



**FLORIDA
DEPARTMENT
of STATE**

Bureau of Voter Registration Services

Overview

***FSE New Supervisor of Elections
Orientation Workshop
2025(Tallahassee)***

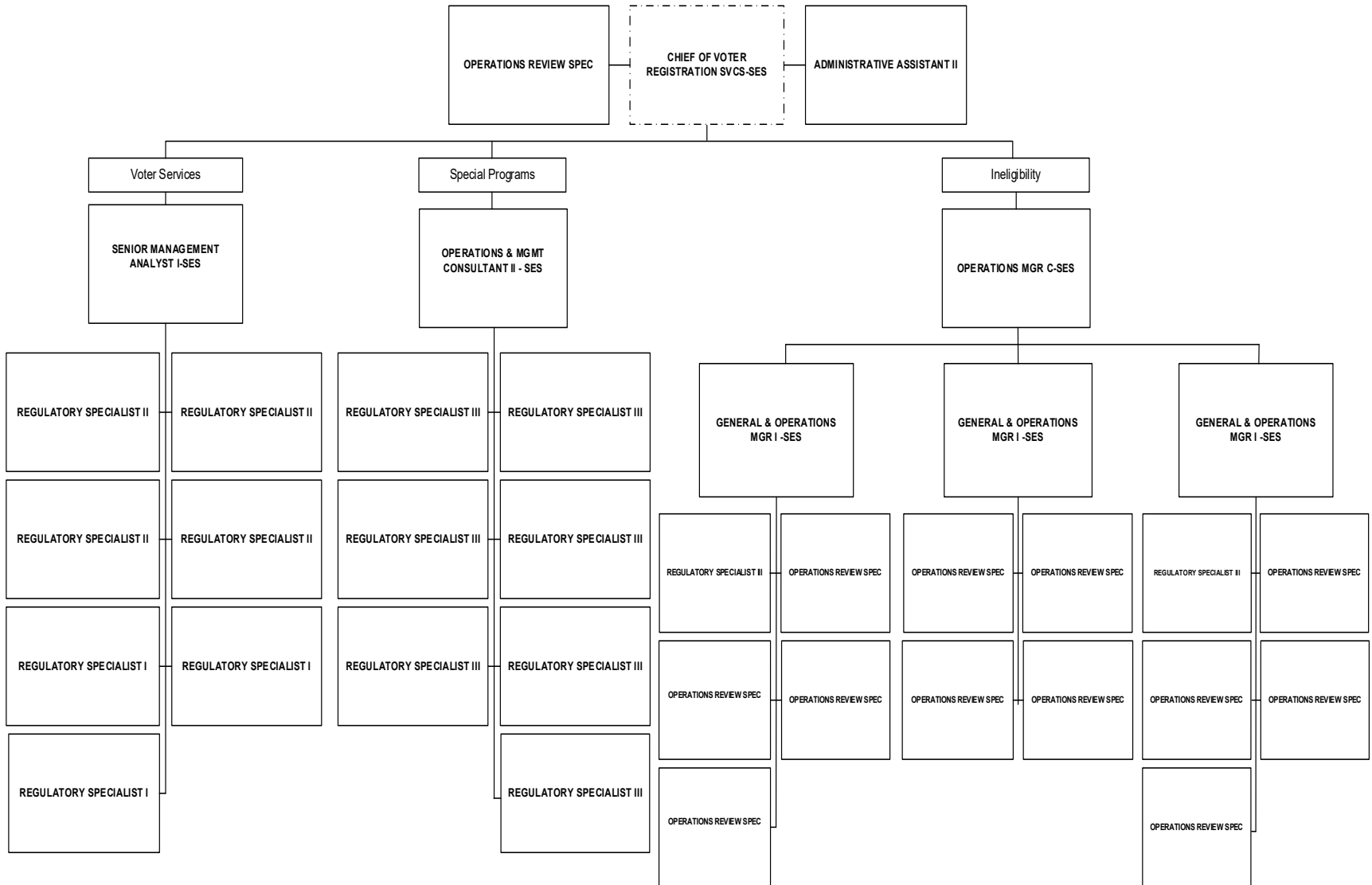


Topics

-
- 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

Organizational structure

DIVISION OF ELECTIONS
Bureau of Voter Registration Services



HSMV Verifications

Address Confidentiality Program
Participant/Registered Voters

Out-of-State Cancellations to and
from other states

3rd Party Voter Registration
Organizations

Voter Registration Agencies

Florida Fish and Wildlife
Conservation Commission

Voter Assistance Hotline

Voter Registration Services

HSMV Verifications – DL/ID and/or SSN

- All new applications and updates (name, address and party) submitted by mail or in person must have State verify the authenticity or existence of the number.
- Coordination with DHSMV
- Identify data entry error or voter applicant error
- Suspend for correction and resubmit
- Daily process – more paper apps – more verifications

