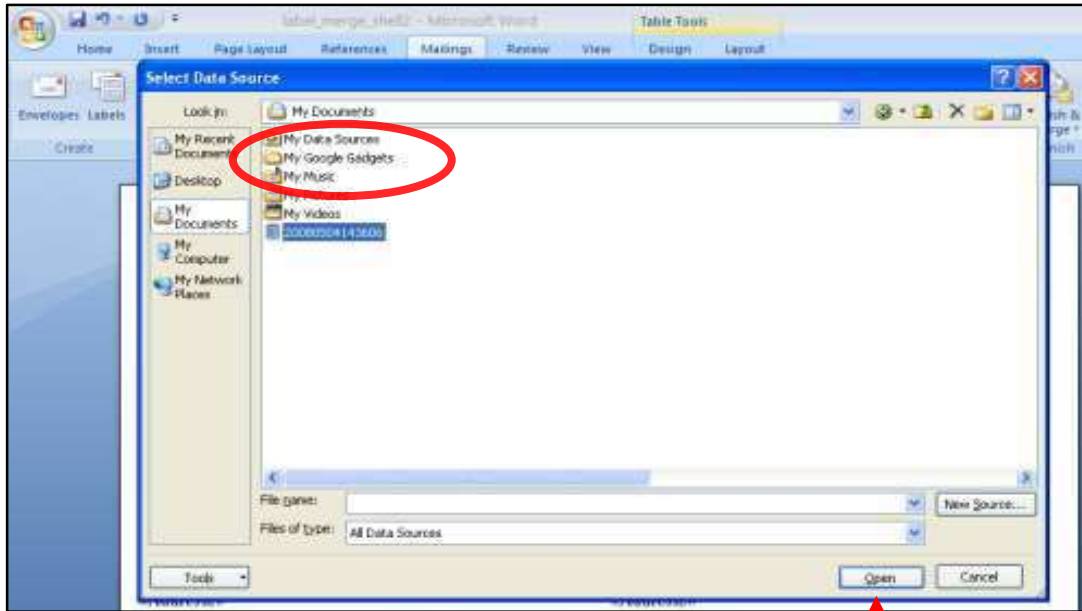
Select the **MAILINGS** tab on the labels template WORD document.



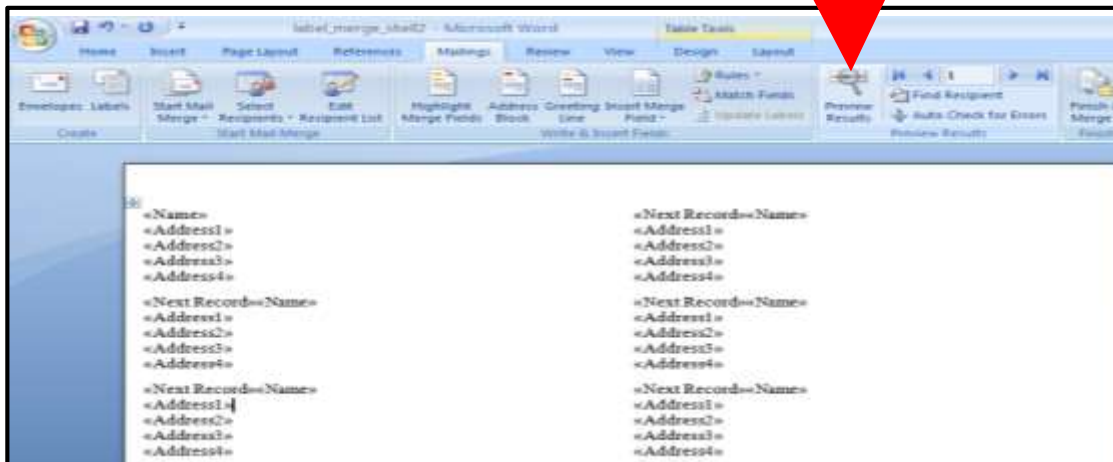
Click on **Select Recipients**, and select **Use Existing List...**



Locate the Text (.txt) file and **OPEN** it.



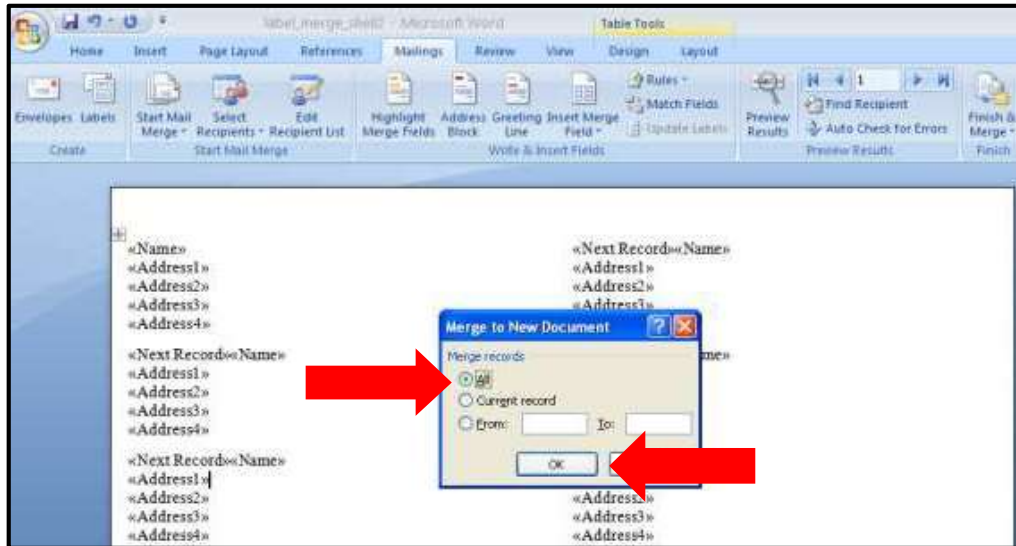
The TXT file is now loaded into Word and the document should look something like this. If you select the **Preview Results** button, you can view how the document will print.



