



FLORIDA
DEPARTMENT
of **STATE**

Third-Party Voter Registration Organization (3PVRO) Overview

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What is a 3PVRO?

SECTION ONE



A 3PVRO is not the same as a VRA
Different governing laws and regulations apply

Activity – Collecting Applications

3PVRO

- Any person or entity who **collects one or more** paper voter registration applications once or more often:
 - Private individuals
 - Non-profit corporations
 - Political organizations
 - Other groups
- Reference: s. 97.0575, Fla. Stat., and Rule 1S-2.042, F.A.C.

NOT A 3PVRO

- Only distributes blank applications
- Only collects applications from spouse, child, or parent
- Is an employee or agent of:
 - Division of Elections
 - Supervisor of Elections
 - Any office that issues driver license or state identification card
 - Voter Registration Agencies (VRAs) designated by federal or state laws

Activity – Helping People Register



As of October 1, 2017, any eligible Florida citizen can submit an electronic application to register to vote or to update a registration record through official website: [RegisterToVoteFlorida.gov](https://www.RegisterToVoteFlorida.gov)

- 3PVRO requirements **do not apply** when applications are submitted directly by voter through official website or handed in directly to supervisor of elections office
- 3PVRO requirements **do apply** if person or entity collects printed or paper form from voter using RegisterToVoteFlorida.gov or downloadable form ([English PDF](#)/ [Español PDF](#)) or any other website

How to register as a 3PVRO?

SECTION TWO

Register as 3PVRO

3PVRO assigned unique identifier



Note: This form becomes a public record upon its filing.

FLORIDA THIRD-PARTY VOTER REGISTRATION ORGANIZATION REGISTRATION FORM

For Official Use Only:

ID #: 3P _____

Check applicable box: ☐ Original Registration ☐ Update to Registration ☐ Termination of Registration

| | | |
|---|-------|---------|
| 1. Third Party Voter Registration Organization (name): | | Phone: |
| Permanent Address: (address, city, county, state, zip code) Email address, if any: | | |
| Mailing Address: (if different from above) (street or PO Box address, city, county, state, zip code) | | |
| 2. Designation of Organization's Registered Agent in the State of Florida (name): | | Phone: |
| Address: (P.O. Box not permitted) (street address, city, county, state, zip code) | | |
| 3. Registered Agent's Acceptance: I accept the appointment as registered agent for this organization: (Signature of registered agent or authorized person signing for an organizational registered agent) Date: _____ | | |
| 4. Indicate the counties in which the third-party voter registration organization will operate: <input type="checkbox"/> All counties; <input type="checkbox"/> Specific counties of: _____ | | |
| 5. Listing of the third-party voter registration organization's officers: | | |
| Name | Title | Address |
| | | |
| | | |
| | | |
| | | |
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FLORIDA THIRD-PARTY VOTER REGISTRATION ORGANIZATION REGISTRATION FORM (CONTINUED)

6. Listing of the third-party voter registration organization's registration agents (i.e., those individuals employed by the organization who collect voter registration applications from Florida voter registration applicants on behalf of the organization). An address must include a street address, city, state, and zip code.

Check Applicable box: ☐ Initial Appointment ☐ Amended Entry ☐ Termination

Name of registration agent: _____

Permanent address: _____

Temporary address, if applicable: _____

Check Applicable box: ☐ Initial Appointment ☐ Amended Entry ☐ Termination

Name of registration agent: _____

Permanent address: _____

Temporary address, if applicable: _____

Check Applicable box: ☐ Initial Appointment ☐ Amended Entry ☐ Termination

Name of registration agent: _____

Permanent address: _____

Temporary address, if applicable: _____

7. Further Instructions. (a) If more entries are required to list additional organization's officers, attach letter-size paper and provide the same information as requested in Block 5 of this form.
(b) If more entries are required to list additional registration agents, use or copy the next page of this form in a sufficient quantity to list all registration agents, then complete the pages and attach to this form.
(c) If you are updating a registration: Check the "Update to Registration" box, complete the name of the organization in Block 1, but also place the organization's 3P number in the name entry; and then only complete those entries on the form that are being updated and Block 8.
(d) If you are terminating the organization's registration: Check the "Termination of Registration" box, complete the name of the organization in Block 1, but also place the organization's 3P number in the name entry; and then only complete Block 8.
(e) If you use continuation pages, state the number of additional pages here: _____ additional pages.

