

Special Needs Registration Instructions

1) **Read over the registration form enclosed. Print legibly and answer ALL questions.** If your form is missing information like your correct phone number, address, etc. we will not be able to contact you or mail you important information. Also, we cannot determine your shelter type and needs unless you answer ALL questions regarding your medical needs and condition. **DO NOT LEAVE ANY BLANKS.** We return incomplete registrations.

2) **Mail your registration to: Alachua County Special Needs Evacuation Program P.O. Box 548, Gainesville, FL 32602.** After your form has been received and approved, your information will remain in our registry for up to a year. Registration is FREE, voluntary and confidential.

3) **Keep your registration information current!** You are responsible for informing the Office of Emergency Management of any changes that may occur and affect your registration records. For example, if you move, change your telephone number, or no longer need to be registered, let us know *immediately* so your file information can be updated and changed. If we cannot contact you during an emergency evacuation, we *cannot* help you.

4) **Keep the Special Needs Information enclosed for your records** (Special Needs Evacuation Packing List, etc.).

The Special Needs registry is updated annually. New forms are mailed to registrants to update information and verify eligibility. Registrants who DO NOT reply or cannot be reached at this time are removed from our Special Needs registry and files.