



FLORIDA
DEPARTMENT
of STATE

Voter Registration Training Overview for Offices Issuing Driver Licenses

*(Florida Department of Highway Safety and
Motor Vehicles and Tax Collectors' Offices)*

Secretary of State Cord Byrd

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Voter Registration History

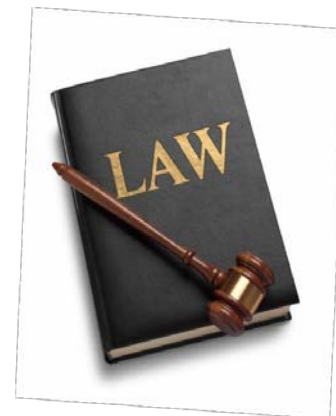
SECTION ONE

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National Voter Registration Act (NVRA)

(52 U.S.C. § 20501 - 52 U.S.C. § 20511)

- Enacted in 1993 (state law version enacted in 1995)
- Standardized national voter registration including:
 - One-stop application for driver license issuance/update and voter registration (referred to as “Motor-Voter”)
 - One-stop application for governmental or public services and voter registration (VRAs)



Role of DHSMV & Tax Collector's Offices

- 2010 - present:
 - State and county tax collectors' offices serve as primary front offices for "Motor Voter" part of NVRA
 - Issuance of driver license/ID cards
 - Voter registration application intake
 - State DL offices still issue the large percentage of DL/ID issuances

“Motor Voter” is a partnership

DHSMV

Department of Highway Safety and Motor Vehicles

- Tax collector’s offices - Intake electronically voter registration since 2010
- DHSMV uploads nightly to DOS

DOS

Department of State

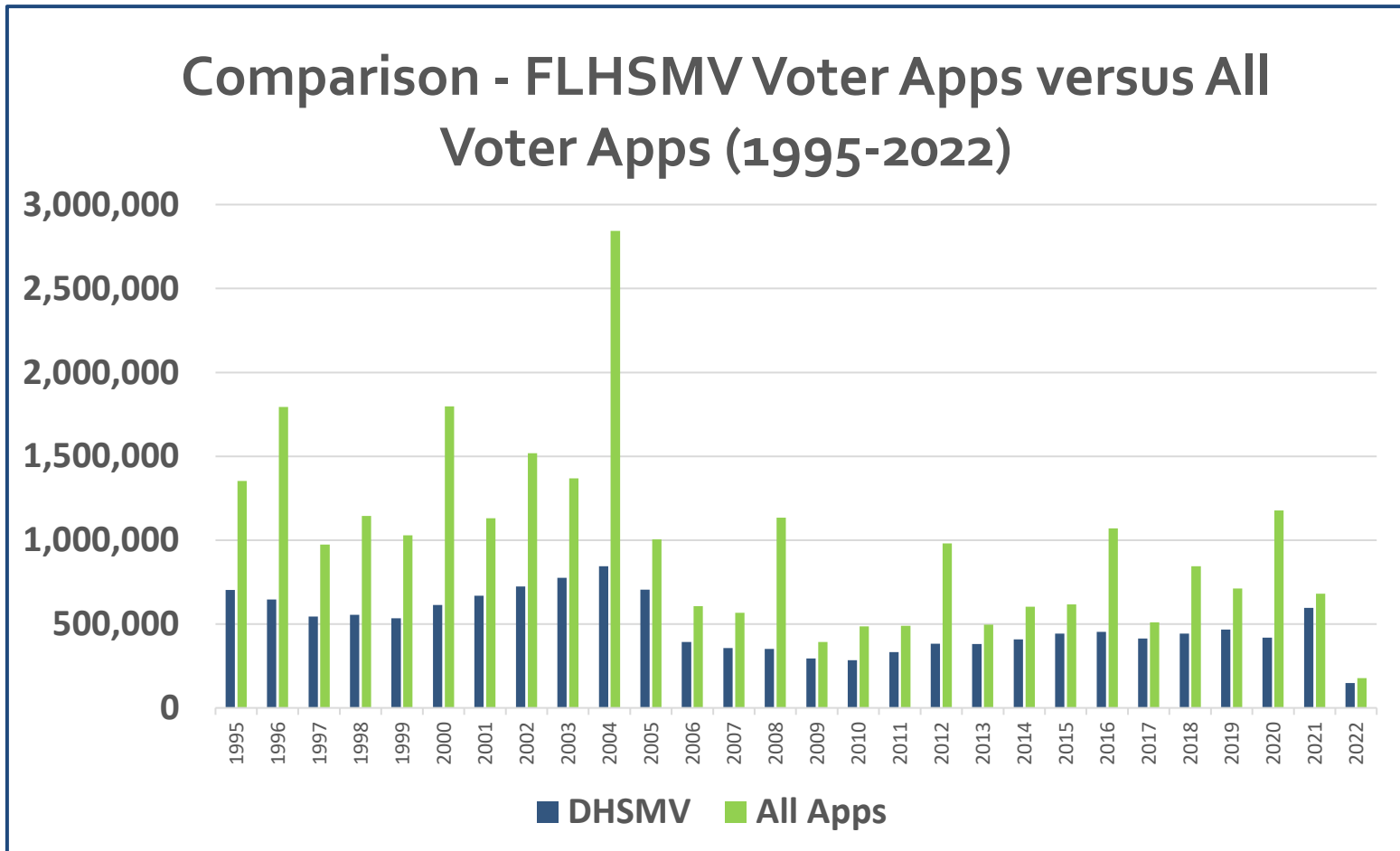
- Suspend electronic voter registration information received through Florida Voter Registration System (statewide system required by Help America Vote Act) to SOEs

SOEs

Supervisor of Elections (67)

- Process electronic registrations received through FVRS from DHSMV to register if application complete (including whether address provided is verifiable)

Motor – Voter Role Importance





General Responsibilities

SECTION TWO

What is required?

