



FLORIDA DEPARTMENT *of* STATE

Voter Registration for Participants in the Attorney General Address Confidentiality Program

Laurel M. Lee, Secretary of State
Maria Matthews, Director, Division of Elections
(Updated December 2019)



ADDRESS CONFIDENTIALITY PROGRAM

History

- Created in 1998
- 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>
- Available to persons who are relocated:
 - Victims of domestic violence and
 - Victims of stalking (See [Florida Statute 97.0585](#)).

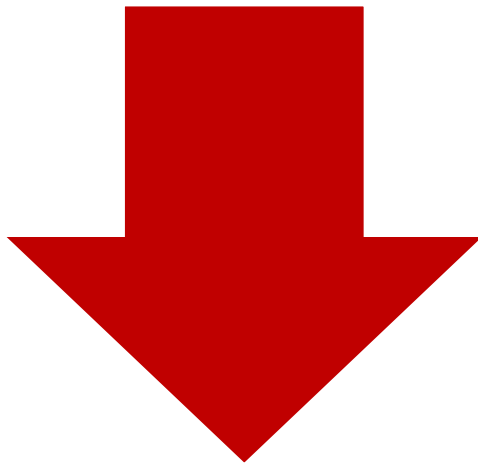
Statutory Authority: Chapter 741.401 – 741.465, Fla. Stat.

Purpose



It is a public records exemption protection program

- Participant should minimize public disclosure of his or her own ACP status and exposure of address information to public.



It is not a “witness protection program”

HOW SOMEONE BECOMES AN ACP PARTICIPANT

Steps to become a participant


- Contact the Florida Attorney General's Office's [Bureau of Advocacy and Grants Management](#)
- Submit a program application to become Address Confidentiality Program participant
- Get an ACP authorization card from program
- Complete and sign an acknowledgement form
- Is provided substitute mailing address to receive mail (723 Truman Avenue, Tallahassee, and/or use PO specific designated post boxes)

Program entitles participant to confidentiality of information in public records held by agencies.

