



2026

Election Cycle

Secure Ballot Intake Station Attendant (Historic Courthouse)

— A Public Office is a Public Trust —

Secure Ballot Intake Station Attendant: HCH

CONTACT INFORMATION

If you are unable to perform your responsibilities as an election worker, please contact our office immediately.

Business Hours:

904-491-7500

1-866-260-4301 Toll Free

After Hours:

Lori Wilkinson: 904-614-2280

Macie Franzese: 904-431-8686

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Florida Statute 101.69

“Every early voting location must provide a secure drop box for voters to physically return a voted vote-by-mail ballot to the Supervisor of Elections. The secure drop box must be clearly labeled, sealed, and placed in an area where a designated election board member maintains custody and control of the drop box at all times.”

Florida Statute 101.69(3)

“If any intake station is left accessible for ballot receipt other than as authorized by this section, the supervisor is subject to a civil penalty of \$25,000. The division is authorized to enforce this provision.”

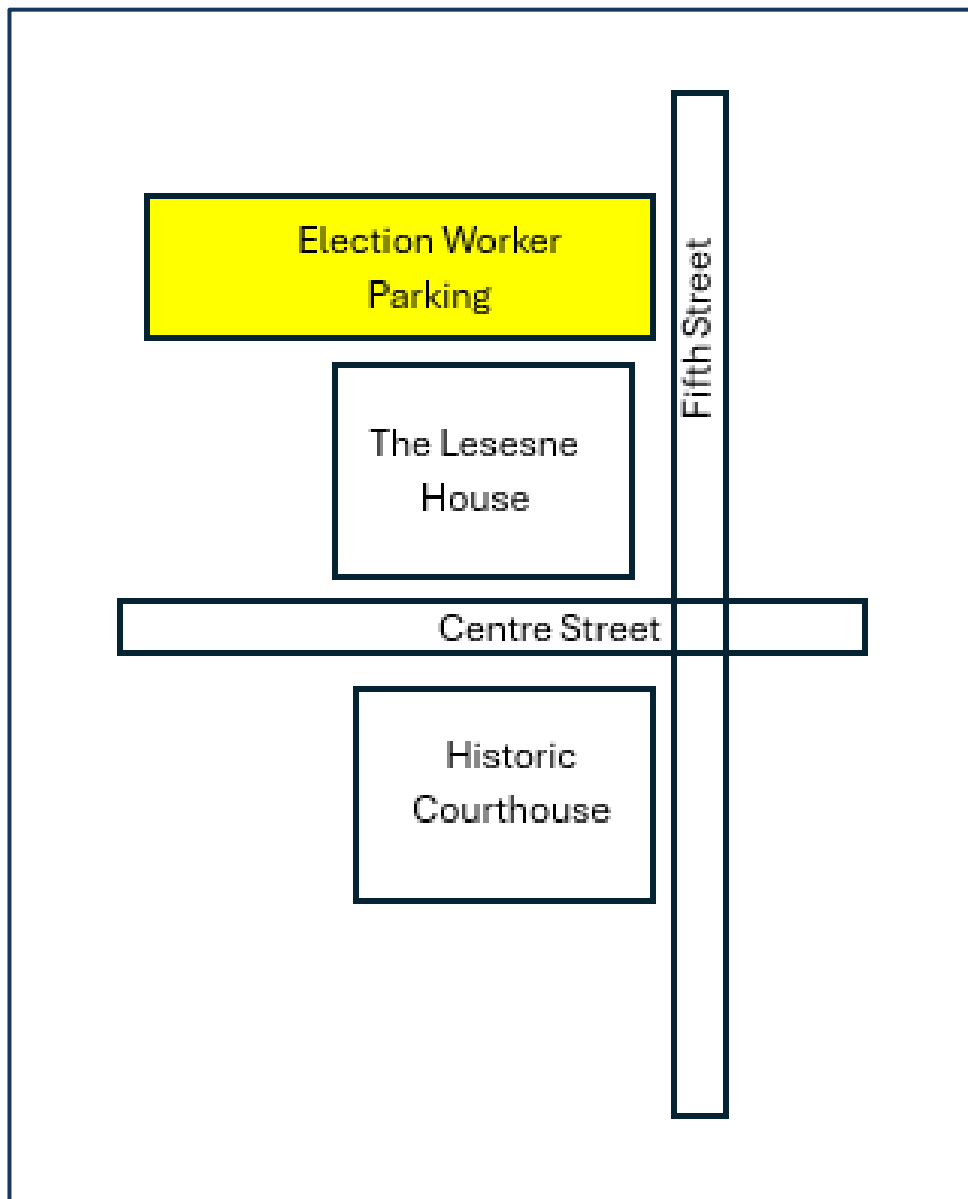
This intake station is provided for voters to deposit the following:

