

# Florida Department of State

## National Voter Registration Act (NVRA)/State Law Overview & Training for Voter Registration Agencies

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*Updated November 2015*

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1. NVRA History and Voter Registration Agency Definition
2. Regulations and Requirements Overview
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# MODULE ONE

## NVRA History & Voter Registration Agency Definition

# NVRA History

- NVRA passed by US Congress in 1993
  - Also known as “Motor Voter Law”
  - Designated government entities as Voter Registration Agencies (VRAs)
  - Made broad changes to voter registration laws throughout US
    - ❖ Can register while getting driver’s license
    - ❖ Can register through mail
    - ❖ Can register at Voter Registration Agencies
  
- Enabled in FL with passage of 1995 Florida Voter Registration Act
  - Governed by:
    - ❖ National Voter Registration Act (Federal law) - 52 U.S.C. § 20501 - 52 U.S.C. § 20511
    - ❖ State Law - s. 97.058, Fla. Stat.
    - ❖ Rule - 1S.2048, Florida Administrative Code



# VRA Definition

- VRA is an office:
- Provides public assistance
- Assistance to persons with disabilities
- Centers for independent living
- Public libraries
- Armed forces recruitment centers
- Required by law to offer voter registration opportunities

# Types of VRAs

## Offices that provide public assistance

- Department of Health's Special Supplemental Food Program for Women, Infants, and Children (WIC)
- Department of Children and Families:
  - Supplemental Nutrition Assistance Program (SNAP)
  - Medicaid/Kidcare Program
  - Temporary Cash Assistance Program (TANF)
  - Substance Abuse

## Offices that provide state funded programs for persons with disabilities

- Agency for Persons with Disabilities
- Department of Veteran's Affairs
- Department of Education:
  - Division of Blind Services
  - Division of Vocational Rehabilitation
- Department of Financial Services:
  - Division of Workers' Compensation
- Disability offices at public colleges and universities

# Types of VRAs (cont'd)

## Armed Forces Recruitment Offices

- Army
- Navy
- Marines
- Coast Guard
- National Guard

## Centers for Independent Living

- 17 CILs in Florida
- Umbrella organization Florida Association of Centers for Independent Living
  - Federally mandated under s. 725, 1973 Rehabilitation Act
  - Governed by S. 413-371 - 413.401 Fla. Stat.

## Public Libraries

- Operate under slightly different rules than other VRAs (see NVRA Workshop for Libraries)
- Includes county and municipal libraries

# VRAs are NOT Third-Party Voter Registration Organizations (3PVR0s)

- 3PVR0s are private individuals, non-profit corporations, or political organizations that conduct voter registration drives
- Governed by s. 97.0575 Fla. Stat. and Rule 1S-2.042, F.A.C.
- For further information, please see:
  - <http://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/>

# MODULE ONE

## Review Questions



- 1) What year was the NVRA signed into law?
- 2) What laws govern voter registration agencies?
- 3) What is the definition of a Third-Party Voter Registration Organization (3PVRO)?
- 4) What is the definition of a Voter Registration Agency (VRA)?

# MODULE ONE

## Review Answers

- 1) NVRA was signed into law in 1993.
- 2) The laws that govern voter registration agencies are NVRA, section 97.058 Florida Statutes and Rule 1S-2.048, Florida Administrative Code.
- 3) A 3PVRO is any person, entity or organization that is private, non-profit, or political that collects voter registration applications through a drive.
- 4) A VRA is an office that provides services such as public assistance and assistance to persons with disabilities. It can also include an armed forces recruitment office, a center for independent living and a public library.

