

# SPOILED BALLOT ENVELOPE

## Important Instructions for Clerk and Voter

1. (Clerk) **Check One**:  Issuing 1<sup>st</sup> Expressvote (AVS) Blank Ballot Card OR  Voter Spoiled Ballot
2. (Clerk) **Hand** this envelope to the Voter and instruct Voter to tear the spoiled ballot in half and insert it into this envelope.
3. (Voter) **Seal** this envelope and return it to the Clerk.
4. (Clerk) **Record** the Vote Site # or Name \_\_\_\_\_ AND Date \_\_\_\_/\_\_\_\_/20\_\_\_\_
5. (Clerk) **Record** Ballot Style \_\_\_\_\_ (Located on Voter's signed Voter Pass)
6. (Clerk) **Verify** number of attempts with prior spoiled ballot envelopes, if necessary to confirm.
7. (Clerk) **Check** # of VOTING attempts:  
 Issuing 1<sup>st</sup> Expressvote (AVS) Blank Ballot Card OR  2<sup>nd</sup> attempt OR  3<sup>rd</sup> (final) attempt
8. (Clerk) **Place** this sealed and completed Spoiled Ballot Envelope into the Catch All Bag for return to the SOE office.  

*(See other side for voter information)*

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Under Florida State Statute 101.5608, in no case shall a voter be furnished more than (3) ballots including the original 1<sup>st</sup> attempt ballot issued to the voter.

Under Florida State Statute 104.23, any precinct election official who willfully discloses how any elector voted, except upon trial in court, is guilty of a felony of the third degree. Rule 1S-2.034 F.A.C., DS-DE 11.

This envelope will not be opened after being sealed by you, the voter.

This envelope shall be destroyed after the required retention period without opening unless ordered to do so for a court case.

This envelope is provided to ensure the secrecy of your vote in the event you have spoiled your ballot.

The Ballot Stub Number information is required for ballot reconciliation purposes only.

*Bay County Supervisor of Elections  
Nina Ward*

*(See other side for instructions)*