



**FLORIDA
DEPARTMENT
of STATE**

Bureau of Voter Registration Services

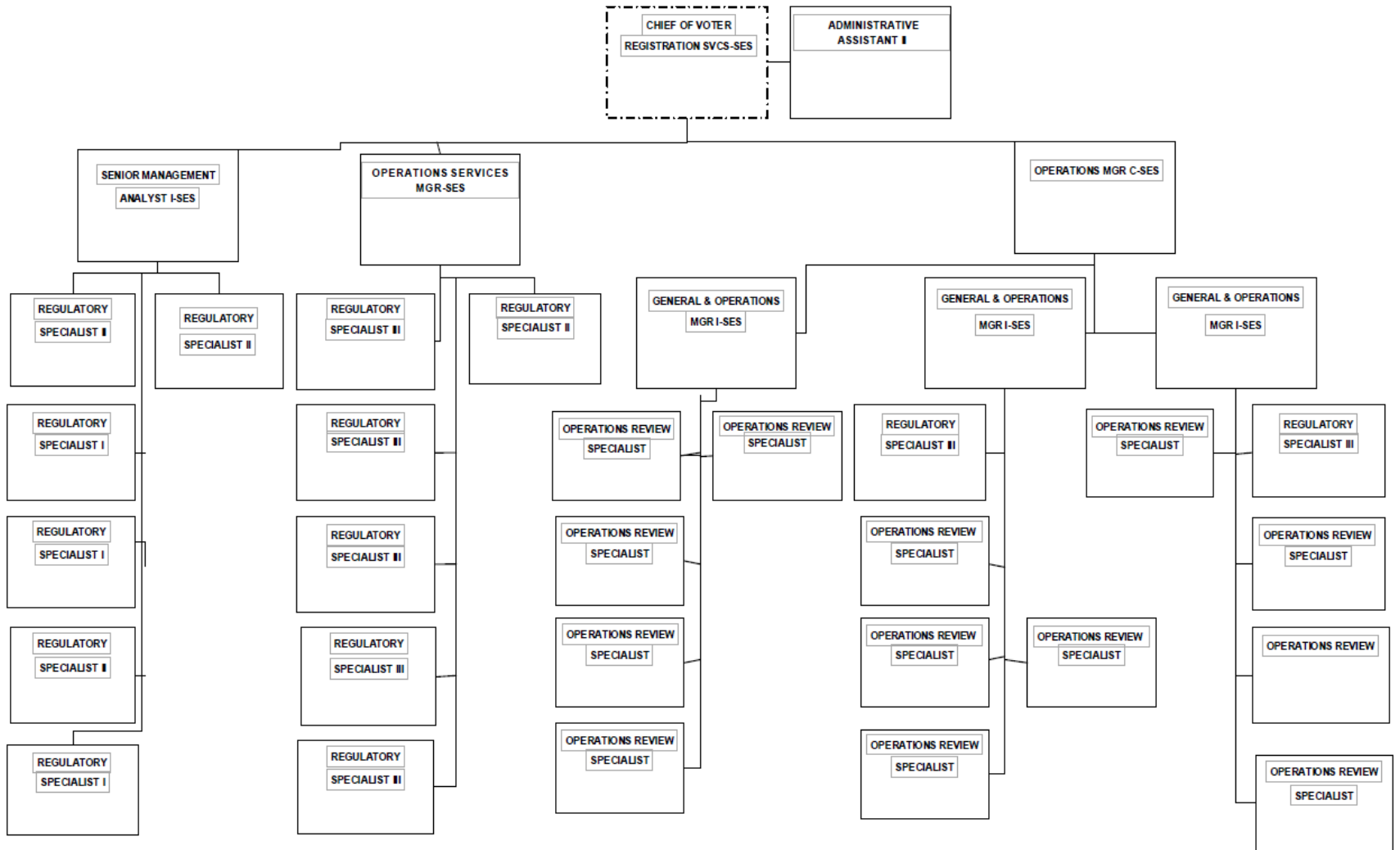
Overview

***FSE New Supervisor of Elections
Orientation Workshop
February 6 - 7, 2023 (Tallahassee)***



Topics

-
- BVRS Structure/Functions
 - FVRS Registration
 - FVRS Records Maintenance – Addresses
 - FVRS Records Maintenance – Eligibility
 - Records Accounting and Quality Control
 - Third-Party Voter Registration Organization
 - Election Night Results Reporting



Functions

Voter Registration

Out-of-State
Cancellations to and
from other states

Voter Application Date
Stamped and Mailed to
the SOE Office

HSMV Verifications

Voter Assistance
Hotline

Ineligibility

Mental Incapacity

Federal (in-State, Out-
of-State, Federal,
Registered Sexual
Offenders, Etc.)

Deceased

Other

Reporting/ Research

Election Night
Reporting

Vote by Mail Ballot
request files &
applications for access

Research on double
voting and fraudulent
voting

Other statistical
reports

FVRS Quality Control

Duplicate Registration
Records

Aged Felon and
Deceased Reports

Inactive Registered
Voters

Administrative Input
Errors-Date of Birth,
DL, etc.

FVRS

Voter Registration

Voter Registration Forms- New/Updates

Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Assistance Guide available in hard copy or on FLgov.gov or your Voting Assistance Officer.

For absent Uniformed Services members, their families, and citizens residing outside the U.S. Please print in **Block** letters.

Classification
Make only 1 selection.

1 I request an absentee ballot for all elections in which I am eligible to vote AND:
 I am a member of the Uniformed Services of Meritarian on active duty OR I am an eligible spouse or dependent of a member of the Uniformed Services of Meritarian on active duty.
 I am an activated National Guard member or State cadet.
 I am a U.S. citizen residing outside the United States, and I intend to return.
 I am a U.S. citizen residing outside the United States, and my return is not certain.
 I am a U.S. citizen and have never resided in the United States.

Political party
2 Your State may require you to specify a political party to vote in primary elections.

Legal name
3 Last name First name Middle name Suffix
Previous name (if applicable)

Identification
Some states require your full SSN. Check your state's pages in the Voting Assistance Guide on FLgov.gov.