# MODULE TWO

## Regulations and Requirements Overview

# Voter Registration Agency Regulations



- Although VRAs primary function is not voter registration, they are required by federal and state law to provide certain voter registration services:
  - Designate a NVRA Coordinator
  - Provide NVRA Training to staff
  - Offer voters registration opportunities
  - Provide same of level of assistance as the office's core services
  - Report quarterly on voter registration activities
  - These requirements are fully described in:
    - ❖ [Federal Law – National Voter Registration Act](#)
    - ❖ [State Law – Florida Statute 97.058](#)
    - ❖ [Florida Administrative Code–Division of Elections Rule 1S-2.048](#)

# Assistance

- Each agency staff responsible for providing agency services must:
  - Offer same level of help to register as is offered for the agency services whether it be:
    - ✓ Telephone
    - ✓ In-person
    - ✓ Online
    - ✓ Home visit
  - At time of new services, renewal/recertification or address update offer the opportunity to register
  - NO NEED to ask individual each time he/she receives agency services



# NVRA Coordinators Outline

- Each agency shall designate a coordinator, who shall:
  - Notify DOE NVRA Coordinator of their contact information every time there is a change in staffing
- Identify agency staff whose duties involve offering new or renewal of agency services, or address updates for those services:
  - Front line desk staff
  - Case managers
  - Managing entities
- Provide training to the above-identified staff on voter registration responsibilities:
  - In-house
  - County Supervisor of Elections
  - DOE NVRA Coordinator





**NVRA VOTER REGISTRATION AGENCIES**  
 (DESIGNATED BY NVRA AND S. 97.058, F.S.)  
**QUARTERLY ACTIVITIES REPORT FORM**

**Reporting Periods:** Due dates for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> calendar quarterly reports are April 15, July 15, October 15, and January 15 for the preceding 3-month calendar period, respectively. DS-DE 131 (eff. 01/2012)(Rule 1S-2.048)

1. Voter Registration Agency: \_\_\_\_\_ 2. Coordinator Name: \_\_\_\_\_  
 3. Check reporting quarter: Q1  Q2  Q3  Q4  4. Indicate calendar year of reporting quarter: \_\_\_\_\_

*Please provide data for your agency, by county.*

**1. How many clients declined to register or update his or her voter registration record?**

Alachua		Gilchrist		Manatee		Suwannee	
Baker		Glades		Monroe		Taylor	
Bay		Gulf		Marion		Union	
Bradford		Hamilton		Martin		Volusia	
Brevard		Hardee		Nassau		Wakulla	
Broward		Hendry		Okaloosa		Walton	
Calhoun		Hernando		Okeechobee		Washington	
Charlotte		Highlands		Orange			
Citrus		Hillsborough		Osceola			
Clay		Holmes		Palm Beach			
Collier		Indian River		Pasco			
Columbia		Jackson		Pinellas			
Dade		Jefferson		Polk			
DeSoto		Lafayette		Putnam			
Dixie		Lake		Santa Rosa			
Duval		Lee		Sarasota			
Escambia		Leon		Seminole			
Flagler		Levy		St. Johns			
Franklin		Liberty		St. Lucie			
Gadsden		Madison		Sumter			

**2. How many clients sought new or renewal of agency services or assistance or made an address change with an agency in each category: (please answer 2a. - 2f.)**

2a. In Person							
Alachua		Gilchrist		Manatee		Suwannee	
Baker		Glades		Monroe		Taylor	
Bay		Gulf		Marion		Union	
Bradford		Hamilton		Martin		Volusia	
Brevard		Hardee		Nassau		Wakulla	
Broward		Hendry		Okaloosa		Walton	
Calhoun		Hernando		Okeechobee		Washington	
Charlotte		Highlands		Orange			
Citrus		Hillsborough		Osceola			
Clay		Holmes		Palm Beach			
Collier		Indian River		Pasco			
Columbia		Jackson		Pinellas			

# Track and Report

- Complete form #DS-DE 131 NVRA Quarterly Activities Report and e-mail to: [VRA.Reporting@DOS.MyFlorida.com](mailto:VRA.Reporting@DOS.MyFlorida.com)

- Can submit in Excel with DOS approval
- Each individual office does not report data to DOS, but instead reports to its district/regional office/managing office, which will report to the DOS

- Quarterly report due dates are:

- First Quarter ..... April 15<sup>th</sup>
- Second Quarter ..... July 15<sup>th</sup>
- Third Quarter..... October 15<sup>th</sup>
- Fourth Quarter ..... January 15<sup>th</sup>

# MODULE TWO

## Review Questions



- 1) What are the VRA requirements?
- 2) How should a VRA provide assistance/help to individuals for voter registration opportunities?
- 3) What is the NVRA Quarterly Report DS form number?
- 4) What office(s) can provide NVRA staff training?

