Voter Registration File Access Procedures

Updated: April 15, 2016

Pursuant to 379.352, F.S. and section 97.05831, F.S., each supervisor of elections must supply voter registration applications to all agents of the Fish and Wildlife Conservation Commission (FWC). Customers purchasing hunting, fishing, trapping licenses or permits from these agents or directly from FWC, via toll-free line, are asked if they would like to receive a voter registration application through the mail. FWC is required to make this information available to each supervisor of elections within 7 days, so that these voters may receive their voter registration applications.

File Information

FFWC Agent and Sub-agent addresses
Files are formatted in excel and are organized by county. Each county file will contain names and addresses of subagents. FWC will update these files as agents are added and deleted.

Voter Registration Application Requests
A list of individuals who have requested to receive a voter registration application is available in a pipe delimited .txt file. It is labeled "Voter_Registration_Requests" and followed by the version number, creation date, and sequence number. This list will contain the individual's name, address, and county.
**The sequence number is used to uniquely identify a file. It will begin with "1" and increase in increment by+1 each week. The sequence number will reset to 1 at the beginning of each calendar year.*

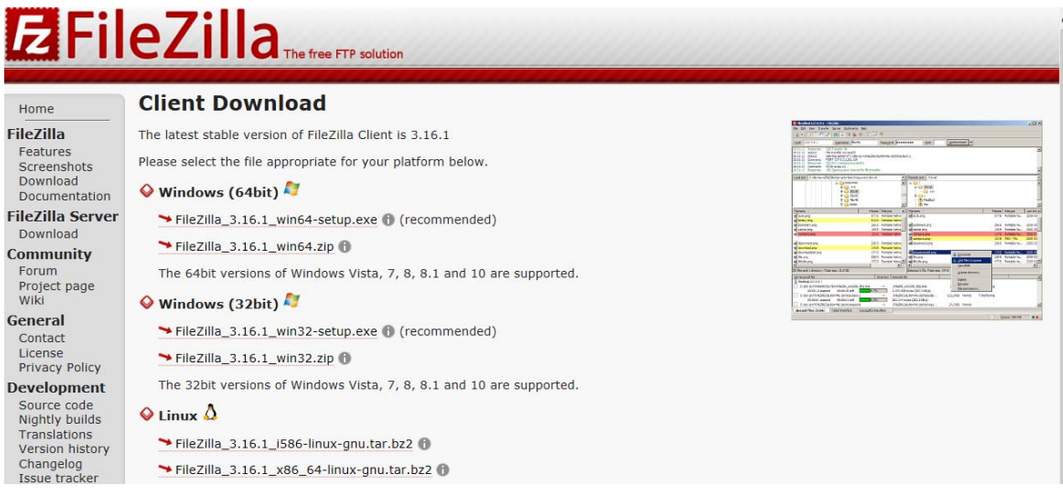
The following is a sample file name:
Voter_Registration_Requests_v1_20160201_1.txt

FWC Encrypted FTP Server Access Setup

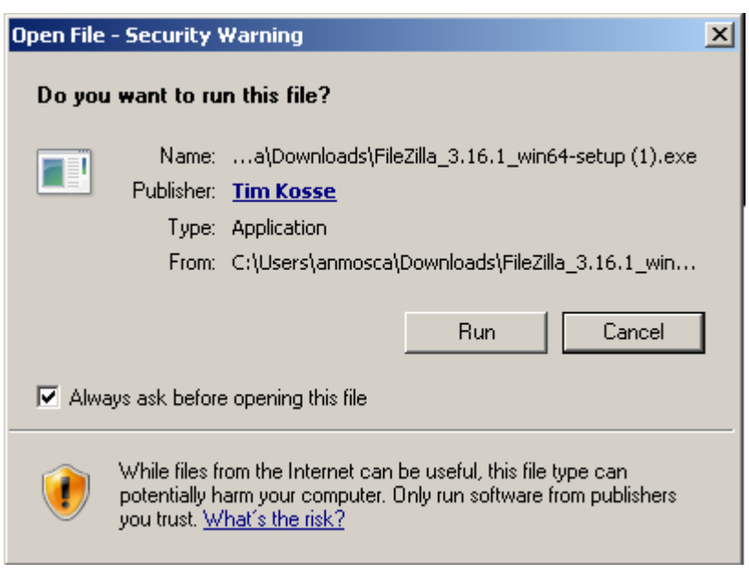
Use the instructions below to access the designated ftp site.