Each time someone

Applies for DL/State ID

Renews for DL/State ID

Changes address

Ask customer

Do you want to opt out of submitting information for voter registration (new or update)?
Default is info will be forwarded)

Inform customer

Information will be sent to Supervisor of Elections

Certain information kept confidential

Additional duties

FLHSMV's GoRenew

FLHSMV Mail-In Renewal

Avoid undue voter influence



Do not say or do anything that discourages someone from registering to vote



Do not reveal any person's registration information for any purpose other than administration of voter registration



Do not influence or try to influence someone to pick a particular political party



Do not display any political party affiliation or party allegiance



Electronic Application Intake System

SECTION THREE

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Overview

- Florida Driver License Issuance System (FDLIS) replaced with the ORION Driver License Issuance Motor Voter Application Process:
 - Designed and maintained by FLHSMV
 - Simultaneous driver license/ID card - voter registration electronic intake process since 2006
- FLHSMV database does not integrate or directly link with Florida Voter Registration System
- Nightly batch file upload of voter registration information FVRS

Applicant Choice –

To be or not
to be a
voter?



- **Right to register or update** registration:
 - Proceed with electronic intake of voter's information
 - Presumptive that the customer agrees to submit information for voter registration purposes

- **Right to refuse** before or during registration process:
 - Selecting to opt-out
 - Refuses to provide signature affirming oath

- **Action:** Customer answers following prompts on signature pad which will record customer decision:
 - Retain record for two (2) years by FLHSMV
 - Records kept by FLHSMV, not the tax collectors' offices

Applicant Choice –

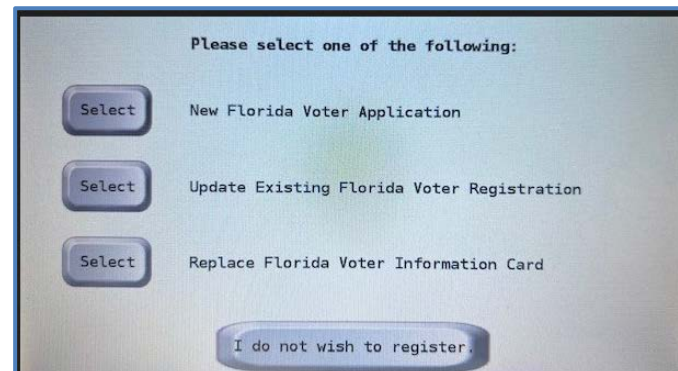
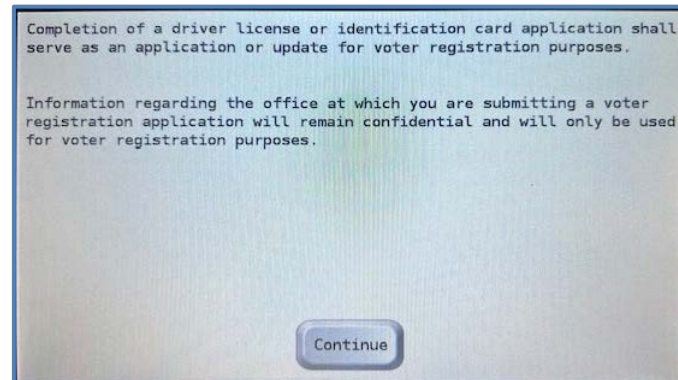
To be a
voter...



■ Opted In

If customer is a U. S. Citizen, 16 year of age and a Florida resident the following information is sent to the signature pad for the customer to choose the following regarding motor voter:

- If the customer meets the criteria, the customer can start the motor voter application by selecting the “Continue” button on the signature pad screen.



Applicant
Choice –

To be a
voter...



■ Opted In

A series of questions will need to be completed by the customer which is sent to DOS along with the application:

I affirm that I am a U.S. Citizen.

Yes

No

<<Back Continue

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.

Yes

No

<<Back Continue

I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

Yes

No

<<Back Continue

Applicant
Choice –

Not to be
voter...

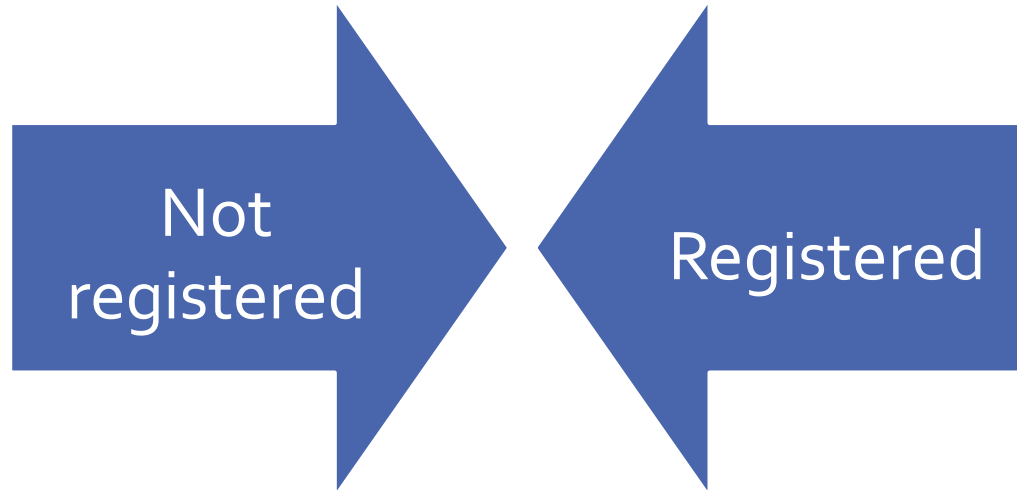


■ Opted Out

- Customer may opt out by selecting “I do not wish to register.” After they can make a selection for the reason of opting out on the signature pad.

A screenshot of a registration selection screen. The text reads: "Please select one of the following:". Below this, there are three options, each with a "Select" button to its left: "New Florida Voter Application", "Update Existing Florida Voter Registration", and "Replace Florida Voter Information Card". At the bottom of the screen, there is a larger button labeled "I do not wish to register.".A screenshot of a confirmation screen for declining registration. The text reads: "I understand my declination will remain confidential." Below this, there are three radio button options: "I do not wish to submit a new Florida Voter Application", "I do not wish to update my existing Florida Voter Registration", and "I am not currently eligible to vote in the State of Florida". At the bottom right of the screen, there is an "Ok" button.

How do you know if person is already registered?