# MODULE TWO

## Review Answers

- 1) The VRA requirements are to designate a NVRA Coordinator, provide voter registration activity training, offer opportunities to register and update registration, provide same level assistance and report quarterly the voter registration activities to the DOS office.
- 2) VRAs should offer same level of assistance/help to register as offered for the agency services.
- 3) The NVRA Quarterly Report Form number is DS-DE 131.
- 4) Training can be provided by the county Supervisor of Elections offices and Department of State.

# MODULE THREE

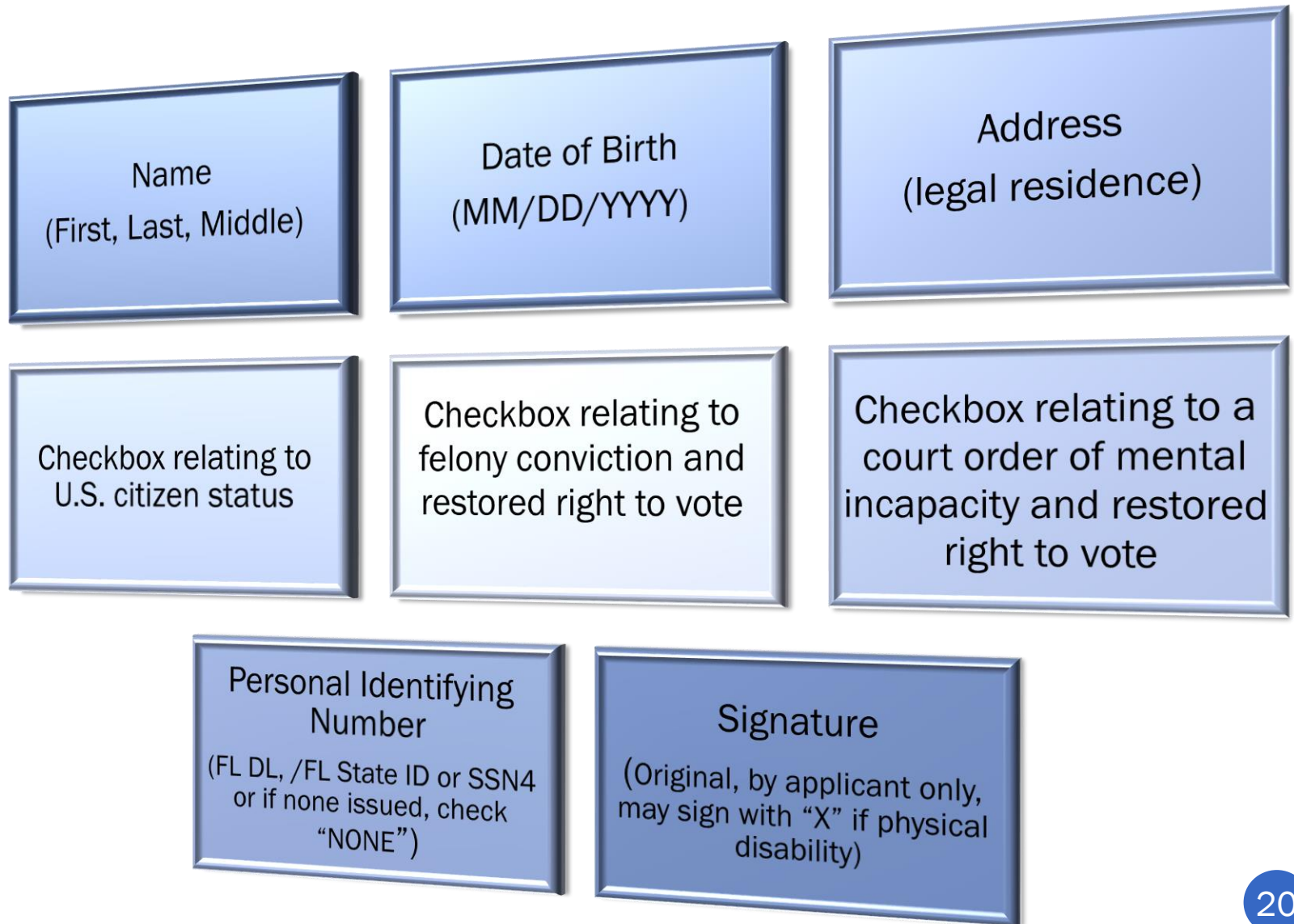
**Completing a Statewide  
Voter Registration  
Application DS-DE #39**

# Statewide Voter Registration Application

- DS-DE #39 Version 10/13
- Rule 1S-2.040, F.A.C
- May still accept older versions from voters
- Forward to local Supervisor of Elections office within 5 days (not business days).

