

New SOE Orientation: Information and Reporting Resources & Special Voter Registration Entities

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NVRA COORDINATOR**

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SOE Webpage

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MORE IMPORTANT THAN EVER

SOE Webpage

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- Located at:
 - <http://soe.dos.state.fl.us/>
- Accessible to everyone
- Variety of forms and guidebooks available
- Expect to see changes to this page and more resources added in the future

Florida Department Of State - Division Of Elections

Florida
Department Of State
Division Of Elections

SUPERVISOR OF ELECTIONS

FORMS / CODES

- [Candidate Petition Checklist](#) (pdf)
- [Candidate - Undue Burden](#) (pdf)
- [Contest Codes](#) (6 digits)
- [Initiative Petition Checklist](#) (pdf)
- [Petition Certification Forms](#)
- [Certification of Address List Maintenance Activities](#) (DS-DE 117) (pdf)
- [Certification of Eligibility Records Maintenance](#) (DS-DE 118) (pdf)
- [Certification Application for SOE's for Special Qualification Salary](#) (DS-DE 69) (pdf)
- [Election Parameter Statement](#) (DS-DE 132) (pdf)
- [UOCAVA Ballots Mailed Report Form](#) (pdf)

DATA ENTRY

- [Enter Local Candidates](#)
- [Electronic DS-DE 80 Instructions](#)
- [Enter Candidate Race](#)
- [Precinct Designations and Polling Place Instructions](#)

PUBLICATIONS

- [Supervisor's Handbook on Candidate Petitions](#)
- [Supervisor's Handbook on Candidate Qualifying](#)
- [2012 Polling Place Procedures Manual](#)
- [2010 Polling Place Procedures Manual](#)
- [Supervisor of Elections' Guide to the Division of Elections - Reports, Downloads and Uploads](#)
- [Night and Canvass Instructions](#)

HAVA

- [Ballot on Demand Financial Report](#)
- [Federal Election Activities Report](#)
- [Optical Scan Financial Report](#)
- [Poll Worker Report](#)

ELECTION INFORMATION

- [Ballot Name Pronunciation](#)
- [Ballot Certification Instructions](#)
- [CERTIFICATION \(2008-January 2012\)](#)
- [CANVASS \(2008-present\)](#)
- [Official Notice of General Election \(2012\)](#)
- [2012 English Ballot Language Word/PDF](#)
- [2012 Spanish Ballot Language Word/PDF](#)

FSASE CONFERENCES

- [2012 FSASE Summer Conference Info, 6/12](#)
- [2011 FSASE Summer Conference Info, 6/11](#)

MISCELLANEOUS

- [Florida Fish and Wildlife Conservation Commission-Instructions for Access to Subagents and Requests for Mailed Applications 2012](#) (pdf 8/3/08)
- [Florida Department of State's Webinar on Citizenship Project \(updated 9-28-2012\)](#)
 - [Template: Notice to Voter regarding potential ineligibility](#)
 - [Template: Admission or Denial of Non-U.S. Citizen Return Form](#)
 - [DHS' USCIS "Information for Registrants: Verification of Citizenship Status and How to Obtain Your Document or Correct Your Records with USCIS" Fact](#)

SOE File Utility

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**OUT OF THE BETA TEST
INTO THE FIRE**

SOE File Utility

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- Located at:
 - <https://soefileutil.elections.myflorida.com>
- Security:
 - Accessible only to DOE and SOEs
 - Secure way of transferring files both ways
 - Can be used for confidential data
- Upgrades:
 - System more robust
 - Handles larger files
- Expect to use this system more in the future

The screenshot displays the SOE File Utility web application. At the top left, the text 'SOEFileUtil' is visible. The main header area is dark blue and contains the text 'Supervisor of Elections' on the left and 'Welcome' on the right, with 'Log Out', 'DOS RW', and 'Alex Mosca, Division of Elections' listed below. A dark blue navigation bar on the left contains the text 'Admin Menu' and 'Manage Files'. The main content area features a dark blue header with the text 'SOE File Transfer Utility'. Below this, a section titled 'The SOE File Transfer Utility allows County SOEs to:' lists three bullet points: 'Send files to the Department of State', 'Get files from the Department of State', and 'View and Download Ballot Certifications'. A fourth bullet point, 'Send an Invitation For Others to Access This Application Via Windows Live Id (Admin Level Feature)', is also present. A note below the list states 'Click a menu item on the left to proceed.' At the bottom left, the text 'Florida Department of State' and 'Division of Elections' is displayed. At the bottom right, there are three links: 'Accessibility', 'Privacy Policy', and 'Contact Us', each with a horizontal line underneath.