8. Signature: I understand that the above-named organization is not considered registered and may not collect voter registration application until the Division approves the registration and assigns the organization an identification number.

Name and Title of Person Completing Form

Signature

Date

What to do as a 3PVRO?

SECTION THREE

Duties – When Collecting Paper Applications

- Know the law and rules
- Register as a 3PVRO if collecting applications
- Obtain blank applications with assigned 3PVRO #
- Timely submit collected voter registration applications:
 - No later than the registration deadline for upcoming elections, or
 - Within 10 days of collection, whichever is earlier
- Include 3PVRO #
- Date the backside of collected applications

3PVRO Duties – Update Information

- Change in Registered Agent
- Change in registration agents
- Change in officers
- Change in contact information
- Change in status – closing or termination of activity

Notify the Division of Elections immediately
so records and public website are current

What constitutes non-compliance?

SECTION FOUR

Key Non-Compliance Activities

- Failure to register as a 3PVRO
- Failure to place unique 3PVRO identifier on back of collected application(s)
- Failure to date back of collected application(s)
- Failure to timely return collected application(s)
 - No later than 10 days after collection or
 - By registration deadline (book closing) for an upcoming election, whichever is earlier

Consequences for Voter ...

If application is untimely submitted or never submitted by 3PVRO:

- Voter is not registered for election
- Voter cannot vote
- Voter is not able to change party affiliation in time to vote for party race(s) in primary election
- Voter encounters problems at the polling place during Early Voting or Election Day

Consequences for 3PVRO . . .

Untimely return – more than 10 days after date signed or collected or bookclosing, whichever is sooner

Potential Fine \$50/app

Willful - \$250



Untimely return – after book closing for most recent state or local election

Potential Fine \$100/app

Willful - \$500



Failure to return

Potential Fine \$500/app

Willful - \$1000



Secretary of State Referral to Attorney General
upon reasonable belief that violation has occurred.

Division of Elections' and Supervisor of Elections' Role

SECTION FIVE

Division of Elections' Role

The form is titled "3PVRO Training" and includes sections for "3PVRO Registration" and "3PVRO Training". It contains various checkboxes and text fields for registration and training purposes.

- Process request to register as 3PVRO
- Assign a newly registered 3PVRO a unique identifier #
- Provide blank applications requested by 3PVRO
- Provide 3PVRO power point training

The form is titled "Third Party Voter Registration Organizations (3PVROs)". It includes a table with columns for "City", "State", "County", "City", "State", "County", "City", "State", "County", "City", "State", "County". The table lists various organizations and their locations.

- Maintain online database of 3PVROs and distributed/returned forms
- Verify 3PVRO name and assigned name on public 3PVRO database

The form is titled "3PVRO" and includes sections for "3PVRO Registration" and "3PVRO Training". It contains various checkboxes and text fields for registration and training purposes.

- Process and forward returned 3PVRO voter registration applications to respective Supervisor of Elections

The form is titled "3PVRO" and includes sections for "3PVRO Registration" and "3PVRO Training". It contains various checkboxes and text fields for registration and training purposes.

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

Supervisor of Elections' Role

The image shows the front of a Florida Voter Registration Application form. It includes sections for personal information, address, and contact details. The form is titled 'Florida Voter Registration Application' and has a header with the Florida Department of State logo.

- Process requests for blank voter registration forms (if volume exceeds 10,000 or more refer request to DOE)
- Write or stamp 3PVRO ID# on reverse side of apps BEFORE distribution

The image shows the back of a Florida Voter Registration Application form. It includes sections for the Supervisor of Elections to complete, such as 'Number of voter registration applications provided' and 'Number of voter registration applications received'. The form is titled 'Florida Voter Registration Application' and has a header with the Florida Department of State logo.

- Complete Form DS-DE 124 to account for distribution and return of application forms

The image shows the back of a Florida Voter Registration Application form. It includes sections for the Supervisor of Elections to complete, such as 'Number of voter registration applications provided' and 'Number of voter registration applications received'. The form is titled 'Florida Voter Registration Application' and has a header with the Florida Department of State logo.

- Report to State 3PVRO non-compliance (Form DS-DE 148)
- Courtesy contact to applicants whose applications were untimely submitted
- Conduct outreach to 3PVROs

The image shows the front of a Florida Voter Registration Application form. It includes sections for personal information, address, and contact details. The form is titled 'Florida Voter Registration Application' and has a header with the Florida Department of State logo.