Florida Voter Registration Application Part 1 – Instructions (DS-DE #39, R1S-2.040, F.A.C. (eff. 10/2013))		Información en español: Sírvase llamar a la oficina del supervisor de elecciones de su condado si le interesa obtener este formulario en español.	
<p><b>To Register in Florida, you must be:</b></p> <ul style="list-style-type: none"> <li>a U.S. citizen,</li> <li>a Florida resident,</li> <li>at least 18 years old (you may pre-register at 16 or 17, but cannot vote until you are 18).</li> </ul> <p>If you have been convicted of a felony, or if a court has found you to be mentally incapacitated as to your right to vote, you cannot register until your right to vote is restored.</p> <p><b>If you do not meet any ONE of these requirements, you are not eligible to register.</b></p> <p><b>Questions?</b> Contact the Supervisor of Elections in your county: <a href="http://election.dos.state.fl.us/SOE/county_sor_elections.shtml">http://election.dos.state.fl.us/SOE/county_sor_elections.shtml</a> Visit the Florida Division of Elections' website at: <a href="http://election.dos.state.fl.us">http://election.dos.state.fl.us</a>.</p> <p><b>CRIMINAL OFFENSE:</b> It is a 3rd degree felony to submit false information. Maximum penalties are \$5,000 and/or 5 years in prison.</p> <p><b>PUBLIC RECORD:</b> Once filed, all information including your phone number and email address are provided become public record except for the following which can only be used for voter registration purposes: your FL DL#, FL ID#, SSN, where you registered to vote, and whether you declined to register or to update your voter registration record at a voter registration agency. Your signature can be viewed but not copied. (Section 97.0565, Fla. Stat.)</p>		<p><b>Where to Register:</b> You can register to vote by completing this application and delivering it in person or by mail to any supervisor of elections' office, office that issues driver's licenses, or voter registration agency (public assistance office, center for independent living, office serving persons with disabilities, public library, or annex forces recruitment office) or the Division of Elections. Mailing addresses are on page 2 of this form.</p> <p><b>Deadline to Register:</b> The deadline to register to vote is 29 days before any election. You can update your registration record at any time, but for a Primary Election, party changes must be completed 29 days before that election. You will be contacted if your new application is incomplete, denied or a duplicate of an existing registration. Your Voter Information Card will be mailed to you once you are registered.</p> <p><b>Identification (ID) Requirements:</b> New applicants must provide a current and valid Florida driver's license number (FL DL#) or Florida identification card number (FL ID#). If you do not have a FL DL# or FL ID#, then you must provide the last four digits of your Social Security number (SSN). If you do not have any of these numbers, check "None." If you leave the field and box blank, your new registration may be denied. See section 97.053(8), Fla. Stat.</p> <p><b>Special ID requirements:</b> If you are registering by mail, have never voted in Florida, and have never been issued one of the ID numbers above, include one of the following with your application, or at a later time before you vote: 1) A copy of an ID that shows your name and photo (acceptable IDs—U.S. Passport, debit or credit card, military ID, student ID, retirement center ID, neighborhood association ID, or public assistance ID); or 2) A copy of an ID that shows your name and current residence address (acceptable documents—utility bill, bank statement, government check, paycheck, or other government document).</p> <p>The special ID is not required 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 spouse or dependent thereof, or are currently living outside the U.S. but otherwise eligible to vote in Florida.</p> <p><b>Political Party Affiliation:</b> Florida is a closed primary election state. In primary elections, registered voters can only vote for their registered party's candidates in a partisan race on the ballot. In a primary election, all registered voters, regardless of party affiliation, can vote on any issue, nonpartisan race, and race where a candidate faces no opposition in the General Election. If you do not indicate your party affiliation, you will be registered with no party affiliation. For a list of political parties, visit the Division of Elections' website at: <a href="http://election.dos.state.fl.us">http://election.dos.state.fl.us</a></p> <p><b>Race/Ethnicity:</b> It is optional to list your race or ethnicity. Boxes: Please check boxes ( ) where applicable.</p>	
<b>Numbered rows 1 through 7 and 12 must be completed for a new registration.</b>			
<p><b>Florida Voter Registration Application</b> Part 2 – Form (DS-DE #39, R1S-2.040, F.A.C. (eff. 10/2013))</p>		<p>The downloadable/printable online form is available at: <a href="http://election.dos.state.fl.us/pdttwbaappform.pdf">http://election.dos.state.fl.us/pdttwbaappform.pdf</a></p>	
This is:		<input type="checkbox"/> New Registration <input type="checkbox"/> Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) <input type="checkbox"/> Request to Replace Voter Information Card	
1	Are you a citizen of the United States of America?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>OFFICIAL USE ONLY</b>
2	<input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.		
3	<input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.		
4	Date of Birth (MM-DD-YYYY)		FVRS No:
5	Florida Driver License (FL DL) or Florida identification (FL ID) Card Number		If no FL DL or FL ID, then provide:    Last 4 digits of Social Security Number <input type="checkbox"/> I have NONE of these numbers.
6	Last Name	First Name	Middle Name
7	Address Where You Live (legal residence-no P.O. Box)	Apt/Lot/Unit	City
8	Mailing Address (if different from above address)	Apt/Lot/Unit	City
9	Address Where You Were Last Registered to Vote	Apt/Lot/Unit	City
10	Former Name (if name is changed)	Gender	State or Country of Birth
11	<input type="checkbox"/> Email me SAMPLE BALLOTS if option is available in my county. (See Public Record Notice above) My email address is:		Telephone No. (optional)
<b>Party Affiliation</b> (Check only one. If left blank, you will be registered without party affiliation)		<b>Race/Ethnicity</b> (Check only one)	
<input type="checkbox"/> Florida Democratic Party <input type="checkbox"/> Republican Party of Florida <input type="checkbox"/> No party affiliation <input type="checkbox"/> Minor party (print party name):		<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic Origin <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other:	
		<input type="checkbox"/> I am an active duty Uniformed Services or Merchant Marine member <input type="checkbox"/> I am a spouse or a dependent of an active duty uniformed services or merchant marine member <input type="checkbox"/> I am a U.S. citizen residing outside the U.S.	
		<input type="checkbox"/> I will need assistance with voting. <input type="checkbox"/> I am interested in becoming a poll worker.	
12	I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.		SIGN/MARK HERE 
			Date