SOE File Utility: File Names

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- **When uploading files the filename MUST conform to the specifications below:**
 - *CountyAbbrDateStamp _FileType.extension.*
 - ✦ The *CountyAbbr* is the state assigned 3 character county code.
 - ✦ The *DateStamp*, formatted YYYYMMDD, is the date the data contained in the file becomes effective.
 - ✦ The *FileType* is the file code.
 - ✦ The *Extension* is the file type.
- **Examples:**
 - ALA20100129_PctPoll.txt
 - DAD20120302_PctBlock.txt
 - SUW20120215_PctLegal.doc

SOE File Utility: File Names

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- When downloading from us, the files will also conform to the naming conventions
- You can only download files that start with your county code
- But, files that start with *ALL* can be downloaded by all counties

SOE File Utility: Instructions Overview

- **Instructions:**

- Go to the website <https://soefileutil.elections.myflorida.com/>
- Enter your Windows Live ID and password in order to access the application
- Select “Get or Send Files” from the menu on the left
- Select “Send Files to DOS”
 - ✦ Select file type
 - ✦ Use “Browse” to find the file you want to send
 - ✦ Hit “Upload” to send file
- Select “Get Files from DOS”
 - ✦ Select “View Files Available for Download”
 - ✦ Locate the file you want
 - ✦ Hit “Download” to get file

SOE File Utility: Sign In

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 Windows Live™

sign up



Hotmail

The smart way to do email - fast, easy and reliable



Messenger

Stay in touch with the most important people in your life



SkyDrive

Free, password-protected online storage

Don't have a Windows Live ID?

[Sign up](#)

One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other Microsoft services.

sign in

Windows Live ID:

Password:

[Can't access your account?](#)

Keep me signed in

[Sign in](#)

Not your computer?

[Get a single use code to sign in with](#)

SOE File Utility: Click on “Get or Send Files”

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Supervisor of Elections

Home

Get or Send Files

SOE File Transfer Utility

The SOE File Transfer Utility allows you to:

- Send files to Department of State
- Get files from Department of State

Press the “Get or Send Files” button on the left to proceed.



SOE File Utility: Select “Send” or “Get”

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Supervisor of Elections

[Home](#)

Get or Send Files



Send Files to DOS



Get Files from DOS

Florida Department of State

Division of Elections

Room 316, R.A. Gray Building, 500 Bronough Street

Tallahassee, FL 32399-0250

1.850.245.6200

SOE File Utility: Send Files

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Select Send Files



Supervisor of Elections

Home
Get or Send Files

Send Files to DOS Get Files from DOS

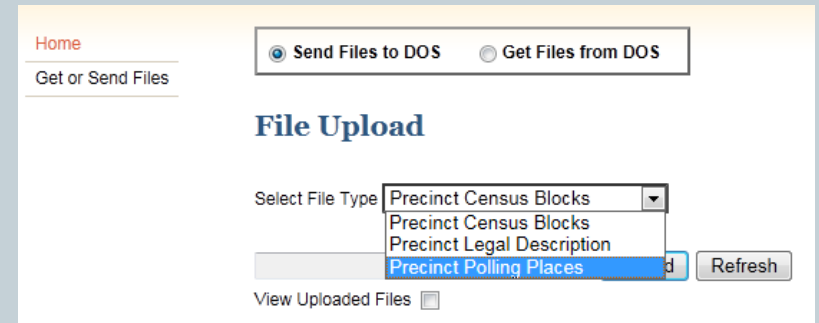
File Upload

Select File Type: Precinct Census Blocks

Browse... Upload Refresh

Florida Department of State
Division of Elections
Room 316, R.A. Gray Building, 500 Bronough Street
Tallahassee, FL 32399-0250
1.850.245.6200

Select File Type



Home
Get or Send Files

Send Files to DOS Get Files from DOS

File Upload

Select File Type: Precinct Census Blocks

Precinct Census Blocks
Precinct Legal Description
Precinct Polling Places

Refresh

View Uploaded Files

- Select file type
- Use “Browse” to find the file you want to send
- Hit “Upload” to send file

