

## **ADULT REGISTRATION FORM**

Please complete all information on this form. If you need help, please speak to one of our Staff.

| Last Name:                       |                                                |                               | First Name:                            | Middle:                                                                                                                    |
|----------------------------------|------------------------------------------------|-------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Preferred Name                   | /Nickname:                                     |                               |                                        |                                                                                                                            |
| Age:                             | Birth Date:                                    | 1 1                           | Sex:                                   | SS#:                                                                                                                       |
| Referred by:                     |                                                |                               |                                        | Referral Phone:                                                                                                            |
| Address:                         |                                                |                               | Apt #:                                 | Phone: Home:                                                                                                               |
|                                  |                                                |                               |                                        |                                                                                                                            |
|                                  |                                                |                               | Contact Preference:                    |                                                                                                                            |
|                                  |                                                |                               |                                        | reference:                                                                                                                 |
| Race:                            | □Black □Asian □A                               | American India                | n □Alaskan Native □Na                  | tive Hawaiian □Pacific Islander □Multi-Racial                                                                              |
| Ethnicity:<br>(check one)        |                                                |                               | ban □Other Hispanic □                  | ∃Haitian □Mexican American □Spanish/Latino                                                                                 |
| Marital Status:                  | □ Never Married                                | $\square$ Married $\square$ W | idowed □Divorced □Se                   | parated □Domestic Partner □Legally Separated                                                                               |
| Employment<br>Status:            |                                                |                               |                                        | ne $\Box$ PT Self-Employ $\Box$ Unemployed $\Box$ Disablede $\Box$ Criminal Inmate $\Box$ Not Authorized to Work           |
| Highest School G                 | irade Completed:                               |                               |                                        |                                                                                                                            |
|                                  |                                                |                               | ormer alias: ☐ No ☐                    |                                                                                                                            |
| Do you have a ca                 | ase nlan with the co                           | nurt system or                | Fckerd Community Alt                   | ernatives:                                                                                                                 |
|                                  | Assisted Living Facilit  DJJ Facility □ Crisis | ty □Mental H<br>Residence □   | ealth Institute Nursin                 | Relatives ☐ Homeless ☐ Group Home ☐ Jail g Home ☐ Supported Housing ☐ Foster Care atment ☐ Limited MH Licensed ALF ☐ Other |
| Number in Hous<br>Veteran: ☐ Yes | <del></del>                                    | _                             | e you ever received ser<br>f so, when: | vices here before?   No Yes                                                                                                |
|                                  |                                                | •!                            |                                        |                                                                                                                            |
| Developmental [                  | BILITY FACTORS:                                | □ Yes □                       | No Physic                              | ally Impaired: ☐ Yes ☐ No                                                                                                  |
| Non- Ambulatory                  |                                                |                               | •                                      | y Impaired:                                                                                                                |
| Deaf or Hard-of-                 | •                                              |                               |                                        | unctioning:                                                                                                                |
|                                  | Severely Limited:                              |                               |                                        | lity to perform independently day-to-day living                                                                            |
| What auxiliary a                 | ids, services, or ass                          | istance do you                | u need to help you com                 | municate with us?                                                                                                          |
|                                  |                                                |                               |                                        |                                                                                                                            |
| MERGENCY CON                     | TACT                                           |                               |                                        |                                                                                                                            |
| Name:                            |                                                |                               |                                        | Phone: Home:                                                                                                               |
| Address:                         |                                                |                               | Apt #:                                 | Work:                                                                                                                      |
| City/State/Zip:                  |                                                |                               |                                        | Relation:                                                                                                                  |
|                                  |                                                |                               |                                        | <b>Legal Guardian:</b> $\square$ Yes $\square$ No                                                                          |
|                                  |                                                |                               |                                        |                                                                                                                            |