- **“You don’t know”**
- **Go by what customer says – Supervisor of Elections will process accordingly based on search of FVRS**

Note: Many people think voter registration transfers from state to state – IT DOES NOT

Electronic
Intake –

Name and
DOB

All customer information is pre-populated based on DL record established.

- **Consequences of data input errors:**
 - Wrong date of birth or misspelling could create a duplicate registration record
 - Misspelling could cause someone to have to vote a provisional ballot because no record found:
 - ✓ Hernandez, Kathy versus Hernandez, Cathy
 - ✓ Date of birth: 7/17/1938 versus 7/17/1983
 - ✓ Suffix in last name field

Electronic Intake –

Address Validation

- **Address entered twice:**
 - Driver license portion: Entered as single string
 - Voter registration portion: Entered in segments – automatically parsed

- **Street validation program:**
 - Valid Street Address Master Index – Supervisors of Elections compile
 - DO NOT OVERRIDE invalid address until:
 - ✓ Review of customer's document with proof of residential address
 - ✓ Check for inverted, abbreviated, transposed or omitted letters, numbers, and street suffixes (e.g., Twenty Second versus 22nd or 22, Tennessee versus Tenn)
 - ✓ Ask customer

Electronic Intake – Address Details

- **Residential Address:**

- Physical presence at address person intends to reside
- P.O. Box or business address should not be used as residential address

- **Special Cases of Residency:**

- **Mobile Home, Houseboat, or Recreational Motor Home:**
 - ✓ Address is where a person docks his/her residential riverboat or houseboat or motor home and/or receives mail regularly
- **Homeless:**
 - ✓ The address of the place where the person regularly receives mail
 - ✓ General delivery address at a post office
 - ✓ Church address that agrees to accept mail on the person's behalf
 - ✓ Address of a shelter that the person frequents


Electronic Intake –

Motor Voter Customer Oath Signature Pad Display

Motor Voter application preview for issuance personnel to complete the remaining voter application questions. The issuance personnel will then select the “Signature Pad Review and Customer Oath”.

Electronic Intake –

Motor Voter Customer Oath Signature Pad Display



VICTOR
MOTOR VOTER
LICENSE
DL/ID: L252-673-88-222-0
DOB: 06/22/1988
Gender: MALE

- Customer Summary
- Capture Summary
- Motor Voter
- Identification Documents
- Capture Scan Document
- Applicant Screening
- Personal Details
- Emergency Contact Information
- Exams
- License Details
- Transcripts/Voluntary

Application Type: New Florida Voter Application Change Type Select options

Former Name

Previous Voting Address

Street City

State Zip - County

Residential Address

Street Number	Suffix	Pre-Direction	Street Name	Street Type	Post-Direction	Unit Type	Unit Number
<input type="text" value="2900"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="APALCHEE PKWY B341"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City State Zip - County

Email address and phone number provided for voter registration purposes are public record

Party Selection: NO PARTY AFFILIATION

Would you like to provide a day time phone number?

Do you need assistance with voting?

Are you interested in becoming a poll worker?

Are you a U.S. Citizen residing outside of the U.S.?

Are you an active duty Uniformed Service or Merchant Marine member?

Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member?

Would you like to receive electronic sample ballots from the Supervisor of Elections, if the option is available in your county?

Language Oath Acceptance: No Response

Electronic
Intake –

Motor
Voter
Customer
Oath
Signature
Pad Display
Continued

The customers entries and selections of voter application type, party affiliation, change of address submission agreement and oath will be sent to the signature pad for the customer to review. The customer will make one of the following selections:

- Decline
- Modify
- Accept

Electronic Intake –

Motor Voter Customer Oath Signature Pad Display

Name: SAMPLE LICENSE

Email:

DOB: 06/22/1988

|FL Resident: YES

Address Submission: Yes

|County: LEON

Address: 2900 APALACHEE PKWY RM B341, TALLAHASSEE, FL, 32399

Type: New Florida Voter Application

Party: FLORIDA DEMOCRATIC PARTY

I affirm that I am a U.S. Citizen.

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.

I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

Decline

Modify

Accept

Why Are Optional Fields Still Important?

- *Political party selection (classified as No party Affiliation)*
 - Might make the difference if voter can vote in primary election. Note: a selection will be required to continue the process
- *Former name* - Reduces multiple records or same voter
- *Former out-of-state address* – Used to notify other states that person is now registered in Florida and cancel old registration

Why Are Optional Fields Still Important?

- *Request for assistance at polls* – Alerts election staff that voter might need help at polls and can get help without having to fill out an oath
- *Contact information* – Provides another way to reach voter about registration or ballot issue
- *Want to be a poll worker* – Provides Supervisors with pool of potential temp staff for election cycles

Electronic Intake – Political Party

- Voter's options:
 - Two major parties:
 - ✓ Florida Democratic Party
 - ✓ Republican Party of Florida
 - Minor political parties
 - No party affiliation
- List of registered political parties:
 - Built into system's signature pad for selection by customer
 - Division of Elections' website:
dos.myflorida.com/elections/candidates-committees/political-parties

Signature Pad Screen for Political Party Selection

Party Listing and Selection By Customer



The screenshot shows a digital signature pad interface. At the top, the text "Major Political Parties" is centered. Below this, there are three radio button options: "FLORIDA DEMOCRATIC PARTY", "REPUBLICAN PARTY OF FLORIDA", and "Minor Party OR No Party Affiliation". The "Other" text is positioned to the right of the second option. At the bottom of the screen, there are two buttons: "<<Back" on the left and "Continue" on the right.