- Vote by Mail Ballots
- Voter Registration Applications
- Vote by Mail Statewide Request Forms
- Any other correspondence for the Supervisor of Elections Office (SOE).

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Daily Schedule

- There are three shifts each day.
 - Morning: 8:30 am to 11:00 am
 - Mid-Day: 11:00 am to 2:00 pm
 - Afternoon: 2:00 pm to 5:00 pm
- Please arrive on time, and do not leave until the next shift arrives. If there is an emergency, please contact our office on 904-491-7500, and ask for Lori.
- Please use the restroom before and after your shift to avoid the SBIS from being left unattended.
- When you arrive, please follow the map below to the parking lot across Centre Street, where a sign will be posted indicating election worker parking.



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Supplies Provided in the Supply Box

- "I Voted" Stickers
- SOE Business Cards
- Pens
- Timesheet
- SBIS Incident Log
- Election Worker Position Badge
- Stapler
- Informational Document

Supplies Provided by the Courier at End of Day

- Chain of Custody form
- Ballot Transfer Bags
- Keys to the SBIS

Morning

1. SOE staff will arrive at 8:30 am with the keys to the SBIS.
2. SOE staff will unlock the SBIS by removing the "Kiosk Closed" metal bar. Place the metal bar in the supply bin for secure storage throughout the day.
3. SOE staff will return the keys to the SOE office.

Throughout the Day

1. When a voter approaches the SBIS with a Vote by Mail ballot, ask, "Did you sign and seal the envelope?"
2. If not, provide the voter with a pen to use.
3. Instruct the voter to deposit their signed and sealed envelope in the SBIS.
4. Do not touch the voted ballot/envelope.
5. Provide the voter with an "I Voted" sticker after depositing their ballot.
6. Any other election office forms or correspondence can be deposited in the SBIS.
7. Please do not answer any election questions, instead provide the voter with the Informational Document and advise them to contact our office.
8. Document any interactions that occur not outlined in these procedures on the SBIS Site Incident Log.

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Procedures for Afternoon Ballot Pick-up.

Complete the following steps with the Courier.

1. The Courier will arrive at 4:50 pm to complete the Chain of Custody form with you at 5:00 pm.
2. At 5:00 pm, unlock the SBIS using the keys provided by the Courier for the top and bottom locks (each lock has a separate key).
3. Affix the "Kiosk Closed" metal bar to the chute opening.
4. With the Courier, retrieve ALL ballots and any other documents from the SBIS. Verify the SBIS is empty and no ballots are inside.
5. Count the number of ballots and record the information on the Chain of Custody form.
6. Place ALL ballots and any other documents that are in the SBIS in the designated ballot transfer bag.
7. Use as many ballot transfer bags as needed and notate the seal number(s) on the Chain of Custody form.
8. Remove detachable plastic strip and staple to the Chain of Custody form.
9. Place the Chain of Custody form, and the Site Incident Log in the ballot transfer bag.
10. Remove liner from the adhesive area, fold flap to the dotted line, and press to seal the ballot transfer bag.
11. Close and lock the SBIS bin door.
12. The following items will be delivered to the Supervisor of Elections Office by the Courier.

