



Florida Department of State Division of Elections

*Bureau of Voter Registration Services
Overview*

New Supervisor of Elections Orientation

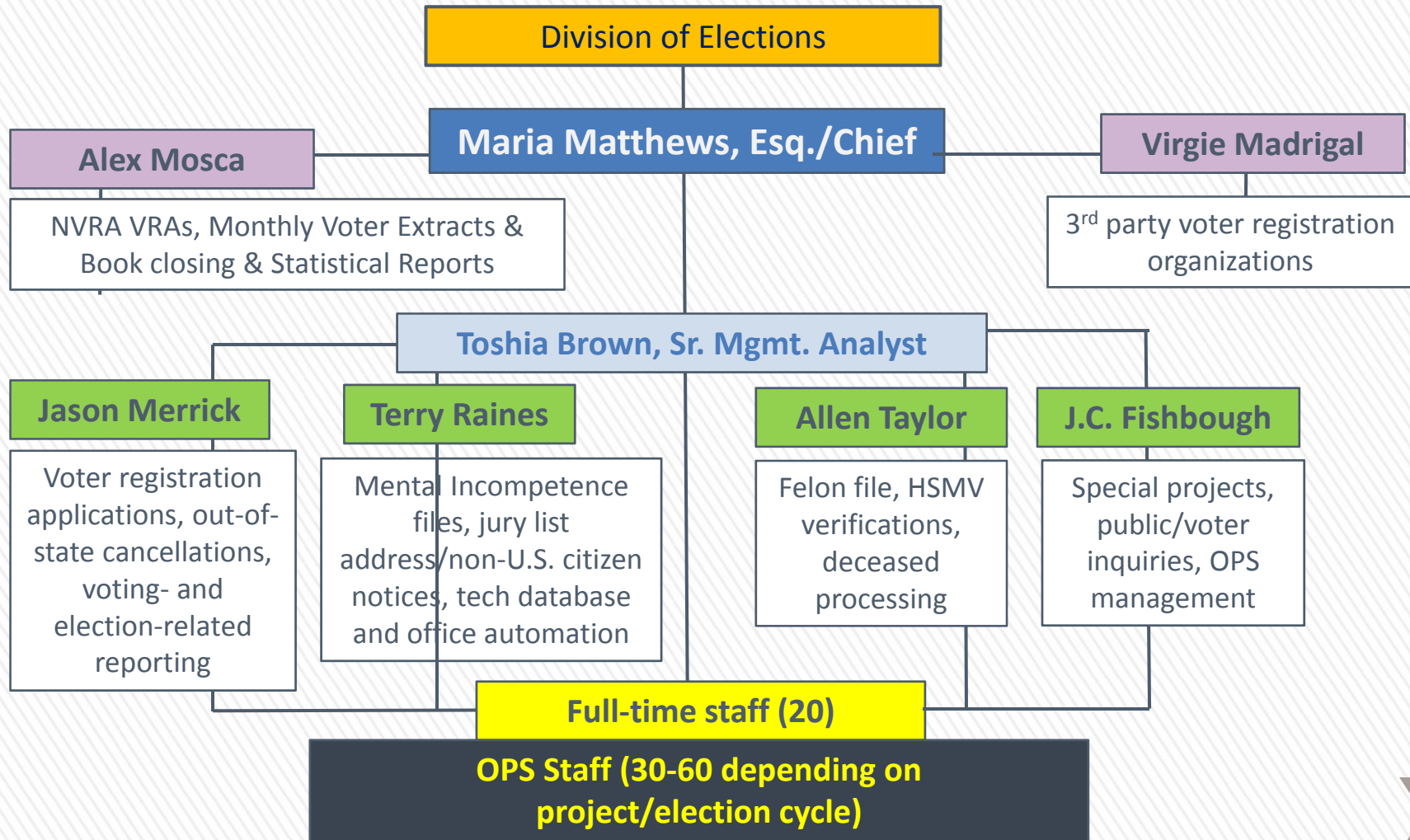
Ken Detzner
Secretary of State

Maria Matthews, Esq./Chief
Toshia Brown, Senior Supervisor
January 2013

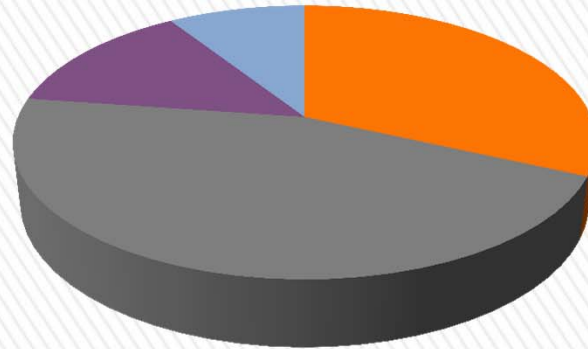
» BVRS STRUCTURE AND ROLE



BVRS Organizational Chart



BVRS Primary Functions



- Voter registration services-new registrations & updates, HSMV verifications, etc.
- Investigation of voters' eligibility status-convicted felons, mental incapacitated persons, deceased, etc.
- Statistical and summary reports relating to voter registration, voting and election results
- Public inquiries and voter assistance



Administrative rules

Rule 1S-2.025 Elections Fraud Complaint

Rule 1S-2.036 NVRA Complaint

Rule 1S-2.038 HAVA Violations Complaint

Rule 1S-2.039 FVRS Voter Registration Processes

Rule 1S-2.040 State Voter Registration Form