Press the **Finish & Merge** button and select **Edit Individual Documents**.



Select **ALL** to complete the merge and click **OK**. When the merge has been completed you will have a new document with all the labels ready to print.





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## ELECTION DATA REQUEST FORM

This form is to be completed by Candidates, Political Committees and Political Parties **ONLY**.

### Application to Obtain: Vote by Mail Ballot Request and Early Voting Data

Vote by Mail Ballot request information is confidential and exempt from public disclosure under Section [101.62\(3\), FS](#), except to the following persons or entities who may obtain and use it for **political purposes only**. The authorized requestor must complete and submit this form to our office by hand delivery, e-mail, facsimile, or mail.

#### AUTHORIZATION CATEGORIES

For access to the Vote by Mail Ballot request information, check the applicable authorization category:

- Candidate (who has filed qualification papers and is opposed in an upcoming election)
- Canvassing Board
- Election Official
- Registered Florida Political Committee Official - **Name of Political Committee (please print):**
- Registered Florida Political Party Official - **Name of Political Party (please print):**
- Voter (entitled only to access his or her own Vote by Mail Ballot request information directly from the Nassau County Supervisor of Elections)

#### AUTHORIZED REQUESTOR INFORMATION

Name:	Title/Officer:
Address:	City/State/Zip:
E-mail Address:	
Daytime/Cell Number:	
By signing below, I affirm that I am a person authorized by FS 101.62(3) to acquire Vote by Mail Ballot Request information:	
<b>Signature of Authorized Requestor:</b>	<b>Date:</b>

### SELECT DATA OPTIONS ON THE FOLLOWING PAGE

## ONLINE PORTAL ACCESS

**Online Portal Access at No Charge**

Available beginning 60 days prior to a Statewide Primary and General Election (time frames will vary for municipal elections not on a county ballot). **Please Note: The authorized requestor will be contacted by our office and provided an assigned user ID and password to access the portal from our website at [www.VoteNassau.com](http://www.VoteNassau.com). Daily updates for Vote by Mail mailings will be available each day after 3 p.m., when possible.**

### SELECT DATA FILES FOR VIEWING IN THE ONLINE PORTAL

- Vote by Mail Ballot Request Information File:** A daily electronic file of voters who have requested a Vote by Mail ballot for an election, the status of the request, and other relevant data is included. Voters with protected addresses are excluded from the file. **NOTE:** This data file is not a cumulative file. Each file is a replacement of the previous file and will include the latest data up to close of business on the day prior to the daily run.
- Early Voter Details (*Early Voting Summary and Early Voting Voters List*):** Daily files are generated at the end of each early voting day.
- The **Early Voting Summary File:** A statistical file that contains the total number of votes cast at each early voting location.
- The **Early Voting Voters List:** Contains the names of the voters who voted at each early voting site, once early voting begins.
- Vote by Mail Label Extract File:** Mailing labels for Vote by Mail requestors. *Label Merge Instructions* for creating mailing labels are provided in the *Electronic Date Guide*.

## VOTE BY MAIL BALLOT REQUESTS

- CD** \$0.40 per sheet
- Mailing Labels** \$0.20 per sheet; 20 labels per page. Total label sheets \_\_\_\_\_ x \$.20 = **Total Cost** \$\_\_\_\_\_

### SELECT DATA FILES FOR CD OR MAILING LABELS

- Vote by Mail Ballot Requests on File (data provided at the time the request is received) for mailing labels
- First Drop Mailing *Only*
- First Drop Mailing *and* Daily Updates Thereafter

## PARTY AFFILIATION AND DISTRICT SELECTIONS

### PARTY AFFILIATION

- All  Democrat  Minor Party: \_\_\_\_\_  No Party Affiliation  Republican

### DISTRICT

- Countywide:** Nassau County is represented in its entirety by United States Congressional District 4, Florida Senate District 4, Florida House of Representatives District 11. While these offices contain all of the voters in Nassau County, they extend to neighboring counties as well.
- District Offices - the following offices have the same geographical boundaries:** Board of County Commissioners, Ocean Highway and Port Authority, and School Board.  
\_\_\_ All (Countywide) **or** \_\_\_ Specific District \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5
- Municipalities:** \_\_\_ City of Fernandina Beach \_\_\_ Town of Callahan \_\_\_ Town of Hilliard
- Special Districts:** \_\_\_ Amelia Island Mosquito Control \_\_\_ Community Development District: \_\_\_\_\_  
\_\_\_ Soil and Water Conservation (Countywide)