- Process all returned applications (even if untimely returned)
- Date/Time stamp and receiver's initials on back of application
- New registration date is determined same way as for any other application mailed or hand-delivered. See s. 97.053(5), F.S.

Form for Supervisors

DS-DE 124 -

- Accounts for distribution of blank forms and return of voter registration forms
- Each supervisor of elections shall report to the Division on Form DS-DE 124 by noon of the following business day the number of voter registration applications provided to and received from each organization the previous business day

| SUPERVISORS OF ELECTIONS' ACCOUNTING OF THIRD-PARTY VOTER REGISTRATION ORGANIZATION'S VOTER REGISTRATION APPLICATIONS <small>(SECTION 97.0575, FLORIDA STATUTES)</small> | | |
|---|---|--|
| | | Page of pages. |
| Supervisors of Elections must account for voter registration applications provided to, and received from, each third-party voter registration organization. | | |
| This report reflects applications provided/received on: , , 20 . <div style="text-align: right; font-size: small;"> (month) (day) (yr) </div> | | |
| NOTES: (1) If forms are received from someone who should be registered as a third-party voter registration organization but is not registered, submit the requested information and place "NR" in the "3P" line. Obtain as much identifying information about the unregistered person or organization as possible. Inform the person or entity of the requirement to register and report the incident and information to the Division of Elections. (2) Supervisors of Elections are to submit this completed form either as a pdf attachment in an email to 3PVRO@dos.state.fl.us or transmit the form to the Division of Election's facsimile machine at 850-245-6291 no later than noon on the business day following the day being reported. | | |
| Third-party organization voter registration organization's identification number: 3P | | |
| a. Number of voter registration applications <u>provided</u> : State forms: Federal forms: | | |
| b. Number of voter registration applications <u>received</u> : State forms (blank): State forms (non-blank): Federal forms (blank): Federal forms (non-blank): | | |
| Third-party organization voter registration organization's identification number: 3P | | |
| a. Number of voter registration applications <u>provided</u> : State forms: Federal forms: | | |
| b. Number of voter registration applications <u>received</u> : State forms (blank): State forms (non-blank): Federal forms (blank): Federal forms (non-blank): | | |
| Third-party organization voter registration organization's identification number: 3P | | |
| a. Number of voter registration applications <u>provided</u> : State forms: Federal forms: | | |
| b. Number of voter registration applications <u>received</u> : State forms (blank): State forms (non-blank): Federal forms (blank): Federal forms (non-blank): | | |
| <i>[Use continuation pages if needed - see next page.]</i> | | |
| Supervisor of Elections Office for: County | | |
| Name of Person Completing Form | Signature | Date Submitted |
| <div style="display: flex; justify-content: space-between;"> DS-DE 124 (eff. 06/2011) Rule 1S-2.042, F.A.C. </div> | | |

DS-DE 148 - Non-Compliance

DS-DE 148 (Eff. 07/2016)

Resources and Contact Information

SECTION SIX

How to get blank paper applications?

- Available online to download and print paper applications and print 3PVRO# on applications
- Request from Supervisor of Elections Offices or Division of Elections' Office
- Free for requests up to 9,999
- 1 cent per application for requests for 10,000 or more
 - Based on history of requests since 1st request by 3PVRO). For number of requests to date, visit 3PVRO website at:
<https://tpvr.elections.myflorida.com/Applications.aspx>
 - For non-3-PVRO groups, contact the Division of Elections.

Who to Contact for Assistance?

- Toshia Brown, Interim Contact
 - Toshia.Brown@dos.myflorida.com
 - 850-245-6225
 - Registration as a 3PVRO
 - Process of SOE daily 3PVRO accounting reports
 - Requests for blank paper applications
 - Training

3Pvro Resources

- 3Pvro Division Webpage:
<https://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations>
- Database of current and terminated 3PvroS:
<https://tpvr.elections.myflorida.com>
- Reference guideline on 3PvroS (DE 0012):
<https://dos.myflorida.com/media/700004/de-guide-0012-third-party-voter-registration-organizations.pdf>



FLORIDA DEPARTMENT *of* STATE

For more information, visit us online at:

dos.myflorida.com/elections