4 State Driver's License or ID OR Social Security Number
Birth date Sex M F Race

Contact information
include international prefixes. No SSN numbers.

5 Telephone Fax Email

Ballot receipt
6 Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.
 I prefer to receive my ballot, as permitted by my State, by: Email Online Mail Fax

Voting residence address
7 Street Address (use P.O. Box) Apt. #
City/Town/Village County State Zip Code

Where to send my ballot
8 This is your current mailing address and should be different from above, if required, check a forwarding address in Box 9.

Additional requirements for your State
9 Such as mail forwarding address, additional email address, phone number, or other State required information. See Voting Assistance Guide.

Affirmation (REQUIRED) I swear or affirm, under penalty of perjury, that the information on this form is true, accurate, and complete to the best of my knowledge.

Signature X

FPCA

Florida Voter Registration Application
Part 1 - Instructions (DS-DE 39, R19-2-045, F.A.C. (vtr. 162913))

Información en español: Sírvase llenar a la oficina del supervisor de elecciones de su condado el formulario en español.

To Register in Florida, you must be:
 • a U.S. citizen;
 • a Florida resident;
 • at least 18 years old (you may pre-register at 16 or 17, but cannot vote until you are 18);
 • not currently in the military, or if a court has found you to be mentally incompetent as to your right to vote, you cannot register until your right to vote is restored.
If you do not meet any ONE of these requirements, you are not eligible to register.

Where to Register: You can register to vote by completing this application and delivering it in person or by mail to any supervisor of elections office, office that issues driver's licenses, or voter registration agency (public assistance office, center for independent living, office serving persons with disabilities, public library, or armed forces recruitment office) or the Division of Elections. Mailing addresses are on page 2 of this form.

Deadline to Register: The deadline to register to vote is 29 days before any election. You can update your registration record at any time, but for a Primary Election, party changes must be completed 29 days before that election. You will be contacted if your new application is incomplete, denied, or a duplicate of an existing registration. Your Voter Information Card will be mailed to you once you are registered.

Identification (ID) Requirements: New applicants must provide a current and valid Florida driver's license number (FL DL) or Florida identification card number (FL ID). If you do not have a FL DL or FL ID, then you must provide the last four digits of your Social Security number (SSN). If you do not have any of these numbers, check "None." If you leave the field and box blank, your new registration may be denied. See section 07.02(3)(b), Fla. Stat.

Special ID requirements: If you are registering by mail, have never voted in Florida, and have never been issued one of the ID numbers above, include one of the following with your application, or at a later time before you vote: 1. A copy of an ID that shows your name and photo (acceptable IDs-U.S. Passport, debit or credit card, military ID, SSN ID, retirement card ID, neighborhood association ID, or public assistance ID); or 2. A copy of an ID that shows your name and current residence address (acceptable documents-utility bill, bank statement, government check, paycheck, or other government document).

Public Record: Once filed, all information including your phone number and email address are provided become public record except for the following which can only be used for other registration purposes your FL DL, FL ID, SSN, where you registered to vote, and whether you declared "register" or to update your voter registration record at a voter registration agency. Your application can be viewed but not copied. (Section 07.02(6)(b), Fla. Stat.)

Political Party Affiliation: Florida is a closed primary election state. In primary elections, registered voters can only vote for their registered party's candidates in a primary race on the ballot. In primary elections, all registered voters, regardless of party affiliation, can vote on any issue, nonpartisan race, and new where a candidate faces no opposition in the General Election. If you do not indicate your party affiliation, you will be registered with no party affiliation. For a list of political parties, visit the Division of Elections website at www.floridaelections.gov.

Race/Ethnicity: It is optional to fill out race or ethnicity. (Section 07.02(6)(c), Fla. Stat.)

Numbered rows 1 through 7 and 12 must be completed for a new registration.

Florida Voter Registration Application
Part 2 - Form (DS-DE #39, R19-2-045, F.A.C. (vtr. 162913))

The downloadable/printable online form is available at: <http://elections.flgov.gov/electionform>

This is: New Registration Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) Request to Replace Voter Information Card

1 Are you a citizen of the United States of America? YES NO **OFFICIAL USE ONLY**

2 I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

3 I affirm that I have not been adjudicated mentally incompetent with respect to voting or, if I have, my right to vote has been restored.

4 Date of Birth (mm-dd-yyyy) - - - - -

5 Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number

6 Last Name First Name Middle Name Name Suffix (Mr., Sr., Jr., etc.)

7 Address Where You Live (legal residence-not P.O. Box) Apt./Lo/Unit City State Zip Code

8 Mailing Address (if different from above address) Apt./Lo/Unit City State Zip Code

9 Address Where You Were Last Registered to Vote Apt./Lo/Unit City State Zip Code

10 Former Name (if name is changed) Gender M F State or Country of Birth Telephone No. (optional) () () () ()

11 Email me SAMPLE BALLOTS if option is available in my county. (See Quick Record Notice above) My email address is: _____

Party Affiliation (Check only one. If left blank, you will be registered without party affiliation)
 Florida Democratic Party
 Republican Party of Florida
 No party affiliation
 Minor party (print party name): _____

Race/Ethnicity (Check only one)
 American Indian/Alaskan Native
 Asian/Pacific Islander
 Black, not of Hispanic Origin
 Hispanic
 White, not of Hispanic Origin
 Multi-racial
 Other: _____

Other (Check only one if applicable)
 I am an active duty Uniformed Services or Merchant Marine member
 I am a spouse or a dependent of an active duty uniformed services or merchant marine member
 I am a U.S. citizen residing outside the U.S.

12 Death: I do solemnly swear or affirm that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that the information provided in this application is true.

Signature **DATE**

Statewide Application

Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? Yes No This space for office use only.

Is on or before election day? Yes No **Do not complete form.** Instructions for rules regarding eligibility to register prior to age 18!

