



FLORIDA DEPARTMENT *of* STATE

Voter Registration for Participants in the Attorney General Address Confidentiality Program

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Bureau of Voter Registration Services
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Division of Elections
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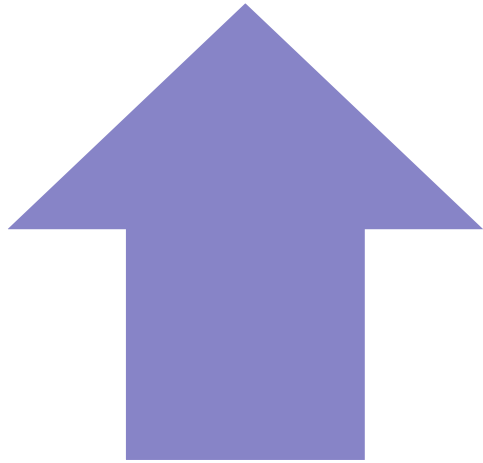
ADDRESS CONFIDENTIALITY PROGRAM

History

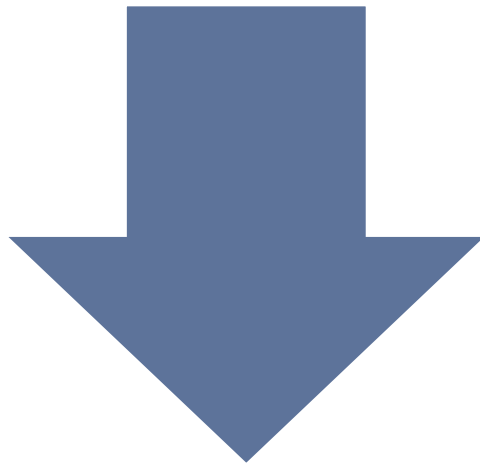
- Created in 1998
- Administered by the Attorney General Office.
Bureau of Criminal Justice Programs (formerly in Bureau of Advocacy and Grants Management)
- Available to persons who are:
 - ✓ Victims of domestic violence and
 - ✓ Victims of stalking (See [Florida Statute 97.0585](#)).

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

Purpose



It IS a public records
exemption protection
program

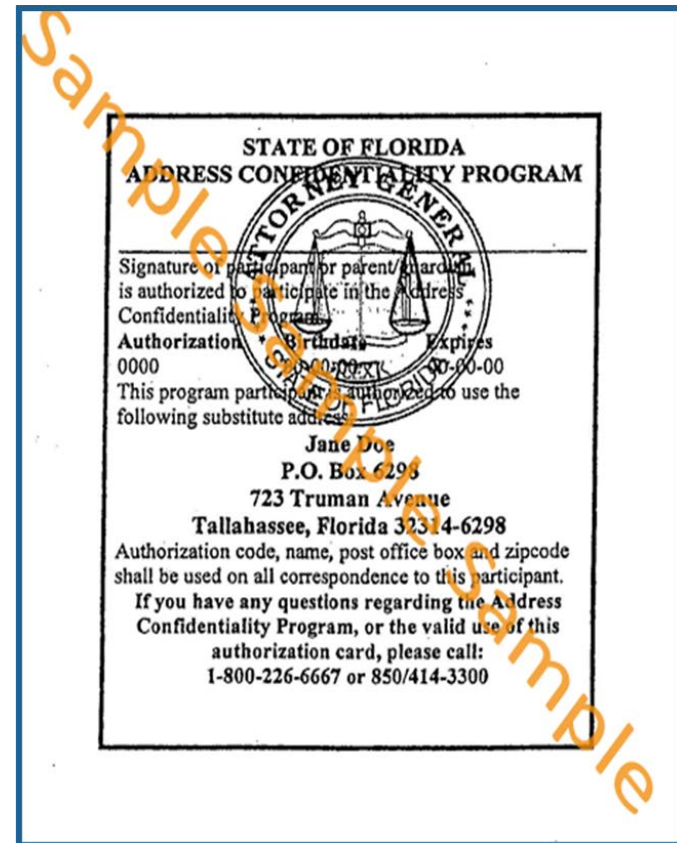


It IS NOT a “witness
protection program”

HOW TO BECOME AN ACP PARTICIPANT

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- Submit program application to the Florida Attorney General's Office – Bureau of Criminal Justice Programs
- Upon approval, ACP participant receives an ACP authorization card from the program



- Participant provided a blank acknowledgment form

The form is titled "Office of the Attorney General, Address Confidentiality Program, Protected Records Voter". It features the Florida State Seal and the text "Florida Attorney General State of Florida". A large diagonal watermark "SAMPLE" is overlaid on the form. The "Acknowledgment" section contains a list of terms and conditions. Below this are fields for the participant's name and ACP number, and signature lines for both the participant and an authorized representative, each with a date field. At the bottom, there are two notes: one for the Supervisor of Elections Office and one for the Division of Elections, both providing contact information for the Address Confidentiality Program.