Rev. 01/27/2017

## **MEDICAL BENEFITS** Medicare#: Medicaid #: Do you have any other insurance? (Other than Medicaid/Medicare) ☐ Yes ☐ No Name: I authorize the release of any medical information necessary to process this or a related claim to: **Insurance Company Name and Address** I authorize payment of benefits to Directions for Living. Date: / / Signature **MEDICAL INFORMATION** Primary Care Physician: Phone #: Other Treating Physician: Phone #: Pain Management Specialist: Phone #: Preferred Pharmacy: Phone #: Pharmacy Location: SERVICE AUTHORIZATION / CONSENT TO TREAT / CONSENT TO PARTICIPATE My signature below certifies that: 1) I give permission to staff of Directions for Living to render mental health/substance abuse treatment and/or prevention services to the person named below. 2) I have received a copy of the Client Handbook which includes information regarding: **Organizational Mission Hours of Operation Emergency Procedures Treatment Services** Client Rights and Responsibilities **Grievance Procedures Infectious Disease Control HIV/AIDS Education Notice of Privacy Practices Advance Directive** 3) I have received the HIV/AIDS education information and understand that I may ask for further information regarding testing and other services at any time. 4) I understand that I may be contacted about my services at Directions for Living during or after services for quality improvement purposes. 5) I understand that Directions may be required to submit statistical and demographic information such as my age, social security number and/or income to certain local, state and/or federal agencies in order to provide my services. I also understand that I may ask for more specific information regarding this at any time. 6) I am providing this consent to treatment and/or prevention services voluntarily and understand that I have the right to withdraw my consent at any time. **Print Client Name** Client Signature **Guardian Signature (if applicable) Relation to Client** Witness Date Client #: Client Name:

9600-018a Rev. 01/27/2017

# PERSONAL SAFETY PLAN / MENTAL HEALTH ADVANCE DIRECTIVE

| Clien    | t Name: Toda                                                                                                                                                                                                                           | y's Date:                                                       |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| are in   | our right to make decisions about your own health care, and we want<br>crisis and not be able to tell us what you want. More importantly, you<br>we want to help you prevent a crisis before it starts.                                |                                                                 |
|          | sonal Safety Plan or Mental Health Advance Directive is one way you<br>ace how you would like us to respond if you should begin to feel worse                                                                                          |                                                                 |
| quest    | ope this form can give us a better sense of how to help you. Please tak<br>ions. If you have questions about filling this out, please ask any one o<br>an take this form home and bring it back at your next appointment.              |                                                                 |
| 1. S(    | ome of the warning signs that I am not feeling well are when I:  Am Sad Am Angry / Irritable Have No Energy  Sleep Too Little/Too Much Don't take care of myself physically  Other:                                                    |                                                                 |
| 2. S(    | ome things that may cause me to become very distressed are:  Problems with friends or other people Financial Issues Ger Problems where I live Problems with my job or school Other:                                                    | tting sick Family Problems                                      |
| 3. Si    | ome of the things that help me to cope when I am distressed are:  Talking it Out Quiet Place Exercise Being with  Spiritual Beliefs Hobbies  Other:                                                                                    | friends/family members                                          |
|          | I have to go to the hospital, I prefer to go to:  Suncoast Hospital / Largo Medical Center PEMHS St.  Community Hospital Windmoor Morton Plant Hosp Other:  ease note: We cannot guarantee that you will be sent to your preferred hos |                                                                 |
| 5. If    | I am in a crisis, what can Directions do to help you?  Counseling Hospitalization Medication Contact fa Other:                                                                                                                         | nmily / friends                                                 |
| 9        | Who is available to help you if you are in a crisis or begin to feel badly, such as a family member, friend, or case manager? (Please include name and phone number.)                                                                  | May we contact them on your behalf?  —   — Yes  — No  — Yes  No |
| _        |                                                                                                                                                                                                                                        | Yes No                                                          |
| C        | ient Signature Date                                                                                                                                                                                                                    |                                                                 |
| Client l | Name:                                                                                                                                                                                                                                  | Client #:                                                       |