Last Name First Name Middle Name(s) Jr. III Sr. IV

Apt./or Lot # City/Town State Zip Code

Get Your Mail If Different From Above: City/Town State Zip Code

Telephone Number (optional) ID Number (See items 6 in the instructions for your state)

5 Day Year 6 Race or Ethnic Group (See items 6 in the instructions for your State)

Please sign full name (or poll mark): _____

Date: _____

I have read the instructions and I swear/affirm that the information I have provided is true to the best of my knowledge, and I have provided false information, or if not a U.S. citizen, I am not eligible to register to vote for the first time; please refer to the application instructions for information on submitting identification documents with this form.

the sections below if they apply to you.

change of name, what was your name before you changed it?
 Last Name First Name Middle Name(s) Jr. III Sr. IV

Where has this been the first time you are registering from the address in Box 2, what was your address where you were registered before?
 Box number Apt./or Lot # City/Town/County State Zip Code

But do not have a street number, or if you have no address, please show on the map where you live.

of the crossroads (or streets) nearest to where you live, where you live, your schools, churches, stores, or other landmarks, and write the name of the landmark.

School X

to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional): _____

National Mail-in Application

Special Applicants - Address Confidentiality Program Participant

- Statutory Authority: Chapter 741.401 – 741.465, FS.
- Attorney General Office – Administers the program.
 - ✓ Division of Victim Services and Criminal Justice Programs/Bureau of Advocacy and Grants Management.
- <http://myfloridalegal.com/pages.nsf/Main/CAB44E1FB5429EE285256F5500576153?OpenDocument>
- Participants:
 - ✓ Victims of domestic violence and
 - ✓ Victims of stalking (added in 2010)(See [Florida Statute 97.0585](#)).

High-Risk Professionals

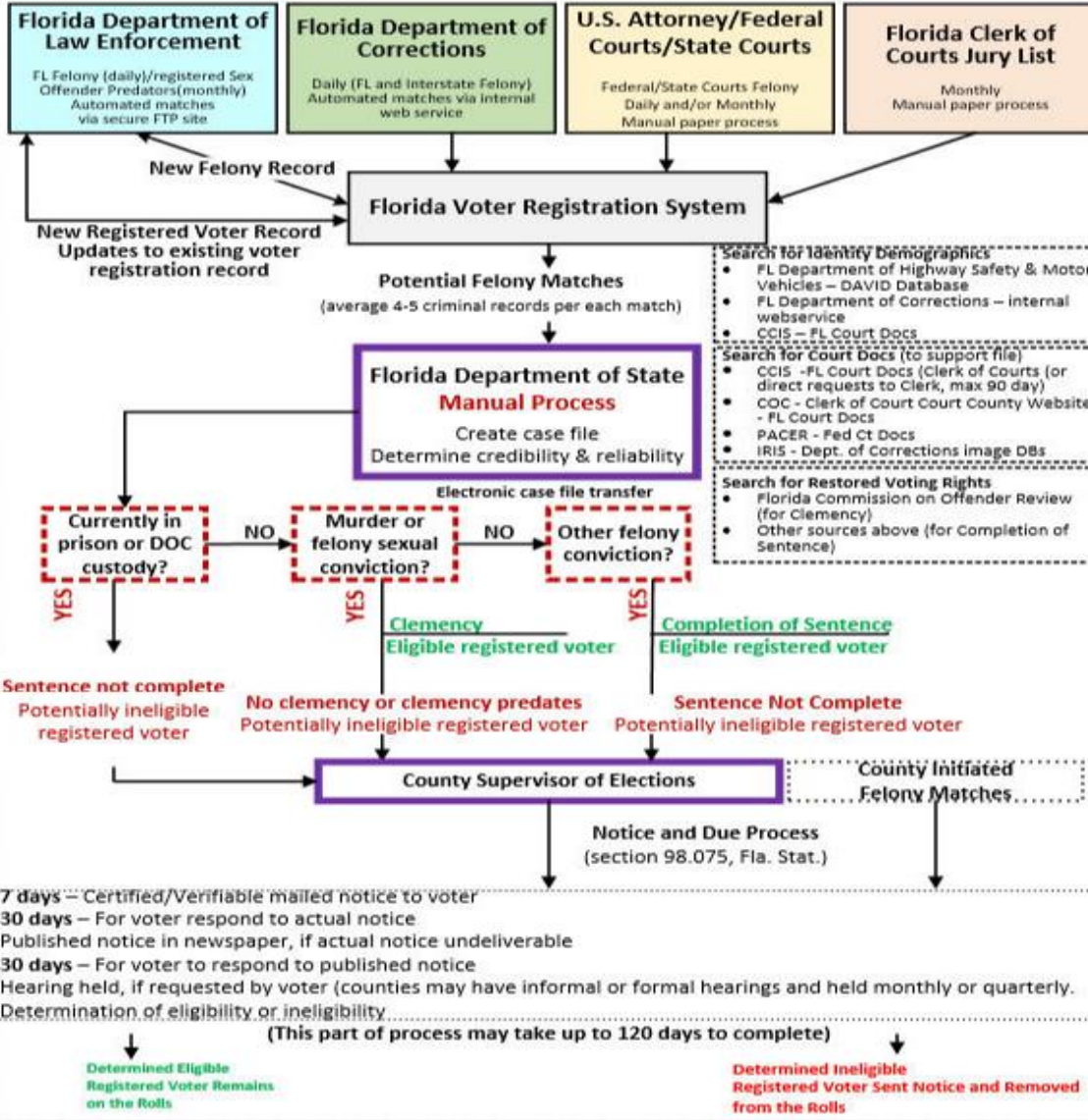
- Judges, state attorneys, guardians ad litem, child abuse investigators, law enforcement officers, correction officers, firefighters, human resource personnel, etc. including their spouses and children and victims of aggravated violent crimes.
- An applicant must still submit a residential address for proper voting precinct assignment.
- Requires a written request directed to each agency that has a record with the person's address.
- Residential address, phone number, date of birth, photos, etc. in public records are exempted from public disclosure. See e.g., section 119.071(2)(j), (4)(d), and (5)(i), Fla. Stat.



Felon Identification and Removal Process

Post- Constitutional Amendment 4

and Chapter 2019-162, Laws of Florida (Updated 08.2019)



Ways to Be Removed from Rolls

- Voter requests in writing to be removed.
- Voter is determined to be ineligible (convicted of a felony without voting rights restored; found by a court to be mentally incapacitated as to voting rights and has not had them restored, non voting age, non U.S. citizen, listed with a false residence address, fictitious person).

