

St. Brendan's Isle

Instructions for Voter Registration

1. Complete the **Florida Voter Registration Application attached with these instructions**. Each Question must be completed or the registration will not be accepted. *(Please note you are required to be a resident of Clay County in order to vote in Clay County. To become a resident you must complete a Declaration of Domicile form and file it with the Clerk of Courts in Clay County. Once Filed the Clerk of Courts will mail to your Walnut Street address, a certified copy of your Declaration of Domicile)*
2. **Line 7** "Address Where you Live" (Legal Residence) For this purpose the Supervisor of Elections request you enter " 1 Clay County" vs your 411 Walnut Street address. For example:

1 Clay County
Green Cove Springs, FL 32043

***PLEASE NOTE: Do not put anything into the apt/lot/unit number field.

3. **Line 8** "Mailing Address" Enter your 411 Walnut Street Address. Do not forget to include your PMB (Box #) number in the Apt/Lot/Unit. For Example:

411 Walnut Street
PMB: 1234
Green Cove Springs, FL 32043

4. Mail your completed application along with a copy of your Certified Declaration of Domicile form to:

Supervisor of Elections
PO Box 337
Green Cove Springs, FL 32043-0337

**** PLEASE NOTE: If you **DO NOT** include a copy of your Certified Declaration of Domicile form along with your Florida Voter Registration form, your application will be held in suspense until such time that you submit a copy of your Certified Declaration of Domicile. While in Suspense mode you will not be eligible to vote in Clay County.

WHAT IF I LOST/DESTROYED MY FILED DOMICILE FORM

If you believe you previously filed a Declaration of Domicile form with Clay County, but have misplaced it and need a duplicate copy

Go to: www.clayclerk.com.

- On the left hand side click Official Records/Plats.
- A new page will load and ask you to "accept the conditions above". If you agree to the conditions click "Accept the conditions above".
- You will be brought to a new search page. On the search page enter in your name (last name first followed by a comma then enter in your first name).
- After you have done this click Search Records. It will then show your domicile form.
- Print/save that form and mail to the Supervisor of Elections (see address above) with your completed Florida Voter Registration application.

If your records cannot be found you will need to file another one with the Clerk of Courts in order to be registered to vote. The Declaration of Domicile form and the instructions for filing can be found in the forms section of our website after you have logged in. <https://www.sbimailservice.com/customers/login.php>