

Precinct Designations and Polling Place Instructions

INSTRUCTIONS

For submitting information regarding precinct data (including associated census blocks) and polling places to the Division of Elections.

REFERENCES

- Section 101.001(3)(b), F.S. specifies that the Supervisor of Elections shall provide to the department data on all precincts in the county associated with the most recent census blocks within each precinct.
- Section 101.001(4)(a), F.S. specifies the location of polling places and the associated precincts shall be documented and (b) specifies any changes in the county precinct data shall be provided to the department within 10 days after a change.
- Section 101.001(4)(c), F.S. states that precinct data shall include all precincts for which precinct-level election results and voting history results are reported.

BACKGROUND

The requirements will be:

- 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.

FILE TYPES & FORMAT

Following are the 4 allowable types of files and their assigned file type codes appear in quotes:

- "PctPoll" for polling place files
 - Tab-delimited ASCII file (.txt)
- "PctBlock" for census block files
 - Tab-delimited ASCII file (.txt)
- "PctLegal" for legal descriptions of precinct boundaries. This must be submitted ONLY if there are any splits in census block. The file should contain legal description about census block splits ONLY.
 - Word document (.doc, .docx) or Rich text format (.rtf) **or**
 - Tab-delimited ASCII file (.txt)
- "PctMap" for precinct shape files.
 - Optional files may be uploaded in any format produced by software being utilized by county.
 - NOTE: No record layout is defined.

FILE CONVENTIONS

- **Filename:** The file naming convention for a file written in English is 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. For example, ALA20100129_PctPoll.txt; DAD20120302_PctBlock.txt or SUW20120215_PctLegal.doc

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RECORD LAYOUT

Precinct-Polling Place (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)	

Precinct-Census Block (PctBlock)			
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	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...

Precinct Legal Description (PctLegal)			
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	Census Block	Char(15)	Fifteen-character Census Block GEOID
4	Census Block Split	Char(1)	A, B, C...
5	Legal Description	Memo (No limit)	<ul style="list-style-type: none"> • Required for each Census Block Split • NOT required for any Census Block that is not split. • Legal description specifies how the precinct boundary splits a particular Census Block, with specific reference to visible features (such as streets, railroads, tracks, streams, and lakes) or boundaries of counties, incorporated municipalities, or other political subdivisions.

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Instructions

Go to: <https://soesecure.elections.myflorida.com/SOEAdminServices/>

Sign In:

The screenshot shows the Windows Live sign-in/sign-up interface. On the left, there are three service icons: Hotmail (The smart way to do email - fast, easy and reliable), Messenger (Stay in touch with the most important people in your life), and SkyDrive (Free, password-protected online storage). Below these is a "Sign up" button and a link for "Don't have a Windows Live ID?". On the right, there is a "sign in" section with a "Windows Live ID:" field containing "example555@hotmail.com", a "Password:" field, a "Can't access your account?" link, a "Keep me signed in" checkbox, a "Sign in" button, a "Not your computer?" link, and a "Get a single use code to sign in with" link. The footer contains "©2012 Microsoft | Terms | Privacy" on the left and "Help Center | Feedback" on the right.

Precinct Designations and Polling Place Instructions

Navigate through the following steps:

After your login you will be on the Welcome Screen. Locate the navigation link on the left side.



Select **Get or Send Files** and you will be directed to this screen:



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Send Files to DOS:

Supervisor of Elections

Home

Get or Send Files

Send Files to DOS Get Files from DOS

File Upload

Select File Type: Precinct Census Blocks

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

Select File Type:

Home

Get or Send Files

Send Files to DOS Get Files from DOS

File Upload

Select File Type: Precinct Census Blocks

- Precinct Census Blocks
- Precinct Legal Description
- Precinct Polling Places

View Uploaded Files

Select *Get Files from DOS*:

Supervisor of Elections

Home

Get or Send Files

Send Files to DOS Get Files from DOS

- View Files Available for Download
- View Archived Files

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

Precincts and Polling Places

View Files Available for Download:

The screenshot shows the 'Supervisor of Elections' website interface. At the top, there is a navigation bar with 'Home' and 'Get or Send Files'. Below this, there are two radio buttons: 'Send Files to DOS' and 'Get Files from DOS'. Underneath, there are three radio buttons: 'View Files Available for Download' (which is selected and has a red arrow pointing to it), 'View Archived Files', and 'View Archived Files'. Below the radio buttons is a table with the following data:

Download	County Code	File Name	File Extension	File Status	File Description	Active Date	DOE Upload Date	Download Selected	Archive Date
Download	DAD	DAD2012043 week1	.txt	UPL		4/30/2012	4/30/2012	5/3/2012	N/A

At the bottom of the page, there is contact information for the Florida Department of State, Division of Elections, and links for Accessibility, Privacy Policy, and Contact Us.

View Archived Files:

The screenshot shows the 'Supervisor of Elections' website interface. At the top, there is a navigation bar with 'Home' and 'Welcome'. Below this, there are two radio buttons: 'Send Files to DOS' and 'Get Files from DOS'. Underneath, there are three radio buttons: 'View Files Available for Download', 'View Archived Files' (which is selected), and 'View Archived Files'. Below the radio buttons is a table with the following data:

Download	County Code	File Name	File Extension	File Status	File Description	Active Date	DOE Upload Date	Download Selected	Archive Date
Download	DAD	DAD20120426week1	.txt	UPL		4/26/2012	4/27/2012	4/27/2012	4/30/2012

At the bottom of the page, there is contact information for the Florida Department of State, Division of Elections, and links for Accessibility, Privacy Policy, and Contact Us.

NOTE: You may do a screen print for your records as a confirmation of your Upload Date.