



**FLORIDA
DEPARTMENT
of STATE**

Division of Elections' Overview

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

Cord Byrd, Secretary of State

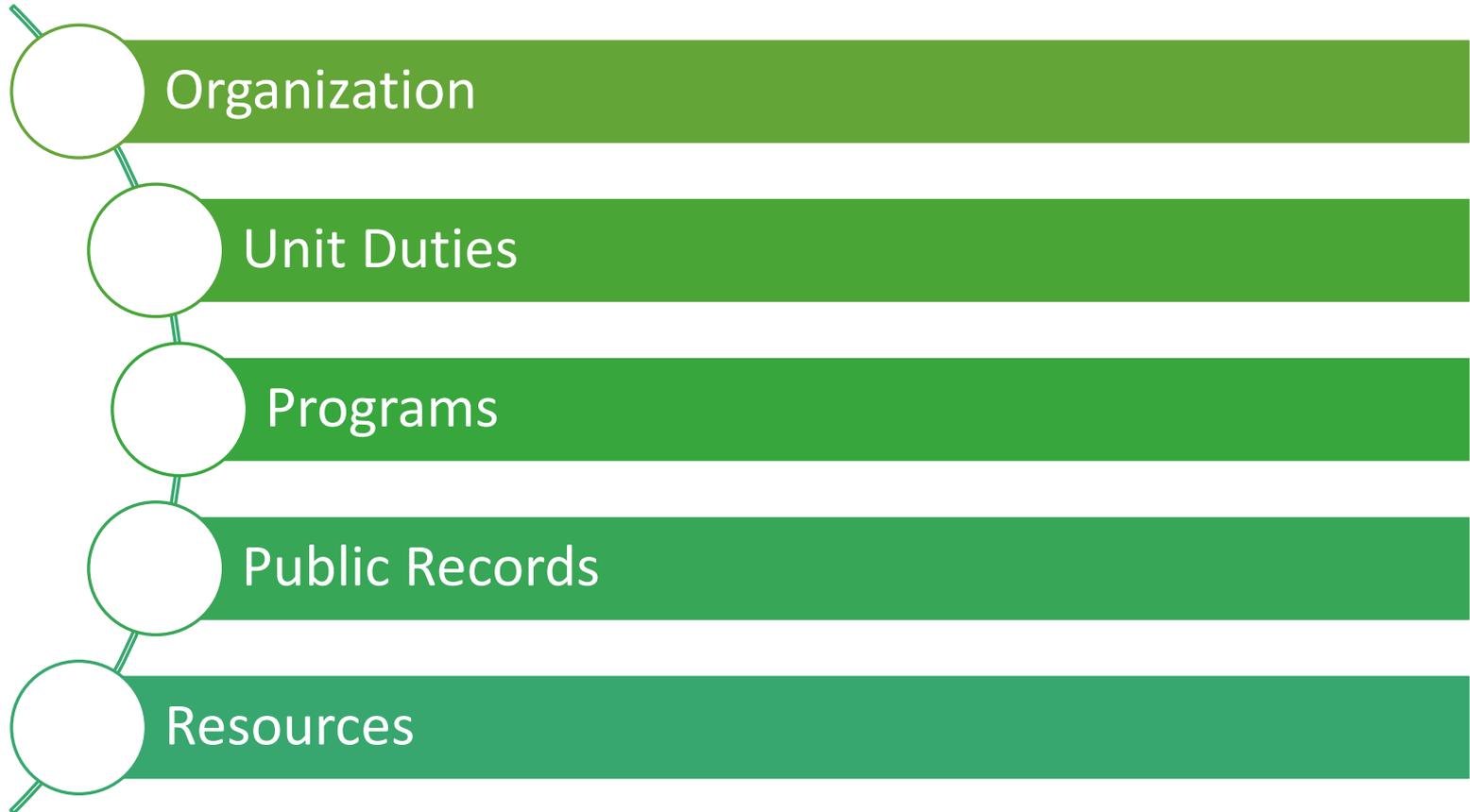
Maria Matthews, Director, Division of Elections

Amber Marconnet, Assistant Director

February 7, 2023



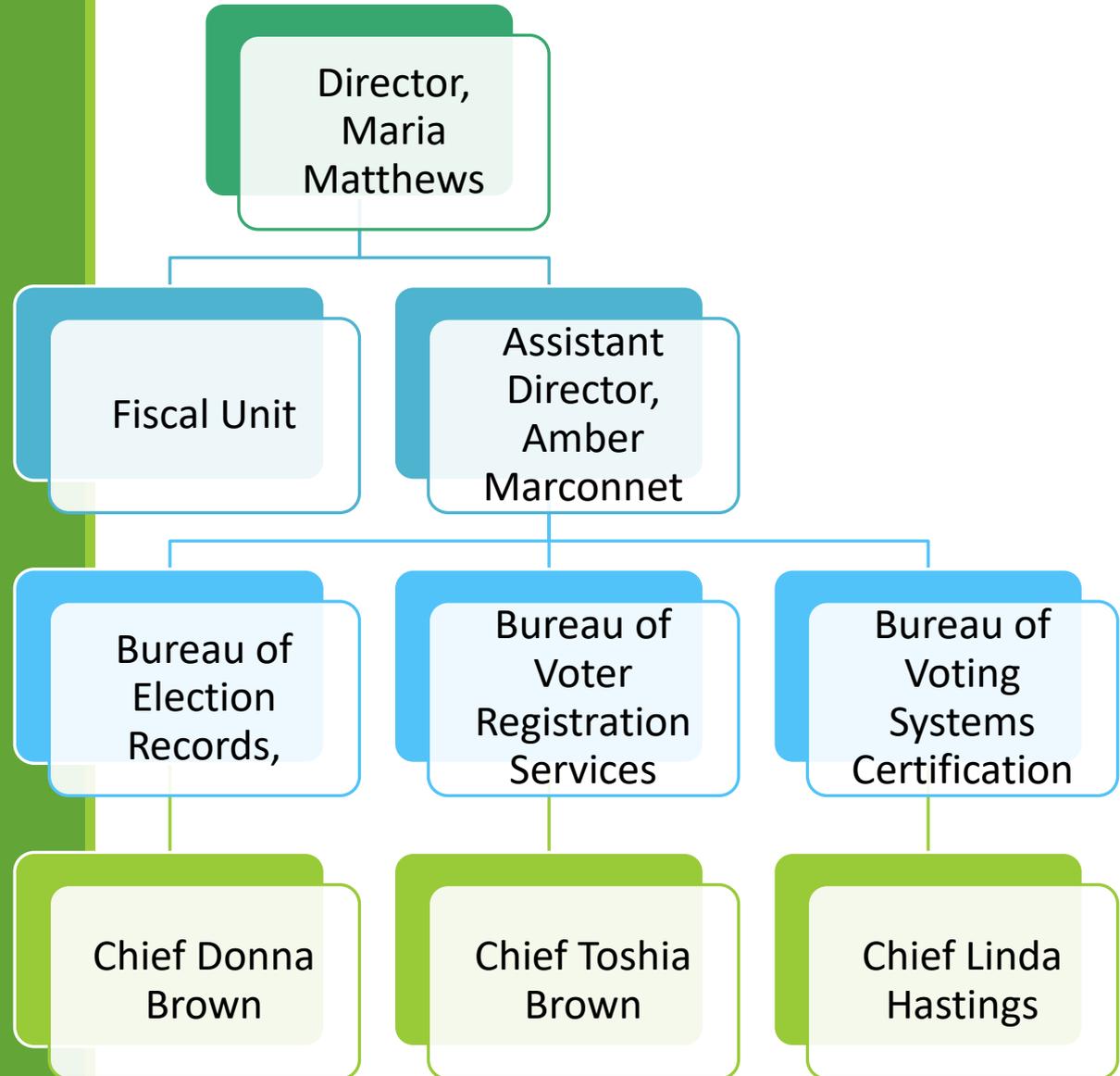
Topics



Organization

STAFF/UNITS - DUTIES

Division of Elections



Division Duties

Administrative
arm to the
Secretary of
State

Interpret,
implement, and
enforce election
laws

Assistance
regarding
election law and
administration

Administration of
federal grants
under the Help
America Vote Act

Advisory
opinions in
coordination
with General
Counsel's Office

Rulemaking

BER Duties

Candidate qualifying
(federal, state, multi-
county, special
district)

Political committees
& electioneering
communication
organizations

Campaign finance
reports

Handbooks for
candidates,
campaign treasurers,
and political entities

Notices of General
Election

County candidate
Lists (Electronic
DSDE80 system)

Ballot certification

Candidate
pronunciation
webpage

County canvass
certificates of
election results
(Electronic System)

Collect and analyze
various post-election
reports

Issuance of
commissions

Repository for
minority reports and
seals

BVRS Duties

Voter Registration

- Out-of-State cancellations (in-state/out-of-state)
- Mail-in voter application reroutes to the SOE Offices
- HSMV Verifications
- Voter Assistance Hotline & OVR Help

Ineligibility

- Mental incapacity
- Felony (federal, Florida, out-of-state, sex offenders)
- Deceased
- Other

Reporting/Research

- Election Night results reporting
- Voter by Mail ballot request files & access applications
- Research for legal office/election fraud complaints
- Other statistical reports/public records

FVRS Quality Control

- Duplicate registration records
- Aged felon and deceased file reports
- Inactive registered Voters
- Administrative Input Errors-Date of Birth, DL, etc.

BVSC Duties

Test voting systems & voting process (periphery) items – automated independent audit, independent recount tabulation system, etc.

