



## OFFICE OF THE SUPERVISOR OF ELECTIONS

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Thank you for your interest in being a polling place for elections held in Duval County. Becoming a polling place is a great opportunity to reach out into your community. With your willingness to become a polling place you will help in making democracy work for our country.

On Election Day, poll workers will arrive at 6:00 AM to set up the precinct for voters who will begin voting at 7:00 AM. Voters will continue casting ballots throughout the day until 7:00 PM unless extended by the Governor of Florida. Once voting is finished, it will take about an hour for the poll workers to close down the precinct. Prior to Election Day, voting equipment will be delivered the Wednesday or Thursday before the election and will be picked up the Wednesday or Thursday after the election. The facility will need to provide either a key or a person to open and close the facility for the poll workers and moving company. If a person will open and close the location, they will also need to let the poll workers in the day before the election to begin setting up. These are a few of the requirements in being a polling place; additional requirements are stating in the polling place agreement.

The Supervisor of Elections office looks forward to working together in making democracy work. If you have any further questions, contact Bill Frame at (904)424-2986, [WFrame@coj.net](mailto:WFrame@coj.net) or Sheri Treadwell (904)630-8024, [STreadwell@coj.net](mailto:STreadwell@coj.net). Thank you again for your interest in being a polling place for the voters of Duval County.

Sincerely,

A handwritten signature in blue ink that reads "Jerry Holland". The signature is stylized and cursive.