9600-018a Rev. 08/01/2012

# Finding Your ACE Score

# While you were growing up, during your first 18 years of life:

092406RA4CR

Client Name:

|      | Now add up                                | your                         | "Yes" answers:                                           | This is ye            | our ACE Score                       |                 |       |
|------|-------------------------------------------|------------------------------|----------------------------------------------------------|-----------------------|-------------------------------------|-----------------|-------|
| 10.  | Did a household                           | memb<br>Yes                  | •                                                        |                       | If yes enter 1                      |                 |       |
| 9. W | /as a household                           | memb<br>Yes                  | er depressed or menta<br>No                              | ally ill, or did a ho | usehold membe<br>If yes enter 1     | er attempt suid | cide? |
| 8. D | id you live with a                        | nyone<br>Yes                 | who was a problem d<br>No                                | rinker or alcoholio   | c or who used s<br>If yes enter 1   | •               |       |
|      | Ever repeated                             | •                            | at least a few minutes<br>No                             | or threatened wi      | th a gun or knife<br>If yes enter 1 | e?<br>          |       |
|      | Sometimes,                                | or<br>often,<br>or           | or very often kicked,                                    | bitten, hit with a    | fist, or hit with s                 | omething har    | d?    |
| 7. W | /as your mother o                         | ofter                        | omother:<br>n pushed, grabbed, sla                       | apped, or had sor     | mething thrown                      | at her?         |       |
| 6. W | ere your parents                          | ever<br>Yes                  | separated or divorced<br>No                              | ?                     | If yes enter 1                      |                 |       |
|      | it?                                       | Yes                          | No                                                       |                       | If yes enter 1                      |                 |       |
|      | Your parents                              | or                           | ough to eat, had to wea<br>soo drunk or high to tal      | •                     |                                     |                 |       |
| 5. D | id you <b>often or v</b>                  |                              |                                                          | or dirty alathaa a    | nd had na ana t                     | o protect you'  | 2     |
|      | Your family di                            | <b>or</b><br>idn't lo<br>Yes | ook out for each other,<br>No                            | feel close to eacl    | h other, or supp<br>If yes enter 1  | ort each other  | ?     |
| 4. D | id you <b>often or v</b><br>No one in you | ır fami                      | <b>ften</b> feel that<br>Iy loved you or though          | t you were impor      | tant or special?                    |                 |       |
|      |                                           | or                           | or have you touch the<br>have oral, anal, or vag<br>No   | •                     | ·                                   |                 |       |
| 3. D | •                                         |                              | t least 5 years older th                                 | -                     | ual way?                            |                 |       |
|      | Ever hit you s                            | <b>or</b><br>so hare<br>Yes  | d that you had marks o<br>No                             | or were injured?      | If yes enter 1                      |                 |       |
| 2. D | -                                         |                              | ult in the household <b>of</b><br>throw something at yo  | _                     | 1                                   |                 |       |
|      | Act in a way t                            | or<br>hat ma<br>Yes          | ade you afraid that you<br>No                            | ı might be physic     | ally hurt?<br>If yes enter 1        |                 |       |
| 1. D |                                           |                              | ult in the household <b>of</b><br>t you, put you down, o |                       | <b>1</b>                            |                 |       |

Client Number:

| Name | ENGLISH |
|------|---------|
| Date |         |
|      |         |

### Modified Simple Screening Instrument for Substance Abuse (MSSI-SA) Self-Administered Form

**Directions**: The questions that follow are about your use of alcohol and other drugs, including prescription and over-the-counter medication/drugs. Your answers will be kept private. Mark the response that best fits for you. Answer the questions in terms of your experiences in the past 6 months.

Filling out this form assists us in identifying your needs and providing you with services. Your answers on this form will not exclude you from services, care or treatment at this program.