The Courier will return to the SOE Office with the following items inside the Sealed Plastic Transfer Bag:

1. SBIS Chain of Custody form
2. Vote by Mail ballots from the SBIS
3. SBIS Site Incident Log (if applicable)
4. Keys to the SBIS
5. Any other documents from the SBIS

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SBIS INCIDENT LOG

DOC 13095 04262022

Date: _____

Early Voting Site: _____

Record ALL incidents or discrepancies that occur inside or outside. Provide as much detail as possible (name, description of situation, time, etc.). Indicate the action taken to resolve the issue. **PLEASE PRINT CLEARLY.**

Attendant Initials: _____

Time of Occurrence: _____

Occurrence: _____

Resolution: _____

Attendant Initials: _____

Time of Occurrence: _____

Occurrence: _____

Resolution: _____

PAGE ____ OF ____

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CHAIN OF CUSTODY Secure Ballot Intake Station (SBIS) and Provisional Ballots (PB)

1. Date: ___/___/___ Time: _____
2. CAL FB FBHC HIL JPGC SOE Office YSC (circle one)
3. Record the number of ballots collected from the SBIS:
4. Place collected SBIS ballots in numbered transfer bag.
5. Record the number of provisional ballots:
6. Place collected provisional ballots in numbered transfer bag.
7. Record the transfer bag seal #
8. Sign and affirm that information is accurate and complete.

SBIS Attendant / SOE Staff

SOE Courier / SOE Staff

9. Place signed Chain of Custody form in transfer bag. Seal & return the bag to SOE Office immediately.
10. Historic Courthouse Only: Lock Secure Ballot Intake Station.

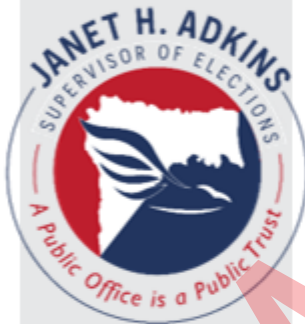
<i>To be completed by Election Office Staff.</i>	Date: ___/___/___	Time: _____		
			<i>Staff Initials</i>	<i>Staff Initials</i>
<input type="checkbox"/> Confirm Chain of Custody form has been completed properly.			_____	_____
<input type="checkbox"/> Confirm seal of ballot transfer bag is secure. YES <input style="width: 30px;" type="text"/> NO <input style="width: 30px;" type="text"/>			_____	_____
<input type="checkbox"/> Record & compare transfer bag seal # <input style="width: 200px;" type="text"/>			_____	_____
<input type="checkbox"/> Confirm transfer bag contains <input style="width: 60px;" type="text"/> ballots.			_____	_____
<input type="checkbox"/> Confirm transfer bag contains <input style="width: 60px;" type="text"/> provisional ballots.			_____	_____
<input type="checkbox"/> Date stamp ballots using Omaton and stamp with "SBIS".			_____	_____
<input type="checkbox"/> Store ballots in secure VBM room.			_____	_____
<input type="checkbox"/> Place signed Chain of Custody form in Chain of Custody Notebook.			_____	_____
<input type="checkbox"/> Record # of ballots on SBIS and PB Logs (DOC 18057 & DOC 3004).			_____	_____

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DOC 18025 02112026

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INFORMATIONAL DOCUMENT



Secure Ballot Intake Stations

Why is a Drop Box now called a Secure Ballot Intake Station?

Florida Legislature passed CS/CS/SB 524 in 2022, changing the designation of "Drop Box" to "Secure Ballot Intake Station."

Why is the Secure Ballot Intake Station now located inside?

FS 101.69 states an intake station may only be used during Early Voting hours and must be monitored in person.

How many ballots can I return?

FS 104.0616 states that you may distribute, order, request, collect, deliver, or otherwise physically possess no more than two vote by mail ballots in addition to your own or one belonging to an immediate family member.

What happens to my ballot once it is deposited?

Every Secure Ballot Intake Station is emptied every day. Following a chain of custody procedure, ballots are transported to the Elections Office to be secured.

Locations and Availability

Per FS 101.69, Secure Ballot Intake Stations are located at Early Voting Locations:

- Atlantic Rec Center
- Hilliard Community Center
- James Page Governmental Complex
- Walter Junior Boatright County Building
- Yulee Sports Complex

Secure Ballot Intake Stations are also located at:

- Supervisor of Elections Office, 8am-5pm
- Fernandina Beach Historic Courthouse, 8:30am-5pm

Contact us with questions!

904-491-7500 • info@votennassaufl.gov • www.VoteNassauFL.gov

DOC 13093 10172023

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