Develop test standards & review new technology as required

Conduct election observations –routine/official

Provide technical assistance

Conduct bi-ennial review and year round updates – county minimum security procedures

Maintain online local elections dates database

Review, update & provide technical assistance for rules

Track & maintain county voting systems/equipment info

Collect and analyze various post-election reports – conduct of elections, overvote/undervote, post-election voting system audit, precinct-level election results

Programs

DIRECTOR'S OFFICE

Director's Office - Programs



State - Level Major Systems' Roles



- Online Voter Registration System
- Voter Information Lookup
- Paid- Petition Circulator Registration
- /Initiative Petitions Approval
- Third-Party Voter Registration Organizations
- Statewide Voter Registration System
- Elections Results Reporting and Certification
 - State responsible for reporting statewide results
 - State offices
 - Multi-county offices
- Election Security/Cybersecurity

Online Voter Registration System

New revamped online program to be launched soon

Incorporated recommendations from workshop held in 2021

The screenshot shows the Florida Online Voter Registration System website. At the top, it features the Florida Department of State logo, the title "Florida Online Voter Registration System", and links for "Help" and "FAQ". Below this is a red banner with white stars and a blue banner with white stars. The main heading is "Register to Vote Florida.gov" with a red hand cursor icon pointing to the "Register" button. A light blue box contains an "Attention:" message: "This site requires cookies to be enabled for full functionality and for best user experience. Please refer to your device's browser or help material to change or enable cookie." Below this is a "Welcome!" section with three buttons: "English", "Español", "Register or Update", and "Am I Already Registered?". The "Register or Update" button is highlighted. The main content area is titled "To register or update your voter registration:" and contains several sections of text and bullet points. The first section says: "Use this website to submit an application online or to prefill and print a voter registration application form to sign and mail or deliver to your supervisor of elections. Voter registration application forms (English PDF / Español PDF) are also available for download if you do not wish to use this website." The second section is titled "To submit an online application, you will need:" and lists three bullet points: "Your Florida driver license (Florida DL) or Florida identification card (Florida ID card) issued by the Florida Department of Highway Safety & Motor Vehicles.", "The issued date of your Florida DL or Florida ID card; and", "The last four digits of your Social Security Number (SSN4).". A "Note:" follows, stating: "If you do not have any of the information above, you may still use the online system to prefill a voter registration application form. However, you will have to print, sign, and then mail or deliver your completed voter registration application to your county Supervisor of Elections' office." The next section is titled "You should not use this system to register or update your voter registration information if you are a participant with the Florida Attorney General's Address Confidentiality Program (See sections 741-401-.741.409, and 741.465, Florida Statutes). Contact your county Supervisor of Elections to register." The final section is titled "To be eligible to register to vote you must:" and lists five bullet points: "Be a citizen of the United States of America;", "Be a legal resident of Florida;", "Be a legal resident of the county in which you seek to be registered;", "Be at least 16 years old to preregister or at least 18 years old to register and vote.", "Not be a person who has been adjudicated mentally incapacitated with respect to voting in Florida or any other state without having the right to vote restored; and", "Not be a person convicted of a felony without having your right to vote restored." A red "Notice:" follows: "It is a 3rd degree felony to submit false information. Maximum penalties are \$5,000 and/or 5 years in prison." The "Registration deadline" section states: "The deadline to register for an upcoming election is 29 days before that election. You can also update your registration record at any time. However, since Florida is a closed primary election state, a party change for a primary election must be made by the registration deadline for that election. If the deadline has passed, you can still submit an online application at any time and it will be processed for future elections." At the bottom, there is a "Browser" label.

Signature Verification/Match Training Program

DIRECTOR'S OFFICE

Signature verification training



WEBINARS & ONLINE TRAINING ABOUT US SIGN IN

Create a new account

[I already have an account!](#)

First Name Last Name

Email

Password

I have read and agree to the [Terms of Use](#) and [Customer Privacy Policy](#).

Sign up



Signature Verification

This 2-hour course offered by the Florida Department of State provides signature verification training to Florida's Supervisors of Elections and Canvassing Board members.

Welcome Back!

Select all images with **cars**



VERIFY

Signature verification training



WEBINARS & ONLINE TRAIN

Your Student Dashboard

My courses

Sea

[View more courses](#)

Signature Verification

100%

[See Overview](#)

[Replay Course](#)



WEBINARS & ONLINE TRAINING

MARIA

Signature Verification

This 2-hour course offered by the Florida Department of State, provides signature verification training to Florida's Supervisors of Elections and Canvassing Board members.

[Enroll for free](#)

[Replay Course](#)

Course curriculum

- 1 **Getting Started**
 - Getting Started
 - Meet Your Presenter: Thomas W. Vastrick
 - Course Overview and Handout
- 2 **Handwriting**
- 3 **Differences in Handwriting**
- 4 **Red Flags & Forgery**
- 5 **Signature Examinations**
- 6 **Signature Verification Software**
- 7 **Wrap Up**

Signature verification training - program

- Covers solely standards for examining signatures to determine whether they match
 - *Reminder: You must still adhere to the standards in law, as may be applicable, for validating or invalidating, or accepting or rejecting, a ballot (e.g., vote-by-mail or provisional), a cure affidavit, a petition, or other signed document.*
- Consists of modules, practice sessions and test questions
 - *Take notes as you proceed through the course to assist you with recall during the practice sessions and the tests*
 - *A link to Mr. Vastrick's powerpoint is available within the online program as a supplemental resource*
- Available at no cost
- Available 24/7

Signature verification training – program (cont'd)

- Can be paused (progress is saved) and retaken as many times as you would like
- Includes technical support
 - *Individuals taking the course can email elearning@iog.fsu.edu. You can expect a response within 24 business hours. If they are not able to resolve the issue, tech support will submit a help ticket through their LMS vendor and follow up with the individual once the issue is resolved.*
- Approved for 2 hours of credit
- Provides a certificate of completion for the online program
 - *If an individual forgets to print out the certificate, the course lives on in the system and the participant will be able to log back on at any time and view/print their certificate of completion.*

Initiative petitions program

APPROVAL TO BALLOT POSITION

Process for approval

Submission
- Review -
Approval

- Approval within 7 days of properly completed petition submission by sponsoring political committee
- No merit review – only format

Referral to AG
for FL Supreme
Court

25% of signatures required in ½ of congressional districts
Total: TBD
FL SCt: Does text comply w Fla. Const.? Facially invalid w/ US Const.? Title and summary comply clear, unambiguous and otherwise comply w/ state law?

FIEC Review

FIEC: economic impact on state budget(s. 15.21, F.S.)

Amendments

- Citizen initiative approval process (format only)
- Ballot position assignment
- Public notice
 - Publication in newspaper of general circulation in each county
 - Polling place booklets
- Spanish translation
- Database of amendments:
 - <https://dos.myflorida.com/elections/laws-rules/constitutional-amendments/>

Signature gathering

Signature verification

Petitions collected by paid circulators must be turned in within 30 days of signing

Verify signatures within 60 days except within 30 days of receipt (advanced payment required unless undue burden affidavit on file) when less than 60 days before Feb deadline

Post counts last day of every week within 60 days of Feb deadline

Signature only valid through next February 1 of even numbered year following date signed

Ballot position

- Signature threshold = 8% of the voters who cast votes in the last election for presidential electors and meets thresholds in ½ of congressional districts
- Total: TBD
- Assigned ballot number upon making ballot

Passage

- Minimum 60% approval

Paid Petition Circulator Registration program



Constitutional Amendments/Initiatives

Florida

Division of Elections

[Home](#) [Forms](#)

Welcome to the Florida Department of State's Constitutional Amendments / Initiatives Website!

Where can I find information about existing initiatives or amendments?

Visit [Initiatives/Amendments/Revisions Database](#)

How do I register as Paid Petition Circulator?

- By law (section 100.371, Florida Statutes), any person who is or will be paid to collect initiative petitions must first register with the Department of State before collecting petitions.
- To register as a paid petition circulator, complete an [online application](#). Once registered, you will be able to manage your own account and assign yourself the initiative(s) for which you plan to collect.
- Information submitted to register as a paid petition circulator becomes public record, subject to any applicable exemptions under Florida law.
- [Online User Guide for Paid and Volunteer Petition Circulators](#)

Do I have to register as a volunteer petition circulator?

No, you do not have to register if you are a volunteer petition circulator. Forms and the full text of constitutional amendments can be viewed/downloaded [here](#). No login is required.

How long does it take to process an online application to become a registered paid petition circulator?

For applications properly submitted during business hours, it will take at least one to two business day to process. If there is an unusually high volume of submissions, the delay may be longer. Applications submitted after business hours or on the weekend are not processed until at least the next business day.

Information improperly entered or incomplete registration can delay processing. The most common errors are entering an address or email incorrectly. Applicants are advised to search the United States Postal Service website to search and compare the format of the address(es) they are providing into the circulator system. <https://tools.usps.com/zip-code-lookup.htm>

How do I manage my account once registered as a paid petition circulator?

To manage an existing registration account, including assigned petitions, [login](#). Refer to the Online User Guide for Paid and Volunteer Petition Circulators for further guidance.

How do I get paid as a paid petition circulator?

The Department of State is not involved in payment for paid petition circulators. It is the circulator's responsibility to make arrangements with each sponsoring political committee for the applicable initiative(s) to ensure that they will be paid for collecting petitions.

For questions or assistance please contact the [Florida Division of Elections](#).

If you are experiencing a problem with this web site please contact the [Division of Elections](#).