Major Political Parties

FLORIDA DEMOCRATIC PARTY

REPUBLICAN PARTY OF FLORIDA

Other

Minor Party OR No Party Affiliation

<<Back

Continue

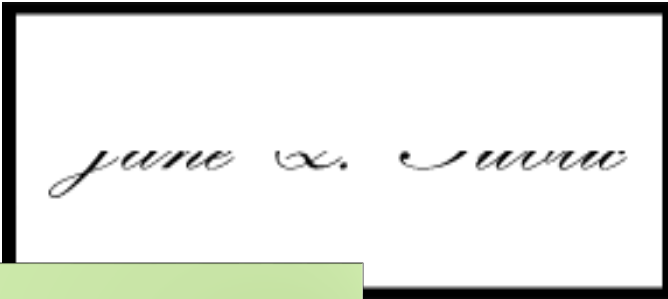
Electronic Intake –

Signature



- Signature image captured at front end of process
- **IMPORTANT:** Electronic DL/ID card signature = voter registration signature
- Signature on voter record used to verify signature on:
 - Vote-by-mail ballot (VMB)
 - Provisional ballot
 - Petition for candidate qualifying
 - Petition to remove municipal or charter county officer
 - Citizen initiative petition for constitutional amendment or public measure

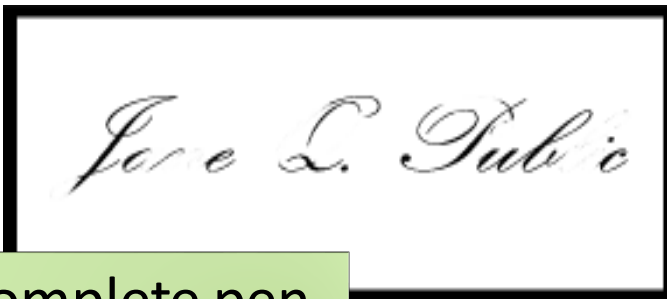
Signature Image Examples



Cut off



Blurry



Incomplete pen
strokes

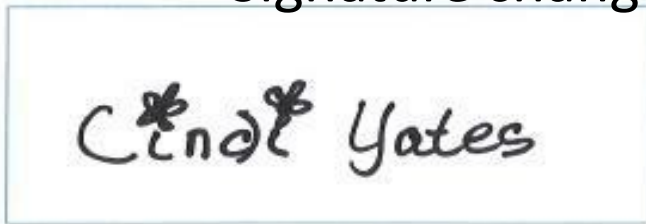


Complete and
clear

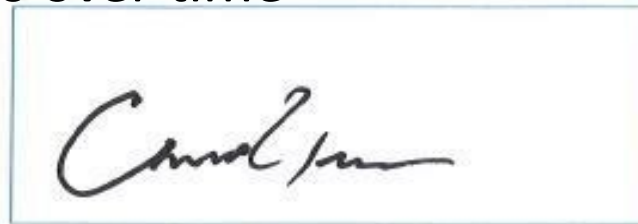
If signature is not complete and clear, have them re-sign

Signature Image Examples (cont'd)

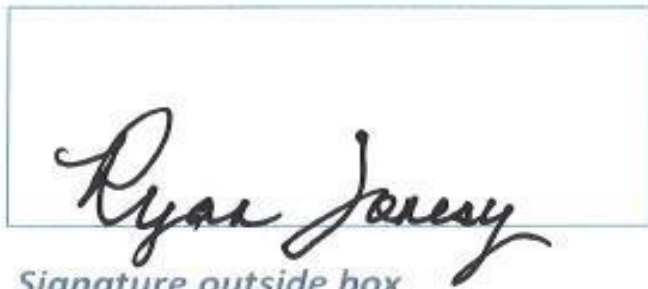
Signature changes over time



Teen Signature



30-something Signature



Signature outside box



Image captured

Signature image clipped

Warning: Cancelling or Abandoning Voter Applications



- Cancelling, or abandoning a DL/ID card transaction does the same to the voter registration information
- You must re-enter voter registration when you re-process a DL/ID credential information
- Failure to re-enter voter registration means no voter registration information is captured or transmitted to the DOS

Electronic Intake – Wrap-up

- **Print out inputted** voter application information for applicant:
 - Applicant keeps print-out as receipt (see next slide)
- Allow **person time to review** and verify data entered
- Accept electronic intake only after **person verifies** data entered
- Tell the person to contact Supervisor of Elections **within two (2) weeks** if voter registration card not received

State and Tax Collector Offices

Motor Voter Receipt for Customer

Type: New Florida Voter Application					
Are you a citizen of the United States of America?		Yes	Are you a Florida Resident?		Yes
<input checked="" type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.					
<input checked="" 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.					
Date of Birth (MM/DD/YYYY):	06/22/1988	Race/Ethnicity:	W	Gender:	M
FL Driver License/FL ID Number:	L252-873-88-222-0	Social Security Number:	***-**-4989	State or Country of Birth:	FL
Last Name/Suffix:	LICENSE				
First Name:	VICTOR				
Middle Name/Initial:	MOTOR VOTER				
Former Name, if name changed:			Day Phone Number:	Address Submission: Yes	
Address		City	County	State	Zip Code
Residence Address:	2900 APALCHEE PKWY B341	TALLAHASSEE	LEON	FL	32399
Mailing Address:	2900 APALCHEE PKWY B341	TALLAHASSEE	LEON	FL	32399
Previous Voting Address:					
Party Affiliation:		NPA	<input type="checkbox"/> Party Affiliation Selected	<input checked="" type="checkbox"/> Party Affiliation Not Selected	
Do you need voting assistance at the polls?		No	Are you interested in being a poll worker?		No
Are you:			<input type="checkbox"/> Please send me a sample ballot by email if option is available in my county.		
<input type="checkbox"/> Active Duty Military/Merchant Marine?			Provided email address:		
<input type="checkbox"/> Dependent of an Active Duty Military/Merchant Marine?					
<input type="checkbox"/> U.S. Citizen Currently Residing Outside the U.S.?					
Please keep your receipt until you have received your new voter registration card from the local Supervisor of Elections.					
This form is provided for the purpose of verifying the information you have provided to the Department of Highway Safety and Motor Vehicles and for attesting to the oath at the bottom of this form. Your application for voter registration will be acknowledged by your local Supervisor of Elections either by a Voter Information Card or a request for further information.					
Contact your local Supervisor of Elections if you have questions.					
23-Aug-23 05:14:36 PM - 600225049					

Tax Collectors' Offices

Enter voter registration information

Capture DL Signature Image

Upload data to FLHSMV

DHSMV

Compile data

Upload nightly file batch to DOS-FVRS

DOS-FVRS

Assign source code

Suspend to county SOE for processing

County SOE

Determine whether new registration or update

Notify voter of disposition

If complete, issue voter information card

Tax Collector's Office

- Enter voter registration info
- Capture person's signature
- Update data to FLHSMV

FLHSMV

- Compile electronic data
- Upload nightly file to DOS-FVRS

DOS-FVRS

- Assign source code
- Suspend to county SOE for processing

County SOE

- Accept record as new or update
- If complete,, issue new voter information card. Otherwise send notice of disposition



Electronic Intake - ORION

Date of birth

Upon completion of the Motor Voter application, a preview will be displayed to the issuance personal to complete the voter application questions. Once the remaining questions are answered, the issuance personnel will select the “Signature Pad Review and Customer Oath” to initiate the final review for the customer to approve.

