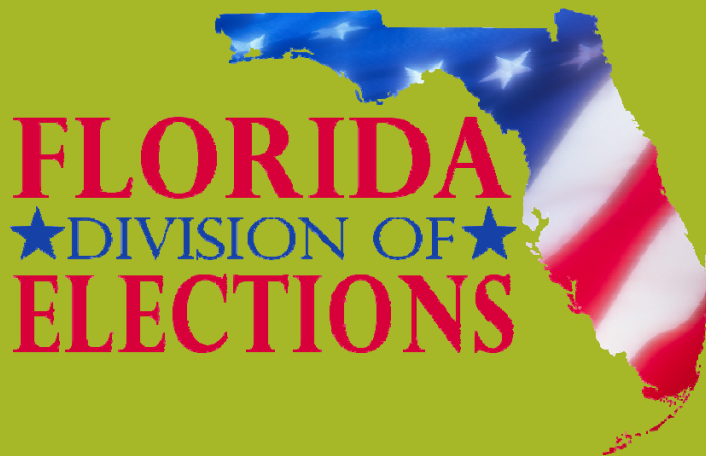


Florida Department of State

Processing Voters Who are Participants in the Address Confidentiality Program



Training for Supervisors of Elections

TOSHIA BROWN, CHIEF, BUREAU OF VOTER
REGISTRATION SERVICES

MARIA MATTHEWS, DIRECTOR

GARY HOLLAND, ASSISTANT DIRECTOR

Address Confidentiality Program History

- Created in 1998 and administered by the Attorney General Office
 - Division of Victim Services and Criminal Justice Programs/Bureau of Advocacy and Grants Management
<http://myfloridalegal.com/pages.nsf/Main/CAB44E1FB5429EE285256F5500576153?OpenDocument>
- Statutory Authority: Chapter 741.401 – 741.465 Florida Statutes
- Available to registered participants who are relocated:
 - Victims of domestic violence and
 - Victims of stalking (added in 2010)(See [Florida Statute 97.0585.](#))

Program Purpose

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

* IS NOT a "witness protection program"

* CANNOT remove from the public domain what records public or non-public that are already released or available through the Internet and other sources.

Program Summary

(for voter registration purposes)

Three major components:

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

How Does a New or Existing Registered Voter Become a '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

1. Provides participant with:
 - An ACP authorization card,
 - A blank acknowledgment form and
 - a substitute mailing address
2. Refers the person to Supervisor of Elections' office if the participant wants to register or if already registered, to seek confidentiality of voter registration records
3. Requires participant to vote absentee.

ACP Card and Form

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 # 0000 Birthdate 00-00-00 Expires 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 zip code 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**

2 Acknowledgment Form.


Office of the Attorney General
Address Confidentiality Program
Protected Records Voter

