

# The State of Florida Address Confidentiality Program



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Update May 23, 2012: Based on feedback  
from FSASE conference, slides 7, 8, 12, 13,  
revised

# Program Origin



- Office of the Attorney General
  - Division of Victim Services and Criminal Justice Programs
  - <http://www.myfloridalegal.com/ago.nsf/printview/367E40E078E0E10285256D75004D73C3>
- Bureau of Advocacy and Grants Management
  - Address Confidentiality Program
  - <http://myfloridalegal.com/pages.nsf/Main/CAB44E1FB5429EE285256F5500576153?OpenDocument>

# Program History



- In 1998 the statewide Address Confidentiality Program (ACP) was created to be administered by the Office of the Attorney General.
- Statutory Authority: Chapter 741.401 – 741.465 Florida Statutes;
  - gives authority to the Office of the Attorney General for the existence of the program.
- Protect *domestic violence victims*.
- In 2010, *victims of stalking* were added to the program per [Florida Statute 97.0585](#).

# Program Purpose



- The program's purpose is to insure that perpetrators of domestic violence and stalking cannot use the state's **public records** to locate their victims.

# **Program Summary**

## **(for voter registration purposes)**



**Three major components:**

- 1. Substitute mailing address**
- 2. Confidentiality of voter registration information.**
- 3. Voting by absentee**

# The Program Does Not



- Help its participants “go underground.”
- Hide its participants.
- Keep the participant’s non-public records confidential that are already available through internet or other types of searches

# How to Become 'Protected' ACP Voter?



The Attorney General defines a 'Protected Records Voters' as:

*a program participant who is registered and qualified to vote and has requested an absentee ballot pursuant to s. 101.62, F.S., and will vote in the same manner as an absentee voter.*

Source: See Chapter 2A-7, Florida Administrative Code)

# Protected Records Voter: What the OAG Tells/Gives Participants



- An **ACP authorization card**, blank **Acknowledgment form** and a **substitute mailing address**
- Referred to Supervisor of Elections' office is participant wants to register or if registered to seek confidentiality of voter registration records
- Participant may only vote absentee.



# Protected Records Voter: Sample ACP 'Authorization' Card



**STATE OF FLORIDA  
ADDRESS CONFIDENTIALITY PROGRAM**

Signature of participant or parent/guardian is authorized to participate in the Address Confidentiality Program.

Authorization	Birthdate	Expires
0000	00-00-00	00-00-00

This program participant is authorized to use the following substitute address:

**Jane Doe  
P.O. Box 6298  
723 Truman Avenue  
Tallahassee, Florida 32314-6298**

Authorization code, name, post office box and zipcode shall be used on all correspondence to this participant.

**If you have any questions regarding the Address Confidentiality Program, or the valid use of this authorization card, please call:  
1-800-226-6667 or 850/414-3300**

## **Protected Records Voter: What the Participant Must Do**



- If Participant wants to register to vote, or is already registered, must go to the supervisor of elections office to obtain confidentiality of voter registration records
- Present AG's ACP authorization card to SOE
- Sign Acknowledgment form (may be signed in your office—you may have blank copies-- becomes part of the voter registration record)

# Protected Records Voter: Acknowledgment of Understanding Form



Pam Bondi  
Attorney General  
State of Florida

## Office of the Attorney General

Address Confidentiality Program  
Protected Records Voter

### Acknowledgment

I understand that

- To register as an Address Confidentiality Program (ACP) Protected Records Voter, I must go in person to the Supervisor of Elections' Office to register in the same manner as an Absentee Voter. I must cancel my current voter registration (if applicable).
- My absentee ballot will be sent to the ACP substitute mailing address and ACP staff will forward the ballot to me.
- As long as I am a Protected Records Voter, I cannot vote at my local polling place because my ballot is mailed to me.
- If the United States Postal Service returns my absentee ballot to the ACP for any reason, I may lose my Protected Records Voter status as well as my certification to participate in the ACP.
- My status as a Protected Records Voter will continue as long as I am a participant in the program.