VICTOR
MOTOR VOTER
LICENSE
PLNO: 1000 073 08 222.0
DOB: 06/22/1988
Gender: MALE

Application Type: New Florida Voter Application Change Type Select options

Former Name

Previous Voting Address
Street City
State Zip County

Residential Address
Street Number Suffix Pre-Direction Street Name Street Type Post-Direction Unit Type Unit Number
2900 -- APALCHEE PKWY B341 -SELECT- -- -SELECT-
City TALLAHASSEE State FL Zip 32399 - 0001 County LEON

Email address and phone number provided for voter registration purposes are public record

Party Selection: NO PARTY AFFILIATION
Would you like to provide a day time phone number?
Do you need assistance with voting? NO
Are you interested in becoming a poll worker? NO
Are you a U.S. Citizen residing outside of the U.S.? NO
Are you an active duty Uniformed Service or Merchant Marine member? NO
Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member? NO
Would you like to receive electronic sample ballots from the Supervisor of Elections, if the option is available in your county? NO
Language ENGLISH Timer Override Oath Acceptance: No Response

Special Class of Applicants – Pre- registrants



- 16 and 17 year olds can pre-register:
 - Pre-registrant status converts automatically in system on person's 18th birthday or by registration deadline (book closing) of the election in which he or she will turn 18 and can then vote
- **Pointers:**
 - Parental or guardian approval is NOT required to register to vote
 - A parent or guardian CANNOT sign for pre- registrant



What are the consequences
for a voter if data is entered
incorrectly?

Impact on voter registration and voting

- Wrong date of birth or misspelling could create a duplicate registration record
- Misspelling could cause someone to have to vote a provisional ballot because no record found:
 - Hernandez, Kathy versus Hernandez, Cathy
 - Date of birth: 7/17/19**38** versus 7/17/19**83**
 - Suffix in last name field

Electronic
Intake –
Name and
DOB

- **Enter name and date of birth in proper order:**
 - First, Middle, Last
 - ✓ Enter name as indicated on legal documentation such as passport, birth certificate, etc.
 - Date of Birth
 - ✓ Enter in order of MM/DD/YYYY – month, day, year

Electronic Intake - ORION

Former name

Upon completion of the Motor Voter application, a preview will be displayed to the issuance personal to complete the voter application questions. Once the remaining questions are answered, the issuance personnel will select the “Signature Pad Review and Customer Oath” to initiate the final review for the customer to approve.

Application Type: New Florida Voter Application Change Type Select options

Former Name

Previous Voting Address

Street City

State Zip County

Residential Address

Street Number	Suffix	Pre-Direction	Street Name	Street Type	Post-Direction	Unit Type	Unit Number
2900		--	APALCHEE PKWY B341	-SELECT-	--	-SELECT-	

City TALLAHASSEE State FL Zip 32399 - 0001 County LEON

Email address and phone number provided for voter registration purposes are public record

Party Selection: NO PARTY AFFILIATION Would you like to provide a day time phone number?

Do you need assistance with voting? NO Are you interested in becoming a poll worker? NO

Are you a U.S. Citizen residing outside of the U.S.? NO Are you an active duty Uniformed Service or Merchant Marine member? NO

Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member? NO

Would you like to receive electronic sample ballots from the Supervisor of Elections, if the option is available in your county? NO

Language ENGLISH Signature Pad Review and Customer Oath Timer Override Oath Acceptance: No Response

Back Cancel Next



Why is it so important to capture the prior name (marriage, court order, etc.)?

Identification of existing voter registration record

- Minimizes duplicate records for same voter

Electronic Intake - ORION

Address

Upon completion of the Motor Voter application, a preview will be displayed to the issuance personal to complete the voter application questions. Once the remaining questions are answered, the issuance personnel will select the “Signature Pad Review and Customer Oath” to initiate the final review for the customer to approve.

The screenshot displays the Motor Voter application interface. On the left is a sidebar with navigation options: Customer Summary, Capture Summary, Motor Voter, Identification Documents, Capture Scan Document, Applicant Screening, Personal Details, Emergency Contact Information, Exams, License Details, and Transcripts/Voluntary. The main form area is titled 'New Florida Voter Application' and includes fields for 'Former Name', 'Previous Voting Address' (Street, City, State, Zip, County), and 'Residential Address'. The 'Residential Address' section is highlighted with a red oval and contains the following fields: Street Number (2900), Suffix, Pre-Direction (--), Street Name (APALCHEE PKWY B341), Street Type (-SELECT-), Post-Direction (--), Unit Type (-SELECT-), and Unit Number. Below this, the City is TALLAHASSEE, State is FL, Zip is 32399-0001, and County is LEON. A note states: 'Email address and phone number provided for voter registration purposes are public record'. Further down are questions about party affiliation, assistance with voting, citizenship, and active duty status. At the bottom, there is a 'Language' dropdown set to 'ENGLISH', a 'Signature Pad Review and Customer Oath' button, a 'Timer Override' checkbox, and an 'Oath Acceptance' dropdown set to 'No Response'. Navigation buttons 'Back', 'Cancel', and 'Next' are at the bottom right.