Signature Verification – Initiative Petition – SOE User Guides



SOE Administrative Services

Welcome [Redacted]
User Role : Security Manager for Division & External Users

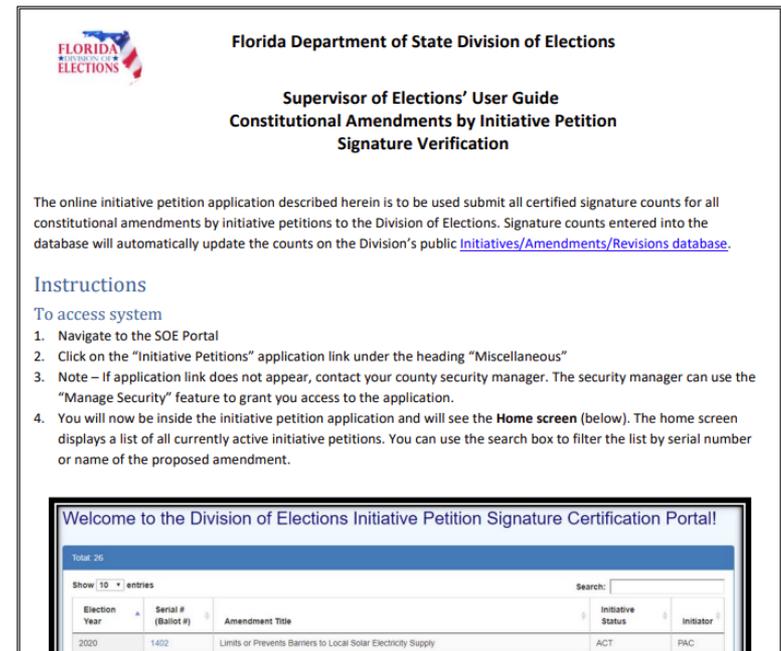
Home Manage Security Contact Exit

Application Links

Miscellaneous

- [File Transfer Utility](#) | [User Guide](#)
- [Initiative Petitions](#) | [User Guide](#) (Revised 03/08/2022)

A red arrow points to the "Initiative Petitions | User Guide" link.



Florida Department of State Division of Elections

Supervisor of Elections' User Guide
Constitutional Amendments by Initiative Petition
Signature Verification

The online initiative petition application described herein is to be used submit all certified signature counts for all constitutional amendments by initiative petitions to the Division of Elections. Signature counts entered into the database will automatically update the counts on the Division's public [Initiatives/Amendments/Revisions database](#).

Instructions

To access system

1. Navigate to the SOE Portal
2. Click on the "Initiative Petitions" application link under the heading "Miscellaneous"
3. Note – If application link does not appear, contact your county security manager. The security manager can use the "Manage Security" feature to grant you access to the application.
4. You will now be inside the initiative petition application and will see the **Home screen** (below). The home screen displays a list of all currently active initiative petitions. You can use the search box to filter the list by serial number or name of the proposed amendment.



Welcome to the Division of Elections Initiative Petition Signature Certification Portal!

Total: 26

Show: 10 entries Search: []

| Election Year | Serial # (Ballot #) | Amendment Title | Initiative Status | Initiator |
|---------------|---------------------|---|-------------------|-----------|
| 2020 | 1402 | Limits or Prevents Barriers to Local Solar Electricity Supply | ACT | PAC |

Signature Verification Costs for Citizen Initiative

- Set actual cost to verify every February 2 of each even-numbered year (next update is February 2024).
- Publish on each SOE website
- Publish on Division's website (Excel spreadsheet of county cost: <https://www.dos.myflorida.com/elections/laws-rules/constitutional-amendmentsinitiatives/>)

The division and each supervisor shall biennially review available technology aimed at reducing verification costs.

- **Section 100.371(11)(b), Fla. Stat.**

Citizen's Initiative Petition – Undue Burden

Not available if paying petition
circulators at any point of process

AFFIDAVIT OF UNDUE BURDEN
(Section 99.097(4), Florida Statutes)

IMPORTANT: Paying signature gatherers will preclude or invalidate the filing of an undue burden oath. Section 99.097(6), Florida Statutes, provides: (a) If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. (b) If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any submitted thereafter shall be paid by the candidate, person, or organization that submitted the undue burden oath. If contributions as defined in s. 106.011 are received, any monetary contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of the undue burden oath. [Note: The second sentence in (b) applies only when payment is made to a signature gatherer after an undue burden oath had been filed.]

.....

I certify under oath that

(Name of Political Committee)

is unable to pay the 10 cents per name charge for verification of petition signatures without imposing an undue burden on the committee's resources.

X _____

Signature of Treasurer Printed Treasurer's Name

Address City

State Zip Telephone Number

State of Florida
County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____
by _____.

Personally Known: _____ or _____

Produced Identification: _____ Signature of Notary Public – State of Florida
Type of Identification Produced: _____ Print, Type or Stamp Commissioned Name of
Notary Public

DS-DE 19D (revised 7/1/11)

Signature Verification Reimbursement Program

- In the event a candidate, person, or organization submitting a petition to have an issue placed upon the ballot is entitled to have the signatures verified at no charge, the supervisor of elections of each county in which the signatures are verified at no charge shall submit reimbursement request.
- SOE shall submit the total number of such signatures checked in the county to the Chief Financial Officer no later than December 1 of the general election year, and the Chief Financial will reimburse from the General Revenue Fund in an amount equal to 10 cents for each name checked or the actual cost of checking such signatures, whichever is less.

(s. 99.097(4), FS)

Mail Ballot Elections

REQUEST/PLAN/APPROVAL

(SS. 101.6101 - .6107, F.S.)

All Mail Ballot Elections

- Allowed (upon approval) only for:
 - Referendum election
 - Body responsible for calling election and SOE authorize the mail ballot election
 - Secretary of State pre-approves the SOE's written plan/timetable

- Not allowed for:
 - When a candidate is to be nominated, elected, or recalled
 - When election is held on the same date as another election for same voters

Mail Ballot Elections (cont'd)

- Procedures:
 - Resolution from governing body calling for mail ballot election
 - SOE must conduct the mail ballot election
 - Costs paid for by jurisdiction initiating the election
 - Election Code's vote-by-mail voting provisions apply to extent they do not conflict with Mail Ballot Election Act
- DE Reference Guide 0015

ERIC –ELECTRONIC REGISTRATION INFORMATION CENTER

LIST MAINTENANCE

ELECTRONIC REGISTRATION INFORMATION CENTER (ERIC)



Member States

- | | | | |
|----------------|---------------|-----------------|---------------|
| Alabama | Alaska | Arizona | Colorado |
| Connecticut | Delaware | Florida | Georgia |
| Illinois | Iowa | Kentucky | Maine |
| Maryland | Massachusetts | Michigan | Minnesota |
| Missouri | Nevada | New Jersey | New Mexico |
| Ohio | Oregon | Pennsylvania | Rhode Island |
| South Carolina | Texas | Utah | Vermont |
| Virginia | Washington | Washington D.C. | West Virginia |
| Wisconsin | | | |

ELECTRONIC REGISTRATION INFORMATION CENTER (ERIC)

- Voter registration and DMV data sent every 60 days to ERIC
- State has to request report in order before ERIC spends the time and resources to generate report(s)
- State downloads reports and preps for local election officials
- Local election officials must act on reports within 90 days of receipt