Rule 1S-2.041 Address and Eligibility Records Maintenance

Rule 1S-2.042 Third-Party Voter Registration Organizations

Rule 1S-2.043 Electronic Reporting Requirements-absentee ballot request Info, early voting, precinct-level election results

Rule 1S—2048 State & Federal Designated NVRA Voter Registration Agencies

The screenshot shows a web browser window with the URL <http://election.dos.state.fl.us/rules/adopted-rules/index.shtml>. The page header includes the Florida Division of Elections logo and navigation links for 'Opinions/Rules/Laws', 'Search', and 'Text' (with options for Largest, Larger, Normal, Small). The main content area is titled 'Division of Elections Rules' and 'Index of Adopted Rules'. It provides information on how to access the rules in PDF format and lists several rules, including:

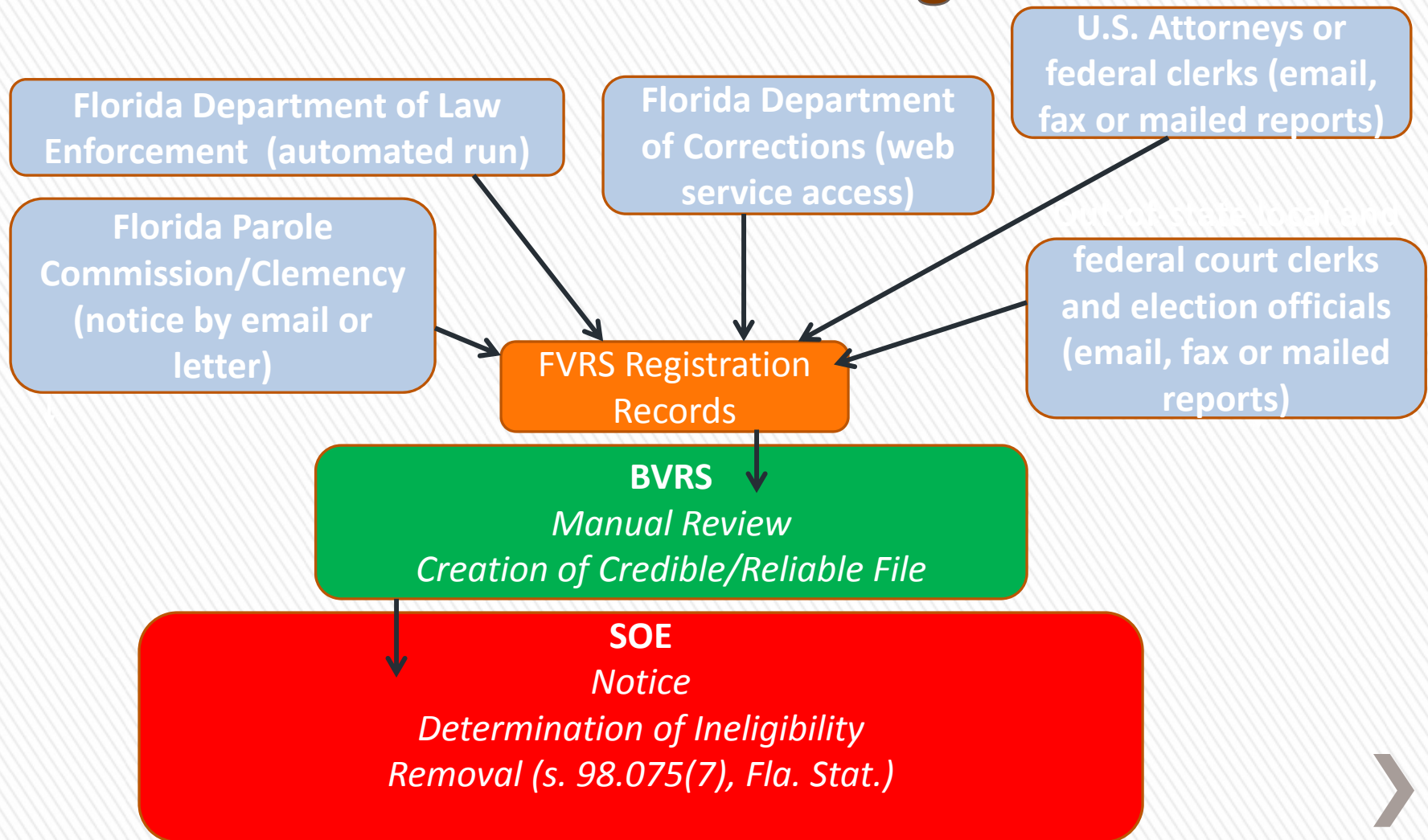
- ★ **1S-2.0001** - Designation of Division of Elections as Filing Office for Department of State (eff. 9-07-11) (pdf,27kb)
- **Form DS-DE 09 - Appointment of Campaign Treasurer**
- Form DS-DE 24 - Candidate Oath With Party Affiliation**
- Form DS-DE 24A - Candidate Oath Write-In Candidate**
- Form DS-DE 24B - Candidate Oath Candidate With No Party Affiliation**
- Form DS-DE 25 - Candidate Oath Nonpartisan Office**
- Form DS-DE 26 - Judicial Office Candidate Oath**
- Form DS-DE 26A - Judicial Office Candidate Oath Write-In Candidate**
- Form DS-DE 27 - Federal Candidate Oath Candidate With Party Affiliation**
- Form DS-DE 27A - Federal Candidate Oath Write-In Candidate**
- Form DS-DE 27B - Federal Candidate Oath Candidate With No Party Affiliation**
- Form DS-DE 85 - Oath Of Candidate Write-In For President And Vice President**
- ★ **1S-2.0011** - Constitutional Amendment Ballot Position (eff. 10-15-07) (pdf,11kb)
- ★ **1S-2.002** - Placement of Races on Primary Ballots (pdf,80kb)
- ★ **1S-2.0031** - Write-In Procedures Governing Electronic Voting Systems (pdf,70kb)