Electronic Intake – Address Details

- **Residential Address:**

- Physical presence at address person intends to reside
- P.O. Box or business address should not be used as residential address

- **Special Cases of Residency:**

- **Mobile Home, Houseboat, or Recreational Motor Home:**

- ✓ Address is where a person docks his/her residential riverboat or houseboat or motor home and/or receives mail regularly

- **Homeless:**

- ✓ The address of the place where the person regularly receives mail
- ✓ General delivery address at a post office
- ✓ Church address that agrees to accept mail on the person's behalf
- ✓ Address of a shelter that the person frequents

Electronic Intake –

Address Validation

- **Address entered twice:**
 - Driver license portion: Entered as single string
 - Voter registration portion: Entered in segments – manually parsed

- **Street validation program:**
 - Valid Street Address Master Index – Supervisors of Elections compile
 - DO NOT OVERRIDE invalid address until:
 - ✓ Review of customer's document with proof of residential address
 - ✓ Check for inverted, abbreviated, transposed or omitted letters, numbers, and street suffixes (e.g., Twenty Second versus 22nd or 22, Tennessee versus Tenn)
 - ✓ Ask customer

Other
Address
Flag
Issues

- Victims of domestic violence and stalking
- High-risk professionals

Domestic violence /stalking victims

■ How will you know?

- RED FLAG addresses (means they are registered with Attorney General Address Confidentiality Program:
 - 723 Truman Avenue, Tallahassee
 - PO Box 6298, 7327, or 7297 with Tallahassee as mailing address
- They are listed in DAVID as address confidential program participant



■ What do you do?



- Do not intake voter registration information
- They must go to Supervisor of Elections' office directly to register or update their record(per law - §§ 741.401-.465, F.S.)



High risk professionals

■ How will you know?

- They will self-identify as law enforcement, correction officers, judges, quasi-judicial officers, state and U.S. attorneys, guardians ad litem, child abuse investigators, firefighters, human resource personnel, and others and includes spouses and children, etc.
- They are listed in DAVID as protected

■ What information is protected?

- Upon written request to each agency that might have personal identification/location info (address, birthdate, phone number, spouses' and children's names), info is protected by each agency from public records request

■ What do you do?

- Proceed as normal – person must provide true address/info must be given to get right precinct and ballot

Electronic Intake - ORION

Previous voting address

Upon completion of the Motor Voter application, a preview will be displayed to the issuance personal to complete the voter application questions. Once the remaining questions are answered, the issuance personnel will select the “Signature Pad Review and Customer Oath” to initiate the final review for the customer to approve.

Application Type: New Florida Voter Application Change Type Select options

Former Name

Previous Voting Address

Street City

State Zip County

Residential Address

Street Number	Suffix	Pre-Direction	Street Name	Street Type	Post-Direction	Unit Type	Unit Number
2900	<input type="text"/>	--	APALCHEE PKWY B341	-SELECT-	--	-SELECT-	<input type="text"/>

City State Zip - County

Email address and phone number provided for voter registration purposes are public record

Party Selection: NO PARTY AFFILIATION

Would you like to provide a day time phone number?

Do you need assistance with voting?

Are you interested in becoming a poll worker?

Are you a U.S. Citizen residing outside of the U.S.?

Are you an active duty Uniformed Service or Merchant Marine member?

Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member?

Would you like to receive electronic sample ballots from the Supervisor of Elections, if the option is available in your county?

Language

Timer Override

Oath Acceptance:



Why is it so important to capture prior address?

Cancellation of out-of-state registration

- If the address is out-of-state, we must notify the prior state of registration so that they can cancel the voter registration in another state
- Avoids cross-state voter registration
- Minimizes potential for double voting (3rd degree felony)

Electronic Intake - ORION

Optional questions

Upon completion of the Motor Voter application, a preview will be displayed to the issuance personal to complete the voter application questions. Once the remaining questions are answered, the issuance personnel will select the “Signature Pad Review and Customer Oath” to initiate the final review for the customer to approve.

The screenshot displays the Motor Voter application interface. On the left is a sidebar with navigation tabs: Customer Summary, Capture Summary, Motor Voter, Identification Documents, Capture Scan Document, Applicant Screening, Personal Details, Emergency Contact Information, Exams, License Details, and Transcripts/Voluntary. The main form area includes:

- Application Type:** New Florida Voter Application (Change Type: Select options)
- Former Name:** [Empty field]
- Previous Voting Address:** Street, City, State, Zip, County
- Residential Address:** Street Number (2900), Suffix, Pre-Direction, Street Name (APALCHEE PKWY B341), Street Type, Post-Direction, Unit Type, Unit Number, City (TALLAHASSEE), State (FL), Zip (32399-0001), County (LEON)
- Party Selection:** NO PARTY AFFILIATION
- Optional Questions (circled in red):**
 - Do you need assistance with voting? [NO]
 - Would you like to provide a day time phone number? [Empty field]
 - Are you interested in becoming a poll worker? [NO]
 - Would you like to receive electronic sample ballots from the Supervisor of Elections, if the option is available in your county? [NO]
- Other Questions:** Are you a U.S. Citizen residing outside of the U.S.? [NO], Are you an active duty Uniformed Service or Merchant Marine member? [NO], Are you the spouse or dependent of an active duty Uniformed Service or Merchant Marine member? [NO]
- Language:** ENGLISH
- Buttons:** Signature Pad Review and Customer Oath, Timer Override, Oath Acceptance: No Response
- Footer:** Back, Cancel, Next



Why are optional fields on a voter application still important if they are optional?

Benefits to the voter

- *Request for assistance at polls* – Alerts election staff that voter might need help at polls and can get help without having to fill out an oath
- *Contact information* – Provides another way to reach voter about registration or ballot issue
- *Want to be a poll worker* – Provides Supervisors with pool of potential temp staff for election cycles
- *Receipt of sample ballot* – Provides Supervisors with email address to email sample ballot to voter

Electronic
Intake –

Motor
Voter
Customer
Oath
Screen Pad
Display
Continued

The customers entries and selections of voter application type, party affiliation, change of address submission agreement and oath will be sent to the signature pad for the customer to review. The customer will make one of the following selections:

- Decline
- Modify
- Accept

Electronic Intake – Customer Oath and Approval

Name: SAMPLE LICENSE
Email:
DOB: 06/22/1988 |FL Resident: YES
Address Submission: Yes |County: LEON
Address: 2900 APALACHEE PKWY RM B341, TALLAHASSEE, FL, 32399
Type: New Florida Voter Application
Party: FLORIDA DEMOCRATIC PARTY
I affirm that I am a U.S. Citizen.

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.