Forms

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**

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 _____

X _____ DATE _____
SIGNATURE OF ACP PROTECTED RECORDS VOTER

X _____ DATE _____
SIGNATURE OF SUPERVISOR OF ELECTIONS AUTHORIZED PERSONNEL

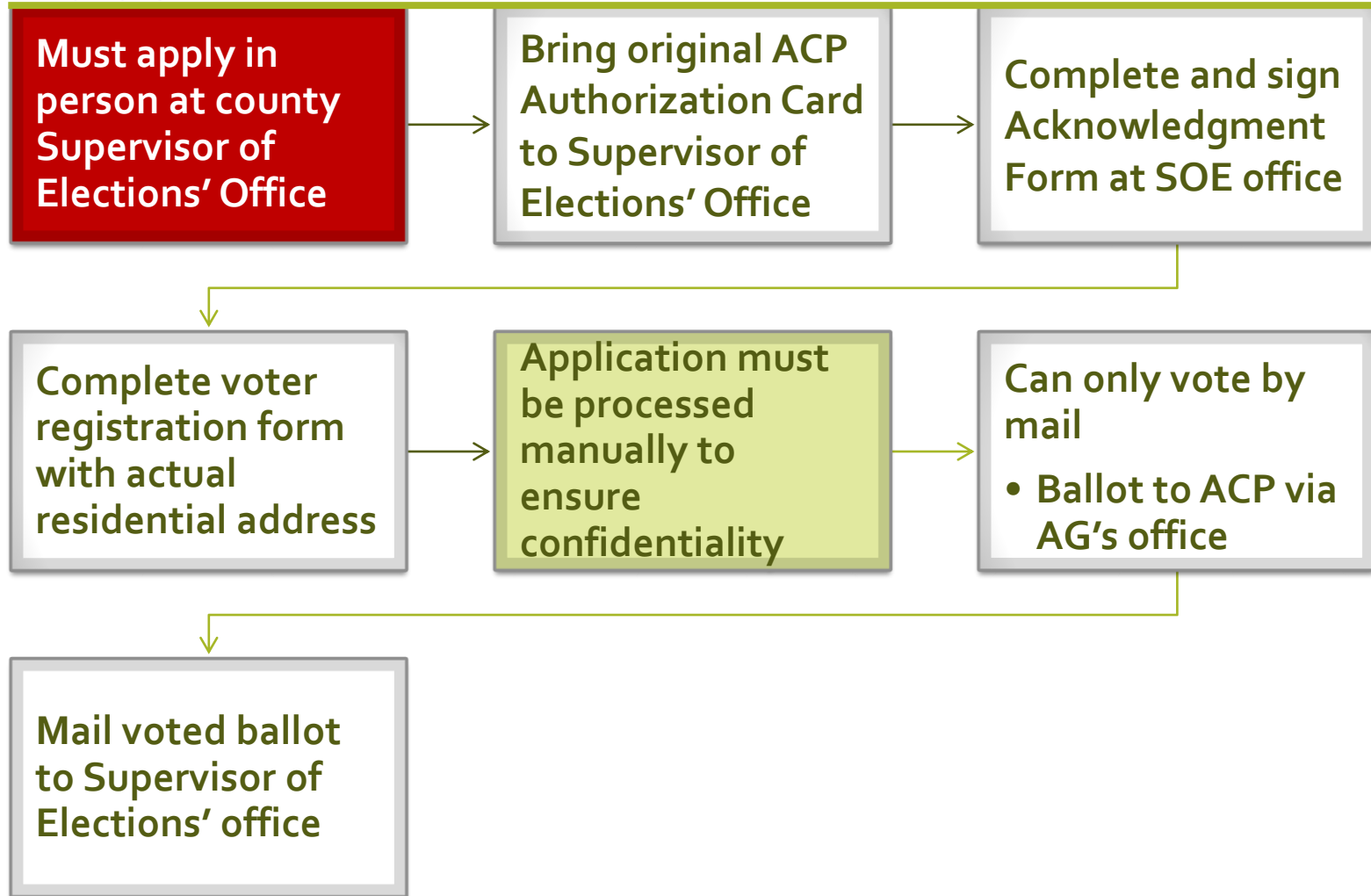
**NOTE TO SUPERVISOR OF ELECTIONS OFFICE
PLEASE FORWARD THE ORIGINAL TO:
THE DIVISION OF ELECTIONS**

