

# Vote-By-Mail Information

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## Recent Changes That Apply to Municipal Vote-by Mail Requests:

Anyone who does not have either their last 4 digits of their Social Security Number, or their Florida Driver's License / Florida ID# on file with the Alachua County Supervisor of Elections office will not be able to make a vote-by-mail request over the phone or online. Most of these voters would have registered 15 to 20 years ago, before this information was recorded in their databases. You can solve this problem by updating your voter registration. You can follow the link below to do it online or you can fill out a Voter Registration Application and mail it in.

## Other Items to Always Be Aware of For Any Election:

The postal service recommends that voters mail ballots one week before the due date to account for any unforeseen events or weather issues and to allow for timely receipt and processing by election officials. It is important for voters to let us know of any address changes - **mail ballots cannot be forwarded.**

For more information, please contact the  
[Alachua County Supervisor of Elections at 352-374-5252.](#)

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**Note: This Vote-by-Mail request applies ONLY to the  
2025 City of Newberry Election.**

**NOTE: FLORIDA LAW NOW PROHIBITS DEPOSITING BALLOTS AT AN UNMANNED LOCATION! YOU CANNOT PUT VOTED BALLOTS IN THE UTILITIES DROP BOX.**

## How to & Who Can Request a Vote-By-Mail Ballot

A vote-by-mail request can be made in one of the following ways:

- By submitting a signed Statewide Mail Ballot Request Form (e.g., in person, mail, fax, or scanned attachment to an email) to the City Clerk or Alachua County Elections office
- By phone to Alachua County Supervisor of Elections office (352-374-5252)

The request must include the following information:

(Note a fillable uniform vote-by-mail request form is available on our website.)

- Voter's name
- Voter's current legal residence address (no post office boxes)
- if the request is to mail to an address other than the one on file, the request must be signed, except for an absent uniformed service voter or an overseas voter seeking to vote-by-mail. **Mail ballots cannot be forwarded!**
- Voter's date of birth
- Voter's Full Florida Driver's License/Florida ID number or last four digits of the Voter's Social Security Number, whichever may be verified in the Alachua County Supervisor of Elections' records.
- Voter's signature

# Vote-By-Mail Information

## How do I request a Vote-By-Mail ballot for another voter?

Only a designated member of a voter's immediate family (or a legal guardian) can request a Vote-By-Mail ballot for that voter and they may do so only if directly instructed by the voter. Immediate family means the voter's spouse or the parent, child, grandparent, or sibling of either the voter or of the voter's spouse.

The additional information is required when requesting on behalf of the voter:

- Requestor's name
- address
- Full Florida Driver's License/Florida ID number or last four digits of the Requestor's Social Security Number (if available)
- Requestor's relationship to Voter
- Requestor's signature (if request is written)

IN-PERSON OR MAIL REQUESTS	<b>City of Newberry Office of the City Clerk 25440 W Newberry Road Newberry, FL 32669 Hours are 8:00 AM to 5:00 PM, Monday – Thursday Normal holidays apply.</b>
EMAIL REQUESTS	<a href="mailto:CityClerk@NewberryFL.gov">CityClerk@NewberryFL.gov</a>
PHONE REQUESTS	<b>Alachua County SOE 352-374-5252</b>

## How do I pick up a Vote-By-Mail ballot?

A voter may pick up a ballot for him/herself any time after ballots are printed and available, approximately 30 days prior to the municipal election. Simply come to the Office of the City Clerk and bring picture and signature ID. You may immediately vote the ballot, or you may return it later by mail, in person, or have someone else return it for you.

Starting Monday, March 31, 2025, you may authorize another person to pick-up your Vote-By-Mail ballot from the Office of the City Clerk. Your designee **MUST** have a note signed by you, a picture ID (of the designee), and a completed affidavit. Instructions concerning the note and a copy of the required affidavit are available to download. The designee may not pick up more than two (2) Vote-By-Mail ballots per election, not including the designee's own ballot and ballots for members of his/her family.

**Vote-By-Mail ballots MUST be received by the City Clerk not later than 7:00 PM on April 8th, 2025.**

# Vote-By-Mail Information

## Election Day

Note that, effective January 1, 2014, pick-up of Vote-By-Mail ballots on Election Day is limited to emergencies. This is regardless of whether the voter or a designee is to pick-up the ballot.

Only if there is “an emergency, to the extent that the elector will be unable to go to his or her assigned polling place” will ballots be available for pick-up. In that case, the person picking up the Vote-By-Mail ballot must “execute an Election Day Vote-By-Mail Ballot Delivery Affidavit affirming to the facts which allow for delivery of the Vote-By-Mail ballot” and if those facts are untrue the person signing may be subject to the penalties for perjury.

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## Voter Signature Update/Deadline

A voter may update their signature up until the day the supervisor of elections of the municipality receives the ballot.

Since voters’ signatures sometimes change over time, it is especially important that voters who use Vote-By-Mail ballots make certain that the Alachua County Supervisor of Elections has on file a copy of your current signature. Voters can file an updated registration form to update their signature.

**When requesting a Vote-By-Mail ballot, please be aware that the signature on the envelope containing your returned voted ballot will be compared to the signature that Alachua County Supervisor of Elections has on file for you.**

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## Provisional Ballot Signature Cure/Vote-By-Mail Ballot Signature Cure

If applicable, to ensure that your vote-by-mail ballot will be counted, your Signature Cure Affidavit should be completed and returned as soon as possible so that it can reach the City Clerk/Municipal Supervisor of Elections no later than 5 PM on the second day after the election.