Special Registrants - Address Confidentiality Program Participants

Attorney General Office – Administers statewide program

- Division of Victim Services and Criminal Justice Programs/Bureau of Advocacy and Grants Management. [Advocacy and VOCA Grants | My Florida Legal](#)
- See Chapter 741.401 – 741.465, FS.

Eligible participants

- Victims of domestic violence and
- Victims of stalking
- See [Florida Statute 97.0585](#)

Voter registration process

- Once accepted as ACP Participant, separate process to become ACP voter - See Division of Elections' separate powerpoint on topic

Special Registrants - Address Confidentiality Program Participants

Eligible participants

- 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.

Public records disclosure exemption

- Requires a written request directed to each agency that has a record with the person's address.
- Entitles protection of 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.

Voter registration process

- An applicant must still submit a residential address for proper voting precinct assignment.

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.

Third-Party Voter Registration Organizations

- BVRS oversees registration of 3PVROs
- Any person or entity who/that intends to collect voter registration applications must register with State
- 3PVRO must file registered agent form DS-DE 119 with Division before engaging in activities and submit any change within 10 days
- Registration valid for 1 general election cycle – requires renewal
- Reference: [R1S-2.042 \(rev. 9/2023\)](#), Florida Administrative Code, s. 97.0575, FS

Third-Party Voter Registration Organizations (cont'd)

Maintenance of online database: Active – Terminated Status; Reporting Accounting of Distributed /Collected Apps



Third Party Voter Registration Organizations (3PVROs)

DISCLAIMER: The Florida Third Party Voter Registration (3PVRO) database is not intended, nor should it be used, as a source for Florida voter registration statistics. The 3PVRO database reflects the cumulative number of voter registration applications submitted by a 3PVRO to the state since the time of a 3PVRO's registration. Please note that a voter application submitted by a political party does not necessarily translate directly into a voter registered for that party as all 3PVROs must collect and submit registrations regardless of party affiliation.

Active Organizations

Terminated Organizations

Application Activity (Active Organizations)

Application Activity (Terminated Organizations)

Export to Excel

Search:

| ID | 3PVRO's Name | Registration Date | Phone | Address | City | Zip | Email Address |
|--------|---|-------------------|--------------|------------------------------------|---------------|-------|----------------------------------|
| 12-154 | HeadCount | 1/16/2025 | 866-687-8683 | 104 West 29th Street | New York, NY | 10001 | christ@headcount.org |
| 14-64 | Turning Point USA | 1/29/2025 | 330-947-0117 | 4940 East Beverly Road | Phoenix, AZ | 85044 | |
| 16-245 | The Constitution Party of Florida | 1/17/2025 | 941-662-5628 | 6344 Gasparilla Pines Blvd Apt 307 | Englewood | 34224 | state.chairman.constitutionparty |
| 17-89 | St. Johns County Republican Executive Committee | 1/24/2025 | 904-717-2016 | 3149 N Ponce De Leon Blvd | St. Augustine | 32084 | chairstjohnsREC@gmail.com |

Voter Registration Agencies

BVRS oversees compliance of voter registration agencies to:

- Offer voter registration opportunities at same time as core agency services
- Report voter registration activities -quarterly data to Department of State (4/15, 7/15, 10/15, 1/15) (Form DS-DE 131)
- Report info on any person to whom a voter application provided for which subsequently found to be noncitizen.