On the left side of the page, there are several navigation links and logos, including 'Voter Registration Lookup', 'Help America Vote Act', and 'HAVA'.

» FVRS Eligibility Records Maintenance



Identification of Voters Who May Be Convicted Felons without Rights Restored

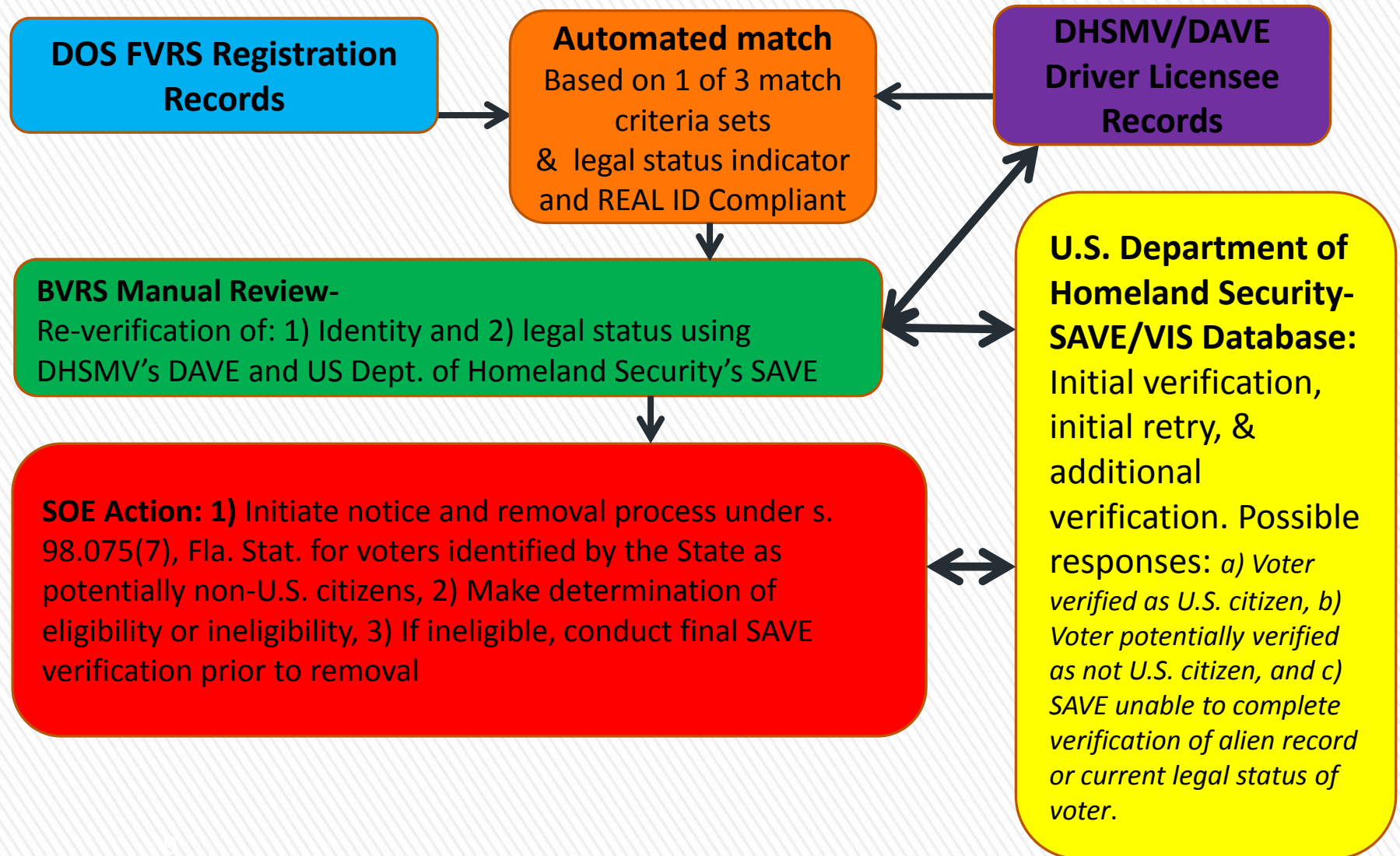


Identification of Voters Who Are Potentially Adjudicated Mentally Incapacitated

- **Source:** Circuit court clerk of courts
- **Daily or Ad hoc depending on county**
- **Manual review and the creation of case file**
- **BVRS notifies Supervisor via mail (no automated process)**
- **Initiate voter notice and removal processes (section 98.075(7), Fla. Stat.) to determine ineligibility**
- **Entire process should take no longer than 120 days**



Identification of Voters Who May Be Non-U.S. Citizens -On Hold Pending Litigation



Identification of Voters Who May Be Deceased

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

Social Security Master Death File Index

- Daily automated run
- Nationwide death database

FVRS Registration
Records

BVRS
Manual Review Potential Matches

SOE
Notice
Determination of Ineligibility
Removal within 7 days (s. 98.075(7), Fla. Stat.)



Identification of potential duplicate registrations for the same voter

- **Source:** FVRS
- **Criteria** recently expanded to identify voters with the same last name and same driver's license number
- **Daily automated notification process in FVRS**
- **SOE coordinates with duplicate registrations across county lines to make determination**
- **Future: Interstate** voter registration cross-checks



Voter Registration Cancellations

- **Source:**

- **FVRS (for in-state registration cancellations)** (i.e., registered voters with prior state registrations)
 - ✓ Weekly automatic run and notices mailed to other state election officials
- **Out-of-state election officials for out-of-state registration cancellations** (via mail, fax, and email)
 - ✓ Daily notices received
 - ✓ BVRS searches FVRS for possible voter match
 - ✓ Notice to SOE via mail
 - ✓ SOE makes determination and removes voter automatically (treated like voter requests to be removed) Section 98.045(2), Fla. Stat.



Records Maintenance Accounting

- **Aged felon and deceased reports (monthly)**
- BVRS notifies SOEs via email with attached excel spreadsheet
 - ✓ FDLE felon match files still in active queue after 120 days
 - ✓ DOH/BVS and SSA deceased matched files still in active queue after 7 days
- Daily run of move-in and move outs of potential felons and deceased files within county should minimize incidences in which voter is moved to another county on the basis of a third party address source change
- Contact BVRS if electronic file or notice not or voter not originally from your county at time of match



Records Maintenance Accounting

- **Bi-annual 6-month certification of activities reports** (due June 30 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 rolls.