During the last 6 months...

| aring the tast o months                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes          | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|
| 1a. Have you used alcohol or other drugs? (Such as wine, beer, hard liquor, pot, coke, heroin or other opiates, uppers, downers, hallucinogens, or inhalants)                                                                                                                                                                                                                                                                                          |              |    |
| 1b. Have you used prescription or over-the-counter medication/drugs? (Such as sleeping pills, pain killers, sedatives, or anti-anxiety medication like Valium, Xanax, or Ativan)                                                                                                                                                                                                                                                                       |              |    |
| 2. Have you felt that you use too much alcohol or other drugs? (Other drugs also include prescription or over-the-counter medication more than recommended.)                                                                                                                                                                                                                                                                                           |              |    |
| 3. Have you tried to cut down or quit drinking or using alcohol or other drugs?                                                                                                                                                                                                                                                                                                                                                                        |              |    |
| 4. Have you gone to anyone for help because of your drinking or drug use? (Such as Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, counselors, or a treatment program.)                                                                                                                                                                                                                                                                  |              |    |
| 5. Have you had any health problems? Please check if you have:  Had blackouts or other periods of memory loss?  Injured your head after drinking or using drugs?  Had convulsions, delirium tremens ("DTs")?  Had hepatitis or other liver problems?  Felt sick, shaky, or depressed when you stopped?  Felt "coke bugs" or a crawling feeling under the skin after you so drugs?  Been injured after drinking or using?  Used needles to shoot drugs? | stopped usin | gg |

Please continue ⇒

| Name                                                                                                                                                                                                          | ENGLISH |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Date                                                                                                                                                                                                          |         |    |
| Modified Simple Screening Instrument for Substance Abuse (continued)                                                                                                                                          |         |    |
|                                                                                                                                                                                                               | Yes     | No |
| 6. Has drinking or other drug use caused problems between you and your family or friends?                                                                                                                     |         |    |
| 7. Has your drinking or other drug use caused problems at school or at work?                                                                                                                                  |         |    |
| 8. Have you been arrested or had other legal problems? (Such as bouncing bad checks, driving while intoxicated, theft, or drug possession.)                                                                   |         |    |
| 9. Have you lost your temper or gotten into arguments or fights while drinking or using other drugs?                                                                                                          |         |    |
| 10. Are you needing to drink or use drugs more and more to get the effect you want?                                                                                                                           |         |    |
| 11. Do you spend a lot of time thinking about or trying to get alcohol or other drugs?                                                                                                                        |         |    |
| 12. When drinking or using drugs, are you more likely to do something you wouldn't normally do, such as break rules, break laws, sell things that are important to you, or have unprotected sex with someone? |         |    |
| 13. Do you feel bad or guilty about your drinking or drug use?                                                                                                                                                |         |    |
| The next questions are about your lifetime experience                                                                                                                                                         |         |    |
| 14 Have you ever had a drinking or other drug problem?                                                                                                                                                        | Yes     | No |
| 14. Have you ever had a drinking or other drug problem?                                                                                                                                                       |         |    |
| 15. Have any of your family members ever had a drinking or drug problem?                                                                                                                                      |         |    |
| 16. Do you feel that you have a drinking or drug problem now?                                                                                                                                                 |         |    |

Thank you for filling out this questionnaire.

# PATIENT HEALTH QUESTIONNAIRE-9 (PHQ-9)

| Over the <u>last 2 weeks</u> , how often have you been bothered by any of the following problems?  (Use """ to indicate your answer)                                        | Not at all             | Several<br>days | More<br>than half<br>the days | Nearly<br>every<br>day |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|-------------------------------|------------------------|
| 1. Little interest or pleasure in doing things                                                                                                                              | 0                      | 1               | 2                             | 3                      |
| 2. Feeling down, depressed, or hopeless                                                                                                                                     | 0                      | 1               | 2                             | 3                      |
| 3. Trouble falling or staying asleep, or sleeping too much                                                                                                                  | 0                      | 1               | 2                             | 3                      |
| 4. Feeling tired or having little energy                                                                                                                                    | 0                      | 1               | 2                             | 3                      |
| 5. Poor appetite or overeating                                                                                                                                              | 0                      | 1               | 2                             | 3                      |
| Feeling bad about yourself — or that you are a failure or have let yourself or your family down                                                                             | 0                      | 1               | 2                             | 3                      |
| 7. Trouble concentrating on things, such as reading the newspaper or watching television                                                                                    | 0                      | 1               | 2                             | 3                      |
| 8. Moving or speaking so slowly that other people could have noticed? Or the opposite — being so fidgety or restless that you have been moving around a lot more than usual | 0                      | 1               | 2                             | 3                      |
| <ol><li>Thoughts that you would be better off dead or of hurting<br/>yourself in some way</li></ol>                                                                         | 0                      | 1               | 2                             | 3                      |
| For office codii                                                                                                                                                            | ng <u>0</u> +          |                 | · +                           | ·                      |
|                                                                                                                                                                             |                        | =               | Total Score:                  |                        |
| If you checked off <u>any</u> problems, how <u>difficult</u> have these p<br>work, take care of things at home, or get along with other p                                   |                        | ade it for      | you to do y                   | your                   |
| Not difficult Somewhat at all difficult d                                                                                                                                   | Very<br>lifficult<br>□ |                 | Extreme<br>difficul           | •                      |