Florida Fish and Wildlife Conservation Commission

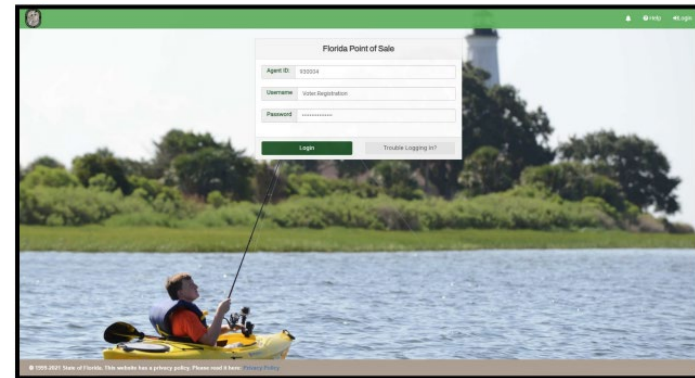
- FWC licensed agents/ subagents (hunting, bait & tackle, trapping, fishing, shops)
- Not a 3PVRO or a Voter Registration Agency
- Covered by ss. [97.05831](#), and [379.352](#)(8)-(12), Fla. Stat.
- Makes voter apps available at location (SOEs provide apps to FFWC or subagents)
- Collects request from customers to have a ballot mailed
- FFWC forwards requests to secured site available mailing request within 7 days
- SOE required to mail out application within 5 days

FFWCC (cont'd)

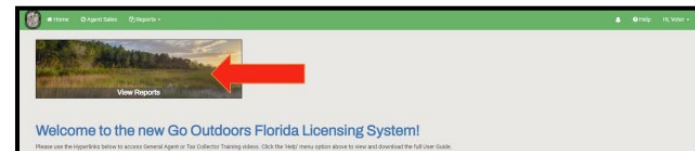
Access procedures and link to secure FFWC site through SOE internal resource webpage (<https://soe.dos.state.fl.us/>)

How to use the Florida Voter Registration Report

Navigate to <https://sales.goutdoorsflorida.com> and enter the Agent ID, Username, and Password. Your Agent ID and Username will be provided to you, and you will create your password upon your first login attempt.



Once logged in you will be taken to the home page and should see a tile that says 'View Reports,' click on the view reports tile.



VOTER ASSISTANT HOTLINE

Phone Number: 1.866.308.6739 (toll-free)

Email: BVRShelp@dos.myflorida.com (voter registration, voting, vote-by-mail inquiries)

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m. (EST) with extended hours during statewide elections (e.g., Book Closing and Election Day).