Copy and paste the following address into your browser.
https://filezilla-project.org/download.php?show_all=1

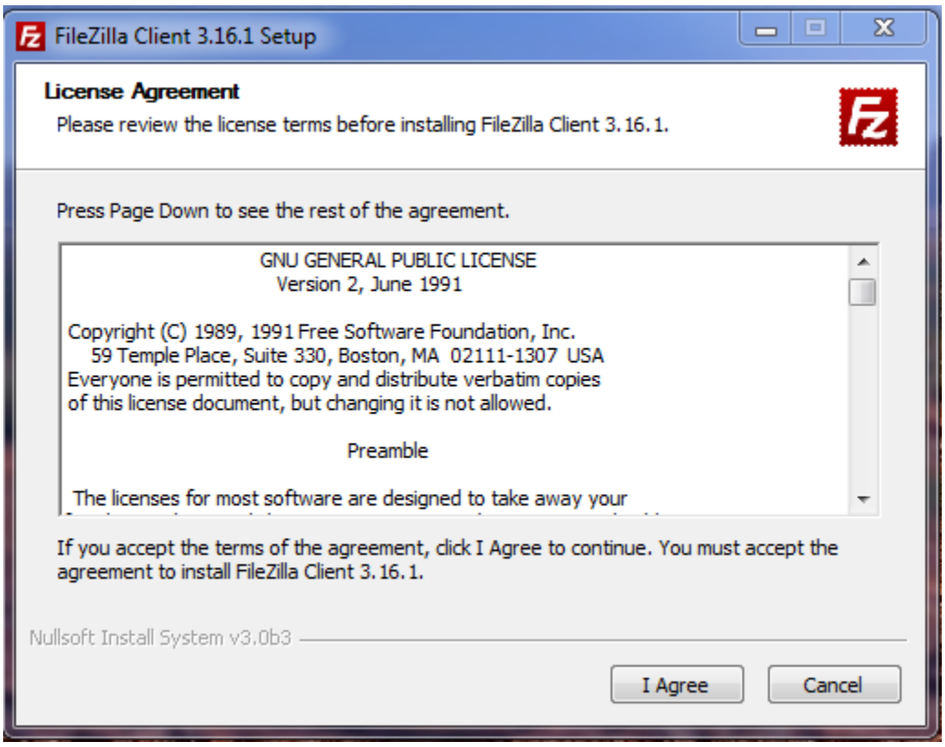
Download the latest version of the software.
Example: FileZilla_3.16.0.1_win32-setup.exe or higher version
(If you know you have a 64bit operating system, please choose the 64bit FileZilla software)



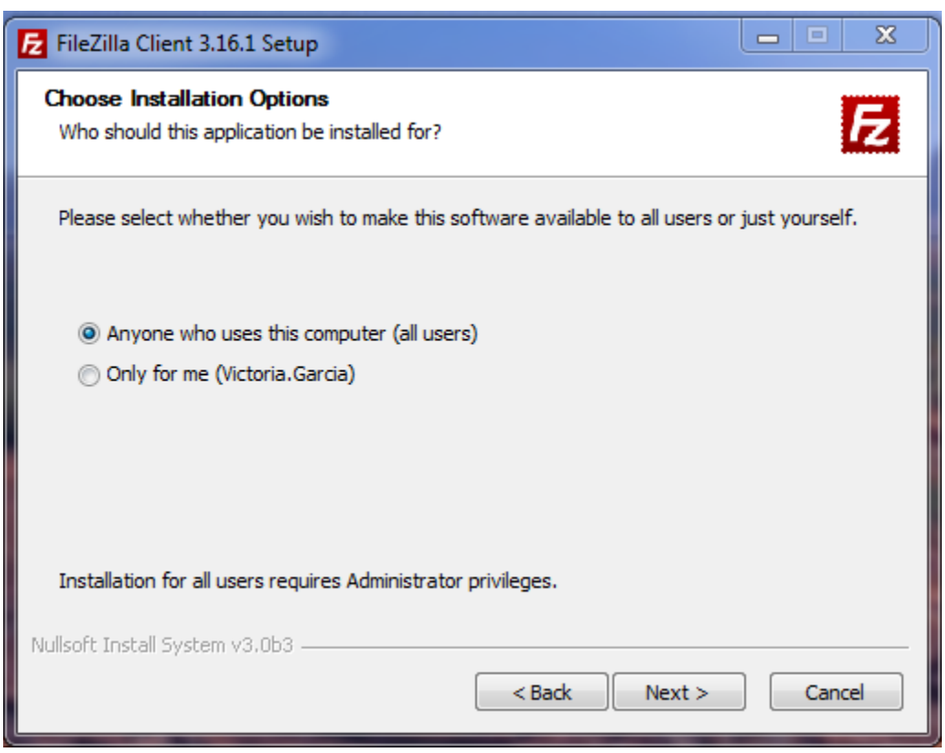
Once the program has finished downloading, run the executable