ERIC Reports

ERIC reports

- Eligible but Unregistered

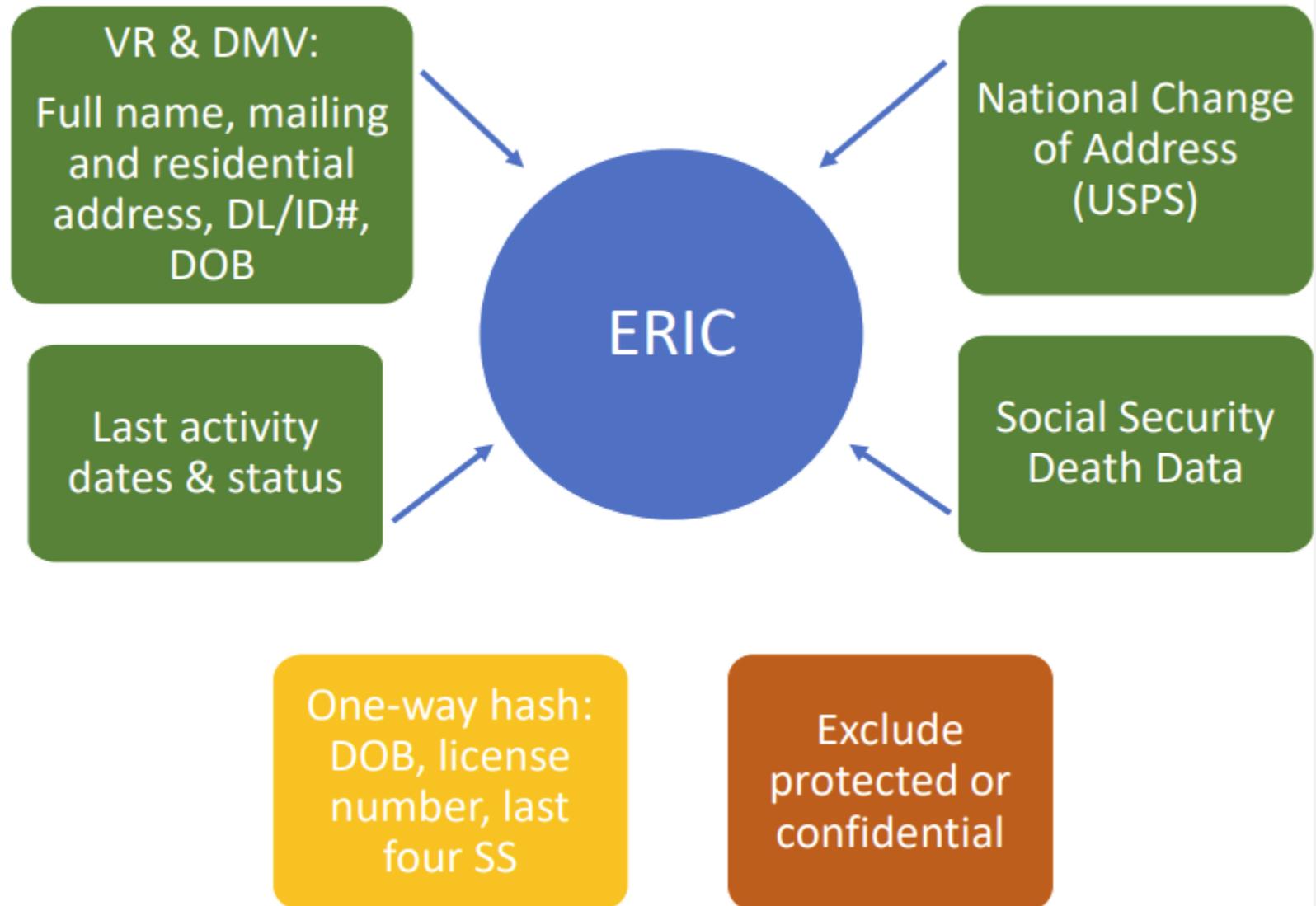
Outreach



- In-state Movers
- Cross-state Movers
- Deceased
- In-state Duplicate
-

List Maintenance





ERIC Report Frequency

■ **Report: Deceased**

- Source: SSA-voters who are confirmed deceased (as former residents/registered voters of Florida)
- Frequency: Every 30 days
- Next report download or release to counties: February 2023

■ **Report: NCOA**

- Source: USPS
- Frequency: Every 60 days
- Next report download or release to counties: February 2023

■ **Report: In-State Duplicates**

- Source: FVRS
- Frequency: Every 30 days
- Next report download or release to counties: February/March 2023



ERIC Report Frequency (cont'd)

- **Report: In-state address changes**
 - Source: DHSMV
 - Frequency: Every 60 days
 - Next report download or release to counties: Feb/March 2023
- **Report: Cross-state duplicate registration**
 - Source: ERIC member states that participate (voter registration records and motor vehicle records)
 - Frequency: Every 60 days
 - Next report download or release to counties: Feb/March 2023
- **Report: Voter Participation** – Double voting (cross-state, instate) and ‘deceased voting’
 - Source: Participating only ERIC member states (not all will participate)
 - Frequency: Next Sept 2023 (following every general election cycle)

Special Election Reimbursement Program

Special Election Reimbursement

What special elections qualify for reimbursement?

- Elections called under s. 100.101, F.S. (will be called by Governor) Only certain elections

Procedures

- Reimbursement must be based on the actual expenses (paid invoices)
- SOE must file actual expenses with county and copy with DOS
- Reimbursement only for expenses that are solely caused by and required for conduct of election
- Reimbursement will be based upon a “first in, first out” submission
- If funds not currently available, payment is rolled over to next FY

DE Reference Guide 0005 + online checklist available

Special Salary Qualification Program

Special Salary Qualification Certification

\$2000 annual extra
pay

Initial Certification

Annual renewal/
recertification

Initial Certification

Pass open book exam with score of 90% or better

Conduct a primary AND a gubernatorial or presidential election

Attend mandatory FSASE orientation course (minimum 12 hrs)

2 yrs min as SOE

Earn minimum credits in Areas per Rule

W/in 6 yrs of appointment/election

Form DS-DE 69

Renewal Certification

Minimum 24 hours of participation credits

Earn in the year period preceding the anniversary date

Track independently and submit throughout year or at time of application

Credits for FSE conference attendance recorded based on attendance sheets

Submit application at least 30 days in advance

Form DS-DE 69

Request to Dispose of Unused Election Material

S. 101.545, FLORIDA STATUTES

Disposal of Unused Election Materials (s. 101.545, F.S.)

- Prior approval required
- After the election for which such ballots, forms, or other election materials were prepared (recommend waiting until after 10 days contest of elections)
- Form DS-DE 151 must specify type and quantity of unused election materials
- Procedures:
 - Submit written request to DOE
 - DOE will review and approve
 - For General Elections, must also provide voided copy of general election ballot for rulemaking review.

USED election materials must be kept for 22 months after election

Public Records

EXEMPTIONS/RECORDS MANAGEMENT

Public Records Management

- General Schedule -3
(Election Records)

(last revised in June 2022)

Florida Department of State/
Library and Information Services

Rule 1B-24.003, Fla. Admin. Code

The screenshot displays the website for the Florida Department of State, Division of Library and Information Services. The header includes the department name and navigation links for Corporations, Cultural Affairs, Elections, Historical Resources, and Library and Information Services. A search bar is present with the text "How can we serve you?". Below the header is a navigation menu with links for About Us, Research, Archives, Records Management, Services for Libraries, and Contact Us. A language selection dropdown is set to "Select Language" with a note "Para español, seleccione de la lista" and "Powered by Google Translate". The main content area is titled "Records Management" and features a grid of nine tiles: "General Records Schedules" (with a calendar image), "Records Management Liaison Officers" (with a person at a computer), "Forms and Publications" (with a stack of papers), "Records Management Training" (with a classroom scene), "Dispose of Public Records" (with a warehouse of boxes), "State Records Center" (with a man at a desk), "About Records Management" (with a circular diagram of record lifecycle stages: Create, Maintain, Use, Dispose, Archive), "Florida Statutes and Rules" (with a row of statute books), and "Disaster Recovery" (with a satellite image of a hurricane).

Public Records Exemptions

s. 97.0585, Fla. Stat. (specified voter registration information – Fla DL, Fla State ID, SSN) (covered also by federal law)

s. 101.62, Fla. Stat. (vote-by-mail request information except to specified persons or entities)

s. 106.0706, Fla. Stat., campaign finance related exemption

s. High-risk professionals entitled to request address/contact information exemption

s. 282.

Resources

DOE Main Website

<https://www.dos.myflorida.com/elections/>

The screenshot shows the Florida Division of Elections website. At the top left is the logo with the text "FLORIDA DIVISION OF ELECTIONS" and a map of Florida. To the right is a navigation menu with links: "About Us", "Candidates & Committees", "Data & Statistics", "For Voters", "Forms & Publications", "Laws & Rules", "Voting Systems", and "Contacts". Below the menu is a search bar with the text "How can we serve you?" and a "Search" button. A language selector shows "Select Language" and "Powered by Google Translate". The main banner features a historical document on the left and two chairs with American flag patterns on the right. Below the banner are three columns of links under the headings "RESOURCES", "STATISTICS AND REPORTS", and "VOTER INFORMATION".

RESOURCES

- Hurricane Ian Election Resources
- Candidates, Campaigns, & Committees
- Constitutional Amendments/Initiatives
- Frequently Asked Questions
- Petition Circulator Registration
- Third-Party Voter Registration Organizations (3PVRO)

STATISTICS AND REPORTS

- Book Closing Reports
- Early Voting and Vote-by-Mail Ballot Request Reports
- Election Results
- Voter Registration Reports
- Voter Turnout

VOTER INFORMATION

- Amendment 4: Standards Governing Eligibility to Vote After a Felony Conviction
- Early Voting Sites/Secure Ballot Intake Stations
- Election Dates
- Vote-by-Mail Ballot Information and Status Lookup
- Voter Information Lookup
- Voter Precinct Lookup

News/Events

A special election has been scheduled to fill the vacancy in State House District 24. For more information, visit [Special Elections](#).

For key election dates, refer to the [Election Dates and Activities Calendar for 2022-2023](#).

For information on candidates for federal, state, judicial, multicounty and special district officers for future elections and campaign finance information as relates to upcoming elections, visit [Candidates, Campaign Documents and Committees](#).

For information about the 2022 Legislative and Congressional maps, plans and other details, visit the Florida Legislature's webpage [Florida Redistricting](#).

No public events are currently scheduled [Hearings, Public Meetings, and Workshops](#).

Contact

DIVISION OF ELECTIONS

Mailing Address
Florida Division of Elections

FOR THE PRESS

For answers to media-related questions visit [Media Resources for the Division of Elections](#).

VOTER ASSISTANCE HOTLINE

Toll Free 1.866.308.6739 (in English and Spanish)
Florida Division of Elections

Special SOE Resource Webpage

<https://soe.dos.state.fl.us/>

Supervisor of Elections Resources Webpage

Website Last Updated 06/02/2022

★ Ballot Issues

- [Ballot Certification Instructions](#) (05/2021) (pdf 299kb)
- [Petition Verification/Change of Address Chart](#) (01/2016) (pdf 50kb)

★ BVSC

- [Security Procedures Checklist \(09/2021\)](#) (pdf 192kb)

★ BVRs/FVRS

- [ACP - AG's How to Register an ACP Voter](#) (01/2011) (pdf 379kb)
- [Florida Fish and Wildlife Conservation Commission \(FFWC\) - Email Voter Registration Application Request](#)
 - [FFWC - Procedures for Voter Registration Forms/Hunting Fish Subagents](#) (06/2022)
- [Rule 1S-2.039\(11\), Florida Administrative Code \(ACP voters/registration process\)](#)
- [Rule 2A-7.009, Florida Administrative Code \(Maintaining Protected Records-Voter Information\)](#)

★ Candidates

- [Supervisor's Handbook on Candidate Petitions](#) (2/2022) (pdf 1513kb)
- [Supervisor's Handbook on Candidate Qualifying](#) (03/30/2022) (pdf 2.98mb)
- [Candidate Name Pronunciation Oaths](#)