Voter to Be Removed From Rolls

- Voter has been designated as inactive (after undeliverable mail with final notice) and no direct voter activity (no voting, attempted voting, no request for vote-by-mail ballot, no update to registration record) **after two consecutive general (federal) elections.**
- Official notice from out-of-state election official that voter is registered in another state.

Only the SOE may remove the voter from the rolls.

Voter Registration Cancellations - Instate

- Registered voters who indicate prior state registrations
 - ✓ Weekly automatic run
 - ✓ Notices mailed to other state election officials

Voter Registration Cancellations – Out-of-State

- Notices or data from out-of-state election officials voter registered elsewhere (via mail, fax, and email)
 - ✓ Daily notices received by DOS.
 - ✓ BVRS searches FVRS for possible voter match.
 - ✓ DOS will notify SOE via mail; SOE makes determination and removes voter automatically (treated like voter requests to be removed) Section 98.045(2), Fla. Stat.

ADDRESSES

Records Maintenance

Annual Program for Address List Maintenance

s. 98.065(2)-(3), F.S.)

- Address list maintenance from change of address information from source:
 - U.S. Postal Service National Change of Address (NCOA) (*ERIC report satisfies this requirement*) or
 - From returned nonforwardable return-if-undeliverable mail sent to all registered voters in the county.

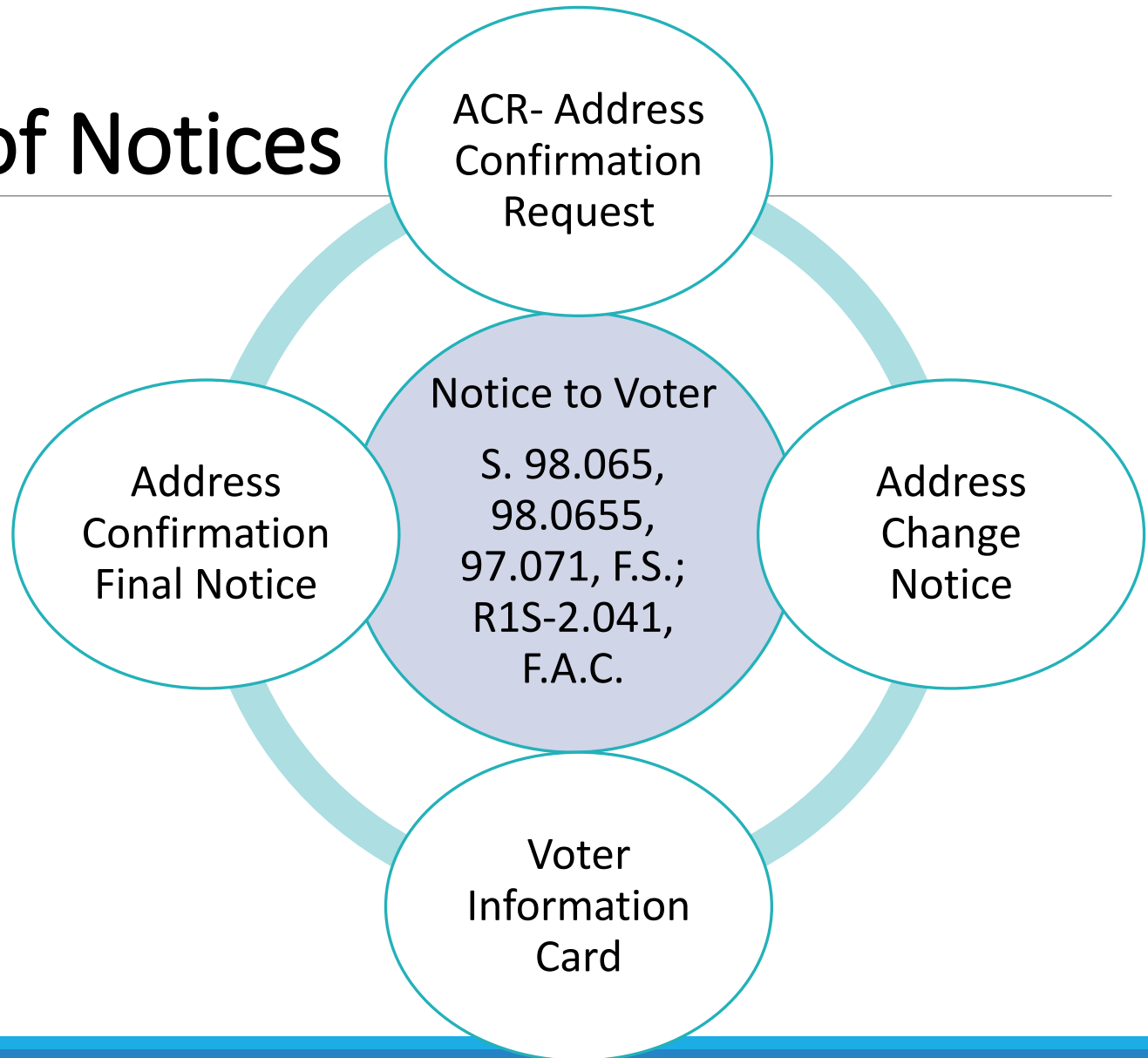
Odd-numbered Year Program for Address List Maintenance (s. 98.065(2)-(3), F.S.)

- IF SOE did not do list maintenance from change of address information from returned nonforwardable return-if-undeliverable mail sent to all registered voters,
- THEN SOE must do address list maintenance from change of address information to all registered voters who have not voted in the preceding two general elections or any intervening election and have not made a request to update their voter registration records during that time

Address List Maintenance

- Use feedback to make address changes, send notices, and trigger status change for registered voter.
- 90-day moratorium before federal election.