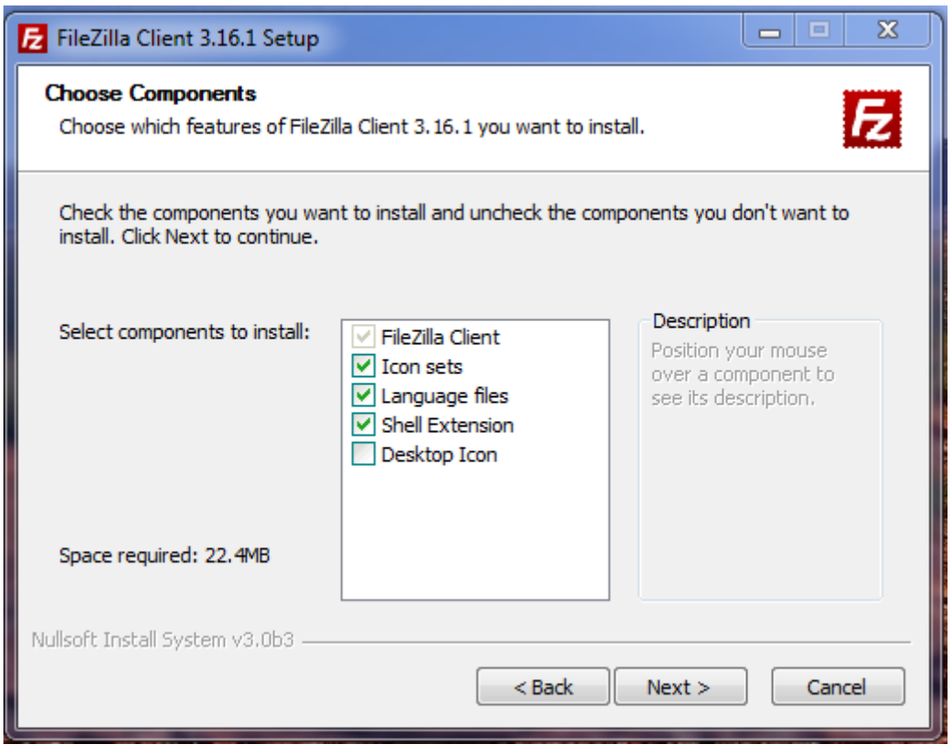
Click “I Agree”



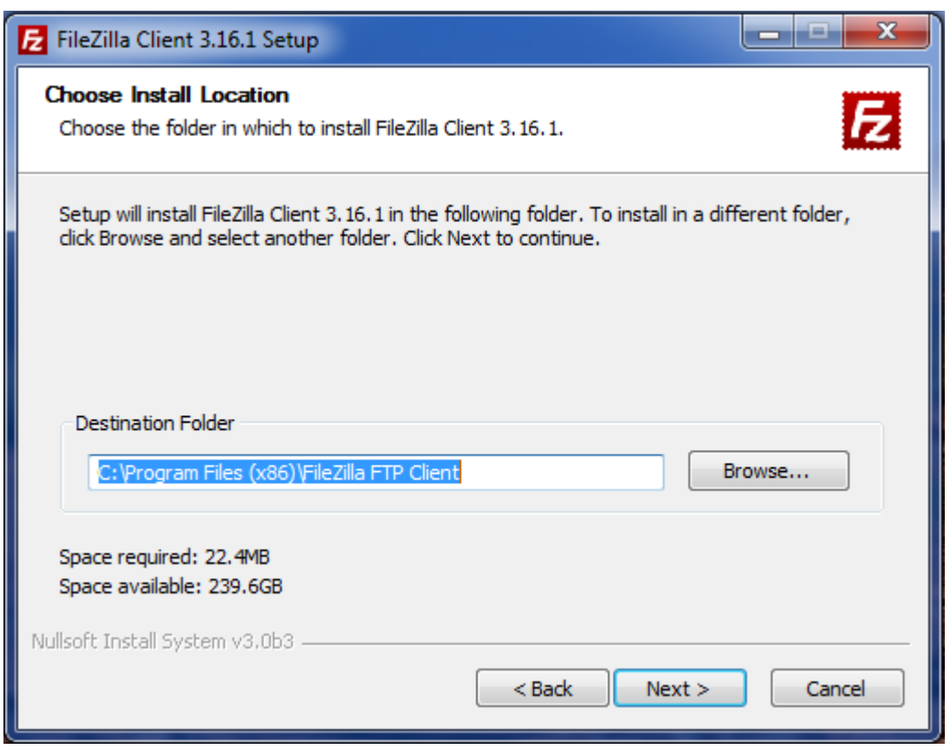
Click “Next”.