★ Checklists

- [DE Checklist 0001 - Constitutional Amendment Initiative Petition Validation/Signature Verification](#)(03/2022)(pdf 184kb)
- [DE Checklist 0002 - Candidate Petition Validation/Signature Verification](#) (1/2018) (pdf 822kb)

★ DOE Reference Guides

- [DE Guide 0001 Vote-by-Mail - Request, Pick-Up, Delivery, and Return](#) (05/2022) (pdf 221kb)

★ Election Training

- [2022 Cyber/Security Training Schedule](#)
- [SOE Special Salary Course Credit Catalog \(06/2022\)](#)
- Training Title: [Cyber Defense 101](#) (Presenter - Nicholas Carroll) (30 minutes)
FSASE Summer Conference 2019 (Name and email required to view)

★ Elections Administration

- [County Codes](#) (Excel 15kb)
- [DOE Subject Directory](#) (08/19/22) (pdf 225kb)
- [Florida USPS Contacts - 2022](#) Updated 08/2022
- FVRS Maintenance Window schedule for 2022 (Please visit the FDOS/Cybersecurity Awareness Microsoft Teams channel for the window schedule)
- [SOE Utility - File Types 2022](#) (Updated 07/2022) (pdf 115kb)
- [SOE Monthly Call for 2022](#) (pdf 139kb)

★ Federal Grants

- [CARES Act Funds Q&A](#) (07/09/2020) (pdf 1.99mb)
- [DOS Grants User Manual](#) (05/07/2021) (pdf 1.95mb)

★ Precinct/Polling Place

- Precinct Designations and Polling Place - See DE Guide 0021
- [Poll Worker Training - Sensitivity to Persons with Disabilities](#) PPT (12/2015)
- Poll Worker Training - Sensitivity to Persons with Disabilities (Videos) (07/2016) (link to videos provided upon request)
- [US DOJ - ADA Checklist for Polling Places](#)

★ Presentations

- [2022 EAVS Webinar \(11/2022\)](#)
- [2022 Signature Verification Training \(Online\)](#)

DE Reference Guides

SOE Resources
Internal Webpage

★ DOE Reference Guides

- [DE Guide 0001 Vote-by-Mail - Request, Pick-Up, Delivery, and Return](#) (05/2022) (pdf 221kb)
- [DE Guide 0002 Federal and State Write-in Vote-by-Mail Ballots](#) (07/2018) (pdf 665kb)(under revision due to chapter 2022-73, L.O.F.)
- [DE Guide 0003 Voter Residency](#) (06/2019) (pdf 680kb)
- [DE Guide 0004 Voting Rights Act-Minority Language-Covered Jurisdiction](#) (06/2022) (pdf 261kb)
- [DE Guide 0005 Special Election Reimbursement Requests](#) (12/2022) (pdf 261kb)
- [DE Guide 0006 Florida History-Voter ID at the polls](#) (07/2018) (pdf 207kb)
- [DE Guide 0007 Notice of Candidate Withdrawal Disqualification - Removal of Ballot Issue](#) (07/2020) (pdf 699kb)
- [DE Guide 0008 When Residency Qualifications for Elected Officials Must be Met](#) (02/2020) (pdf 719kb)
- [DE Guide 0009 Voter Challenges](#) (3/2020) (pdf 628kb)
- [DE Guide 0010 Recount Procedure Summary](#) (06/2022) (pdf 229kb)
- [DE Guide 0011 Post-Election Audit Procedure Summary](#) (06/2022) (pdf 233kb)
- [DE Guide 0012 Third Party Voter Registration Organizations](#) (05/2022) (pdf 234kb)
- [DE Guide 0013 Calculation of Fine for Late Campaign Treasurer's Reports](#) (09/2018) (pdf 685kb)
- [DE Guide 0014 Polling Place Accessibility](#) (03/2018) (pdf 591kb)
- [DE Guide 0015 Mail Ballot Elections](#) (10/2022) (pdf 182kb)
- [DE Guide 0016 Resign-to-Run Law](#) (06/2022) (pdf 231kb)
- [DE Guide 0017 Political Committees and Electioneering Communications Organizations](#) (10/2021) (pdf 243kb)
- [DE Guide 0018 Allowable and Non-Allowable Expenses for HAVA Expenditures - Federal Election Activities Grant](#) (9/2018) (pdf 1.07mb)
- [DE Guide 0019 - Guidelines for Logic and Accuracy Testing](#) (05/2022) (pdf 213kb)
- [DE Guide 0020 Canvassing Board Membership and Activities](#) (08/2022) (pdf 210kb)
- [DE Guide 0021 Precinct - Map - Polling Place Location File Specs](#) (06/2022) (pdf 189kb)

Dates to Remember



Election Dates and Activities Calendar

2023-2024

(with 2024 Highlights)

Updated 02/2023

| 2024 Election Date Highlights | |
|---|--|
| Presidential Preference Primary Election 2024 | |
| Vote-by-Mail Ballot Send Deadline - for UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)(no later than 45 days before election) for requests already on file | February 3, 2024 |
| Vote-by-Mail Ballot Send Deadline - For Domestic Voters (7-day period) for requests already on file | February 8, 2024 - February 15, 2024 |
| Voter Registration Deadline (book closing) | February 20, 2024* (February 19 is President's Day) |
| Early Voting - Optional Days (A county may offer one or more of these early voting days) | March 4, 5, 6, 7, 8, and 17, 2024 |
| Early Voting - Mandatory (8-day period) | March 9 - 16, 2024 |
| Deadline to Request that Ballot Be Mailed | March 9, 2024 |
| PRESIDENTIAL PREFERENCE PRIMARY ELECTION DAY | March 19, 2024 |
| Candidate Qualifying Period 2024 | |
| State Attorney (All judicial circuits except 20th), Public Defender (All judicial circuits except 20th), Circuit Court Judges | Noon, April 22, 2024 - Noon, April 26, 2024 (Pre-qualifying period begins April 8, 2024) |
| U.S. Senator, U.S. Representative, State Senator, State Representative, County Office, and Multi-Special Districts | Noon, June 10, 2024 - Noon, June 14, 2024 (Pre-qualifying period begins May 27, 2024) |
| Primary Election 2024 | |
| Vote-by-Mail Ballot Send Deadline - UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)(45 days before election) for requests already on file | July 6, 2024 |
| Vote-by-Mail Ballot Send Deadline - Domestic Voters (7-day window) for requests already on file | July 11, 2024 - July 18, 2024 |
| Voter Registration Deadline (book closing) | July 22, 2024 |
| Early Voting - Optional Days (A county may offer one or more of these early voting days) | August 5, 6, 7, 8, 9 and 18, 2024 |
| Early Voting - Mandatory (8-day period) | August 10 - 17, 2024 |
| Deadline to Request that Ballot Be Mailed | August 10, 2024 |
| PRIMARY ELECTION DAY | August 20, 2024 |
| General Election 2024 | |
| Vote-by-Mail Ballot Send Deadline - UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)(no later than 45 days before election) for requests already on file | September 21, 2024 |
| Vote-by-Mail Ballot Send Deadline - Domestic Voters (7-day window) for requests already on file | September 26, 2024 - October 3, 2024 |
| Voter Registration Deadline (book closing) | October 7, 2024 |
| Early Voting - Optional Days (A county may offer one or more of these early voting days) | October 21, 22, 23, 24, 25, and November 3, 2024 |
| Early Voting - Mandatory (8-day period) | October 26 - November 2, 2024 |
| Deadline to Request that Ballot Be Mailed | October 26, 2024 |
| GENERAL ELECTION DAY | November 5, 2024 |

SOE Guide to Reports



Supervisor of Elections' Guide to Reports, Files, and Activities

Florida Department of State
March 2023

Supervisor of Elections' Guide to the Division of Elections Reports, Files and Activities

Contents

| | |
|---|----|
| SOE Portal and File Transfer Utility Instructions | 3 |
| Supervisors of Elections' Accounting of Third-Party Voter Registration Organization's Voter Registration Applications | 6 |
| Public Records Exemption Requests – High Risk Professionals..... | 7 |
| Ballot Certification | 9 |
| Candidate Lists | 10 |
| Candidate Petition Certifications | 11 |
| Contest Codes | 12 |
| County Vote-by-Mail Ballot Request Files..... | 13 |
| County Early Voting Summary and Detail Files | 14 |
| County Minimum Security Procedures (new and revised) (rev. 11/2018)..... | 15 |
| Early Voting Dates, Times, and Locations | |
| Election Night Reporting Preparation | |
| Election Coding Statement..... | |
| Election Preparation Report..... | |
| Initiative Petition Signature Certification..... | |
| Logic and Accuracy (L&A) Test - Election Database Backup..... | |
| Logic and Accuracy (L&A) Test - Summary Results | |
| Request for Mail Ballot Election..... | |
| UOCAVA Ballots 45-Day Compliance Report..... | |
| Precinct Designations and Polling Place Locations | |
| Voting System Acquisition Report..... | |
| Export Summary Results File..... | |
| Conduct of Election..... | |
| Election Assistance Commission – Election Administration and Voting Survey | |
| Election Results | |
| Official Election Results Database or Export File..... | |
| Overvote and Undervote Report | |
| Petition Signature Verification Reimbursement | |

Page 1

Supervisor of Elections' Guide to the Division of Elections Reports, Files and Activities

Ballot Certification

Reference(s): [Section 99.061, F.S.](#)

Compliance: The Department of State certifies to the Supervisors of Elections the names of all duly qualified federal, statewide, multicounty, and district candidates who have qualified with the Department and are to appear on the ballot.

Purpose: To ensure uniform compliance with ballot layout.