Types of Notices



Rule redraft in progress due to changes in s. 98.065 and 98.0655, FS

Removal of Inactive Voters

- **Inactive voters should be removed from rolls:**
 - ✓ 2 general (federal) election cycles AFTER made inactive AND
 - ✓ No voting
 - ✓ No attempt to vote
 - ✓ No request for absentee ballot
 - ✓ No voter-initiated registration record update
 - ✓ Undeliverable confirmation received

Removal of Inactive Voters (cont'd)

Timing of removal

AFTER voting history upload deadline but

BEFORE January 1 of the year following the general election for reporting purposes. (NVRA/s. 98.065(4), F.S.)

ELIGIBILITY

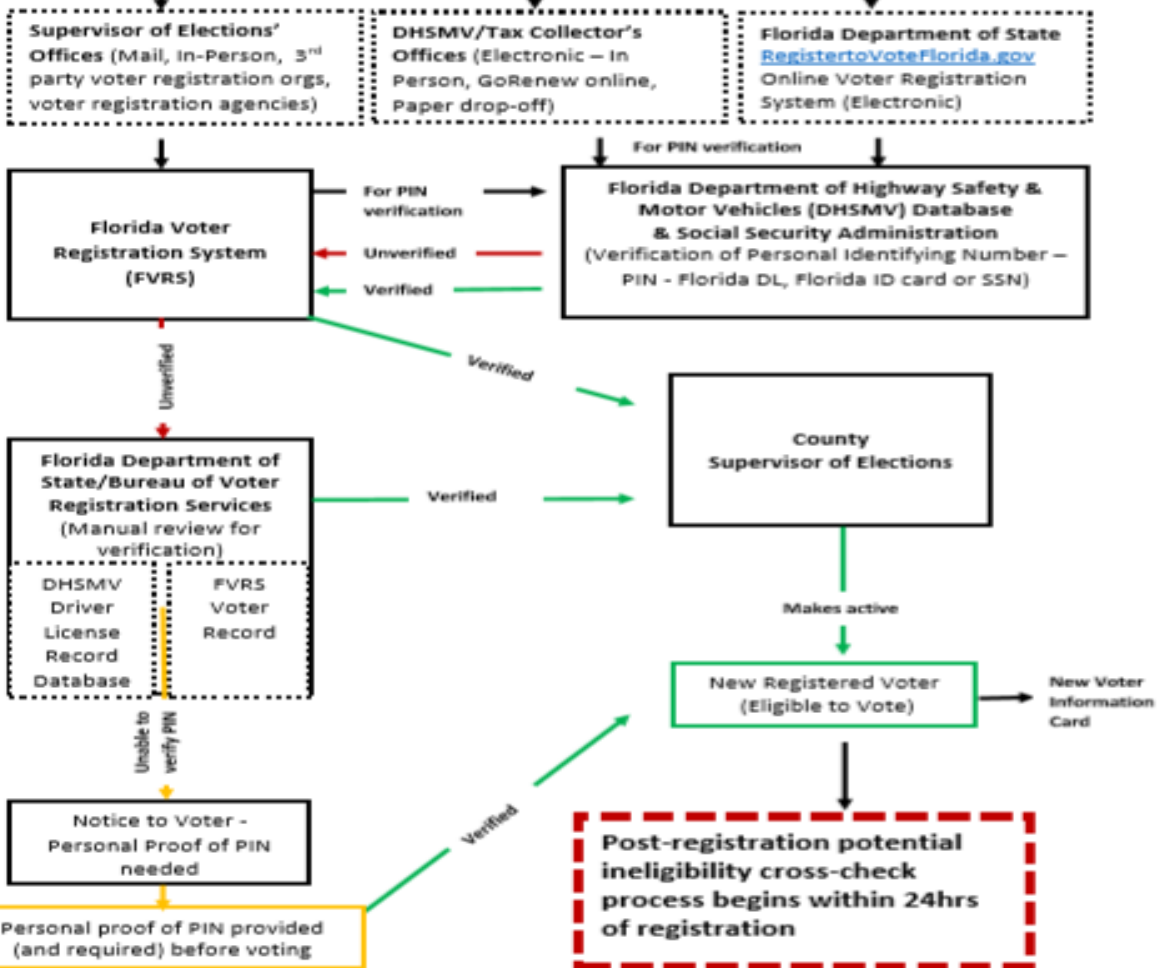
Records Maintenance



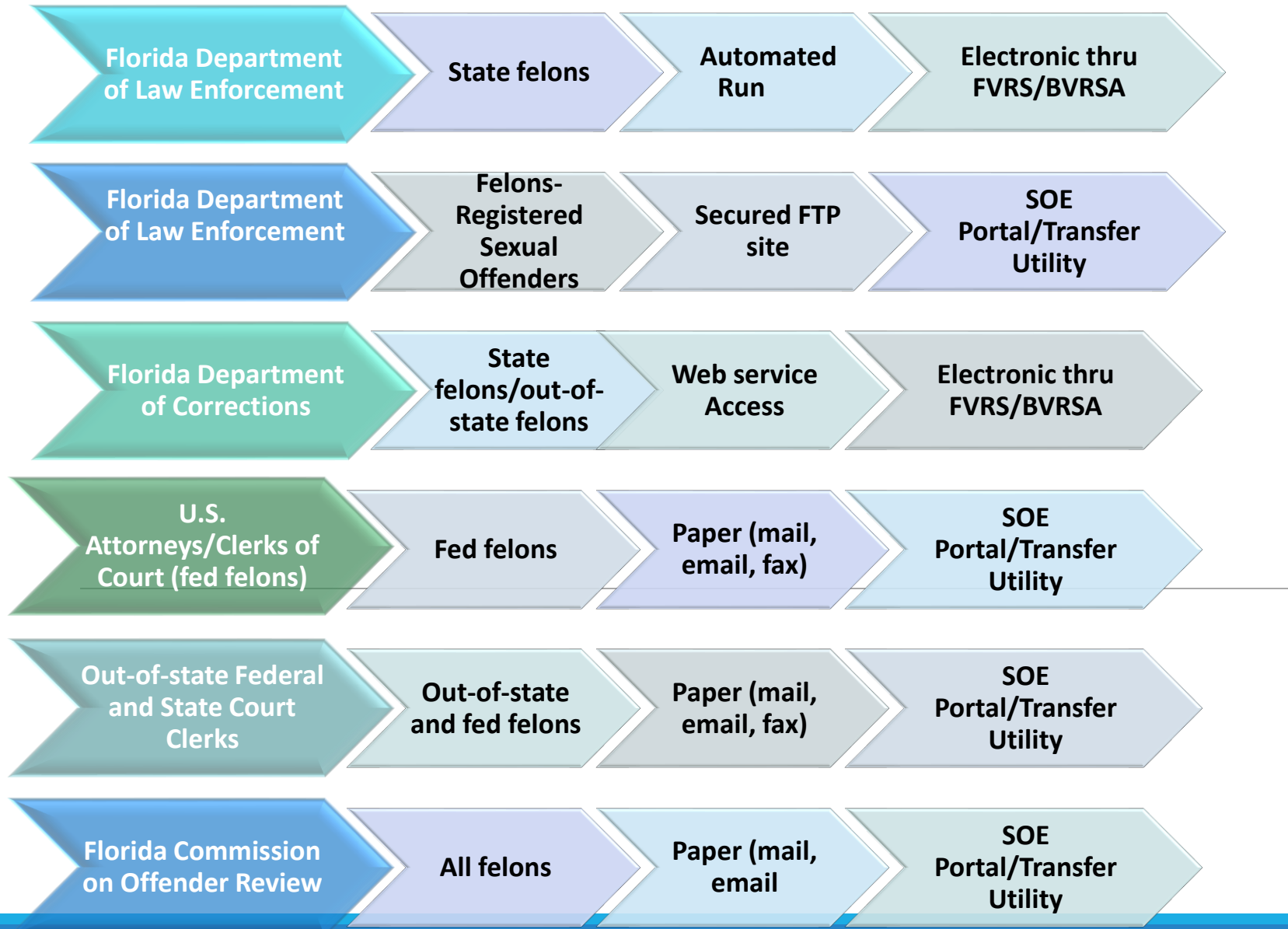
New Voter Registration Process

(Rev. 4-1-2019)

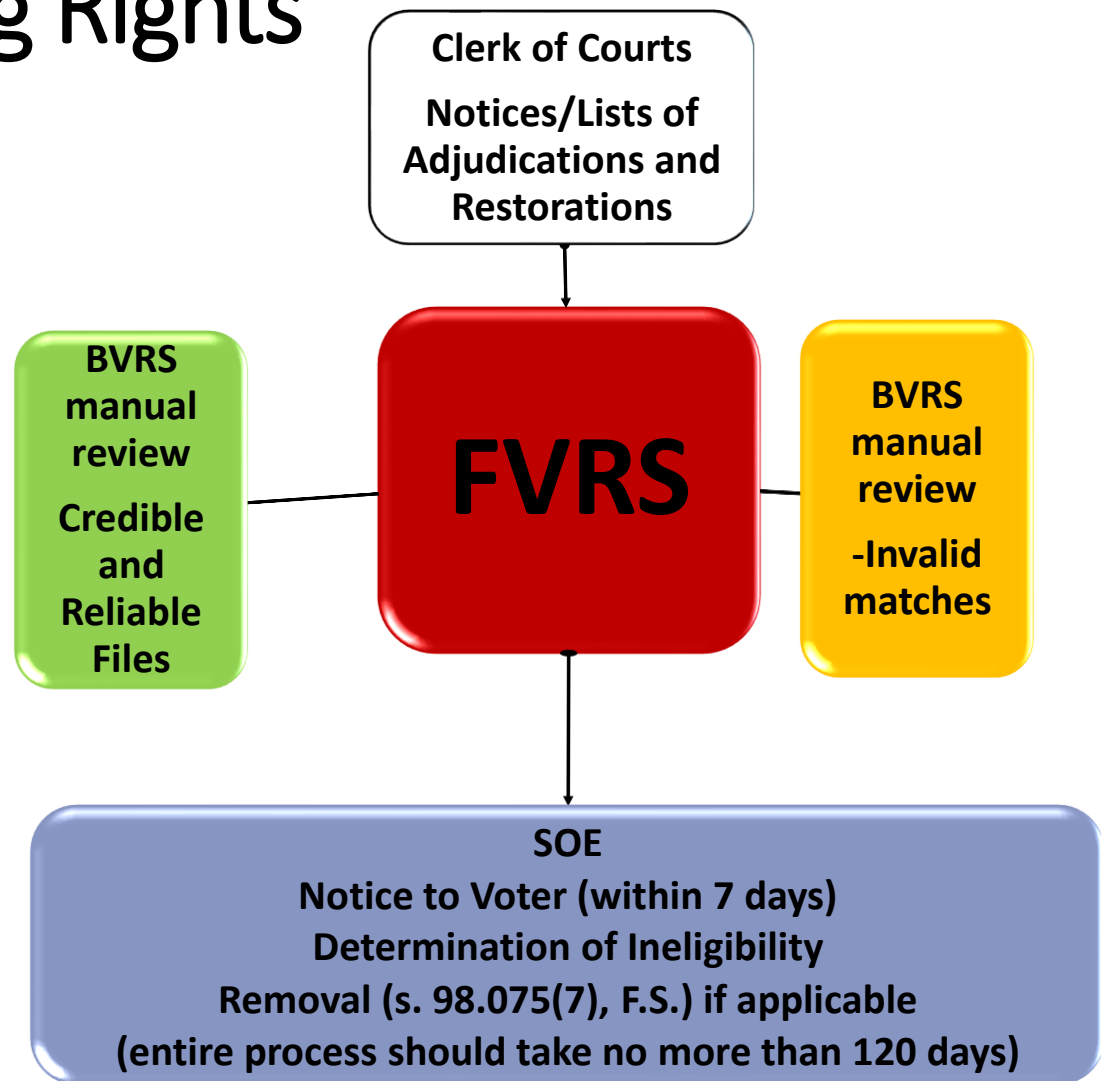
Application for New Registration Submitted
(Complete on its face – s. 97.053, Fla. Stat.)