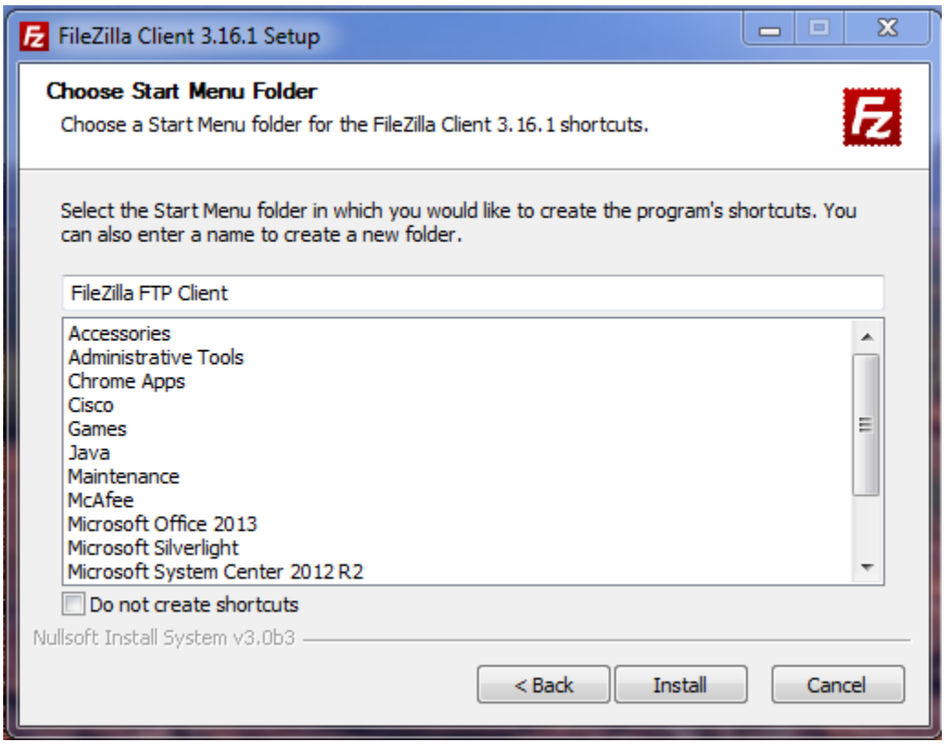
Click “Next” or select your desired components to install, then click Next.



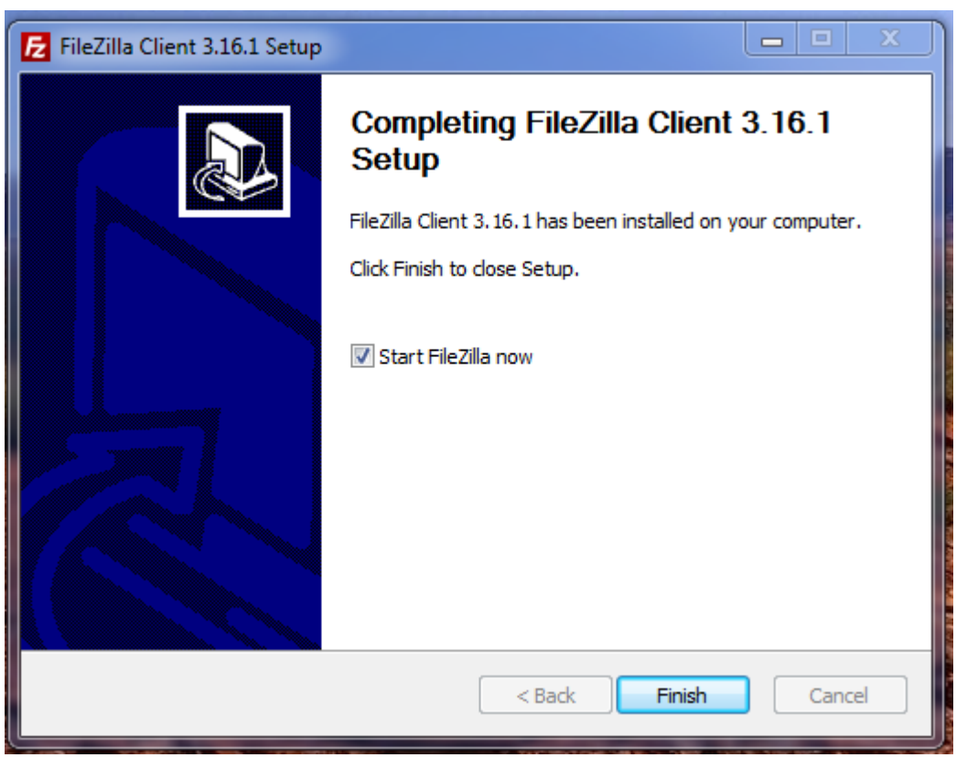
Click “Next”.



Click “Install”.