I, _____ Supervisor of Elections or designee, for _____ County, certify the following for the period January 1, _____ to June 30, _____ OR July 1, _____ to December 31, _____:

A. Activity: Notice of Potential Ineligibility (provide total number for each category)

Notices mailed (s. 98.075(7)(a)1., F.S.)
Notices published (A notice is published ONLY if the mailed notice came back undeliverable which includes undelivered, refused, as otherwise marked as undeliverable. For notices including voters, provide the number as if it were a notice per voter.) (s. 98.075(7)(a)2., 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 intelligible))

C. Activity: Names of Voters Removed Based on Reasons for Ineligibility

Convicted felon with no civil rights restoring/clemency (Refers to voters whom the court has declared to be mentally incapacitated since Jan 1 and their voting rights not restored)
Deceased (Refers to deceased voters removed with or without notice based on death data match identified by the state, receipt of in-state death certificate or information received from other sources)
Not of legal age to register
Not of U.S. citizen
Listed 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 to date of birth to register)

Supervisor of Elections or designee (signature)
Date _____
Please submit by deadline (July 31 for Jan-June) 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, 900 S. Bronough Street, Tallahassee, Florida 32399, 850-245-6290 (phone), 850-245-6291 (fax)

Page 1 of 1

FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS
Certification of Address List Maintenance Activities
This form is to be used to certify that a Supervisor of Elections has conducted activities required under Section 98.083, Fla. Stat., to maintain current and accurate residential addresses for registered voters.

I, _____ Supervisor of Elections or designee, for _____ 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, _____:

Change of address information from U.S. Postal Service/NCOA
 Mass (nonforwardable) mailing to all registered voters in county
 Targeted address confirmation request (nonforwardable) 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: PLACEMENT ON INACTIVE STATUS (s. 98.060(4)(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 90 days)

REMOVAL OF INACTIVE REGISTERED VOTERS (s. 98.065(4)(c), F.S.)

Number of inactive registered voters removed from the statewide voter registration system (includes registered voters who were placed on the inactive list and who for two general election cycles did not vote or by, did not request an absentee ballot, nor updated their registration record)

Supervisor of Elections or designee (signature)
Date _____
Please submit by deadline (July 31 for January through June activities) or no later than January 31 for July through June activities) to: Chief, Bureau of Voter Registration Services, Florida Department of State/Division of Elections, 900 S. Bronough Street, Tallahassee, Florida 32399, 850-245-6290 (phone), 850-245-6291 (fax)

09-01 REV 04/01 07/2012 P001-0002, F.S.C.



» BVRS Election-Related
Reporting Oversight
Responsibilities



Book closing statistical reports

- Between book closing & election day (in practice, pulled on the 10-11th day after book closing (and before early voting
- Section 98.0981(3), Fla. Stat.).

Absentee ballot request info reports

- 60 days before primary and ends 15 days after general (for PPP-60 days before to 15 days after)
- Section 101.62(3), Fla. Stat.

Early voting reports

- Day after 1st EV day and end day after last EV day
- Section 101.657, Fla. Stat.

Election night results

- Coordinate election results reporting from 7 pm (EST) Election Day until all EV and tabulated absentee ballot results tabulated are reported by each of the 67 counties
- Section 102.141(4), Fla. Stat.)

Legislative Election Recap

- SOEs report voting history w/in 30 days of certification of results in PPP, primary, general and special elections
- DOE reports to Legislature 15 days later & include voter information
- Section 98.0981, Fla. Stat.



Contact Information

Supervisor:

Maria Matthews- Maria.Matthews@dos.myflorida.com; 850-245-6520

Administrative Assistant

Katie Gamertsfelder- Katherine Gamertsfelder@dos.myflorida.com; 850-245-6519

Senior Management Leader

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

Questions regarding:

- ✓ *Voter registration*
- ✓ *DHSMV Verifications and suspense queue*
- ✓ *Potential ineligibility –notice and removal processes*
- ✓ *Out-of-state and in-state cancellations*
- ✓ *Absentee ballots request information and early voting reporting matters*
- ✓ *NVRA voter registration agencies and third-party voter registration organization*
- ✓ *Florida Fish and Wildlife Commission –“Voter Shooter Act’/Bait & Tackle Shops*
- ✓ *Election Dates including reporting deadlines and requirements*