SOE File Utility: Get Files

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Select Get Files

Select View Files Available



Supervisor of Elections

Home

Get or Send Files

Send Files to DOS Get Files from DOS

View Files Available for Download

View Archived Files

Florida Department of State
Division of Elections
Room 316, R.A. Gray Building, 500 Bronough Street
Tallahassee, FL 32399-0250
1.850.245.6200



Supervisor of Elections

Home

Get or Send Files

Send Files to DOS Get Files from DOS

View Files Available for Download

View Archived Files

Download	County Code	File Name	File Extension	File Status	File Description	Active Date	DOE Upload Date	Download Selected	Archive Date
Download	DAD	DAO2012043 week1	.txt	UPL		4/30/2012	4/30/2012	5/3/2012	N/A

Florida Department of State
Division of Elections
Room 316, R.A. Gray Building, 500 Bronough Street
Tallahassee, FL 32399-0250
1.850.245.6200

Accessibility
Privacy Policy
Contact Us

- Select View Files or View Archives Filed
- Locate the file you want
- Hit “Download” to get file

SOE File Utility

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- If you have problems using the SOE File Utility contact:
 - Janet Modrow
 - Division of Administrative Services
 - 850-245-6232
 - Janet.Modrow@DOS.MyFlorida.com

Florida Fish and Wildlife Conservation Commission

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VOTER APPLICATION REQUESTS

Fish and Wildlife Conservation Commission

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- FFWC is NOT a 3PVRO or a VRA
- Does have some special voter registration responsibilities
- Covered by FS 97.05831 and 379.352



FFWC's Responsibilities

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- FFWC agents and subagents are required to keep voter registration applications on hand.
- Customers who purchased hunting licenses / permits from these subagents or directly from FFWCC are asked if they want a application sent to them.
- FFWC required to get this information to SOEs within 7 days

FFWC: SOEs' Responsibilities

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- Once in receipt of this info, SOEs are required to send out applications within 5 days.
- Each supervisor of elections must supply voter applications to all subagents of the FFWC upon request

FFWC: How to Access Info

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- Go to My Computer and right-click to select “Add Network Location:
- Network Address: <ftp://ftp.myfwc.com>
- Uncheck “Log on anonymously” and type in the user name **fwclic**
- Password **is mcr2ky**
- Name the shortcut whatever you wish
- The drive will now be accessible permanently

3PVROs

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**3RD PARTY VOTER REGISTRATION
ORGANIZATIONS**

3PVRO Definition:

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- **Any person, entity, or organization that collects any voter registration application, but does not include:**
 - A person who seeks only to register to vote or collect a voter registration application from that person's spouse, child, or parent;
 - A person engaged in registering to vote or collecting voter registration applications as an employee or agent of the Division of Elections, supervisor of elections, DHSMV, or an official voter registration agency.

3PVRO Responsibilities

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- **Must comply with all statutory (see s. 97.0575, Fla. Stat.) and regulatory (see Rule 1S-2.042) requirements.**
- **Some specific requirements:**
 - Timely submit **all** voter registration applications it collects to the Division or the Supervisor of Elections, including incomplete applications
 - Serve as a fiduciary for the applicants from which it collects voter registration applications.
 - Ensure its assigned ID # is on any voter registration application it delivers to the Division or a Supervisor of Elections.
 - Keep its registration and employee registration agents' information updated within 10 days of any change.

How to Register as a 3PVRO

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- **Prior to engaging in any voter registration activities, 3PVRO must register:**
 - Submit Form DS-DE 119 as an e-mail attachment in PDF format to 3PVRO@dos.myflorida.com, or
 - Transmit it to the Division's fax machine at 850-245-6291.
- **Upon approval, the Division will assign the 3PVRO an ID # before the 3PVRO can conduct voter registration activities.**

3PVRO – SOE Responsibilities

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- Applications mailed or dropped off by 3PVROS need to be given Source Code 8 in the FVRS for NVRA reporting / tracking purposes
- Any voter registration applications you provide to a 3PVRO must include ID# on reverse lower right-hand corner
- Must account for any forms given to or received from a 3PVRO
 - Use from DS-DE 124
 - E-mail to 3PVRO@dos.myflorida.com, or
 - Fax to 850-245-6291

3PVRO Contact Info

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Virgie Madrigal

- Bureau of Voter Registration Services 3PVRO Coordinator
- Phone: 850-245-6409
- Fax: 850-245-6291
- Email: 3PVRO@dos.myflorida.com;
- Website: <http://election.dos.state.fl.us/voter-registration/third-party.shtml>