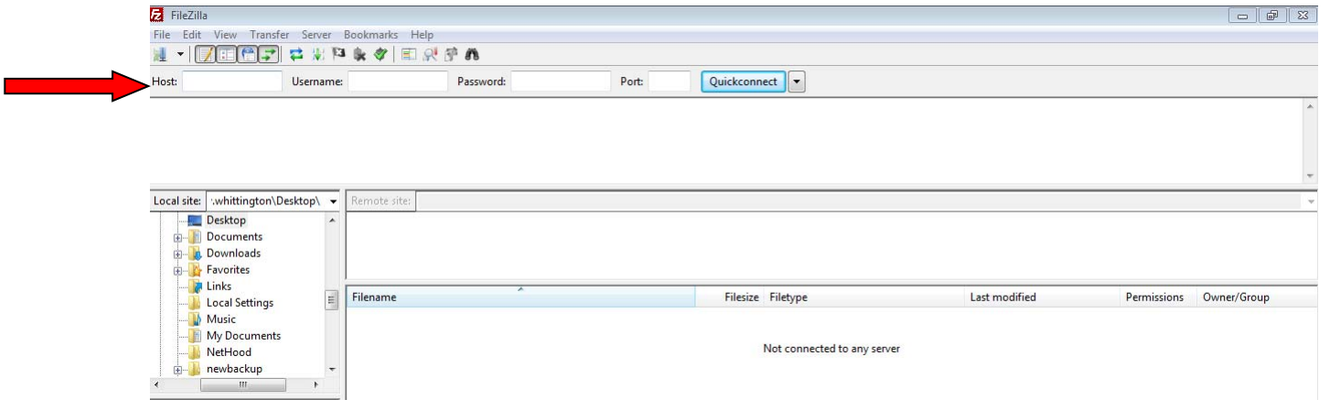
Click “Finish” to complete installation.



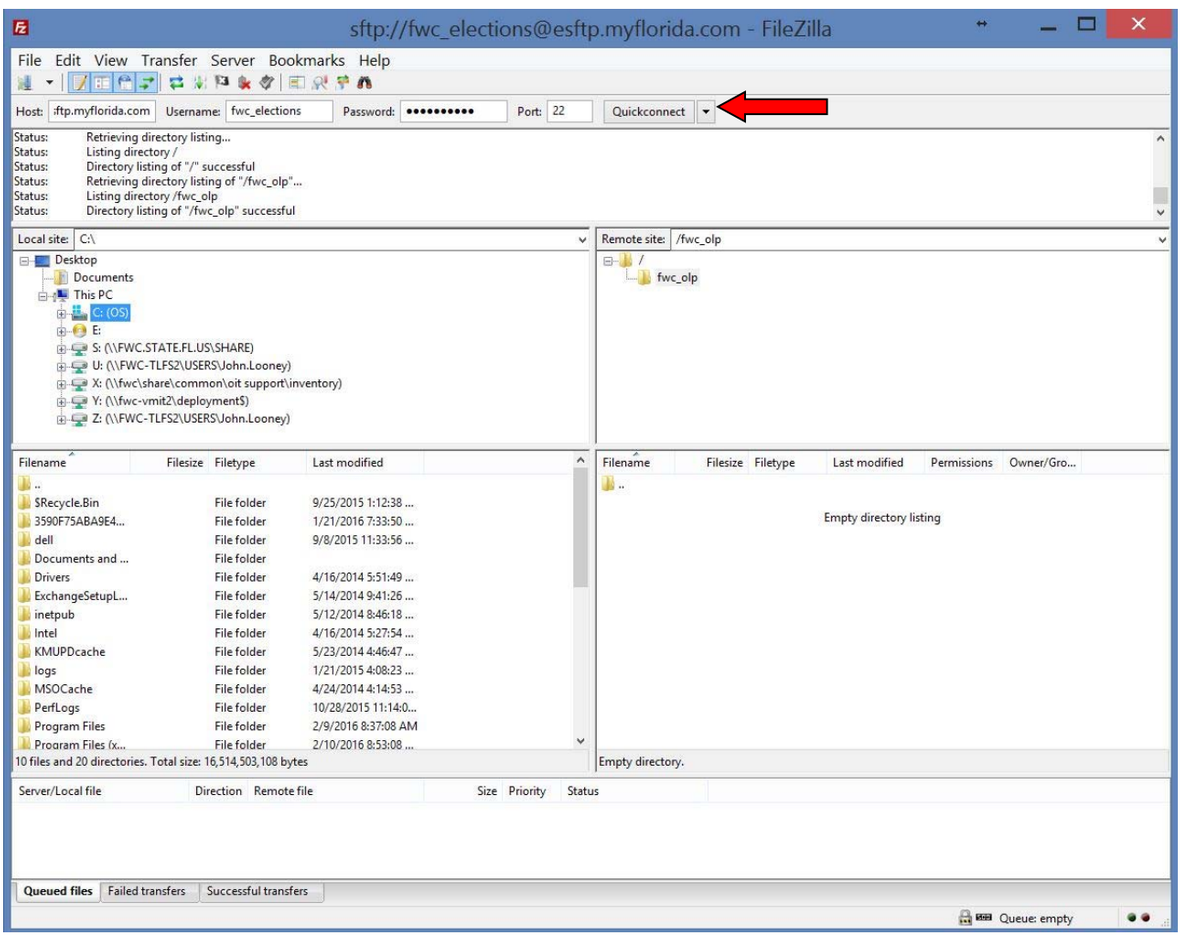
When installation is complete, open FileZilla and fill the following information into the fields at the top left hand corner:

Host: sftp://esftp.myflorida.com **Port:** 22

Username: fwc_elections **Password:** Fwc1Ftp!