# Required Fields



# Optional Fields

- Phone number
- Former name
- Former address
  - Very important to ask prior **residential** address, not mailing address
  - Determines prior State of registration and where to send cancellation notice
- Gender
- Race/ethnicity
- State or country of birth
- Political party affiliation (see next slide)
- E-mail address and if the voter would like to receive sample ballots via e-mail
- All other non-required fields (assistance at polls, pollworker volunteer, etc.)

Although optional, these fields help determine which primary election the voter can vote in, may reduce the creation of duplicate records, enable a voter get help at the polls if disabled, and provide a means to reach the voter about his or her registration or ballot.

# Political Party Affiliation

- **Optional Field:**
  - No one has to register with a political party
- **But, Florida is a Closed-Primary State:**
  - Without designation – may affect right to vote in primary election
  - Voters registered with one party CANNOT vote for candidates of another party in a primary
  - Voters with No Party Affiliation CANNOT vote party races in a primary
  - But all voters, regardless of affiliation or no affiliation, can vote on any issue, and nonpartisan race, or any race in which a partisan candidate will face no opposition in the general election

# Political Party Affiliation (cont'd)

- **Political party selection options:**
  - Major parties
    - ❖ Florida Democratic Party
    - ❖ Republican Party of Florida
  - Minor parties
  - No party affiliation
  
- **Always refer first to the most current political party list available online at:**
  - [dos.myflorida.com/elections/candidates-committees/political-parties/](https://dos.myflorida.com/elections/candidates-committees/political-parties/)
  - Parties periodically disband and new ones form