Record Retention: See Item #168, [General Records Schedule GS3 for Election Records](#) incorporated by reference into [Rule 1B-24.003, F.A.C.](#)

Form(s) to be Used: N/A

Date: No later than 7 days after the closing date for last qualifying period

Retrieval Method: File Transfer Utility in the **SOE Portal**

Division Contact: Bureau of Election Records at 850-245-6280

- Instructions for SOE:**
1. Sign into the **SOE Portal**
 2. Click on the **File Transfer Utility** application link
 3. Click on the **Ballot Certification** menu item
 4. Select your county
 5. Certifications are descending in order by date
 6. Click on the appropriate PDF in the **View/Save File** column

Note: No later than 7 days after the qualifying, the counties will be notified that ballot certification is available. A county must review and affirm the accuracy of the certification and/or report any discrepancies immediately to the Bureau of Election Records through DOS.elecrecords@dos.myflorida.com as it may affect more than one county. - Where only one name appears as a particular political party's nominee or for a nonpartisan office, the name will not appear on the ballot certification. Counties entering candidates qualified in local contests must be sure to check the qualifying period as "completed" and update.

No later than 7 days after the Primary Election, the counties will be notified that ballot certification for the General Election is available. A ballot certification for the General Election will not contain the names of unopposed candidates with the exception of Florida Supreme Court justices or judges seeking retention. By law, each unopposed candidate is deemed to have voted for himself or herself at the general election. See ss. 101.151(7), 105.051(1)(b), F.S. Local candidate statuses are also updated after the Primary Election results. Counties must generate and review the Office Summary Report to verify the correct status has been applied to each candidate. If no discrepancies are noted, the county must check the box by "Verified Post Primary Update." If any discrepancies are found, the county must contact the Bureau of Election Records at dos.elecrecords@dos.myflorida.com

SOE Administrative Portal

This is where various application programs for reporting exist and secure site for files exchange between the state and counties occur.

Every counties might look a little different depending on admin privileges.

SOE Administrative Services

Welcome [REDACTED]
User Role : Security Manager for Division & External Users

[Home](#) [Manage Security](#) [Contact](#) [Exit](#)

Application Links

Candidates

[Candidate Petitions](#) | [User Guide](#) (Revised 03/08/2015)

Elections

[Enight SOE Application](#) | [User Guide](#) (Revised 08/12/2022)
[SOE User Guide – Election Results Reporting and Canvass Instructions](#) (Revised 11/2/2022)

[Election Admin \(Ballot Cert\)](#)

Voter Registration

[FVRS Quality Control](#) | [User Guide](#) (Revised 01/27/2022)
(Note: A component of the program is being used by OEC to process ERIC Voter Participation Reports for Fraud)

[Pending and Aged FVRS Matches](#)
Aged matches refer to matches that have exceeded the timeline to take initial action on the match per section 98.075, Fla. Stat, and Rule 1S-2.041, Fla. Admin. Code.

[Vote-by-Mail and Early Voting Reports](#) | [User Guide](#) (Revised 02/23/2022)

Miscellaneous

[File Transfer Utility](#) | [User Guide](#)

[Initiative Petitions](#) | [User Guide](#) (Revised 03/08/2022)

[SecureDocument Transfer](#) | [User Guide](#) (Revised 01/09/2020)

Rulemaking

CHAPTERS 1S-2, 1S-5, FLA. ADMIN. CODE

Rulemaking

The screenshot shows the Florida Division of Elections website. At the top left is the logo with the text "FLORIDA DIVISION OF ELECTIONS" and a map of Florida. To the right is a navigation menu with items: "About Us", "Candidates & Committees", "Data & Statistics", "For Voters", "Forms & Publications", "Laws & Rules", "Voting Systems", and "Contacts". Below the menu is a search bar with the text "How can we serve you?" and a "Search" button. A language selector says "Para español, seleccione de la lista" and "Select Language" with a dropdown arrow, followed by "Powered by Google Translate". The main content area has a breadcrumb trail: "Department of State / Division of Elections / Laws & Rules / Rules". The "Rules" section is highlighted in red. Below it is a list of links: "Advisory Opinions", "Constitutional Amendments/Initiatives", "Directives", "Help America Vote Act (HAVA)", "Law Resources", and "Rules" (highlighted in blue). The "Rules" section is titled "Rules" and includes the text "Webpage last updated: June 23, 2022". Under "Adopted Rules", there is a paragraph: "Visit the Florida Administrative Code and Florida Administrative Register's homepage for current and past Division of Elections' Rules within these three chapters." followed by a list: "> Chapter 1S-2 - Elections", "> Chapter 1S-5 - Certification of Electronic Electromechanical Voting Systems", and "> Chapter 1S-9 - Elections Emergency Contingency Plan". Below that is a paragraph: "Visit our Forms Incorporated in Rule page for forms incorporated into current rules." The "Recently Adopted Rules" section lists three rules: "Rule 1B-24.003, Fla. Admin. Code (relating to General Records Schedule -GS3 -Election Records, incorporated by reference)(eff. June 16, 2022)", "Rule 1S-2.031, Fla. Admin. Code (relating to Recounts) (eff. June 27, 2022)", "Rule 1S-2.043, Fla. Admin. Code (relating to Electronic File Reporting Relating to Vote by Mail Ballot Requests and Early Voting with incorporated forms) (eff. June 23, 2022)", and "Rule 1S-5.026, Fla. Admin. Code (relating to Post-election Voting System Audits) with incorporated forms (eff. June 27, 2022)". The "Emergency Rules" section has a list item: "> No emergency rules at this time". The "Proposed Rules and Rule Changes" section has a paragraph: "To receive automated notices of proposed rule activity and to participate in the rulemaking process by submitting comments, please subscribe to E-Rulemaking."

Rulemaking

[About Us](#) | [Contact Us](#) | [Help](#) [Agency Login](#)



Florida Department of State
**FLORIDA ADMINISTRATIVE CODE &
FLORIDA ADMINISTRATIVE REGISTER**

[Home](#) | [Advanced Search](#) | [MyFLRules](#) | [Rules Open for Comments](#)

Division: 1S
Division of Elections
[Department of State](#)
1S : Division of Elections

View Individual Chapters

Click on the chapter No. to browse the Rules in the Chapter.
Click on the table header to re-sort the results.

| Chapter No. | Chapter Title |
|----------------------|---|
| 1S-1 | RULEMAKING |
| 1S-2 | ELECTIONS |
| 1S-3 | CAMPAIGN FINANCIAL REPORTING REQUIREMENTS |
| 1S-4 | NOTARIES PUBLIC FEE SCHEDULE |
| 1S-5 | CERTIFICATION OF ELECTRONIC OR ELECTROMECHANICAL VOTING SYSTEMS |
| 1S-6 | INDEXING, MANAGEMENT, AND AVAILABILITY OF FINAL ORDERS |
| 1S-7 | PROVISIONAL CERTIFICATION OF VOTING SYSTEMS |
| 1S-8 | VOTING SYSTEM AUDITS |
| 1S-9 | ELECTIONS EMERGENCY CONTINGENCY PLAN |

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Florida Department of State
**FLORIDA ADMINISTRATIVE CODE &
FLORIDA ADMINISTRATIVE REGISTER**

[Home](#) | [Advanced Search](#) | [MyFLRules](#) | [Rules Open for Comments](#)

Rule Chapter: 1S-2

Chapter Title: ELECTIONS  [Add to MyFLRules Favorites](#)

View Chapter:  [1S-2](#)

View Individual Rules

Click on the word icon to view the latest rule version. Or click on the rule number to see the detail of the rule.

| Latest Version | Rule No. | Rule Title | Effective Date |
|---|---------------------------|--|----------------|
|  | 1S-2.0001 | Designation of Division of Elections as Filing Office for Department of State; Requirements for Candidate Qualifying Papers; Withdrawal of Candidacy | 8/25/2021 |
|  | 1S-2.0011 | Constitutional Amendment Ballot Position | 6/22/2010 |
|  | 1S-2.002 | Placement of Races on Primary Ballots (Repealed) | 3/6/2016 |
|  | 1S-2.0031 | Write-in Procedures (Repealed) | 3/6/2016 |
|  | 1S-2.004 | Purchase, Sale, and Uses of Voting Equipment and Systems | 1/2/2012 |
|  | 1S-2.008 | Random Sampling Procedure for Petition Signature Verification | 7/25/1978 |
|  | 1S-2.009 | Constitutional Amendment by Initiative Petition | 10/1/2021 |
|  | 1S-2.0091 | Constitutional Amendment Initiative Petition; Submission Deadline; Signature Verification | 10/1/2021 |
|  | 1S-2.0095 | Constitutional Amendment Initiative Petition Revocation; Petition Approval; Submission Deadline; Signature Verification (Repealed) | 5/25/2010 |
|  | 1S-2.010 | Advisory Opinions | 12/9/2003 |
|  | 1S-2.0115 | Certification Requirements for Supervisors of Elections for Special Qualification Salary. | 1/29/2006 |

Advisory opinions

Advisory Opinions (s. 106.23(2), F.S.)