Mental Incapacitated –
Adjudications/voting rights
removed

Felony convictions/voting
rights removed or restored

Deceased

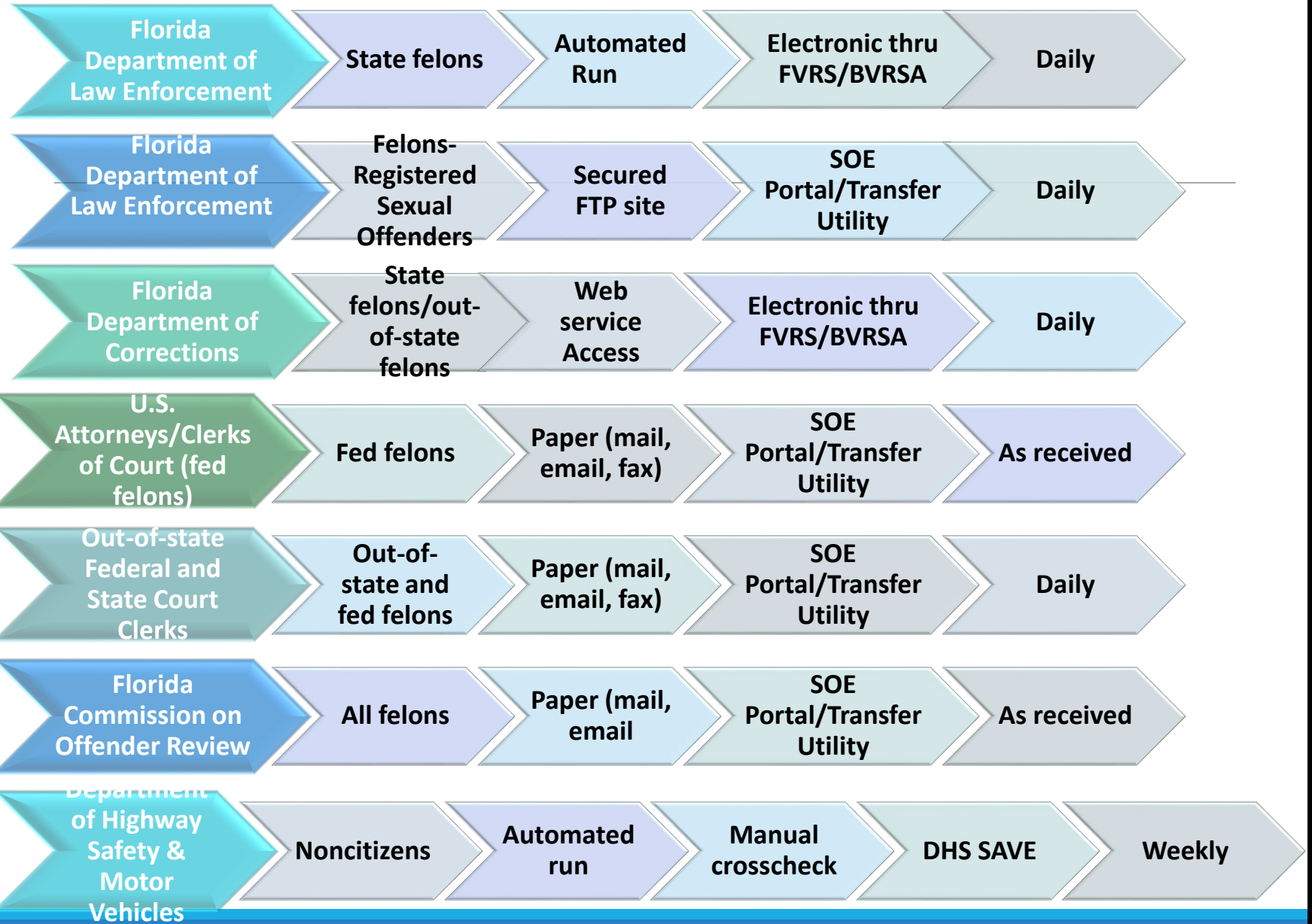
Non-citizens

Other

Ineligibility Records Maintenance

Eligibility List Maintenance (State/Local Duties)

- Division of Elections identifies potential ineligible registered voters who are convicted felons without voting rights restored, mentally incapacitated, deceased, and non-citizens based on interagency exchange of data
 - Notify Supervisors of Elections of 'credible and reliable' matches between ineligibility information and voter record
 - SOEs initiate notice and removal process
- Supervisors of Elections may also receive or obtain access (independent of State) to information that they determine is credible and reliable for which they initiate action



Deceased Voters – Sources of Information

Social Security Master Death File Index

Monthly automated run
Nationwide death database

Florida Department of Health/Bureau of Vital Statistics Daily automated run

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

DHSMV
Daily automated run

Mentally incapacitated – Source of Information

Adjudicated and
voting rights
removed

Clerk of court

Daily

File created and
forwarded to SOEs
through FTP
application in SOE
portal

Follows process and
timeline for notice
and removal per s.
98.075(7), FS

Deceased Voters – Process

Potential Matches BVRS Manual Review

Exact matches -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.**

Ineligibility category - Non-citizens

- Registered voters who have affirmed or confirmed legal status as non-citizen on weekly basis in association with transactional activity with Department of Highway Safety and Motor Vehicles.
- Data provided to Division of Elections (DOE) (per s. 98.093, Fla.Stat.)
- DOE vets by creating case file to verify identity match and legal status
 - Most currently recorded legal status through Department of Homeland Security's SAVE online service for registered federal, state, territorial, tribal, and local government agencies to verify immigration status .
- If identity verified and returned SAVE report shows still noncitizen status, case file is uploaded to Supervisors of Elections through FTP site
- SOEs must initiate notice and due process as required by s. 98.075(7), FS prior to removal from the rolls.

Ineligibility category – Convicted felons (recent convictions)

- Information from clerk of court regarding recent felony convictions weekly
- Provided directly to SOEs from the clerk
- SOEs to review and identify from recent felony convictions in their county with only their registered voters – all others will be identified by DOE processes.

List maintenance activities during election cycle

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


Vote by Mail Ballot request
files & applications for
access and Early Voting

Election night reporting

Reporting

VBM Request and EV files

- Oversees statewide compliance for County Vote-by-Mail Reports
- Control access application by statutorily authorized persons and entities



The screenshot shows the website header for the Florida Division of Elections. On the left is the Great Seal of the State of Florida, featuring a woman with a scale, a ship, and a palm tree, with the text "GREAT SEAL OF THE STATE OF FLORIDA" and "IN GOD WE TRUST". To the right of the seal, the text reads "Vote-by-Mail Request and Early Voting Reports" in white on a dark red background, followed by "Florida" in a large, bold, white font, and "Division of Elections" in a smaller white font below it. A navigation bar at the top right contains the links "Home", "Vote-by-Mail", "Early Voting", and "Statistics". The main content area has a light gray background and contains the following text:

Welcome to the website for activity reports on voter-by-mail ballot requests and early voting!