# What to do when someone does not want to register or update his or her registration?

- They have the right to refuse before or during registration process:
  - Verbally
  - Failing to sign the oath
  - Changes mind mid-process
- Record as declination:
  - Keep records of declination for two (2) years
  - Use record for quarterly reports

# To Whom Do I Offer Services?



- Anyone who is 18 years or older (assuming otherwise eligible)
- Anyone who is 16 year of age may pre-register:
  - Receives ID#, but no voter registration card until he/she reaches 18
    - Registration system automatically converts to full-fledged voter on registrant's birthday
  - Parental or guardian approval is not required
  - Neither parent or guardian can sign
- **Special Applicants** (see next slide):
  - Victims of Domestic Violence and Stalking
  - Public Records Exemption Request

# Special Class of Applicants

## Victims of Domestic Violence and Stalking

- Special Registration Process Applies:
  - Attorney Florida General's Address Confidentiality Program (ACP)  
(Sections 741.401-465, F.S.)
- **DO NOT** intake or otherwise take their voter registration information:
  - Refer these persons immediately to the county Supervisor of Elections (SOE) for registration [Rule 1s-2.039(11)]



# Special Class of Applicants:

# High Risk Professionals

(S.199.071, F.S)

- **Who are they?**
  - Law enforcement and correction officers, judges and quasi-judicial officers, state and U.S. attorneys, guardians ad litem, child abuse investigators, firefighters, human resource personnel, and others (may include spouses and children of above persons)
  
- **What information is protected?**
  - Identification and location information such as address, DOB and phone number (names of spouses and children may also be protected)
  - Agency custodian is responsible for ensuring that the protected information is redacted and not released or otherwise made publicly available

# Special Class of Applicants:

## High Risk Professionals (cont'd)

- **When does protection apply?**
  - ONLY after they submit a separate written request to any and all agencies that may have the information they are entitled to keep from future public disclosure
  - In order to register or update a record, they still must provide residential address in order to assign right precinct and proper ballot
- **How will it be done?**
  - Person must request the exemption in writing to each agency holding the information in its records
  - Form DOS-119 available on DOE website:

[dos.myflorida.com/media/31113/public-records-exemption-formdos-119.pdf](https://dos.myflorida.com/media/31113/public-records-exemption-formdos-119.pdf)

# Undue Voter Influence

Section 97.058 (8), F.S



- **DO NOT** influence, or try to influence, someone to pick a particular political party affiliation
- **DO NOT** display any political party affiliation or party allegiance
- **DO NOT** say or do anything that discourages someone from registering to vote
- **DO NOT** publicly disclose any person's registration information, for any purpose other than the administration of the voter registration
- **DO NOT** make any statement or take any action which leads applicant to believe decision to register or not register will impact availability of services or benefits

# Voter Registration Applications Received by Mail or In-Person

- If received by mail:
  - Keep postmarked envelope with application (even if postmark is unclear or there is no postmark)
- If received in-person:
  - Stamp date of receipt on application
- Why the postmark and date stamp important?
  - Date of postmark and stamp date (on original envelope) will be voter's registration date
  - If no postmark or postmark is unclear, then the voter's registration date will be the date when the Supervisor of Elections receives the application, except if received within 5 days of registration deadline (book-closing), then the registration deadline becomes the voter's registration date



# Paper Applications

## Keep stocked

- Easily accessible in plain view:
  - agency/office entrance and at work station
- English and Spanish versions
- For pick-up and take out and/or fill-in and drop off
- As back-up in case on-line services are down

## Assistance

- Provide same level of help as you would if person completing electronic or online intake process
- Remind person to review (particularly required fields) and sign application

# How to Obtain Statewide Voter Registration Applications

- Download and print multiple copies of the English and Spanish forms from Division of Elections website at:
  - <http://dos.myflorida.com/elections/for-voters/voter-registration/national-voter-registration-act/>
- Order forms from your local County Supervisor of Elections Office
- Request applications from the Division of Elections:
  - Send following information via email to [VRA.Reporting@dos.myflorida.com](mailto:VRA.Reporting@dos.myflorida.com):
    - Name of the person receiving the shipment
    - Mailing address (can not be a post office box)
    - Contact telephone number
    - Number of applications requested in Spanish or English

