Precinct Designations and Polling Place Locations

DE Reference Guide 0021 (Updated 03/2022)

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 101.001, F.S](#). -The requirements are:

  - Precincts created or changed must be based on the census block as based on the most recent U.S. Census. It is the default unit.
  - If the boundaries split or conflict with another political boundary, then boundaries may still be defined based on one of the 4 other existing criteria in law
  - Whenever precincts are reorganized, submit in 10 days (in lieu of 30 days) copies of the geographical map boundaries and precinct designation, or if precinct consists of whole census blocks, a list in electronic format of the census block and corresponding precinct.
  - Provide precinct data for all precincts for which there are election results and voting history results
  - Report precinct or polling place boundaries or designations to the Department of State within 10 days after change in the division, number, or boundaries of precinct, or location of polling place.

- Supervisor of Elections shall provide data on all precincts in the county associated with the most recent census blocks within each precinct to the Department of State. Precinct data shall include all precincts for which precinct-level election results and voting history results are reported.

TYPES AND FORMAT

A uniform electronic format is required to submit and compile data.

Five file types compose the precinct and polling place data files:

- "PctPoll"
  - File is required
  - Description: Listing of polling places in the county
  - File format: Tab-delimited ASCII file (.txt). See layout table for details
- "PctBlock"
  - File is required
  - Description: Listing of census blocks associated with each precinct in the county
  - File format: Tab-delimited ASCII file (.txt) See layout table for details
- "PctLegal"
  - File is required file only if one or more precincts in the county split census blocks
  - Description: Legal descriptions of boundaries for precincts with split census blocks in the county
  - File Format: Word document (.doc, .docx), rich text format (.rtf), tab-delimited ASCII file (.txt). If using tab-delimited file, see layout table for details
- "PctMap" for precinct shape files
  - File is optional
  - Description: GIS shapefiles of precinct boundaries
  - File format: No format specified
- "PctBOCCResolution"
  - File is optional
  - Description: Scan of Board of County Commissioners resolution, minutes, or other action authorizing changes to precinct or polling places
  - File format: PDF

- **FILE LAYOUTS**

PctPoll			
Field	**Name**	**Format (max size)**	**Value/Description**
1	County Code	Char(3)	Three character county code
2	Precinct Number	Char(6)	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)	

PctBlock			
Field	**Name**	**Format**	**Value/Description**
1	County Code	Char(3)	Three character county code
2	Precinct Number	Char(6)	Precinct number should not contain splits. It should correspond to the precinct as reported in election results and voting history
3	Census Block	Char(15)	Fifteen-character Census Block GEOID
4	Census Block Split	Char(1)	Blank if census block is contained within one precinct. If block is split then A, B, C...

PctLegal			
Field	**Name**	**Format**	**Value/Description**
1	County Code	Char(3)	Three character county code
2	Precinct Number	Char(6)	Precinct number should not contain splits. It should correspond to the precinct as reported in election results and voting history.
3	Census Block	Char(15)	Fifteen-character Census Block GEOID
4	Census Block Split	Char(1)	A, B, C...
5	Legal Description	Memo (No limit)	Required for each Census Block Split. Legal description specifies how the precinct boundary splits a particular Census Block

- **FILE NAMING CONVENTIONS**

The file naming convention should be as follows:

- CountyAbbrDateStamp _FileType.extension.
- The CountyAbbr is the state assigned 3 character county code.
- The DateStamp, formatted YYYYMMDD, is the date the data contained in the file becomes effective.
- The FileType is the file code as defined above.
- Examples depending on the underlying file:
    ALA20100129_PctPoll.txt
    ALA20120302_PctBlock.txt
    ALA20120215_PctLegal.doc