Information: Sources and File Transfer Method



Adjudicated Mentally Incapacitated Without Voting Rights



Deceased Voters

ERIC/Social Security Master Death File Index

Monthly automated run - Nationwide death database

Florida Department of Health/Bureau of Vital Statistics

Daily automated run - In-state deaths and deaths from states sharing deceased data through the National Association for Public Health Statistics & Information Systems (NAPHSIS) Steve Database

Exact
Matches

FVRS

Potential
Matches
BVR
Manual
Review

Automated notice to SOE through FVRS

Streamline removal process (s. 98.075(2), Fla. Stat.)

No later than 7 days

No notice to the voter

Streamlined removal also applies with copy of death certificate

Jury List/Excusal Notices

- **BVRS receives periodic jury excusal notices or lists from clerks of court relating to jurors who have:**
 - ✓ Made address changes
 - ✓ Claimed to be convicted felon without civil rights restored
 - ✓ Claimed to be non-U.S. citizen
- **BVRS forwards to appropriate county.**

Due Process –Notice and Removal for Ineligibility (s.98.075(7), F.S.)

- **Notice to Voter** (Verified mail within 7 days –must include certain statements and documents/forms, or undeliverable, published notice)
- **Hearing, if requested**
- **30 days to respond** (from actual /published notice)
- **Review of evidence**
- **Final Determination**
- **Wrap up no later than 120 days per rule 1S2.041, F.A.C.**
- **Record determination in FVRS**
- **Notice to Voter**
- **Records retention –permanent for valid files**

Non-citizens (process in development)

- Registered voters who have affirmed or confirmed legal status as non-citizen within the last 30 days in association with transactional activity with Department of Highway Safety and Motor Vehicles.
- Verification through SAVE first before names provided.
- To be made available to Supervisors of Elections
- SB 90, chapter law 2021-11, Laws of Florida, amending s. 98.093, Fla.Stat.

Recent felony convictions (process in development)

- Information from clerk of court regarding felony convictions within last 30 days
- To be made available to Supervisors of Elections
- To provide expedited review because unlikely that person has obtained clemency or satisfied sentence within 30 days of conviction
- SB 90, chapter law 2021-11, Laws of Florida, amending s. 98.093, Fla.Stat.

Pointers

- Voter may be **restored at any time for erroneous or illegal removal even after book closing. s. 98.081(2), F.S.**
- Voter has **right to appeal** in circuit court within 30 days. **s. 98.0755, F.S.**

Pointers

- **Ongoing ineligibility records requirement (federal/state laws)**
- **90-day moratorium –for address notices/changes**
(Inapplicable to felony, mental incapacity, and deceased ineligibility files)
- **Removal for ineligibility may occur anytime** subject to applicable and appropriate notice and removal processes.

Accounting-Eligibility and Address Records Maintenance

Bi-annual 6-month certification of activities reports (due no later than July 31 and January 31 every year-documents SOEs maintenance record activities relating to address changes, updates and requests for confirmations, and eligibility)

FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS
Certification of Eligibility Records Maintenance
This form is to be used to certify that the Supervisor of Elections conducted activities as required under section 98.075, F.S. to identify and remove ineligible voters from the voter registration lists.

County, certify the following for the period January 1, _____ to June 30, _____
OR July 1, _____ to December 31, _____

Supervisor of Elections or designee, for registration lists: _____

A. Activity: Notice or Potential Ineligibility (provide total number for each category)
Notices mailed (s. 98.0757(1)(F), F.S.)
Notices published (a notice is published ONLY if the mailed notice came back undeliverable which includes unopened, refused, or otherwise marked as undeliverable. For notices including voters, provide the number as if it were a notice per voter) (s. 98.0757(1)(G), F.S.)

B. Activity: RESPONSES TO NOTICES (MAILED OR PUBLISHED)
Voters who responded to mailed notices
Voters who responded to published notices
Number of hearings conducted (this should be the same as the number of voters who responded to either a mailed or published notice and requested a hearing (such hearing can only be requested by and held for persons who deny residency))

C. Activity: Numbers of Voters Removed Based on Residency or Eligibility
Convicted felon with no civil rights restoration/clemency
Mentally incapacitated without voting rights restored (refers to voters whom the court has declared to be mentally incapacitated AND taken away their voting rights)
Deceased (refers to deceased voters removed with or without notice based on death data match identified by the state; receipt of in-state death certificates or information received from other source)
Not of legal age to register
Not a U.S. citizen
Lived a residence that is not his or her legal residence (refers to voters who listed someone else's legal residence, or who listed a residence that is not a valid legal residence)
Fictitious person (includes registered voters with false names and/or date of birth or who use someone else's residence, name or date of birth to register)

Supervisor of Elections or designee (signature) _____ Date _____
Please submit by deadline (July 31 for Jan-Jun or by January 31 for Jul-Dec) to: Chief, Bureau of Voter Registration Services, Fla. Dept. of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399, 850/245-6290 (phone) 850/245-6291 (fax)

Page 1 of 1 DS DER 118 (Rev. 07/2011) (R) (1) 2.041, F.A.C.

FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS
Certification of Address List Maintenance Activities
This form is to be used to certify that the Supervisor of Elections has conducted activities required under Section 98.082, Fla. Stat., to maintain current and accurate residential addresses for registered voters.

County, certify that the following address list maintenance program activities (check all that apply) were conducted January 1, _____ to June 30, _____
OR July 1, _____ to December 31, _____

Supervisor of Elections or designee, for registration lists: _____

Charge-of-address information from U.S. Postal Service/NCOA
 Mass (non/non-eligible) mailing to all registered voters in county
 Targeted address information request (non/non-eligible) mailing to registered voters who have not voted or requested an update to their records within the last 2 years

ACTIVITY: ADDRESS CONFIRMATION REQUESTS (ACR) (provide total number)
Address confirmation requests sent

ACTIVITY: ADDRESS CHANGE NOTICES (ACN) (provide total number)
Address change notices sent

ACTIVITY: ADDRESS CONFIRMATION FINAL NOTICES (ACFN) (provide total number in each category)
Registered voters who responded to address confirmation final notices

ACTIVITY: REMOVAL OF INACTIVE REGISTERED VOTERS (s. 98.085(6)(C), F.S.) (provide total number in each category)
Registered voter record placed on inactive status (this includes only those voters for whom an address confirmation final notice was undeliverable or who did not respond to the notice within 30 days)
Number of inactive registered voters removed from the statewide voter registration system (these are registered voters who were placed on the inactive list and who for two general election cycles thereafter did not vote or did not request an address change nor update their registration record)

Supervisor of Elections or designee (signature) _____ Date _____
Please submit form no later than July 31 (for January through June activities) or no later than January 31 (for July through December activities) to: Chief, Bureau of Voter Registration Services, Florida Department of State/Division of Elections, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399, 850/245-6290 (phone) 850/245-6291 (fax)

DS DER 119 (Rev. 07/2011) (R) (1) 2.041, F.A.C.

