



Ballot Certification Instructions

1. Log on through [SOE Administrative Services portal](#)
2. Select the File Transfer Utility from the list of applications.

Florida Department of State
Division of Elections
SOE Administrative Services

Application Links

Candidates

[Candidate Petitions](#) | [User Guide](#) (Revised 04/08/2015)

Elections

[Election Admin \(Ballot Cert\)](#)

Voter Registration

[Pending and Aged FVRS Matches](#)
Aged matches refer to matches that have exceeded the timeline to take initial action on the match per section 98.075, Fla. Stat. and Rule 1S-2.041, Fla. Admin. Code.

[Vote-by-Mail and Early Voting Reports](#) | [User Guide](#) (Revised 01/26/2020)

Miscellaneous

[File Transfer Utility](#) | [User Guide](#)

[Initiative Petitions](#) | [User Guide](#) (Revised 08/09/2019)

[Secure Document Transfer](#) | [User Guide](#) (Revised 01/09/2020)

[SOE Online Reports \(UOCAVA- Voter Education Survey\)](#) | [User Guide](#) (Revised 01/29/2020)

3. Select Ballot Certification from the list.

Supervisor of Elections

Welcome Maria Matthews
Division of Elections - Elections Director's Office
User Role: Download+Archive+Upload

Admin Menu

[Manage Files](#)

[Ballot Certification](#)

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SOE File Transfer Utility

The SOE File Transfer Utility allows County SOEs to:

- Send files to the Department of State
- Get files from the Department of State
- View and Download Ballot Certifications
- Send an Invitation For Others to Access This Application Via Windows Live Id (Admin Level Feature)

Click a menu item on the left to proceed.

Florida Department of State
Division of Elections
Room 316, R.A. Gray Building, 500 Bronough Street
Tallahassee, FL 32399-0250
1.850.245.6200

[Accessibility](#)

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4. Click on the file name to View/Save the ballot certification.

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Select County: Alachua

| County | View/Save File | Election Date | Election Type | Cert Type | Cert Date |
|--------|--|-----------------------|---------------|-----------|-----------------------|
| ALA | 20201103ALA_Cert2102_DOE.pdf | 11/3/2020 12:00:00 AM | GEN | DOE | 9/2/2020 12:00:00 AM |
| ALA | 20201103ALA_Cert2103_SOE.pdf | 11/3/2020 12:00:00 AM | GEN | SOE | 8/28/2020 12:00:00 AM |

5. .pdf ballot certification will display as follows:

| | | |
|---|--|---|
| <p>Department of State State of Florida Tallahassee, Florida</p> <p>To the Supervisor of Elections</p> <p>I hereby certify the names of the following candidates who have been duly nominated to the respective offices and the names of candidates with no party affiliation, write-in candidates, and nonpartisan candidates who qualified for office for the General Election to be held on the Third day of November, 2020 A.D.</p> <p>Ballot Certification Alachua County, Florida</p> <p>President Donald J. Trump and Michael R. Pence (REP) Joseph R. Biden and Kamala D. Harris (DEM) Jo Jorgensen and Jeremy "Sigal" Cohen (LFP) Roque "Rocky" De La Fuente and Doney G. Richardson (EFF) Gloria La Riva and Sami Freeman (PSL) Heidi Hawkins and Angela Nicole Walker (GRE) Dixie Blacksheep and William Malar (CFP) Brian Carroll and Amor Patel (WHI) Shawn Howard and Alyssa Howard (WRB) Michael A. Labovs and Raschelle Pope (WR) Dede Gennerson and Melissa Nixon (WR) Angela Marie Walls-Wendhausen and Charles Frederick Tolbert (WRB) Kasey Walls and Rachel Wells (WRB)</p> <p>Representative in Congress, District 2 Kai Caenenack (REP) Adam Christensen (DEM)</p> <p>State Attorney, 8th Judicial Circuit Brian Kratzer (REP)</p> <p>Public Defender, 8th Judicial Circuit Stacy Ann Scott (DEM)</p> | <p>State Representative, District 10 Chuck Brennan (REP) Frank Abensetzer Jr (DEM)</p> <p>State Representative, District 20 Yvonne Hayes Hinson (DEM)</p> <p>State Representative, District 21 Chuck Chismore (REP) Kareem Esmoking (DEM)</p> <p>Justice of the Supreme Court Charles G. Malleo</p> <p>First District Court of Appeal Joseph Lavinia Jr Scott Mahler Rachel Nardilly Tim Ombrello Clay Roberts Adam S. Yarnbaum</p> <p>Circuit Judge, 8th Judicial Circuit, Group 1 Robert Kirk Gresh</p> <p>Circuit Judge, 8th Judicial Circuit, Group 4 Craig C. DeThomasis</p> <p>Circuit Judge, 8th Judicial Circuit, Group 7 Phillip A. Piza</p> <p>Circuit Judge, 8th Judicial Circuit, Group 11 William E. Davis</p> | <p>Where only one name appears for a particular office, the name will not appear on the ballot, except for retention offices (Supreme Court and District Court of Appeal) where every name will appear. The name of a write-in candidate will not appear on the ballot; instead, a blank line will appear.</p> <p>IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the capital, this Second day of September, 2020 A.D.</p>  <p><i>Laurel M. Lee</i> Laurel M. Lee Secretary of State</p> |
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