I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

Decline

Modify

Accept

I have reviewed and verify the voter information I have provided.

Under penalties of perjury, I am submitting my signature (or electronic signature) captured during this driver license or identification card transaction for the purpose of submitting a voter application and 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 the laws of the State of Florida, and that all information provided in this application is true.

Any person who willfully submits any false voter registration information commits a felony of the third degree and is punishable by a maximum of 5 years in prison and/or \$5,000 in fines.

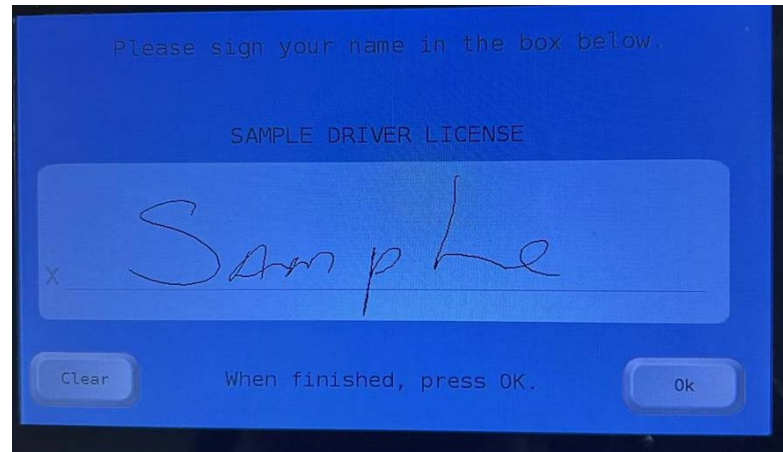
Decline

Accept

Electronic Intake – Signature



- Signature image captured at front end of process





Why is a clear/legible
signature so important?

Electronic intake – wrap-up

- **Print out inputted** voter application information for applicant:
 - Applicant keeps print-out as receipt (see next slide)
- Allow **person time to review** and verify data entered
- Accept electronic intake only after **person verifies** data entered
- Tell the person to contact Supervisor of Elections **within two (2) weeks** if voter registration card not received

Copy of Voter Application for Customer

Type: New Florida Voter Application					
Are you a citizen of the United States of America?		Yes	Are you a Florida Resident?		Yes
<input checked="" type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.					
<input checked="" 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.					
Date of Birth (MM/DD/YYYY):	06/22/1988	Race/Ethnicity:	W	Gender:	M
FL Driver License/FL ID Number:	L252-873-88-222-0	Social Security Number:	***-**-4989	State or Country of Birth:	FL
Last Name/Suffix:		LICENSE			
First Name:		VICTOR			
Middle Name/Initial:		MOTOR VOTER			
Former Name, if name changed:			Day Phone Number:	Address Submission: Yes	
Address		City	County	State	Zip Code
Residence Address:	2900 APALCHEE PKWY B341	TALLAHASSEE	LEON	FL	32399
Mailing Address:	2900 APALCHEE PKWY B341	TALLAHASSEE	LEON	FL	32399
Previous Voting Address:					
Party Affiliation:		NPA	<input type="checkbox"/> Party Affiliation Selected	<input checked="" type="checkbox"/> Party Affiliation Not Selected	
Do you need voting assistance at the polls?		No	Are you interested in being a poll worker?		No
Are you:			<input type="checkbox"/> Please send me a sample ballot by email if option is available in my county.		
<input type="checkbox"/> Active Duty Military/Merchant Marine?			Provided email address:		
<input type="checkbox"/> Dependent of an Active Duty Military/Merchant Marine?					
<input type="checkbox"/> U.S. Citizen Currently Residing Outside the U.S.?					
Please keep your receipt until you have received your new voter registration card from the local Supervisor of Elections.					
This form is provided for the purpose of verifying the information you have provided to the Department of Highway Safety and Motor Vehicles and for attesting to the oath at the bottom of this form. Your application for voter registration will be acknowledged by your local Supervisor of Elections either by a Voter Information Card or a request for further information.					
Contact your local Supervisor of Elections if you have questions.					
23-Aug-23 05:14:36 PM - 600225049					

Florida Department of Highway Safety and Motor Vehicles

Division of Motorist Services

Tallahassee, FL

Date: 08/23/2023

Office: 85/16 (Z97)

Batch Number: 68316

User: T0313VJM

Cashier: T0313VJM

Form Number: Z972308230001

OATH OF APPLICANT:

Under Penalty of Perjury, I swear or affirm that the information given by me in this application is true and correct.

Chapter 322, Florida Statutes, requires the department to collect social security numbers for the issuance of driver and identification cards.

Victor Motor Voter License DL/ID #: L252-873-88-222-0 Expire Date: 06/22/2032

TRANSACTION TYPE: ORIGINAL DL

VOTER STATUS: I completed a new voter registration application. If you do not receive your new voter registration card in 30 days, please contact your county Supervisor of Elections Office.

Fee Summary

Fee Type	Fee Amount
ORIGINAL CLASS E	\$48.00
Fee Total:	\$48.00

Batch Summary

Batch Number: 68316

Total Transactions: 1

Transaction Detail

DL/ID Number	Customer Name	Transaction Type	Fee Total
L252-873-88-222-0	Victor License	ORIGINAL DL	\$48.00
		Credit Card Convenience Fee:	\$0.00
		Batch Fee Total:	\$48.00

Payment Detail

Payment Type	Confirmation Number	Amount Paid
Cash		\$48.00

Motor Voter
Receipt for
Customer





Processing Paper Applications

SECTION FOUR



What do you do if a completed or an incomplete paper application is turned into or mailed to your office?



Processing Paper Applications Rec'd

- **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
 - Review application required & optional fields before the person leaves
- **Transmit paper application to local county SOE office within 5 calendar days**

Why is the post-mark and date stamp important?

