

Florida Department of State

Voter Registration for Participants in the Attorney General's Address Confidentiality Program



Training for Supervisors of Elections

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Presentation Outline:

- ACP Program Overview
- The Attorney General Office's Role
- The Supervisor of Elections Role
- The Division of Election's Role
- Removal of ACP Participants

ACP PROGRAM OVERVIEW

Address Confidentiality Program History

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

Program Purpose

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

* NOT a "witness protection program"

* CANNOT remove what is already in public domain, already released to the public or already available through the Internet or other sources and has no impact on non-public records

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

Program Summary (for voter registration purposes)

Three major components:

1. Substitute mailing address and an authorization code.
2. Confidentiality of voter registration information.
3. Voting by absentee ballot.

THE ATTORNEY GENERAL OFFICE'S ROLE

Protected Records Voter: What the OAG Tells/Gives Participants

1. Provides participant with:
 - An **ACP authorization card**,
 - A blank **acknowledgment form** (this form is **not** available online) and
 - A **substitute mailing address**.
2. Refers the person to Supervisor of Election's office if the participant wants to register or if already registered and to seek confidentiality of voter registration records. The applicant will be responsible for bringing the provided acknowledgment form with them. If the participant has misplaced the form, one will be provided to them from the Supervisor.
3. Requires participant to vote absentee ballot.

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 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**

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 _____ DATE _____
SIGNATURE OF ACP PROTECTED RECORDS VOTER

X _____ DATE _____
SIGNATURE OF SUPERVISOR OF ELECTIONS AUTHORIZED PERSONNEL

**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

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

Step 1:

- If not an ACP participant → Must apply first with Attorney General's ACP program, and become a participant, 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.

Step 2:

- Must present **AG's ACP authorization card** to SOE.

Step 3:

- Must sign **Acknowledgment form** (may be signed in Supervisor's office—you may have blank copies--becomes part of the voter registration record). Please note: This form is **not** available online.

ACP Participant Renewal

- An ACP Participant must renew his or her certification with the OAG every 4 years.
- Participant is responsible for providing the updated ACP card to the Supervisor.
- Participant is responsible for notifying the Supervisor if no longer in the program.

THE SUPERVISORS OF ELECTION'S ROLE

Step 1: Interaction with ACP participant for registration

- Copy **ACP authorization card** (return original to voter) for your files.
 - *The authorization code number is critical for ACP tracking.*
- Obtain signed **Acknowledgment form**.
 - *Person CANNOT be registered without form. Do not let ACP participant leave without completing one.*
- Ask voter to complete voter registration form including legal address.
 - *This information is critical for proper precinct assignment for ballot.*
- Ask participant if registered in another county.
 - *This information will help us track prior registration records.*
- Provide copy of participant's record to participant for his or her records.
- Once registered to vote, if voter notifies you of out-of-county move, direct him or her to contact the new Supervisor of Election's office directly.

Step 2: Internal office procedures and coordination with other counties:

- If ACP participant is registered, remove any audit, absentee and voting history records from local county registration database.
- If one or more records exist in FVRS for the ACP participant, coordinate with other counties to remove records similarly from their local county registration databases.

Designate a person (can be Supervisor of Elections or other staff member) to ensure proper administration and tracking of existing paper records for these registered voters.

Step 3: Interaction with Department of State/Division of Elections:

- Redact address on copy of registration form.
- Mail copy of original **acknowledgment form** and **signed registration form**.
- Address envelope to: Special Attention: Chief, Bureau of Voter Registration Services, Division of Elections, Florida Department of State.
 - Mark private and confidential .
 - Include FVRS name and authorization code number.
 - Include a copy of the **ACP authorization card** along, with the requested documents.
 - *Always provide copy of acknowledgement form from ACP participant. Without it, it is very difficult to synchronize interagency records.*

Step 4: Interaction with ACP participant as a registered voter

- Mail ACP voter's absentee to ACP's post office address (include the authorization code).
 - *ACP program will forward to Participant.*
- Process returned vote ballot like any other voted absentee ballot including providing notice to the voter if the ballot is rejected as illegal.

Very important: Notify the Division of Elections any time you receive notice from voter, from returned mail or from the Attorney General Office that the ACP registered voter is no longer residing in your county.

What Must the Supervisor Do if the ACP Voter is Potentially Ineligible?

- Initiate notice under s. 98.075(7), F.S.
- Use ACP's post office address to mail notice.
- Do not post publication if mailed notice is undeliverable -- coordinate with ACP's office to extent possible by law.
- Notify the BVRS of outcome.

THE DIVISION OF ELECTION'S ROLE

Search FVRS for prior registrations and remove from FVRS

Cross-check existing hardcopy ACP files to prior registration

Contact county to remove name from local database files

Verify personal identifying # (DL, State ID or SSN₄ through DHSMV/SSA

Forward signed Acknowledgment form to the Office of Attorney General

Create hard-copy/manual registration record and securely store

Notify SOE if person is ineligible to initiate notice and removal under s. 98.075(7), F.S.

Run monthly ineligibility maintenance cross-checks

Contact county SOE if credible and reliable information exists to initiate notice and removal under s. 98.075(7), F.S.

REMOVAL OF PARTICIPANTS

Participant requests removal from program & voter registration

- Notify AG's ACP Program.
- The OAG notifies the SOE and copies BVRS if the ACP is aware that the participant is a protected records voter.

Participant requests removal from program but wishes to remain registered

- Ensure that voter is given proper registration date.
- Registration record is put back in FVRS.

Participant's ACP status is cancelled

- AG notifies BVRS & BVRS notifies SOE.
- The OAG notifies the SOE and copies BVRS if the ACP is aware that the participant is a protected records voter.

For more information, please contact:

**Office of the Attorney General
Address Confidentiality Program**

PL-01 The Capitol

Tallahassee, FL 32399-1050

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

Christina Harris: Bureau Chief

Melissa Ray: Program Administrator

Florida Administrative Code/Rule References:

Rule 2A-7, Address Confidentiality Program

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

Rule 1S2.039(11), Florida FVRS Vote Registration Procedures

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