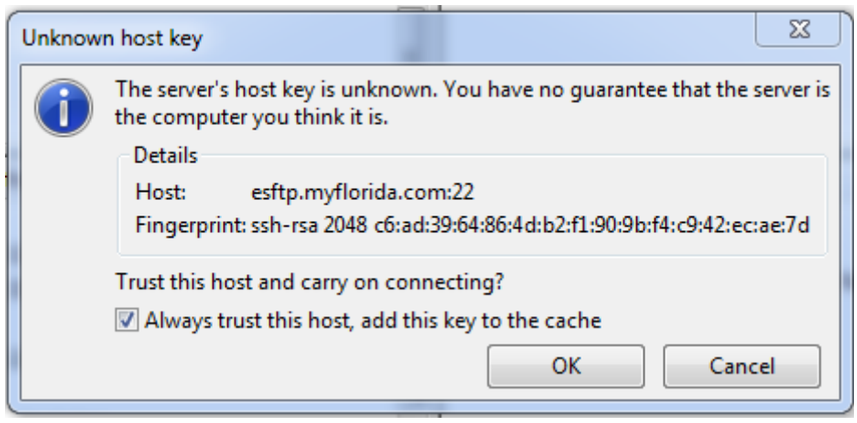


Click "Quickconnect".



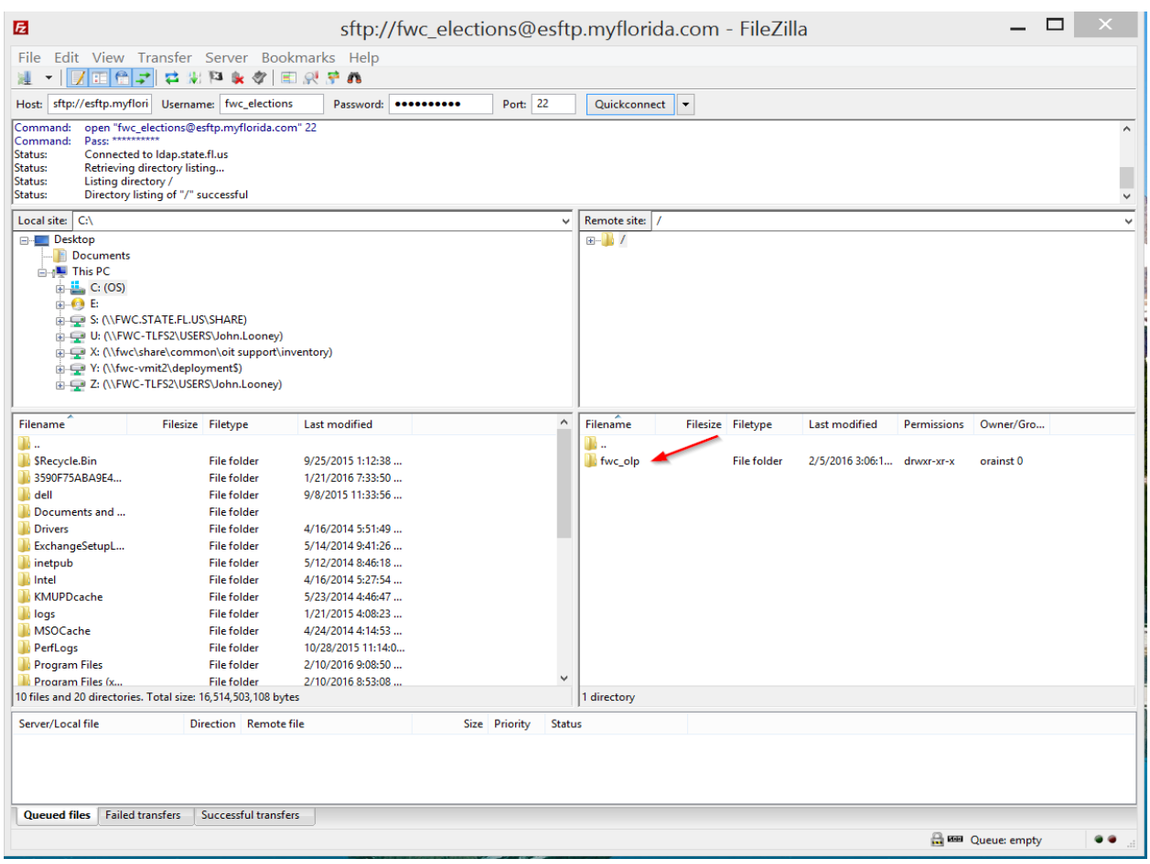
The following pop up will appear:

Check “Always trust this host, add this key to the cache”. Click “OK”.