- Right to request an advisory opinion relating to any provisions or possible violations of Election Code:
 - Actions SOE has taken or proposes to take
 - Candidates, local election officials, political parties, registered political committees, and other persons/organization engaged in political activity can also request opinion
- Procedure for requesting: Rule 1S-2.010, Florida Administrative Code
- Past opinions are searchable on Division's website:
 - <https://dos.myflorida.com/elections/laws-rules/advisory-opinions/>

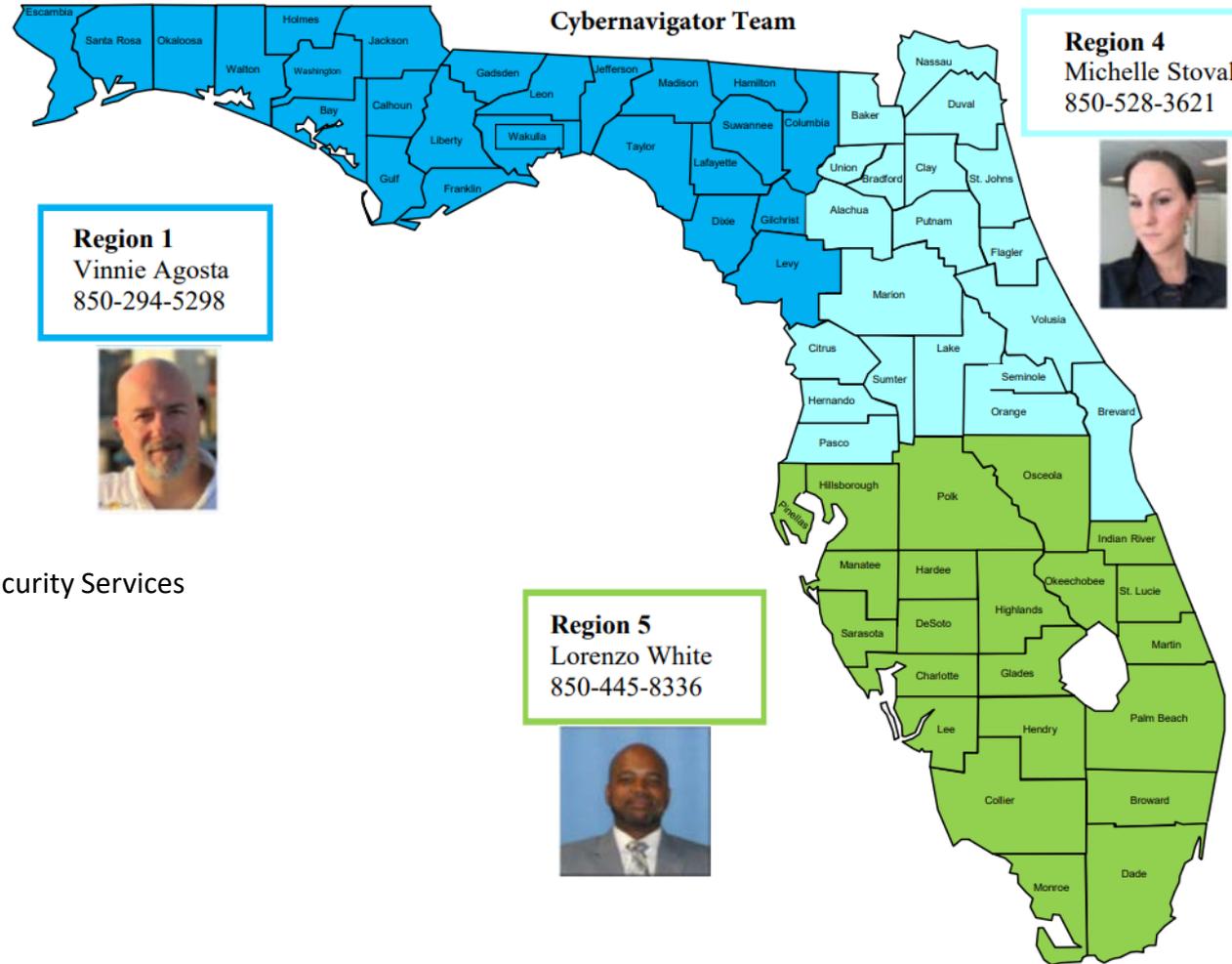
Election Security

Election Security

- Joint Election Security Initiative (JESI) 2019
 - Non-disclosure agreement
 - Standards of conduct
 - County risk assessment – foundation
- 2020 Memorandum of Agreement re Minimum Security Standards for the Florida Voter Registration System and addendum
- Election Security Funds 2018, 2020
 - Multiple subgrant programs for
- DOS Cyber Navigator Program
 - Designated for county

Cybernavigator

Team
2023 – 24



Scott Maynor
Director of Information Technology & Security Services
850.245.6135

Blake Gehres
Chief Information Officer
850.245.6777

Jordan Clyatt
Chief Information Security Officer
850.245.6187

KEY FEDERAL LAWS

Voting Accessibility for Elderly and Handicapped Act

1984 – Federal Law

Polling Place Accessibility

Registration place facilities

Elderly (65 or older)

Temporary or permanent disability

Vote by mail

Uniformed and Overseas Citizens Absentee Voting Act

1986 and as subsequently amended– Federal Law

Applies to uniformed services members and spouses and dependents and overseas voters

Provides backup FWAB

Allows ballots to be received by email, fax, or website,

National Voter Registration Act

1993 – Federal Law

National mail-in registration form

Motor Voter

Voter registration agencies

State and regional agency coordinators

Training

Help America Vote Act

2002 – Federal Law

Statewide Voter Registration System

Update Voting Systems

Provisional Ballot Voting

Voter Identification Requirements

Voting System Standards

Administrative Complaint Process

Other Federal Laws

- Voting Rights Act of 1965
- Military Spouses Residency Relief Act of 2009
 - Allows military spouses to maintain legal residence in the state where they lived before a permanent change of station move with their active-duty service member.
- Military and Overseas Voting Act of 2009/2010 (amended UOCAVA)

Federal Funds

DIRECTOR'S OFFICE

Federal Funds

- ✓ Election Security Funds 2020
- ✓ Subgrants to Supervisors
- ✓ Underlying terms, scope differs with each subgrant
- ✓ State legislative budget request with specified plan
- ✓ Legislative appropriation required
- ✓ Funds Reporting Requirements/Timelines

Bi-ennial Election Administration Voting Survey

- Bi-ennial Election Administration and Voting Survey
- State and local jurisdictions must report activities on data requested in survey
- Online submission
- Every federal general election year
- Due February 1 (initial responses), March 1 (final responses)
- Survey becomes basis of Congressional Report

Other Resources - External

US Elections Assistance Commission (US EAC)

<https://www.eac.gov>

中文 日本語 한국어 En Español Tagalog Tiếng Việt About U.S. EAC Contact U.S. EAC Inspector General Media Blogs

U.S. ELECTION ASSISTANCE COMMISSION

Need Help?
I am... I want to... GO

Interested in Helping America Vote? [Learn how to sign up to be a poll worker in your community!](#)



Election Official Security

Election Official Security

LEARN MORE.



Chain of Custody Best Practices

Chain of Custody Best Practices

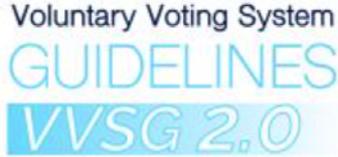
LEARN MORE.



Election Audits Across the United States

Election Audits Across the United States

LEARN MORE.



Voluntary Voting System GUIDELINES VVSG 2.0

VVSG 2.0 Tasks and Timelines

LEARN MORE.

POST ELECTIONS and COVID-19

COVID-19 RESOURCES POST ELECTIONS

- Coronavirus Resources
- Additional Coronavirus Resources
- COVID-19 Public Hearing
- Manufacturer Cleaning Guidance for Election Equipment
- Guidance on HAVA Funds & COVID-19
- Electoral College
- Election Night Reporting
- Recounts and Audits
- Risk-Limiting Audits Whitepaper
- Post Election Tabulation Audits
- Making Election Data Payoff
- Election Administration Voting Survey
- Guide to EAVS

2020 CARES ACT

- 2020 CARES Act Grants
- 2020 CARES Act Grants FAQs
- Guidance on Meeting Match
- New Guidance

EDUCATION AND TRAINING

- Election Cybersecurity Training
- Cybersecurity Risk Management Webinar
- Cybersecurity Crisis Management Webinar
- Election Security Risk Profile Tool
- Availability of State Voter File
- Reporting Misinformation to EI-ISAC
- Dispelling Misinformation on VVSG 2.0

Federal Voting Assistance Program (FVAP)

<https://www.fvap.gov>

The screenshot shows the top of the FVAP.gov website. At the top, there is a navigation bar with links for "Election Forms and Materials", "Voting Assistance Guide", "FAQs", "Links", "Contact", and "Translate". Below this is the FVAP logo and the text "Voting assistance for Service members, their families and overseas citizens". A search bar is located to the right of the logo. Below the search bar is a dark blue navigation menu with links for "Military Voter", "Overseas Citizen Voter", "Voting Assistance Officers", "Election Officials", and "General Information". The main banner features a globe and the text "Military and overseas citizens can vote. Wherever they are." with a red button that says "Request your ballot now". Below the button, it says "Haven't received a ballot? Get a back-up ballot, here."

This section is titled "Looking for something specific? Select your state to:". It contains a list of bullet points: "See your state's guidelines", "See election dates and deadlines", "Find your election office", and "Check the status of your voted ballot". To the right of the list is a dropdown menu labeled "Select your state". Below the dropdown menu, there is a note: "Determine your state of voting residence if you're a Service member and family or an overseas citizen."

Upcoming Election Dates

Feb 21 Virginia - CD 4 Special Election

[View All Upcoming Election Dates](#)

Quick Links

- Register and request a ballot with the Federal Post Card Application (FPCA)
- Vote the "backup" Federal Write-in Absentee Ballot (FWAB)
- Find your election office contact information
- Check COVID-19 updates on military and overseas voting
- Learn about military and overseas absentee voting
- See your state's absentee voting guidelines
- Find your military Voting Assistance Officer
- See available translations of form instructions

Latest FVAP News

- September 29
3rd Quarter 2022 Newsletter for Election Officials
 - July 22
2nd Quarter 2022 Newsletter for Election Officials
 - June 23
Armed Forces Voters Week and Overseas Citizens Voters Week
 - April 05
Additional Analyses on Data Standardization 2020 Election
 - February 04
1st Quarter 2022 Newsletter for Election Officials
- [View All Voter News and Updates](#)

Email Updates

This section is titled "Get Voting Alerts". It features a smartphone displaying a notification from FVAP: "Absentee Voting: 8 Tips to Get Your Ballot Back on Time". To the right of the phone, there is a red button that says "Subscribe" and a bell icon representing notifications.