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 retains 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 AUTHORITY NUMBER _____

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

ACP - 11665

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- Participant is provided a substitute mailing address to receive mail (723 Truman Avenue, Tallahassee, and/or use PO specific designated Tallahassee post boxes)
- Participant entitled to confidentiality of information in public records held by agencies

HOW AN ACP PARTICIPANT BECOMES AN ACP VOTER

AG's ACP Prepared Guidance

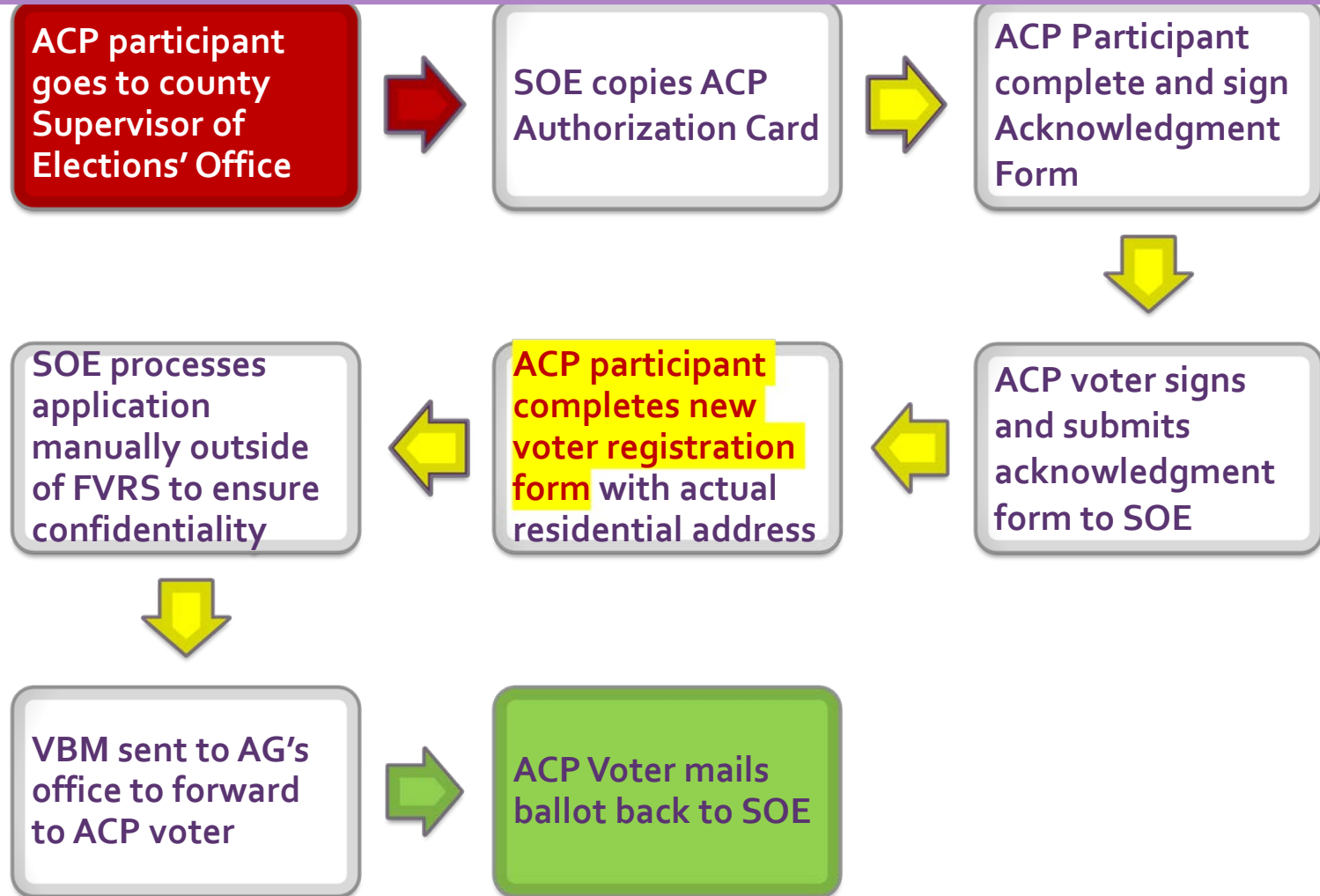
HOW TO REGISTER A PROTECTED RECORDS VOTER

All Address Confidentiality Program (ACP) participants over the age of 18 and eligible to register to vote may vote as a "Protected Records Voter." To register an ACP Participant to vote, please follow these steps:

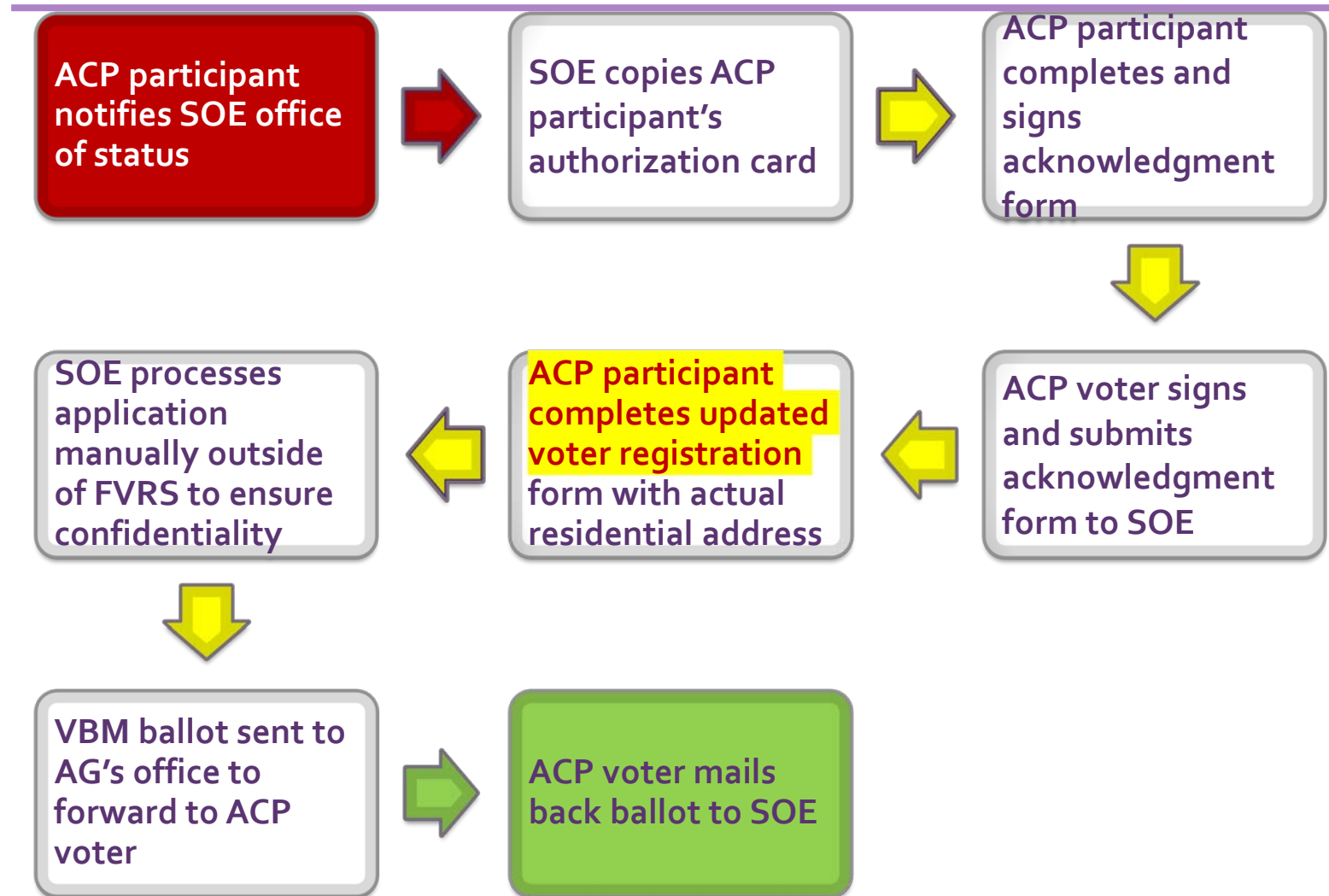
1. Ask the Participant for his/her ACP card.
2. Determine if the Participant is currently registered to vote and if the answer is yes, cancel his/her current voter registration.
3. Fill out the required voter registration paperwork for an absentee ballot as you would for anyone registering to vote. Ask the Participant for his/her actual residential address to guarantee that the Participant receives the correct ballot for future elections.
4. Also complete the Acknowledgement of Understanding form that is provided by the Office of the Attorney General and make certain that the Participant signs the form.
5. Make sure to tell the Participant that all of the completed paperwork will be forwarded to the Division of Elections in Tallahassee and will be kept in a locked file cabinet.
6. Instruct the Participant that he/she will **only** be able to vote via an absentee ballot. This ballot will be sent to the ACP Post Office address and then forwarded to the Participant.
7. Do not enter the Participant's address in the voter registration data base.
8. Once all of the paperwork is complete, make a copy for the Participant for his/her records.
9. Forward all the paperwork to the Division of Elections. The Division will then forward the Acknowledgement of Understanding form to the Office of the Attorney General which will alert staff that the Participant has registered as a Protected Records Voter.