Please send any questions, comments, or suggestions to the Division of Elections at DivElections@dos.myflorida.com.

What is in the activity reports?

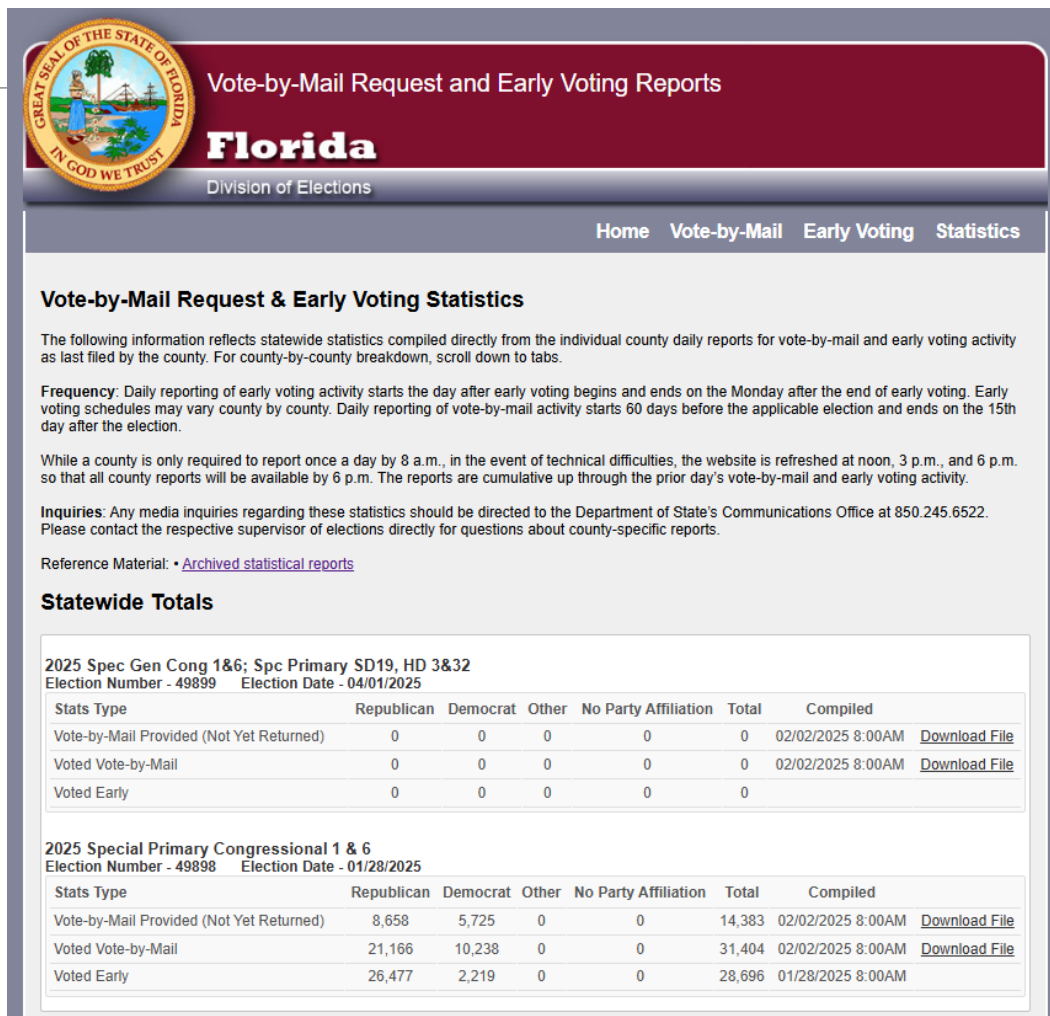
Each county submits only one daily activity report to include information about individual voters who requested a vote-by-mail ballot and another daily activity report on those who or voted early. Each respective report contains cumulative information from the county's previously submitted daily reports.

When are activity reports filed?