Client Name: Client Number:

#### **URICA**

Each statement below describes how a person might feel when stating therapy or approaching problems in his/her life. Please indicate the extent to which you tend to agree or disagree with each statement by marking an "X" in the box. In each case, make you choice in terms of how you feel right now, not what you have felt in the past or would like to feel. Make your choice in terms of how you feel right now, not what you have felt in the past or would like to feel. The words, "here" and "this place" refer to Directions for Living.

| Living.                                                                                          | 1                    | 1        |           |          |                   |
|--------------------------------------------------------------------------------------------------|----------------------|----------|-----------|----------|-------------------|
|                                                                                                  | Strongly<br>Disagree | Disagree | Undecided | Agree    | Strongly<br>Agree |
| I am not the problem one. It doesn't make much sense for me to be                                | Disagree             |          |           |          | 7.8100            |
| here                                                                                             |                      |          |           |          |                   |
| I guess I have faults, but there is nothing that I really need to change.                        |                      |          |           |          |                   |
| I may be part of the problem but I don't really think I am                                       |                      |          |           |          |                   |
| That se pare of the prosient sacraon creamy dimikrain                                            |                      |          |           |          |                   |
| All this talk about psychology is boring. Why can't people just forget about their problems      |                      |          |           |          |                   |
| ·                                                                                                |                      |          |           |          | _                 |
| I have worries but so does the next person, why spend time thinking about them?                  |                      |          |           |          |                   |
| Being here is pretty much a waste of time for me because the                                     |                      |          |           |          |                   |
| problem doesn't have to do with me.                                                              |                      |          |           |          |                   |
| I've been thinking that I might want to change something about myself.                           |                      |          |           |          |                   |
| I'm hoping this place will help me better understand myself                                      |                      |          |           |          |                   |
| I have a problem and I really think I should work at it.                                         |                      |          |           |          |                   |
|                                                                                                  |                      |          |           |          |                   |
| I wish I had more ideas on how to solve the problem.                                             |                      |          |           |          |                   |
| Maybe this place will be able to help me.                                                        |                      |          |           |          |                   |
| I hope someone here will have some good advice for me.                                           |                      |          |           |          |                   |
| I am finally doing some work on my problem.                                                      |                      |          |           |          |                   |
| At times my problem is difficult, but I am working on it.                                        |                      |          |           |          |                   |
| I am really working hard to change.                                                              |                      |          |           |          |                   |
|                                                                                                  |                      |          |           |          |                   |
| Even though I'm not always successful in changing, I am at least working on my problem.          |                      |          |           |          |                   |
| Anyone can talk about changing; I'm actually doing something about                               |                      |          |           |          |                   |
| it.                                                                                              |                      |          |           |          |                   |
| I am actively working on my problem.                                                             |                      |          |           |          |                   |
| I'm not following through with what I had already changed as well as                             |                      |          |           |          |                   |
| I hoped, and I'm here to prevent a relapse of the problem.                                       |                      |          |           |          |                   |
| I thought once I had resolved my problem I would be free of it, but                              |                      |          |           |          |                   |
| sometimes I still find myself struggling with it.                                                |                      |          |           | <u> </u> |                   |
| I may need a boost right now to help me maintain the changes I've                                |                      |          |           |          |                   |
| already made.                                                                                    |                      |          |           |          |                   |
| I'm here to prevent myself from having a relapse of my problem.                                  |                      |          |           |          |                   |
| It's frustrating, but I feel might be having a recurrence of a problem I                         |                      |          |           |          | +                 |
| thought I resolved.                                                                              |                      |          |           |          |                   |
| After all I had done to try to change my problem, every now and again it comes back to haunt me. |                      |          |           |          |                   |
| again it comes back to naunt me.                                                                 | 1                    |          |           |          |                   |