If you have any questions about registering an ACP Participant to vote, please contact the Office of the Attorney General, Address Confidentiality Program at (850) 414-3300.

...If NOT already registered to vote



.... If already registered to vote



Responsibility of ACP voter . . .

- If address changes within county
 - Notify Supervisor of Elections of current county
- If address changes 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 – no longer participant of program)
 - Notify Supervisor of Elections of county of residence
 - Inform Supervisor of Elections if he or she wants to remain registered

ACP Participant Status Renewal

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

SUPERVISOR OF ELECTIONS' ROLE

Designated staff/process

- Designate specific point of contact staff to securely handle these types of in-person registrations
- Ensure processes are in place to manually process ACP participants' new or updated voter registrations
- Ensure processes are in place to maintain confidentiality of documentation
- Determine if ACP participant is registered in county or other Florida county

Registration process - intake

- If not registered in county, ask ACP participant if registered in another Florida county (*assists for ACP tracking*)
 - If registered in another county, contact prior county (ACP voter should also notify prior county of change in residence), *then proceed to next step*
 - If not registered in another county, *proceed to next step*
 - If not registered elsewhere, *proceed to next step*

Registration Process – Next Step

- Copy ACP participant's authorization card for record (return original to voter *(assists for ACP tracking)*)
- Retain completed and signed Acknowledgment Form (this form will be eventually sent back to AG's office via BVRS).
- Obtain ACP participant new or updated voter's registration application with legal residential address *(needed to assign proper precinct ballot)*
- Provide copy of records to participant for his or her records

If registered in FVRS . . .

- Copy ACP participant's authorization card for record (return original to voter (*assists for ACP tracking*))
- Retain completed and signed Acknowledgment Form (this form will be eventually sent back to AG's office via BVRS).
- Obtain ACP participant updated voter's registration application with legal residential address (*needed to assign proper precinct ballot*) and process manually outside of FVRS
- Provide copy of records to participant for his or her records
- 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

If not registered in FVRS . . .

- Copy ACP participant's authorization card for record (return original to voter *(assists for ACP tracking)*)
- Retain completed and signed Acknowledgment Form (this form will be eventually sent back to AG's office via BVRS).
- Obtain ACP participant new or updated voter's registration application with legal residential address *(needed to assign proper precinct ballot)*
- Process application manually outside of FVRS
- Provide copy of records to participant for his or her records

Registration Process (Cont'd)

- Send the ACP participant's registration form to:
 - Attention: Chief, Bureau of Voter Registration Services, Division of Elections, Florida Department of State (*mark confidential*)
- Include:
 - original Acknowledgement Form (signed)
 - ACP authorization card (copy)
 - Voter registration form (signed copy/redacted address); include voter ID number 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
- Look for the following addresses in residential or mailing fields:
 - *723 Truman Avenue, Tallahassee, Florida*
 - *Tallahassee-specific PO Boxes:*
 - *PO Box 6298*
 - *PO Box 7327*
 - *PO Box 7297*

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

Voting

- ACP Voter should be voting by mail
- 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 stores

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

Conducts monthly ineligibility maintenance cross-checks
(internal files and site visit to Attorney General's Office)

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 to 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.

- Looks for the following specific addresses 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

- Must renew every 4 years through the Attorney General ACP Program
- ACP participant must provide updated renewed authorization card to Supervisor of Elections (if ACP participant is registered to vote)
- ACP participant who is registered to vote must notify Supervisor of Elections if ACP status changes and whether he or she wishes to remain registered to vote

REMOVAL

Basis for removal from ACP Program

- ACP status is cancelled, expired after 4 years 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

Richard (Rick) Nuss: Bureau Chief, Bureau of Criminal Justice
George Hudson, Supervisor

Rule References:

Attorney General Rule: Rule Chapter 2A-7 Address Confidentiality Program <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=2A-7>

Division of Elections' Rule 1S - 2.039(11) FVRS Vote Registration Procedures <https://www.flrules.org/gateway/RuleNo.asp?title=ELECTIONS&ID=1S-2.039>

Contact Information

- Division of Elections
- Bureau of Voter Registration Services (Chief, Gina McLeod)
- C/o Shiela Key, Administrative Assistant II
- Shiela.Key@dos.myflorida.com
- 850.245.6122



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

For more information, visit us online at:
dos.fl.gov/elections/