



Voter Registration Entities Overview

Voter Registration Agencies
Third-Party Voter Registration Organizations
Other Entities

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Part One:

Voter Registration Agencies (VRAs)

Why do we have Voter Registration Agencies (VRAs)?

- National Voter Registration Act of 1993 (NVRA)
 - Made broad national law changes to voter registration including
 - ✓ **Designated governmental or public offices/agencies who must offer voter registration opportunities (VRAs)**
- Section 97.058, Florida Statutes
 - Designated additional entities as voter registration agencies

What is a Voter Registration Agency (VRA)?

All offices that provide public assistance

- Department of Health's Special Supplemental Food Program for Women, Infants, and Children
- Department of Children and Families programs
 - Supplemental Nutrition Assistance Program
 - Medicaid/Kidcare Medicaid Program
 - Temporary Cash Assistance Program

All 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

What is a VRA? (cont'd)

Armed Forces Recruitment Offices

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

Centers for Independent Living

- 17 CILs
- Umbrella organization- Florida Association of Centers for Independent Living
- Federally mandated under s. 725, 1973 Rehabilitation Act

Public Libraries

- Operate under slightly different rules than other VRAs
- See special [Library](#) version of this document for details
- Includes County libraries and Municipal libraries

VRA's Duties to Applicant

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- Offer voter registration opportunities at the same time as other agency services
- Provide access to voter registration form – paper or online
- Provide notice of rights
 - ✓ Right to receive voter registration services
 - ✓ Right to file complaint
 - ✓ Right not to have benefits conditioned on registration
 - ✓ Right of privacy

VRA's Duty – Help Applicant

(cont'd)

HELP

Offer the same level of help as would be given with other agency services

- **At home services**
- **Telephone services**
- **In person services**

VRA's Duty – Forward Applications

- Accept voter registration applications
- Forward all complete and incomplete voter registration applications to Supervisor of Elections office within **5** calendar days
 - ✓ Timely returns ensures application is processed in time for any upcoming book closing/registration deadline – local elections held year round

VRA's Duty – Train, Report

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- Designate a NVRA Coordinator
- Provide NVRA Training to staff
- Report quarterly on voter registration activities
- All requirements found in:
 - ✓ Federal Law – National Voter Registration Act
 - ✓ State Law – Section 97.058, Florida Statutes
 - ✓ Rule 1S-2.048, Florida Administrative Code

DS-DE 131

Quarterly Activities Report Form

(version 1/2012)

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

Reporting Periods: Due dates for the 1st, 2nd, 3rd and 4th 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 15-2.048)

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. – 2 f.)

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			

- Email completed form to:
 - 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

VRAs' Reporting Schedule

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Quarterly Reporting Due Dates

1 st Quarter Jan–Mar Apr 15	2 nd Quarter Apr–Jun Jul 15	3 rd Quarter Jul-Sep Oct 15	4 th Quarter Oct-Dec Jan 15th
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How are Public Libraries different from other VRAs?

- Simplified paperwork:
 - Not required to develop or use preference form or notice of rights
 - Not required to record declinations to register
 - Can use statewide voter registration application (DS-DE39; ENG/SPN)
- Simplified reporting:
 - Only report number of registration applications forwarded by each library in the county to the Supervisor of Elections' Office
 - No need to use reporting form
- All other provisions still apply

Ways Supervisors of Elections assist VRAs

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- Make voter registration applications available
- Conduct outreach/training to local designated VRAs
- Incorporate VRAs' roles into voter education programs
- Ensure that applications received from VRAs are assigned proper source code in statewide voter registration system so that statistical reports reflect VRA activity:
 - Check envelope to see if it is from a VRA
 - Some VRAs may include a cover letter

Questions & Answers

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Part Two:

Third Party Voter Registration
Organizations (3PVROs)

What is a Third-Party Voter Registration Organization (3PVROs)

- 3PVROs are private individuals, non-profit corporations, political organizations, or other groups that collect voter registration applications
- Governed by s. 97.0575 Fla. Stat. and Rule 1S-2.042, F.A.C.
- Online information available at:
<http://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/>