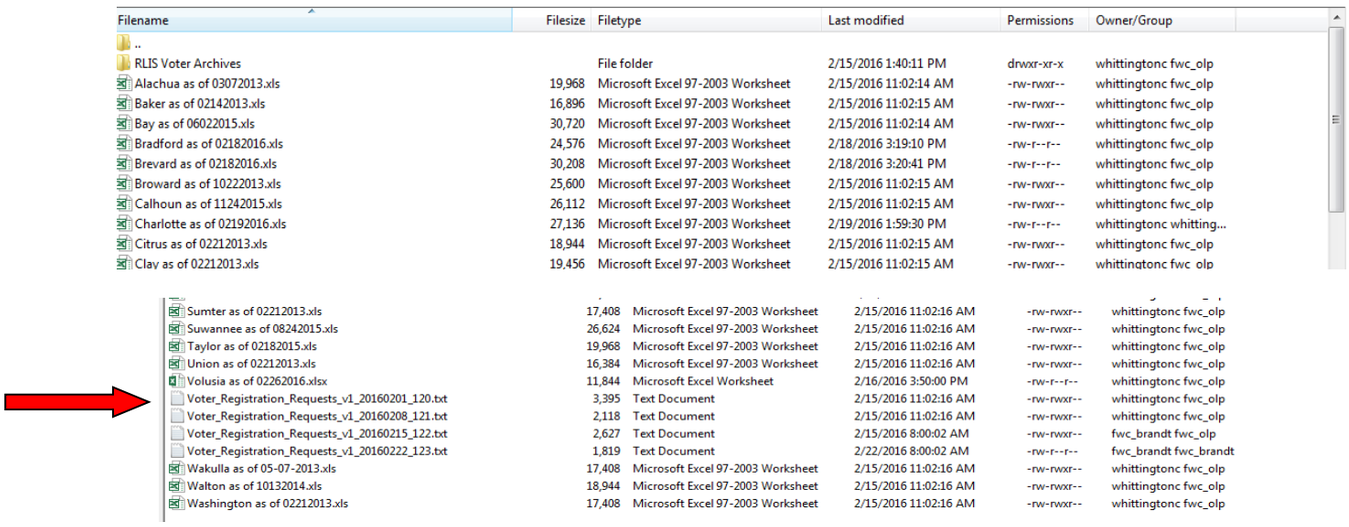


After connecting to the FTP server, the screen should appear as below.

Double-click the “fwc_olp” folder and view the appropriate directory.



A list of excel spreadsheets organized by county and weekly Voters Registration Request files (with the date extensions) will populate. These files are View only from this site.