\_\_\_\_\_  
PRINTED NAME OF ACP PARTICIPANT

\_\_\_\_\_  
ACP AUTHORIZATION CODE

X

\_\_\_\_\_  
SIGNATURE OF ACP PROTECTED RECORDS VOTER

\_\_\_\_\_  
DATE

X

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR OF ELECTIONS AUTHORIZED PERSONNEL

\_\_\_\_\_  
DATE

**NOTE TO SUPERVISOR OF ELECTIONS OFFICE  
PLEASE FORWARD THE ORIGINAL TO:  
THE DIVISION OF ELECTIONS**

**NOTE TO THE DIVISION OF ELECTIONS  
PLEASE FORWARD A COPY OF THIS FORM TO:**

ADDRESS CONFIDENTIALITY PROGRAM  
POST OFFICE BOX 6298  
TALLAHASSEE, FL 32314-6298

PHONE (850) 414-3300

ACP - 11003

## **Protected Records Voter (cont'd): What the Supervisor of Elections' Must Do**



- Copy ACP authorization card (return original to Participant) and obtain signed Acknowledgment form
- Obtain Participant's actual residential address (for proper precinct assignment for ballot)
- Process registration manually (separate locked file)—do not enter into FVRS

## **Protected Records Voter (cont'd): What the Supervisor of Elections' Must Do**



- **Copy paperwork for:**
  - Participant's own record
  - Division of Elections (Attention: Chief, Bureau of Voter Registration Services. Include original of Acknowledgment Form and advise BVRS if Participant is already registered in FVRS—provide name and FVRS ID #)
- **For eligible elections, mail ACP protected voter's absentee ballot to AG's post office address. ACP program will forward to Participant.**

## What Division of Elections Must Do



- Determine if Participant already registered as ACP Protected Voter in another Florida county or in FVRS?
  - If so, contact and coordinate with SOE of prior county of registration
- Verify personal identifying # (DL, State ID or SSN4) through DHSMV/SSA
- Ensure that Participant's record is not in FVRS
- Forward signed Acknowledgement form to the Office of the Attorney General.

# What Division of Elections Must Do



- Maintain records separately in secure file storage.
- Conduct periodic checks for ineligibility-rights removed due to felony or mental incapacity, death, or other.
- If identified as potentially ineligible, notify SOE to initiate notice under s. 98.075(7), F.S.,—
  - Use AG's post office address to mail notice—
  - Do not post publication if mailed notice is undeliverable --coordinate with AG's office to extent possible.

# ACP Participant Renewal



- An ACP Participant must renew his or her certification with the OAG every 4 years.
- The process for renewal is the same as the process for initial certification.



# ACP Participant Removal



- **Participant requests removal from program and no longer wants to remain registered**
  - Notify BVRS
  - Notify AG's ACP Program
- **Participant requests removal from program but wishes to remain registered**
  - Register in FVRS
  - Coordinate with BVRS to ensure that voter is given proper registration date

# ACP Participant Removal



- If AG's ACP Program notifies BVRS chief or SOE that Protected Voter status is cancelled, expired without renewal or is otherwise no longer valid,
  - Notify the other, whichever is applicable-BVRS → SOE or SOE → BVRS
- SOE must attempt to contact ACP Protected Voter to inform of
  - To inform Voter of change in ACP status
  - To ask Voter if he/she wishes to remained registered, and if so record will be entered into FVRS, and be public.



Office of the Attorney General  
Address Confidentiality Program

PL-01 The Capitol

Tallahassee, FL 32399-1050

Phone (850) 414-3300; Fax (850) 487-3013

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Christine Harris: Bureau Chief

Lorraine Elder: Program Administrator

Rule References:

**Rule 2A-7 Address Confidentiality Program**

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=2A-7>

**Rule 1S2.039(11) FVRS Vote Registration**

**Procedures**

<http://election.dos.state.fl.us/rules/adopted-rules/pdf/1S2039.pdf>