Exceptions to 3PVROs

- Persons or organizations that **solely** distribute applications;
- Persons who collect voter registration applications from their person's spouse, child, or parent; or
- Persons engaged in registering to vote or collecting voter registration applications as an employee or agent of:
 - Division of Elections
 - Supervisor of Elections
 - Department of Highway Safety and Motor Vehicles (includes Tax Collectors offices that issues driver licenses)
 - Voter Registration Agencies



A Third-Party
Voter
Registration
Organization
(3PVRO)



Is not the
same thing as
a Voter
Registration
Agency

3PVRO Process

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3PVRO Duty

- Register as a 3PVRO (Form DS-DE 119)

SOE Duties

- Verify name of organization and 3PVRO ID# through DOE website:
<http://tpvr.elections.myflorida.com/Applications.aspx>
- Process request for blank forms from 3PVRO (if volume exceeds 10,000 refer request to Division of Elections)
- Write or stamp 3PVRO ID# on reverse side of apps BEFORE distribution to 3PVRO
- Report # of blank forms provided to and returned from 3PVRO (DS-DE 124)

3PVRO Process (cont'd)

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3PVRO Duties

- **Date stamp back of 3PVRO collected applications**
- **Return collected applications** to SOE no later than 10 days or before upcoming registration deadline for upcoming election (whichever is earlier --roll over to next day if 10th falls on weekend, holiday or other day office not open)

SOE Duties

- **Process returned applications** (even if untimely returned)
- **Assign Code 8 in FVRS** when entering application
- **Contact applicants** only if application submitted untimely to confirm who sent in application
- **Report 3PVRO non-compliance** to State (use DS-DE 148 form which include instructions (next slide)

Potential Action for 3PVRO Non-Compliance

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- **App submitted more than 10 days after date of application or collection**
 - ✓ Potential fine of \$50 per application
 - ✓ Willful violation = \$250 fine
- **App collected before but not submitted/received until after book closing**
 - ✓ Potential fine of \$100 per application
 - ✓ Willful violation = \$500 fine

Potential Action for 3PVRO Non-Compliance (cont'd)

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- **Collected app never submitted**
 - ✓ Potential fine of \$500 per application
 - ✓ Willful violation \leq \$1000 fine
- **Maximum fine in calendar = \$1000**
- **Enforcement:** Upon a reasonable belief that a violation occurred, the Secretary of State refers the matter to the Attorney General for enforcement



What are the Division of Elections' Duties?

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Registration of 3PVROs:

- Process forms to register as 3PVRO
- Assign unique 3PVRO ID#
- Maintain online database of registered 3PVRO and distributed and returned forms



Continual Activity:

- Provide applications
- Process returned 3PVRO voter registration applications



Reports:

- Collect reports from SOEs and complaints
- Review non-compliance reports by 3PVRO and activities
- Issue warning or refer for fine or further investigation

3PVRO Resources

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- Webpage:

[Third Party Voter Registration Organizations - Division of Elections - Florida Department of State](#)

- Database of current and terminated 3PVROs:

<http://tpvr.elections.myflorida.com/>

- Reference guideline on 3PVROs (DE 0012):

http://dos.myflorida.com/media/693682/de-guide-0012_third-party-voter-registration-organizations.pdf

Coordinator Contact Information

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- Tiffany Morley:

Tiffany.Morley@dos.myflorida.com;

850-245-6248 (registration and daily accounting reports)

- Katrinia Ferguson:

Katrinia.Ferguson@dos.myflorida.com;

850-245-6237 (training and distribution of applications)

Questions & Answers

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Part Three:

Other Entities

Florida Fish and Wildlife Conservation Commission (FFWC) and Subagents

- Not a state or federal designated VRA or a 3PVRO
- Duties under law (section [379.352](#)(8-12), Fla. Stat.):
 - Offer a voter registration application to any person applying for services (hunting or fishing permit)
 - Make voter registration forms available at sub-agent offices
 - Offer to mail forms to telephone applicants (fulfilled by SOEs)
 - Do NOT provide assistance or collect applications from voters

