



# Precinct Boundaries, Designations and Polling Place Locations

## *DE Reference Guide 0021 (Updated 01/13/2025)*

*These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.*

### GOVERNING LAW

- [Section 98.0981, F.S.](#)
  - The Supervisor of Elections must submit for each election, the geographical information system (GIS)<sup>1</sup> map of precinct boundaries created and maintained pursuant to s. 101.001 that applies to each applicable election (presidential preference primary, special primary, special, primary and general).
  - The map must be resubmitted for each election even if the information is unchanged from prior election.
  - The file may be submitted in advance of the election but no later than 10 business days after the Election Canvassing Commission certifies results.
- [Section 101.001, F.S.](#)
  - The Supervisor of Elections must maintain a geographical information system that clearly delineates all major observable features such as roads, streams, railway lines, and with current geographical boundaries of each precinct, representative district and senatorial district and other type of district.
  - The Supervisor of Elections must report to the Secretary of State within 10 days of reorganization of any precinct and to include a copy of the geographical information system compatible map showing the geographical boundaries and designation of each new precinct.
    - ✓ The precincts must consist of areas bounded on all sides only by census block boundaries from the recent United States Census. (Precincts are altered and created in conjunction with the board of county commissioners). If the boundaries split or conflict with a municipality or other political subdivision boundary, then boundaries may still be defined based on one of 2 other existing criteria in law.
  - Within 10 days after there is any change in the division, name, number, or boundaries of the precincts, or the location of the polling places, the supervisor of elections shall make in writing an accurate description of any new or altered precincts, setting forth the boundary lines and shall identify the location of each new or altered polling place. A document describing such changes must be posted at the supervisor's office.
  - Any changes in the county precinct data shall be provided to the department within 10 days after a change.

### SUBMISSION METHOD

Files must be submitted through the File Transfer Utility in the SOE Portal.

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<sup>1</sup> GIS is a system for managing and mapping integrated location data (where and what).

**Polling Locations – PctPoll**

- File is required
- Description: Listing of polling places in the county
- File format: Tab-delimited ASCII file or excel spreadsheet
- File Extensions: .txt; .xlsx.
- See layout table below for details

- File naming convention:**
- CountyAbbrDateStamp \_FileType.extension.
  - The CountyAbbr is the state assigned 3-character county code.
  - The DateStamp, formatted YYYYMMDD, is the date of the election for which the data contained in the file applies.
  - The FileType isPctPoll.

**Example depending on the underlying file:  
ALA20241105\_PctPoll.txt (in this case the date is the date of the general election)**

Field	Name	Format (max)	Value/Description
1	County Code	Char(3)	Three-character county code
2	Precinct Number	Char(6)	Must be a unique precinct identifier (i.e., alphanumeric code representing the precinct name or number and containing no more than the maximum characters as specified by rule). Precinct number should not contain splits. It should correspond to the precinct as reported in election results and voting history
3	Polling Location	Char(75)	Polling Place location name
4	Address1	Char(75)	
5	Address2	Char(75)	
6	City	Char(25)	
7	Zip	Char(10)	

**Precinct GIS Map Files – PctMap**

- File is required
- Description: A shapefile is a vector data storage format for geographic information system software and geospatial analysis. It stores the location, shape, and attributes of geographic features. Storage consists of a set of related files and contains one feature class. (Property appraisers and emergency management offices use GIS data and programs).
- File Format: A shapefile consists of at least these 4 components: .shp, .shx, .dbf, and .prj files. Before uploading, the file **must** be zipped to allow for viewing through a web browser and published on a hosted feature layer.
- File Extension: .zip
- Examples on next page

**File naming convention for file submitted per s. 98.0981 (due for every election):**

- CountyAbbrDateStamp \_FileType.extension.
- The CountyAbbr is the state assigned 3-character county code.
- The DateStamp, formatted YYYYMMDD, is the election date for the data contained in the file applies.
- The FileType PctMap.
- Extension is .zip

**Example: ALA20241105\_PctMap.zip (in this case, the date is the date of the general election)**

**File naming convention for file submitted per s. 101.001 (due whenever there is a change):**

- CountyAbbrDateStamp \_FileType.extension.
- The CountyAbbr is the state assigned 3-character county code.
- The DateStamp, formatted YYYYMMDD, should be the date in which the information

**EXAMPLES**

C:\GIS\BRE20230830\_PctMap8

Name

- BRE20230830\_PctMap.cpg
- BRE20230830\_PctMap.dbf
- BRE20230830\_PctMap.prj
- BRE20230830\_PctMap.sbn
- BRE20230830\_PctMap.sbx
- BRE20230830\_PctMap.shp
- BRE20230830\_PctMap.shp.xml
- BRE20230830\_PctMap.shx

C:\GIS\DAD20230810\_PrecinctMapFile1

Name

- Precinct Group.cpg
- Precinct Group.dbf
- Precinct Group.prj
- Precinct Group.sbn
- Precinct Group.sbx
- Precinct Group.shp
- Precinct Group.shp.xml
- Precinct Group.shx

C:\GIS\LEV20230905\_PrecinctShapeFiles2024290298aa-5f02-4821-a50a-661e446fd16e.zip\Precinct Shape Files 2022\

Name

Size

Packed Size

Modified

Created

Accessed

Attrib

Name	Size	Packed Size	Modified	Created	Accessed	Attrib
PRECINCT12075 (1).prj	165	133	2022-07-18...			
PRECINCT12075 (1).shx	204	154	2022-07-18...			
PRECINCT12075.dbf	157	76	2022-07-18...			
PRECINCT12075.shp	1 419 052	451 753	2022-07-18...			