Client Name: Client Number:

| NATIONAL VOTER RE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GISTRATION ACT                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preference Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | /Application                                                                                                                                                                     |
| Client's preference (check the box only in 1. or 2.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | OFFICIAL USE ONLY (check all that apply)                                                                                                                                         |
| If you do not check any box, it will be considered that you chose not to register or update your voter registration at this time.                                                                                                                                                                                                                                                                                                                                                                                            | [Note: Only a client who is eligible can decline or accept an opportunity to register or update a record on his or her behalf]                                                   |
| 1. If you are not registered to vote where you live now, would you like to <u>apply</u> to register to vote today?                                                                                                                                                                                                                                                                                                                                                                                                           | Client applied for: □ New services/assistance □ Renewal of services/assistance □ Address change                                                                                  |
| Yes No, I decline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2. How client applied: ☐ In person ☐ By phone ☐ At home ☐ Online/web service                                                                                                     |
| 2. If you are registered to vote where you live now, would you like to <u>update</u> your voter registration record?                                                                                                                                                                                                                                                                                                                                                                                                         | 3. Client:   Submitted registration application.                                                                                                                                 |
| Yes No, I decline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul> <li>☐ Was sent form/application on//(date).</li> <li>☐ Did not complete application/took form/application.</li> </ul>                                                       |
| CLIENT:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Profesones form must be retained by agency for two years from detailed                                                                                                           |
| Name or identification number Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Preference form must be retained by agency for two years from dated form (DS-DE 77-ENG; rev. 11-2011)                                                                            |
| ======Notice of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Rights========                                                                                                                                                                   |
| <b>Help:</b> If you would like help in filling out your voter registration appli accept help is yours. You may fill out the voter registration applicatio                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                  |
| <b>Benefits:</b> If you are applying for public assistance from this agency affect the amount of assistance you will be provided by this agency.                                                                                                                                                                                                                                                                                                                                                                             | /, applying to register, or declining to register to vote will not                                                                                                               |
| <b>Privacy:</b> Your decision not to register or update your record and th registration record is confidential and may only be used for voter reg                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                  |
| <b>Formal Complaint:</b> If you believe someone has interfered with e vote, your right to privacy in deciding whether to apply to register to political preference, you may file a complaint with: Florida Secretary Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-( <a href="http://election.dos.state.fl.us/nvra/index.shtml">http://election.dos.state.fl.us/nvra/index.shtml</a> or call 1-850-245-6200 [Authority: National Voter Registration Act (42 U.S.C. 1973gg); sections 97.023, 97.058, and | vote, or your right to choose your own political party or other of State, Division of Elections, NVRA Administrator, R.A. 0250. Forms for filing a complaint are available at ). |
| <ul> <li>To Register to Vote in Florida, You Mu</li> <li>Be a U.S. citizen (a lawful permanent resident cannown)</li> <li>Be at least 18 years old (you may pre-register if you until you are 18 years old)</li> <li>Be a Florida resident</li> <li>Have had your right to vote restored if you have every have had your right to vote restored if a court has end your right to vote.</li> </ul>                                                                                                                            | ot register or vote) If are at least 16 years old although you cannot vote our been convicted of a felony                                                                        |
| If you do not meet these requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | s, you are not eligible to register.                                                                                                                                             |
| You Can Register to Vote at:  • Any Supervisor of Elections' office  • Any driver's license office or tax collector's office that  • Any voter registration agency (that is, any public assess persons with disabilities, any center for independent                                                                                                                                                                                                                                                                         | sistance office, any office that provides services for                                                                                                                           |

- public library)
- The Division of Elections (Florida Department of State)

# You Can Hand-in or Mail a Completed Application to **Any of the Locations Listed Above**

If mailing, mail with sufficient postage to:

Division of Elections R.A. Gray Building 500 S. Bronough Street Tallahassee, Florida 32399-0250

(contact information: 850-245-6200; http://election.dos.state.fl.us)

Your Supervisor of Elections will contact you if your application is incomplete, denied, or a duplicate. Once you are registered, you will receive a voter information card.