FFWC –SOE Duties

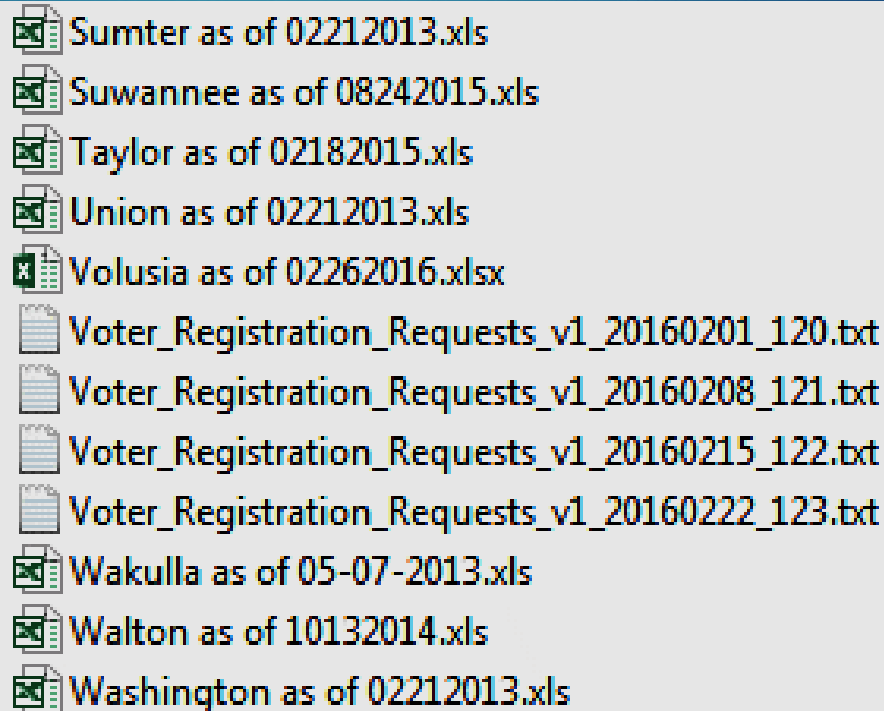
- Ensure subagent offices are supplied with voter registration application forms
 - List of locations on FTP site, updated when subagents change
- Mail voter registration forms to voters in your county who have requested them via FFWC subagents
 - Requests for voter applications posted weekly on FTP site
- Follow instructions to access files on FFWC FTP site at: <http://soe.dos.state.fl.us/>

FFWC - FTP Site

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List of subagent
offices by county

List of voters
requesting apps

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- A screenshot of an FTP directory listing. The files are listed in a vertical column. Two green arrows point from the text on the left to specific files in the list. The first arrow points to 'Sumter as of 02212013.xls'. The second arrow points to 'Voter_Registration_Requests_v1_20160208_121.txt'.
- Sumter as of 02212013.xls
 - Suwannee as of 08242015.xls
 - Taylor as of 02182015.xls
 - Union as of 02212013.xls
 - Volusia as of 02262016.xlsx
 - Voter_Registration_Requests_v1_20160201_120.txt
 - Voter_Registration_Requests_v1_20160208_121.txt
 - Voter_Registration_Requests_v1_20160215_122.txt
 - Voter_Registration_Requests_v1_20160222_123.txt
 - Wakulla as of 05-07-2013.xls
 - Walton as of 10132014.xls
 - Washington as of 02212013.xls

Educational Institutes - Definition

- Not a VRA or 3PVRO
- Defined under section [97.0583](#), Fla. Stat., to mean any public or private education institution that:
 - Receives state funds;
 - Focused on educating or training students at least 18 years old;
 - Has 200 or more students; and
 - For which student government has requested designation

Educational Institutes Duties

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- Must provide each student the opportunity to register on campuses at least once a year
- Encouraged to offer voter registration at other places and times

Legal reference: section [97.0583](#), Florida Statutes

Educational Institutes – Supervisor of Elections' Duties

- Provide voter registration applications upon request
 - Incorporate into annual voter registration drive activities at high school and college campuses - See [R1S-2.033](#)(3), Florida Administrative Code

Questions & Answers

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