# Additional Types of Voter Registration Applications

- National Mail-in Application:
  - Federal form usable nationwide
- Federal Post Card Application:
  - Combined voter registration application and absentee ballot request designed for use by military and overseas voters
- May come through agency:
  - Dropped off in person
  - Mailed to your office
- No need to stock additional form types
- Process the same as you would the Florida Statewide Voter Registration Application

# Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? Will you be 18 years old on or before election day?  Yes  No  Yes  No

**If you checked "No" in response to either of these questions, do not complete form.**  
(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)

This space for office use only.

1  Mr  Miss Last Name  Jr  II  Mrs  Ms  Sr  V First Name Middle Name(s)

2 Home Address Apt. or Lot # City/Town State Zip Code

3 Address Where You Get Your Mail if Different From Above City/Town State Zip Code

4 Date of Birth Telephone Number (optional) ID Number - (See Item 5 in the instructions for your state)

5 Month Day Year

6

7 Choice of Party (See Item 7 in the instructions for your state) 8 Race or Ethnic Group (See Item 8 in the instructions 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.

Please sign full name (or put mark)

Date:  /  /

If you are registering to vote for the first time, please refer to the application instructions for information on submitting copies of valid identification documents with this form.

## Please fill out the sections below if they apply to you.

If this application is for a change of name, what was your name before you changed it?

A  Mr  Miss Last Name  Jr  II  Mrs  Ms  Sr  V First Name Middle Name(s)

If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B Street (or route and box number) Apt. or Lot # City/Town/County State Zip Code

If you live in a residence but do not have a street number, or if you have no address, please show on the map where you live.

C

- Write in the names of the streets (or streets) nearest to where you live.
- Draw an X to show where you live.
- Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

Example

North ↑

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D

Mail this application to the address provided for your State.

National Mail-In Application

(After completion, fold to make and mail before mailing.)  
 WARNING: Knowingly presenting false information in this application could result in criminal sanctions.  
 Standard Form 75A (Rev. 10-2005)

# REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one)

(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY OR AN ELIGIBLE SPOUSE OR DEPENDENT

(b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

(c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

2. MY INFORMATION (Required)

a. TYPE OF PREVIOUS NAME (If any) b. SUPPLY (Dr., Jr., etc.) c. PREVIOUS NAME (if applicable)

d. SEX  M  F e. RACE f. DATE OF BIRTH (MM/DD/YYYY) g. SOCIAL SECURITY NUMBER h. STATE DRIVER'S LICENSE OR ID NUMBER

3. TELEPHONE NUMBER (No CGN number include all international prefixes) i. FAX NUMBER (No CGN number, include all international prefixes)

4. EMAIL ADDRESS

5. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)

a. NUMBER AND STREET (Cannot be a P.O. Box) b. CITY, TOWN OR VILLAGE c. COUNTY d. STATE e. ZIP CODE

6. WHERE TO SEND MY VOTING MATERIALS

a. MY CURRENT ADDRESS (where I live now) (Required) b. MY FORWARDING ADDRESS (NOTE: Complete this only if you do not want your ballot mailed to the address in Block 5a.)

7. I PREFER TO RECEIVE MY ABSENTEE BALLOT AS PERMITTED BY MY STATE, BY:  MAIL  FAX  EMAIL

8. MY POLITICAL PARTY PREFERENCE (Optional) (but may be required by states to register to vote in primary elections)

9. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots - see instructions for Block 5, paragraph (2). Consult the Voting Assistance Guide for other specific state instructions.)

10. AFFIRMATION (Required)

I swear or affirm, under penalty of perjury, that:

- I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or I am, my voting rights have been reinstated, and
- I am not requesting, requesting a ballot, or voting in any other jurisdiction in the U.S., and
- My signature and date below indicate when I completed this document, and
- The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Print:  Date:  (MM/DD/YYYY) Signed:  (Please Print Name and Address if Required) Date:  (MM/DD/YYYY)

The information contained here is for official use only. Any unauthorized release of this information may be punishable by law.