### Application to Register in Florida

#### Part 1 - Instructions

To Register in Florida, you must: Be a U.S. citizen, be a Florida resident and at least 18 years old (y ou may also pr eregister if you are 16 or 17 years old but you cannot vote until you are 18).

If you have ever been convicted of a felony or if a court has ever found you to be mentally incapacitated as to your right to vote, your right to vote has to be restored before you can register.

If you do not meet any <u>one</u> of these requirements, you are not eligible to register.

Where to Register: You can register to vote in-person or by mailing or hand-delivering your application to any supervisor of elections' office, any office that issues driver's licenses, a ny voter registration agency (for example, any public assistance office, assisted living facility, office serving persons with disabilities, public library, or armed forces recruitment office) or the Division of Elections. If mailing application, be sure to add sufficient postage.

Deadline to Register: The deadline to register to vote is 29 d ays before an upcoming election. You can update your registration record at any time, but to change your political party for a primary election, you must make the change by the registration deadline. For a new application, you will be contacted if your application is incomplete, denied or a duplicate of an existing registration. If you receive a voter information card, that means you are registered to vote.

Identification (ID) Requirements: If you are a new applicant, state and federal law require you to provide a current and valid Florida driver's license number (FL DL#) or Florida identification card number (FL ID#). If you have not been issued a FL DL# or FL ID#, you must then provide the last four digits of your Social Security Number (SSN). If you have not been issued any of these ID numbers, check "None" on the application. If you do not provide any number or do not c heck "None," your registration may be denied. See s.303, HAVA and section 97.053(6), Fla. Stat.

**Special ID requirements:** If you are registering by mail, have never voted in Florida, <u>and</u> have never been issued one of the ID numbers above, you must include with your application, or at a later time before you vote, one of the following:

- A copy of an ID that shows your name and photo (acceptable IDs)--U.S. Passport, debit or credit card, military ID, stude nt ID, retirement center ID, neighborhood association ID, or public assistance ID; or
- A copy of an ID that shows your name and current residence address (acceptable documents)--utility bill, bank statement, government check, paycheck, or oth er government document.

You do not have to provide the special ID to register if you are 65 or older, have a temporary or permanent physical disability, are a member of the active uniformed services or merchant marine who is absent from the county for active duty, or a family member t hereof, or are currently living outside the U.S. but eligible to vote in Florida.

Political Party Affiliation: Florida is a closed primary election state. That means voters registered with a political party can only vote for that party's candidates in a partisan race on a primary election ballot. However, regardless of the political party with which you registered, you can still vote in the primary election on any issue, any nonpartisan race or any race where the candidate will face no opposition in the general election.

Indicate the political party with which you wish to be registered. If you leave the political party affiliation box blank or write "None," you will be registered without any party affiliation. For a list of political parties registered in Florida, go to the Division of Elections' website under the heading For the Voters at: <a href="http://election.dos.state.fl.us/">http://election.dos.state.fl.us/</a>

Race/Ethnicity: You are not required to list your race or ethnicity. However, if you choose to do so, please choose only one of the following: American Indian/Alaskan Native, Asian/Pacific Islander, Black (Not Hispanic) Hispanic, Multiracial, White (Not Hispanic), or Other.

**Public Record Notice:** This application becomes a public record when filed. However, the following information is not available to the public and is used only for voter registration purposes: your FL DL#, FL ID# and SSN, where you registered to vote, and whether you declined to register or update your voter registration record when asked by a voter registration agency. Your signature can be viewed but not copied. (Section 97.0585, Fla. Stat.)