**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**

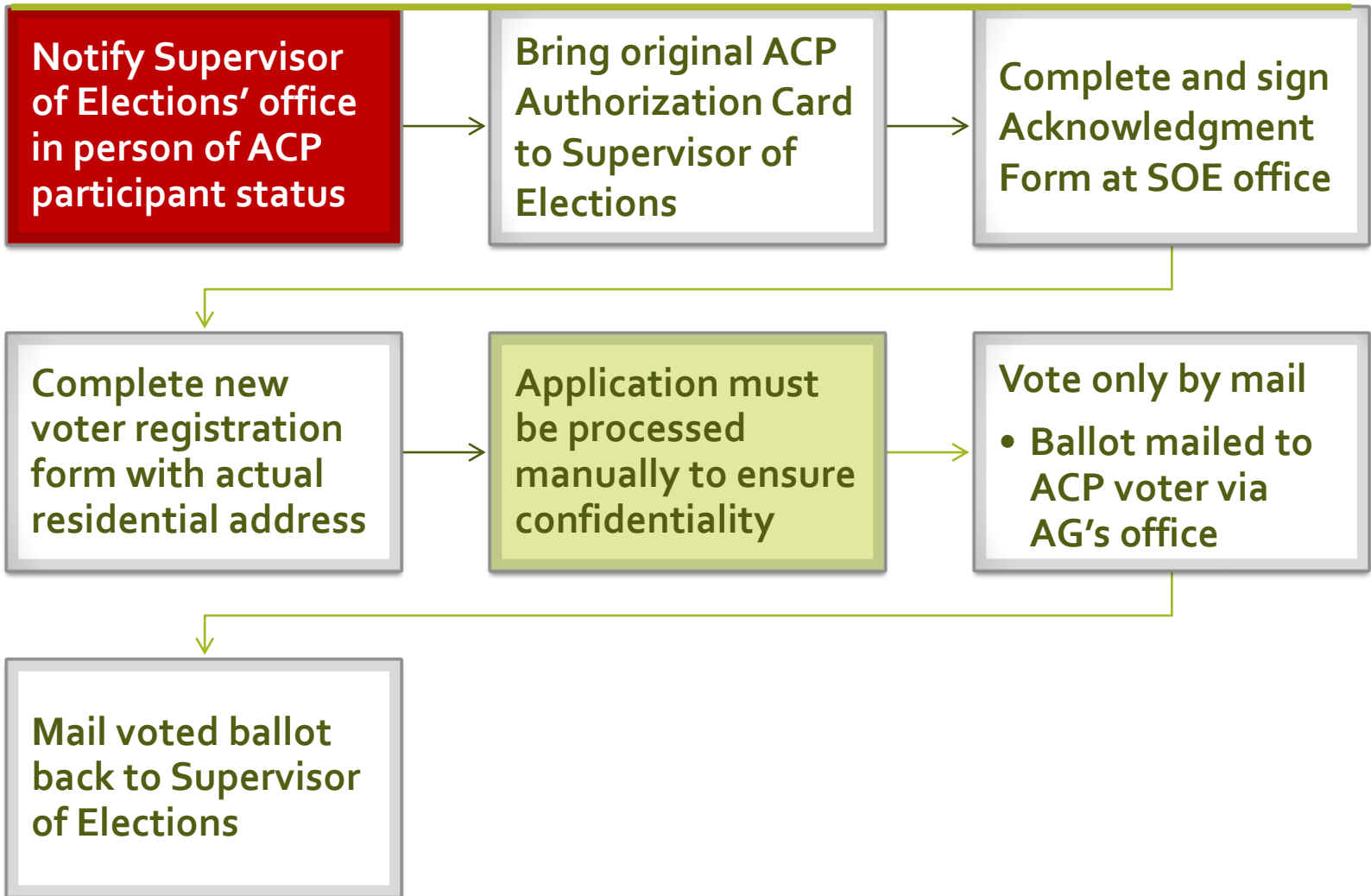
PHONE (850) 414-3300

HOW AN ACP PARTICIPANT BECOMES A REGISTERED VOTER

Steps – If not already registered to vote



Steps – If already registered to vote



Steps – If change in address or ACP status, ACP Voter must. . .

- If address change within county
 - notify Supervisor of Elections of current county
- If address change to new county
 - Go in person to new county Supervisor of Elections
 - Notify prior county Supervisor of Elections
- If ACP status has changed (cancelled or expired)
 - Notify Supervisor of Elections of county of residence
 - Inform Supervisor of Elections if he or she wants to remain registered

SUPERVISOR OF ELECTIONS' ROLE

Registration Process

- Designate specific point of contact staff to securely handle these types of in-person registrations
- Copy ACP participant's authorization card for record
 - Return original to voter (*assists for ACP tracking*)
- Obtain completed and signed Acknowledgment Form.
- Obtain completed ACP participant voter's registration application with legal residential address (*needed to assign proper precinct ballot*)
- Ask ACP participant if registered in another Florida county (*assists for ACP tracking – If so, contact prior county as back-up to voter notifying prior county of residence*)

Registration Process (cont'd)

- Provide copy of records to participant for his or her records
- Direct ACP participant to new county Supervisor of Elections' office directly if your ACP voter is or has re-located
- If ACP participant is registered in FVRS, remove all registration, voting and vote-by-mail request records from local databases
- If one or more records in FVRS, coordinate with other counties to remove records similarly from local databases – Notify BVRS

Registration Process (cont'd)