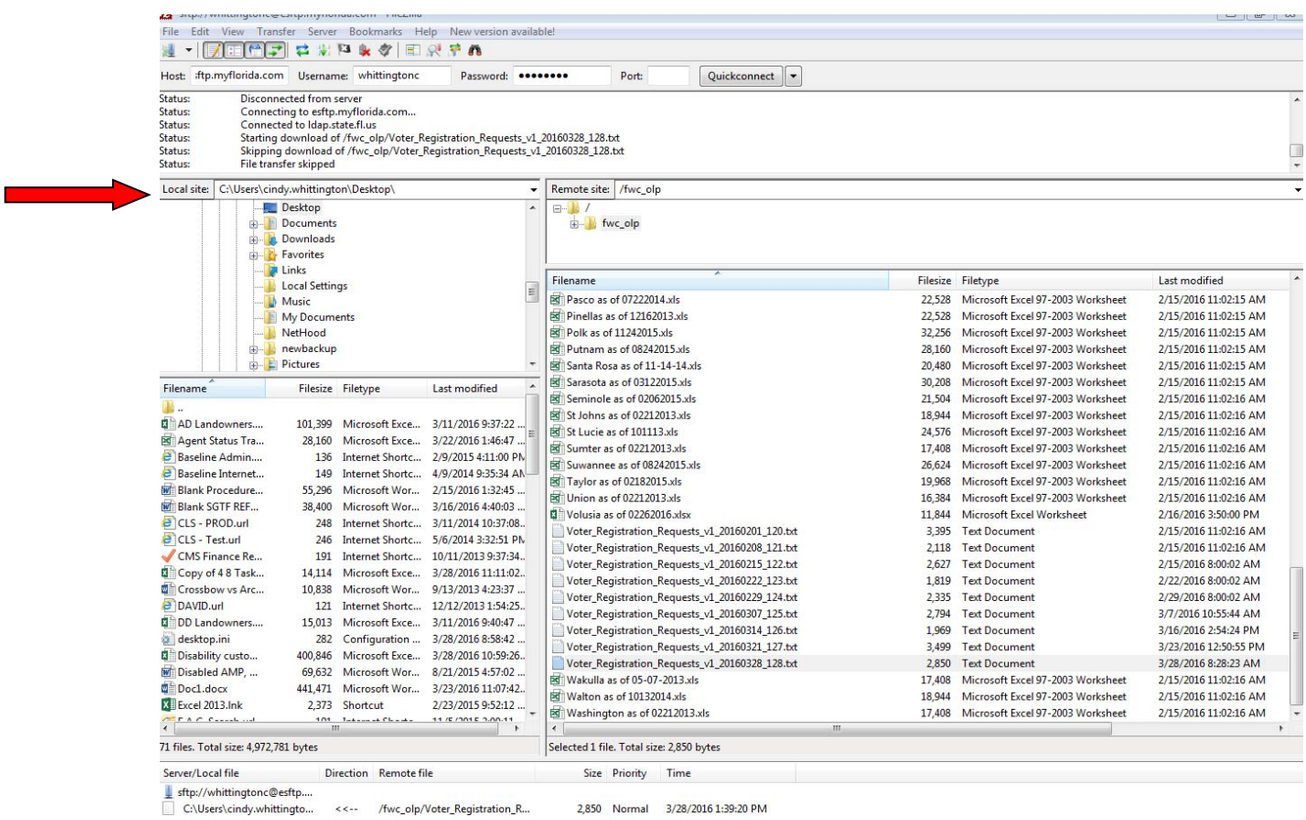


Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					
RLIS Voter Archives		File folder	2/15/2016 1:40:11 PM	drwxr-xr-x	whittingtonc fwc_olp
Alachua as of 03072013.xls	19,968	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:14 AM	-rw-rwxr--	whittingtonc fwc_olp
Baker as of 02142013.xls	16,896	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr--	whittingtonc fwc_olp
Bay as of 06022015.xls	30,720	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:14 AM	-rw-rwxr--	whittingtonc fwc_olp
Bradford as of 02182016.xls	24,576	Microsoft Excel 97-2003 Worksheet	2/18/2016 3:19:10 PM	-rw-r--r--	whittingtonc fwc_olp
Brevard as of 02182016.xls	30,208	Microsoft Excel 97-2003 Worksheet	2/18/2016 3:20:41 PM	-rw-r--r--	whittingtonc fwc_olp
Broward as of 10222013.xls	25,600	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr--	whittingtonc fwc_olp
Calhoun as of 11242015.xls	26,112	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr--	whittingtonc fwc_olp
Charlotte as of 02192016.xls	27,136	Microsoft Excel 97-2003 Worksheet	2/19/2016 1:59:30 PM	-rw-r--r--	whittingtonc whitting...
Citrus as of 02212013.xls	18,944	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr--	whittingtonc fwc_olp
Clay as of 02212013.xls	19,456	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr--	whittingtonc fwc_olp
Sumter as of 02212013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Suwannee as of 08242015.xls	26,624	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Taylor as of 02182015.xls	19,968	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Union as of 02212013.xls	16,384	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Volusia as of 02262016.xlsx	11,844	Microsoft Excel Worksheet	2/16/2016 3:50:00 PM	-rw-r--r--	whittingtonc fwc_olp
Voter_Registration_Requests_v1_20160201_120.txt	3,395	Text Document	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Voter_Registration_Requests_v1_20160208_121.txt	2,118	Text Document	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Voter_Registration_Requests_v1_20160215_122.txt	2,627	Text Document	2/15/2016 8:00:02 AM	-rw-rwxr--	fwc_brandt fwc_olp
Voter_Registration_Requests_v1_20160222_123.txt	1,819	Text Document	2/22/2016 8:00:02 AM	-rw-r--r--	fwc_brandt fwc_brandt
Wakulla as of 05-07-2013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Walton as of 10132014.xls	18,944	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp
Washington as of 02212013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr--	whittingtonc fwc_olp

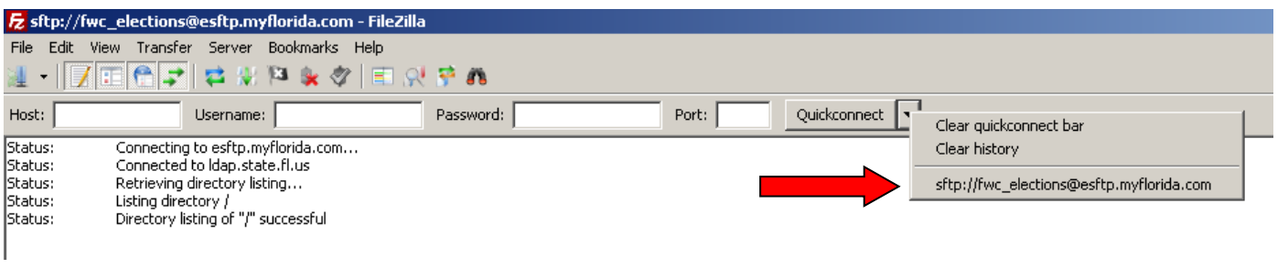
Select and double click the desired file to download. A copy of the file will be transferred to your computer at the following default location "C:\Users\[UserName]"

Once you have your local copy, you can save, move and/or modify your local copy of the file as needed.

Note: You can change the default download location using the "Local Site" option.



To exit the FTP FileZilla site, click the X in the upper right corner.

To access the FTP site in the future,

1) **Click on the FileZilla icon or shortcut to open the program.**
2) **Enter the access information into the boxes at the top of the screen. As a shortcut, you can click on the arrow next to the "Quickconnect" button and select "sftp://fwc_elections@esftp.myflorida.com" from the dropdown menu.**