- Vote-by-Mail ballot request reports are filed daily starting 60 days before the election and ending 15 days after the election.
- Early voting reports are filed daily starting one day after the county's early voting period starts and ending one day after the period ends.

VBM Request and EV files (cont'd)

- Provides public interface to county early voting files
- Aggregates data on vote-by-mail requests and early voting stats



The screenshot displays the Florida Division of Elections website. At the top left is the Great Seal of the State of Florida. The main header reads "Vote-by-Mail Request and Early Voting Reports" and "Florida Division of Elections". A navigation bar includes "Home", "Vote-by-Mail", "Early Voting", and "Statistics". The main content area is titled "Vote-by-Mail Request & Early Voting Statistics". It contains several paragraphs of text explaining the reporting process, frequency, and inquiries. Below this is a section for "Statewide Totals" with two tables. The first table is for the 2025 Spec Gen Cong 1&6; Spc Primary SD19, HD 3&32, and the second is for the 2025 Special Primary Congressional 1 & 6. Both tables show counts for Republican, Democrat, Other, and No Party Affiliation, along with Total and Compiled dates.

Vote-by-Mail Request & Early Voting Statistics

The following information reflects statewide statistics compiled directly from the individual county daily reports for vote-by-mail and early voting activity as last filed by the county. For county-by-county breakdown, scroll down to tabs.

Frequency: Daily reporting of early voting activity starts the day after early voting begins and ends on the Monday after the end of early voting. Early voting schedules may vary county by county. Daily reporting of vote-by-mail activity starts 60 days before the applicable election and ends on the 15th day after the election.

While a county is only required to report once a day by 8 a.m., in the event of technical difficulties, the website is refreshed at noon, 3 p.m., and 6 p.m. so that all county reports will be available by 6 p.m. The reports are cumulative up through the prior day's vote-by-mail and early voting activity.

Inquiries: Any media inquiries regarding these statistics should be directed to the Department of State's Communications Office at 850.245.6522. Please contact the respective supervisor of elections directly for questions about county-specific reports.

Reference Material: • [Archived statistical reports](#)

Statewide Totals

2025 Spec Gen Cong 1&6; Spc Primary SD19, HD 3&32
Election Number - 49899 Election Date - 04/01/2025

| Stats Type | Republican | Democrat | Other | No Party Affiliation | Total | Compiled |
|--|------------|----------|-------|----------------------|-------|---|
| Vote-by-Mail Provided (Not Yet Returned) | 0 | 0 | 0 | 0 | 0 | 02/02/2025 8:00AM Download File |
| Voted Vote-by-Mail | 0 | 0 | 0 | 0 | 0 | 02/02/2025 8:00AM Download File |
| Voted Early | 0 | 0 | 0 | 0 | 0 | |

2025 Special Primary Congressional 1 & 6
Election Number - 49898 Election Date - 01/28/2025

| Stats Type | Republican | Democrat | Other | No Party Affiliation | Total | Compiled |
|--|------------|----------|-------|----------------------|--------|---|
| Vote-by-Mail Provided (Not Yet Returned) | 8,658 | 5,725 | 0 | 0 | 14,383 | 02/02/2025 8:00AM Download File |
| Voted Vote-by-Mail | 21,166 | 10,238 | 0 | 0 | 31,404 | 02/02/2025 8:00AM Download File |
| Voted Early | 26,477 | 2,219 | 0 | 0 | 28,696 | 01/28/2025 8:00AM |

Election Night Reporting

Initial step

- DOE staff assigned counties as point of contact for reporting during day and evening

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 (cont'd)

Step 1

- Election night - 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

Research on in-state and
interstate duplicate
registration

Periodic Runs

Aged /Pending Ineligibility
Reports

FVRS Quality Control



Periodic statewide data runs

- Cross-county duplicate registrations
- Voter records with birth years older than 100 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.

Aged /Pending Reports

FLORIDA DEPARTMENT of STATE

FLORIDA DIVISION OF ELECTIONS

FVRS Aged Matches Home E

Choose Report:

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

Counties

ALL ▼

View Report

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.)
- If you are unable to see the match or the voter has moved to a new county, please email BVRSHelp.

RECORD determination taken into FVRS

Contact Information

Bureau Chief:

Gina McLeod@dos.fl.gov; 850-245-6225

Senior BVRS Supervisor:

Tiffany.Morley@dos.fl.gov; 850-245-6248



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

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