

# 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.**