Pam Bondi
Attorney General
State of Florida

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 _____

SIGNATURE OF ACP PROTECTED RECORDS VOTER _____ DATE _____

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-11600

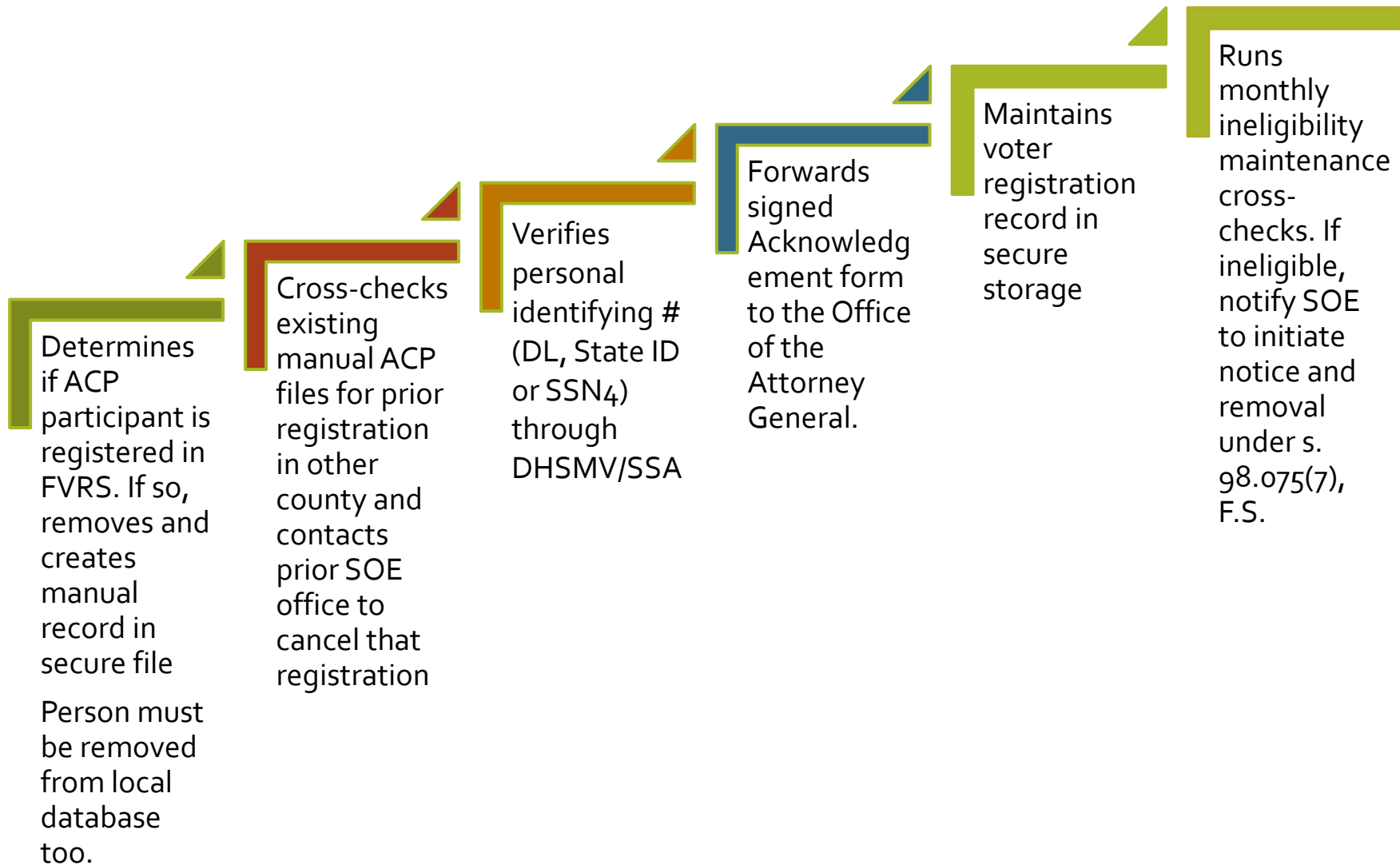
What Must the Potential or Existing ACP Participant to Register to Vote?

- If not an ACP participant, person must register with Attorney General's ACP program before going to the supervisor of elections office to register.
- If already an ACP participant, must go to the supervisor of elections office to register and/or obtain confidentiality of voter registration records in county of residence
- Must present **AG's ACP authorization card** to SOE
- Must sign **Acknowledgment form** (may be signed in Supervisor's office—you may have blank copies--becomes part of the voter registration record)

Supervisor of Elections' Role

- Copy ACP authorization card (return original to Participant)
- Obtain signed Acknowledgment form
- Ask for participant's actual residential address in registration record(for proper precinct assignment for ballot)
- Process registration manually outside of FVRS-(secure file)
- Provide copy of participant's record to participant
- Mail copy of original acknowledgment form and signed registration form with address redacted to: Special Attention: Chief, Bureau of Voter Registration Services. *(Mark and private and confidential and advise BVRS if Participant is already registered in FVRS—provide name and FVRS ID #)*
- *Mail ACP voter's absentee to AG's post office address. (ACP program will forward to Participant.)*

Division of Elections' Role



What Must the Supervisor Do if ACP Voter Potentially Ineligible?

- 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 ACP program and voter registration
 - Notify AG's ACP Program
 - Notify BVRS or SOE depending to whom notice is first received
- Participant requests removal from ACP program but wishes to remain registered
 - Coordination between SOE and BVRS to ensure that voter is given proper registration date
 - Register record in FVRS
- Participant's ACP status is cancelled, expired without renewal or is otherwise no longer valid
 - AG notifies BVRS and BVRS notifies SOE
 - SOE must attempt to contact voter and ask if he or she wishes to remain registered and if so, record will be entered into FVRS and be public since voter is no longer ACP participant

Office of the Attorney General
Address Confidentiality Program
PL-01 The Capitol
Tallahassee, FL 32399-1050
Phone (850) 414-3300; Fax (850) 487-3013

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>