AUDIT

Records Accounting and Quality Control

Monthly Reports

- Voter records with birth years older than 115 for subsequent review.
- Voters with future and pre-1900 registration dates.
- Incorrect SSN information.
 - For example, SSN appears in voter record as 082-02-0000 or a five digit SSN 08202.
- Incomplete driver's licenses.
- Date of birth greater than registration date.
- Age in DL is different than voters DOB.

Monthly Reports (cont'd)

- Supervisor's and their staff can run these types of reports locally to identify potential errors
- Example: Search by address
 - If you get a return of 7 or more registered voters at the same address do a crosscheck to see if it is an apartment building, group home, single family home or an address of an appointed guardian
 - Follow-up with the voters or guardian may be necessary

Other Reports

- ***NONE* fields**
 - All VIDs with the first and last name of NONE or (NONE)
 - All where VIDs last name is NONE or (NONE)
 - All where VIDs first name is listed as NONE or (NONE)
 - All VID records that have blanks in the first/last name fields as well as the word 'Unknown'
- **Incomplete voter status** for 2 + years (other than 'unverified')
- **Removal of inactive voters after 2 general election cycles**

Quality Control Checks

- Feedback from SOEs regarding invalid DOS identified ineligible matches (e.g., identity, administrative input errors, etc.)
 - NOTIFY the chief of the Bureau of Voter Registration Services.
 - File reviewed and corrected as needed.

Recommend you do your own in-county records quality control checks using the same or different criteria to identify records that need to be corrected or some other action taken.

Aged Reports

The SOE File Utility/FVRS Aged Matches contains the following reports that have not been downloaded by your office:

- DOC Felon Pending Greater than 120 days
- FDLE Felon Pending Greater than 120 days
- Deceased SSA Pending Greater than 7 days
- Deceased BVS Pending Greater than 7 days
- All Pending Death Matches
- All Pending Felon Matches
- Duplicate Matches

Aged and Pending Reports (cont'd)

- Visit SOE Portal for access to reporting application programs
- Search for *Voter Registration/Aged FDLE Felon/Death Match Report*
 - Check **aged** reports daily (e.g., deaths, duplicates and felons)
 - Check the **pending** reports (e.g., matches that have not met the 7 day or 120 day timeframe. Find matches through your FVRS notifications.)
- Email reminders sent weekly to SOEs to review and act on aged matches.
- If you are unable to see the match or the voter has moved to a new county, please email BVRSHelp.

RECORD all and whatever action taken including

final determination in FVRS

VOTER
REGISTRATION
DRIVE

Third-Party Voter Registration Organization

Third-Party Voter Registration Organizations - Duties

- Any person or entity who/that intends to collect voter registration applications must register with State
 - Must file registered agent form ([DS-DE 119](#)) with Division before engaging in activities
and submit any change within 10days
 - Must add Division-assigned 3PVRO# to each and every application collected
 - Must submit all (complete/incomplete) voter registration applications no later than 10 days from date collected (or date signed) whichever is earlier or no later than book closing, whichever is earlier.
- Reference: [R1S-2.042](#), Florida Administrative Code which codified court order striking down part of law (s. [97.0575](#), F.S.)

Processing 3PVRO Collected Applications

- Duty of Supervisor of Elections' Office
 - Process all applications turned in by 3PVRO to the extent possible even if late
 - BLANK application is not a spoiled application.
 - NON-BLANK application may be a SPOILED application:
 - ✓ If there is insufficient information to identify the applicant or otherwise process the application, or
 - ✓ If the voter writes signed statement not to process application (although the voter should probably not be handing the application in at all).

Non-Compliance Reporting

- SOE Office reports to Division of Elections untimely delivered (non-blank applications) or non-compliant 3P/RO activities
 - **Provide detailed explanatory statement**—add as much detail as possible. Including reason, if available, that 3P/RO offered for late delivery or other noncompliance
 - **Attach documents** (copy envelope - if available and both sides of application -- be sure they are legible)
 - **Send via e-mail** with subject line *3P/RO Application/Untimely Delivery* and include in e-mail
☐ “This e-mail and attachment contains information that may be confidential and exempt”
 - Identify registered or unregistered 3P/RO who delivered application and what action, if any, SOE took to educate

PRELIMINARY

Election Night Reporting

Election Night Reporting – Advance Prep

Step 1

- Coordination/Outreach with assigned BVRS/DOE staff

Step 2

- Verify county information

Step 3

- Map

Step 4

- Verify Test Results

Election Night Reporting – Election Night

Step 1

- Upload all early voting results and canvassed and tabulated absentees to that point after 7 PM Election Day
- **Select “Refresh” to ensure file has processed**

Step 2

- Upload or report election results status every 45 minutes thereafter
- Check to be sure that boxes are checked as **completed**

Step 3

- Keep DOE Enight Contact up to date on canvassing **board activities**

Step 4

- Have staff available to speak to DOE Enight Contact or the Division as needed
- Contact DOE Enight staff **BEFORE** conclusion of the night and leaving office

Contact Information

Bureau Chief:

Toshia Brown -
Toshia.Brown@dos.myflorida.com; 850-245-
6225

Senior BVRS Supervisor:

Tiffany Morley -
Tiffany.Morley@dos.myflorida.com; 850-245-
6248



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

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