- **For mailed applications:**
 - Date of postmark will become voter's registration date
 - If no postmark or postmark is unclear, date application received will become voter's registration date (except if received within 5 days of registration deadline, the deadline becomes the voter's registration date)
- **For in person delivered applications,** date of receipt will become voter's registration date

Keep stock of blank paper voter registration forms onsite

- 
- In plain view - easily accessible (office entrance way and work station)
 - English and Spanish versions
 - For pick-up and take out and/or fill-in and drop off
 - As back-up in case electronic intake system is
- 
- Provide same level of help as you would for electronic intake process
 - Remind person to review (especially required fields) and sign application

How to get blank voter application forms applications

- **To order blank forms:**
 - ✓ **Submit request to:** VRA.Reporting@dos.myflorida.com
 - ✓ Tiffany Morley 850.245.6248
- **Information to include**
 - ✓ Name of the person receiving the shipment
 - ✓ Mailing address (cannot be a post office box)
 - ✓ Contact telephone number
 - ✓ Number of English and Spanish applications needed
- **Obtain forms by download or print from:**
 - Division of Elections' website and copy them at your office-
Statewide Form (English/Spanish)
 - County Supervisor of Elections' offices

Non-Compliance

SECTION FIVE

Non-Compliance with NVRA - Action

- **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, FLHSMV / Tax Collector, or a Voter Registration Agency

- **How:**

- NVRA complaint filed with the Department of State:
dos.myflorida.com/elections/forms-publications/forms/complaint-forms

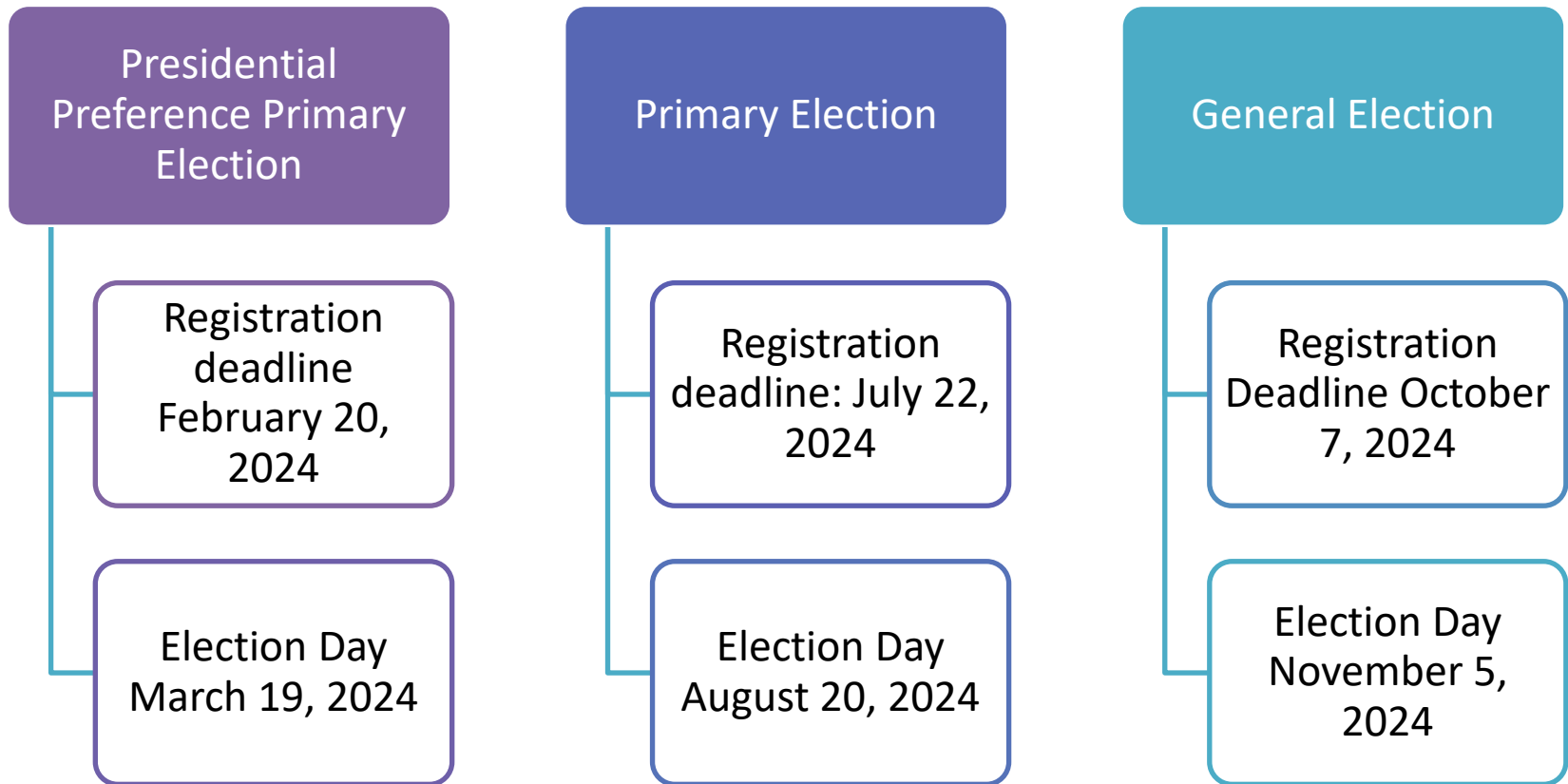
What happens if you don't comply with law?

- Award of attorney fees and other sanctions
- Declaratory and injunctive relief by U.S. Attorney General/Department of Justice
- Criminal penalty for knowing and willful violations
- Maximum 5-year prison for intentional threats, intimidation, or undue influence as to a person's ability to register or to vote, or for fraud in voter registration application process

Key Dates and Contact Information

SECTION SIX

Important dates 2024 Election Cycle



Contact Information



Motorist Services Support

- Kelsey Parten, Tax Collector Support Program Manager
- 850-617-2904; KelseyParten@flhsmv.gov



Bureau of Voter Registration Services & Program Administration

- Gina McLeod, Chief, BVRS (HSMV verifications/Electronic Submissions)
- 850-245-6225; Gina.McLeod@dos.myflorida.com
- Tiffany Morley (blank application form orders)
 - VRA.Reporting@dos.myflorida.com; 850-245-6248



- . Supervisor of Elections
- Contact information online at Division of Elections' website <https://dos.fl.gov/elections/contacts/supervisor-of-elections/>



FLORIDA DEPARTMENT *of* STATE

For more information, visit us online at:

dos.myflorida.com/elections