Vote-by-Mail Ballot Request Information File Layout

(For use when preparing and reporting the electronic data file
for vote-by-mail voters – s. 101.62, F.S.)

Data Element Name	Description	Data Format Rules
RecordType	Vote-by-Mail Ballot Request Status	"AbStat"
CountyId	County providing summary	Char(3) Use FVRS county codes
FVRSVoterIdNumber	FVRS Voter Id Number	Numeric (10)
FVRSElectionNumber	FVRS Election identifier	Numeric (10)
ElectionDate	Date of the election	MM/DD/YYYY
ElectionName	Name of Election	Char(35)
LastAbsRecordChangeDate	Date the vote-by-mail summary record was last updated	MM/DD/YYYY
AbsenteeRequestStatus	Applicable codes for reporting purposes: C: Use when a voter cancels a request for vote-by-mail ballot. E: Use when there is any voter-caused error in a returned vote-by-mail ballot other than a failure to sign the Voter's Certificate <u>or signature on the Voter's Certificate failed to match the signature on record.</u> <u>M: Use when a voter returns a vote-by-mail ballot with a signature on the Voter's Certificate that does not match the signature on record.</u> N: Use when a voter returns a vote-by-mail ballot with no signature on the Voter's Certificate. P: Use when the vote-by-mail ballot is provided to the voter by any proper means of delivery (mail, fax, *etc.*). (Only record one ballot provided per voter.) R: Use when the supervisor has processed a vote-by-mail ballot request and determined that the voter is eligible to vote-by-mail for that election. S: Use when a voter has or makes a standing request to receive a vote-by-mail ballot for all elections occurring from the date of the request through the end of the calendar year for the second ensuing regularly scheduled general election. (Once the supervisor determines that the voter is eligible to vote-by-mail in a particular election, the status of the standing request for that election is recorded as "R".) U: Use when a vote-by-mail ballot is returned as undeliverable to the address where it was sent. V: Use when a voted vote-by-mail ballot is returned and received in the supervisor's office and does not otherwise fall into a status code of E, <u>M,</u> N, or U.	Char(1) C: Cancelled by the Voter E: Voter Error <u>M: Mismatched Signature</u> N: Unsigned P: Provided R: Requested S: Standing U: Returned Undeliverable V: Voted

	NOTE: The code for each voter shall be updated daily so that each voter has only one code associated with the voter's record. For example, a prior report for a voter reflecting an "S" will be changed on a subsequent report to an "R" if the voter is determined eligible to vote in the election. The reporting code for that voter may then be changed, for example, to "P", which may then be subsequently changed to a status of "E", "M","N", "U", or "V".	
AbsReqDate		MM/DD/YYYY
AbsDelivery Date		MM/DD/YYYY
AbsReturnDate		MM/DD/YYYY
AbsReqCanceledDate		MM/DD/YYYY
AbsMilitary		Char (1) Y, N
AbsOverseasFlag		Char (1) Y, N
AbsMilitary Dependent		Char (1) Y, N
Precinct		Char (6)
PrecinctSplit		Char (10)
CongressionalDistrict		Numeric (2)
SenateDistrict		Numeric (2)
HouseDistrict		Numeric (3)
CountyCommissionDistrict		Char (10)
SchoolBoardDistrict		Char (10)
OtherDistricts		Char (25)
Abs Party		Char (3)
Voter Name		Char (99)
AbsReqMailingAddressLine 1		Char (40)
AbsReqMailingAddressLine 2		Char (40)
AbsReqMailingAddressLine 3		Char (40)
AbsReqMailingAddress City		Char (40)
AbsReqMailingAddress State		Char (2)
AbsReqMailingAddressZip		Char (15)
AbsReqMailingAddressCountry		Char (40)
AbsReqE-mailAddress		Char (100)
AbsReqFaxnumber		Char (20)