State:

Federal Post Card Application



# Tips for Completing Voter Registration Applications



- Be sure the person reads all instructions
- Do not attempt to verify or determine someone's eligibility:
  - Only the Supervisor of Elections determines eligibility
- You are not responsible for an applicant's choice to leave a required or optional field blank:
  - However, if you see a blank mandatory field, tell the applicant so he or she can fill it in
  - Otherwise, forward the application "as is" to the local Supervisor of Elections
- Remember applications must be sent to county Supervisor of Elections office within **5 days**  
*(not business working days, but calendar days)*

# MODULE THREE

## Review Questions



- 1) Beginning at what age can an individual register to vote?
- 2) What are the two types of Special Class of Applicants?
- 3) Who determines voter registration eligibility?
- 4) Within how many days should an application be forwarded to the Supervisor of Elections (SOE)?

# MODULE THREE

## Review Answers

- 1) Any individual at age of 16 years or older can register assuming they are eligible.
- 2) The two types of Special Class of Applicants are:
  - Victims of Domestic Violence and Stalking
  - High Risk Professionals
- 3) Eligibility for voter registration is determined by the Supervisor of Elections office.
- 4) All completed and incomplete voter registration applications must be forwarded to the Supervisor of Elections within *5 calendar days*.

# MODULE FOUR

**Non-Compliance,  
Important Dates,  
Future Developments  
Resources and  
Contact Information**

# Non-Compliance with NVRA



- **Who:**

- Any person who alleges violation of voter registration or removal process under NVRA or Florida Election Code can file a complaint against DOS, SOE, DHSMV/Tax Collector, or a Voter Registration Agency

- **How:**

- NVRA complaint filed with the Department of State:
  - ✓ <http://dos.myflorida.com/media/693246/dsde18.pdf>

# Non-Compliance with NVRA (cont'd)

- **What:**
  - Administrative hearing (informal dispute resolution)
- **When:**
  - If violation within 30 days of election, court action in lieu of hearing
  - If violation within 120 days (4 months) of election, hearing must be held within 20 days
  - Otherwise, hearing held within 30 days of complaint

# Important Dates

## 2016 Voter Registration Deadlines (aka book closing)

- Presidential Preference Primary: February 16, 2016
- Primary Election: August 1, 2016
- General Election: October 11, 2016

## 2016 Election Dates

- Presidential Preference Primary: March 15, 2016
- Primary Election: August 30, 2016
- General Election: November 8, 2016

Check with your County SOE for dates regarding local and municipal elections

# Future Developments

## Online Voter Registration:

- Passed by legislature in 2015 session
- Required to be active by October 2017
- Early stages of development

# Resources

[Division of Elections NVRA Webpage](#)

[Election Laws of Florida](#)

[Text of NVRA](#)

[Information on Political Parties](#)

[NVRA Complaint Form](#)



# Contact Information

## Division of Elections:

- Contact: Katrinia Ferguson, GOC II - Statewide NVRA Coordinator
  - 850-245-6237
  - [Katrinia.Ferguson@DOS.MyFlorida.com](mailto:Katrinia.Ferguson@DOS.MyFlorida.com)
- Contact: Alexander Mosca, Operations and Management Consultant II
  - 850-245-6292
  - [Alexander.Mosca@DOS.MyFlorida.com](mailto:Alexander.Mosca@DOS.MyFlorida.com)

## Your Local Supervisor of Elections Office:

- Information on how to contact your local county supervisor of elections office can be found here:
  - <http://dos.myflorida.com/elections/contacts/supervisor-of-elections/>
  - Reach out to and maintain regular contact with your SOE

# MODULE FOUR

## Review Questions



- 1) Who can lodge a complaint against a voter registration agency (VRA)?
- 2) Should VRAs maintain regular contact with their local county Supervisor of Elections Office (SOE)?

# MODULE FOUR

## Review Answers

- 1) Any person aggrieved by a violation of either the National Voter Registration Act or a voter registration or removal procedure under the Florida Election Code may file a written complaint with the Department of State.
- 2) Yes, a VRA should maintain regular contact with its local county SOE. The VRA may obtain some assistance from the SOE for voter registration applications pick-up or additional training for the VRA's staff.