- Send the registration form to:
 - Special Attention: Chief, Bureau of Voter Registration Services, Division of Elections, Florida Department of State (mark confidential):
 - Acknowledgement form (signed copy)
 - ACP authorization card (copy)
 - Voter registration form (signed copy/redacted address)
 - Include FVRS name and ID # if applicable)

Records Maintenance

- Conduct monthly (1st part of month) check of your county registration database to identify potential ACP participants who have not followed normal process
- Addresses to look for in residential or mailing fields:
 - *723 Truman Avenue, Tallahassee, Florida*
 - *Tallahassee-specific PO Boxes: PO Box 6298, PO Box 7327, and PO Box 7297*

Note: Frequently ACP participants will submit voter registration information inadvertently through motor vehicle department or tax collector's office as part of updating driver license information.

Voting

- Mail ACP voter's vote-by-mail ballot to AG's post office address (*ACP program will forward to Participant*)
- Process returned VBM like any other voted VBM ballot including providing notice to the voter if the ballot is rejected as illegal or signature does not match or signature is missing from certificate

DIVISION OF ELECTIONS' ROLE

Searches FVRS for prior registrations and remove existing records from FVRS

Cross-checks existing hardcopy ACP files to prior registration

Contacts county to remove name from local database files

Verifies (DL, State ID or SSN₄ through HSMV/SSA

Creates hard-copy/manual registration record and securely store

Forwards copy of signed Acknowledgment form to the Office of Attorney General

Conducts monthly ineligibility maintenance cross-checks

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

Sends credible and reliable ineligibility file to SOE initiate notice and removal under s. 98.075(7), F.S.

Records Maintenance

- Conducts check of monthly voter extract file is generated) to identify potential ACP participants in FVRS who have not followed normal process

Note: Even though told to register only at SOE office, ACP participants will submit voter registration information inadvertently through motor vehicle department or tax collector's office as part of updating driver license information.

- Addresses to look for in residential or mailing fields:
 - 723 Truman Avenue, Tallahassee, Florida
 - Tallahassee-specific PO Boxes: PO Box 6298, PO Box 7327, and PO Box 7297
- If ACP participant is found, name is removed from extract file. If ACP participant is unconfirmed, name is placed in address protected status until confirmation.

ACP PARTICIPANT RENEWAL

ACP Participant Status Renewal

- Certification status valid for 4 years
- Renewal required through the Attorney General Office
- Renewal process is the same as initial certification.
- Participant must provide updated ACP card to the Supervisor
- Participant must notify Supervisor of Elections if ACP status changes and whether he or she wishes to remain registered to vote

ACP Participant Status Renewal

Cancellation or expiration in ACP program does not affect voter registration status

REMOVAL

Basis for removal from ACP Program

- ACP status is cancelled, expired without renewal, upon participant's request, or is otherwise no longer valid
- Notification
 - AG notifies BVRS and BVRS notifies SOE
 - SOE reaches out to ACP voter to determine if he or she wishes to remain registered, if yes
 - Registration record entered into FVRS
 - SOE and BVRS coordinate to ensure voter is given proper registration date and to flag record as address protected per section 119.071, Fla. Stat. for the future

Basis for removal from registration rolls

- Address no longer valid after 2 general election cycles in inactive voter status due (section 98.065, Fla. Stat.)
- Eligible due to reasons of death, felony conviction, mental incapacity order, etc. (section 98.075, Fla. Stat.)
- Supervisors are advised:
 - Not to publish ineligibility notices for ACP voter if mailed notice is undeliverable --coordinate with AG's office to extent possible
 - Use AG's post office address to mail notices
 - Notify the BVRS of the outcome

**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/Program Oversight

Rule References:

Rule Chapter 2A-7 Address Confidentiality Program

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

Rule 1S - 2.039(11) FVRS Vote Registration Procedures

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



FLORIDA **DEPARTMENT** *of* **STATE**

For more information, visit us online at:
dos.myflorida.com/elections/