Florida Attorney General

Open Government /Public Records

<http://www.myfloridalegal.com>



The screenshot shows the top portion of the Florida Attorney General's website. The header features a portrait of Ashley Moody on the left, the state seal in the center, and the text "OFFICE OF ATTORNEY GENERAL ASHLEY MOODY" on the right, with the slogan "Stronger, Safer Florida" below. A navigation menu includes "Meet the Attorney General", "About the Office", "In the News", and "Contact Us". A search bar is located on the right side of the header.

Open Government



Florida is proud to lead the nation in providing public access to government meetings and records. This website is designed to help government agencies, the media and private citizens understand Florida's Open Government and Public Records laws.

Government must be accountable to the people. The Florida Constitution, which sets forth our rights as citizens of this great state, provides that the public has the right to know how government officials spend taxpayer dollars and make the decisions affecting their lives. The principle of open government is one that must guide everything done in government for its public.

The Attorney General's Mediation Program assists in resolving public access disputes. For additional information on Open Government and public records, please call 850-245-0140.

Custodian of Records
Director, Office of Public Records
107 West Gaines Street, Suite 228
Tallahassee, FL 32399-1050
Tel: 850-414-3300
Fax: 850-487-1705
E-mail: PublicRecordsRequest@myfloridalegal.com

OPEN GOVERNMENT LINKS

- > Topic Home
- > Cases
- > FAQs
- > Training
- > Sunshine Manual
- > Citizens
- > Sunshine Law
- > Agency Contracts

NEWS RELEASES [view all ▶](#)

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Government-in-the-Sunshine Florida Attorney General

- Government-in-the Sunshine
 - Chapter 119, Florida Statutes (Public Records)
 - Chapter 286, Florida Statutes (Public Business)
 - s.286.011, Florida Statutes (Public meetings and records)
- Public Records Requests
- Florida Attorney General
 - Official interpreter of public records law
 - Government-in-the Sunshine Manual
 - Mediation Program



<http://www.myfloridalegal.com/>

Division Subject Matter Directory

DEPARTMENT OF STATE
Elections-Related Subject Directory (for Supervisors and Staff)

All phone numbers begin with 850-245-XXXX (DOS staff – to transfer internally, use last 4 digits)

E-mail address format is Firstname.Lastname@dos.myflorida.com

DIVISION OF ELECTIONS

| | |
|--|-------------|
| Division Director, Maria Matthews | 6520 |
| Assistant Division Director, Amber Marconnet | 6224 |
| Executive Assistant, Deann Peltz | 6209 |

| | | | |
|--|--------------------------------|--------------------------|-----------------------|
| (BER) Bur./Elections Records..... | Chief Donna Brown, 6243 | Administrative Asst..... | Amanda Miller, 6297 |
| (BVR) Bur./Voter Registration Services..... | Chief Toshia Brown, 6225 | Administrative Asst..... | VACANT, 6122 |
| (BVSC) Bur./Voting Systems Certification ... | Chief Linda Hastings-Ard, 6114 | Administrative Asst..... | Mary Ann Monroe, 6173 |
| (DO) Fiscal Grant/Budget Unit | VACANT | | |

Address Confidentiality Program/Registered Advisory Opinions, Requests.....

Appointments, Governor or Board.....

Ballot layout/format.....

Ballot certification.....

Book Closing Reports.....

Budget: General Revenue/HAVA.....

Campaign Reports, Audit.....

Campaign Reports, Failure to File/Fine.....

Candidates (Qualifying, Campaign Finance, V.....

Canvass and Certification.....

Clerk Seals.....

Commissions/Oaths of Office.....

Committees: ECOs and Political.....

Conduct of Election Reports.....

Constitutional Amendments/Initiatives Peti.....

County List of Candidates.....

Early Voting Statistical Reports.....

Early Voting Locations/Dates/Time Reports.....

Elections Canvassing Commission.....

Election Night Mapping and Reporting.....

Election Results, Current.....

Election Results, Historical.....

Election Results, XML.....

Electioneering Communications (ECOs).....

Electronic Filing System Helpline.....

Florida Voter Registration System (FVRS).....

Front Desk/Main Line.....

General Retention Schedule (election record.....

Grant Administration Program.....

Grant Apps/Financial Reports: SOEs (HAVA FEA.....

Independent Expenditures.....

(Updated 2/2/2023)

DEPARTMENT OF STATE
Elections-Related Subject Directory (for Supervisors and Staff)

All phone numbers begin with 850-245-XXXX (DOS staff – to transfer internally, use last 4 digits)

E-mail address format is Firstname.Lastname@dos.myflorida.com

List Maintenance: Reports and Ineligibility Case Files.....

Logic and Accuracy Testing.....

Mail.....

Mail Ballot Elections.....

Matching Funds.....

Minority Reports.....

Minimum Security Procedures.....

Notice of General Election.....

National Voter Registration Act (NVRA).....

Office Accounts.....

Out-of-State Cancellations.....

Overvotes/Undervotes Report.....

Online Voter Registration (OVR): [Register to Vote FC](#).....

Paid Petition Circulators: Registration Process.....

Petition Process, Candidates.....

Political Committees.....

Political Parties.....

Post-Election Voting System Audits.....

Precinct or Polling Place Changes.....

Precinct-Level Election Results.....

Public Record Requests.....

Publications, Bureau of Election Records.....

Publications, Division.....

Purchasing.....

Qualifying, Candidate.....

Request to Destroy Unused Election Materials.....

Rules.....

SOE Special Qualification Salary: Testing, certifica.....

Supervisor of Elections Seals.....

Special Election Reimbursement.....

Suspension/Reinstatement/Removal of Officers.....

Telephone Solicitations.....

Testimonials.....

Third-Party Voter Registration Organizations: Regi.....

U.S. Elections Assistance Commission EAVS Survey.....

Vote-by-Mail Ballot Request Reports Access.....

Voter Assistance Hotline.....

Voter Education Survey.....

Voter Extract File CD.....

Voter Fraud Hotline.....

Voter Registration, Paper Applications Orders: SOEs.....

Voter Registration, Cancellation Reports.....

Voter Registration, Case Files.....

Voter Registration, Court Records.....

(Updated 2/2/2023)

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Voter Registration, Deceased.....

Voter Registration, Federal Felon Information.....

Voter Registration, Felon Information.....

Voter Registration, Information.....

Voter Registration, Information.....

Voter Registration, Mental Incapacity Case Files.....

Voter Registration, OOS Voter Cancellation.....

Voter Registration, Statistics.....

Voter Registration, Verifications/Suspense.....

Voter Registration Agencies: Reports (NVRA).....

Voting System Acquisition.....

Voting System Certification and Peripheral Approvals.....

Website, Division.....

OFFICE OF THE GENERAL COUNSEL (OGC)

Chief Legal Officer, Brad McVay.....

General Counsel, Joseph Van de Bogart.....

Deputy General Counsel, Ashley Davis.....

Executive Assistant, Stephanie Buse.....

Assistant General Counsel, Andrew Darlington.....

Assistant General Counsel, David Chappell.....

Assistant General Counsel, Jon Morris.....

ELECTION LAW AREAS COVERED: [Chapters 97-106](#), Florida Statutes

- Campaigns
- Candidates
- Elections
- Registration
- Results reporting
- Violations
- Voting/voting systems, etc.

OTHER LEGAL-RELATED AREAS COVERED:

- Advisory Opinions
- Directives
- Help America Vote Act (HAVA)
- National Voter Registration Act (NVRA)
- Public records issues relating to elections
- Uniformed Services and Overseas Voters Act (UOCAVA)

OFFICE OF ELECTION CRIMES AND SECURITY (OECS)

Assistant Director, Brooke Renney.....

Administrative Assistant, Cheyenne Lukacs.....

Elections Consultant, Kalen Mercer.....

- Voter/election fraud and integrity

(Updated 2/2/2023)

Page 3 of 3

Procedural vs Statutory vs Criminal

Statutory Interpretation (Advisory Opinions, Information Opinions)

- General Counsel's Office
 - 850-245-6536; gencounsel@dos.myflorida.com
 - (Joseph Van De Bogart, General Counsel)
- Chief Legal Officer: Brad McVay

Election fraud/violations

- Office of Election Crimes and Security
- oeecs@dos.myflorida.com
- Brittany Renney

Procedural/Operational/Programmatic Questions

- Division of Elections – refer to DOE's Subject Directory for contact information

Contact Information for Director's Office

- **Director's Office**
 - Maria Matthews
Maria.Matthews@dos.myflorida.com 850.245.6520
 - Amber Marconnet
Amber.Marconnet@dos.myflorida.com 850.245.6224

- **Bureau of Election Records (BER)**
 - Donna Brown
Donna.Brown@dos.myflorida.com 850.245.6243
 - Malcolm Chellman
Malcolm.Chellman@dos.myflorida.com 850.245.6267

- **Bureau of Voter Registration Services (BVRS)**
 - Toshia Brown
Toshia.Brown@dos.myflorida.com 850.245.6225
 - Tiffany Morley
Tiffany.Morley@dos.myflorida.com 850.245.6224

- **Bureau of Voting Systems Certification (BVSC)**
 - Linda Hastings-Ard
Linda.Hastings@dos.myflorida.com 850.245.6114



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

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