**Criminal Offense:** It is a 3rd d egree felony to submit f alse information. Penalties include fines\_up to \$5,000 and/or up to 5 years of prison.

**Questions:** For more information, contact your local supervisor of elections, or refer to the Division of Elections' website at: <a href="http://election.dos.state.fl.us">http://election.dos.state.fl.us</a>...

**Información en español.** Sirvase llamar a la oficina del supervisor de elecciones de su condado si le interesa obtener este formulario en español.

### Application To Register in Florida

#### Part 2 - Form (national mail-in application)

| ואי          | piloation 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | rtogiotoi iii i                                                                                 |         |                             |           |                                  |        |                                                               | - (nati            | • · · · · · · · · · · · · · · · · · · · | фр          | phoadon         |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------|-----------------------------|-----------|----------------------------------|--------|---------------------------------------------------------------|--------------------|-----------------------------------------|-------------|-----------------|
| Wil<br>If yo | Il you be 18 years ol<br>ou checked "No" in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | united States of Am<br>d on or before electic<br>response to either o                           | n day   | /?<br>se question           |           |                                  | m.     | This spa                                                      | ace for office use | only.                                   |             |                 |
| 1            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Last Name                                                                                       |         |                             | First I   |                                  |        |                                                               | Middle Name(s      | Name(s)                                 |             |                 |
| 2            | Home Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                 |         |                             |           | Apt. or Lot #                    | Cit    | City/Town State                                               |                    | Zi                                      | p Code      |                 |
| 3            | Address Where Yo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ou Get Your Mail If Di                                                                          | ifferer | nt From Abo                 | ove       |                                  | Cit    | y/Town                                                        |                    | State                                   | Zi          | p Code          |
| 4            | Date of Birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | th Day Year                                                                                     | 5       | Telephone Number (optional) |           |                                  | 6      | 6 ID Number - (See Item 6 in the instructions for your state) |                    |                                         |             |                 |
| 7            | Choice of Party<br>(see item 7 in the instruc                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | tions for your State)                                                                           | 8       | Race or E<br>(see item 8 in |           | Group<br>ructions for your State | )      |                                                               |                    |                                         |             |                 |
| 9            | I have reviewed my state's instructions and I swear/affirm that:  I am a United States citizen  I meet the eligibility requirements of my state and subscribe to any oath required.  The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.  I have reviewed my state's instructions and I swear/affirm that:  Please sign full name (or put mark)  Date:  Month  Day  Year |                                                                                                 |         |                             |           |                                  |        |                                                               |                    |                                         |             |                 |
| À            | Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | r a change of name,                                                                             |         | was your r                  | First I   |                                  | -      |                                                               | Middle Name        | (s)                                     |             |                 |
| lf :         | you were <b>registered</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | before but this is the                                                                          | first 1 | ime you ar                  | e regist  | tering from the a                | ddres  | ss in Box 2,                                                  | what was your ad   | dress where yo                          | ou were reg | istered before? |
| в            | Street (or route a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                 |         |                             |           | Apt. or Lot#                     |        | y/Town/Cou                                                    |                    | State                                   |             | ip Code         |
| lf           | you live in a rural ar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | rea but do not have a                                                                           | stree   | t number, d                 | or if you | ı have no addre:                 | ss, pl | ease show                                                     | on the map wher    | e you live.                             |             |                 |
| С            | ■ Write in the na ■ Draw an X to s ■ Use a dot to sh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | mes of the crossroad<br>show where you live.<br>now any schools, chu<br>u live, and write the n | s (or   | streets) ne                 | arest to  | where you live.                  |        |                                                               |                    |                                         |             | мовтн <b>↑</b>  |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Route                                                                                           |         | Grocery Sto                 |           |                                  | aanna  |                                                               | -                  |                                         |             |                 |
| If t         | L<br>the applicant is unab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | le to sign, who helped                                                                          | the a   | pplicant fill               | out this  | application? Giv                 | e nar  | ne, address                                                   | and phone numb     | er (phone num                           | nber option | al).            |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                 |         | -                           |           |                                  |        |                                                               |                    |                                         |             |                 |