3Pvro Resources

- **Factsheet:**
 - [http://election.dos.state.fl.us/pdf/Factsheet All Counties Dec 2012.pdf](http://election.dos.state.fl.us/pdf/Factsheet%20All%20Counties%20Dec%202012.pdf)
- **Rule 1S-2.042:**
 - http://election.dos.state.fl.us/rules/adopted-rules/pdf/1S2042_12-12.pdf
- **Form DS-DE 119 (eff. 09/2012):**
 - Third-Party Voter Registration Organization Registration Form
 - http://election.dos.state.fl.us/rules/adopted-rules/pdf/dsde119_09-12.pdf ,
- **Form DS-DE 124 (eff. 06/2011):**
 - Supervisor of Elections' Accounting of Third-Party Voter Registration Organization's Voter Registration Applications
 - http://election.dos.state.fl.us/rules/adopted-rules/pdf/dsde124_06-11.pdf ,
- **Form DS-DE 121 (eff. 06/2011):**
 - Form for Complaint Against Third-Party Voter Registration Organization
 - http://election.dos.state.fl.us/rules/adopted-rules/pdf/dsde121_06-11.pdf

National Voter Registration Act

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VOTER REGISTRATION AGENCIES AND YOU!

National Voter Registration Act

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- NVRA was passed by US Congress in 1993
- Enabled in Florida with the Florida Voter Registration Act of 1995
- Made broad changes to voter registration laws:
 - Can register at DMV
 - Can register by Mail
 - **Can register at “Voter Registration Agencies”**

Voter Registration Agencies in Florida

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- **Florida Statutes defines VRA as:**
 - **Offices that provides public assistance:**
 - ✦ **Supplemental Nutrition Assistance Program**
 - ✦ **Medicaid Program**
 - ✦ **Special Supplemental Food Program for Women, Infants, and Children**
 - ✦ **Temporary Cash Assistance Program**
 - **Offices that serve persons with disabilities**
 - **Centers for Independent Living**
 - **Public libraries (excludes academic libraries)**
 - **Armed Forces Recruitment Office**

VRA Requirements

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- **Each Voter Registration Agency must:**
 1. Designate a coordinator
 2. Comply with federal and state law by offering its clients opportunity to register or update their registration records
 3. Record (or at least track) voter registration activities and report data to Department of State
 4. Train staff (either directly or through assistance from SOE or DOS)
- For numbers (1) and (3) above, '*Voter Registration Agency*' refers to the highest level administrative unit that oversees and monitors activities of jurisdictional, district, or regional offices.

#1: Coordinators

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- Each agency shall designate a coordinator, who shall:
 - Notify the Division of Elections of the agency's contact information:
 - ✦ VRA.Reporting@DOS.MyFlorida.com
 - Identify agency staff whose duties involve offering new or renewal of agency services or address updates
 - Ensure the above-identified staff offer voter registration and updating opportunities
 - Provide staff training on voter registration responsibilities

#2: Voter Registration: Opportunity

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- Whenever client applies, reapplies/recertifies or submits an address change to get voter registration *agency's core service/benefit/assistance* he or she **must be offered the option to register to voter or update voter registration**
- Accept voter registration applications dropped off in person or by mail by anyone
 - This includes persons who are not clients

#2: Voter Registration: Points of Entry / Assistance

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- **Must be offered regardless of the manner in which applicant interacts with the agency to obtain agency services/benefit/assistance:**
 - In-person
 - By mail
 - Over the phone
 - Online
- **Applicant shall be provided the same degree of assistance as the agency provided for its own service/benefit assistance UNLESS applicant refuses**

#2: Voter Registration: Notice of Rights

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- **Client/applicant must be informed of the right to:**
 - Apply to register or update registration record
 - Have services/benefits/assistance unaffected by registering or not registering
 - Receive the same degree of assistance as provided for primary agency service/benefit/assistance
 - Be able to complete application privately
 - Have information kept confidential
 - Submit a complaint regarding violation of the above to the DOS

#2: Form DS-DE 77

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- **Form DS-DE 77 combines:**
 - Notice of rights to the registrant/client
 - Preference form / Declination to register
 - Voter registration application
 - Available in English and Spanish

Form DS-DE 77

**NATIONAL VOTER REGISTRATION ACT
Preference Form/Application**

Client's preference (check the box only in 1. or 2.)
If you do not check any box, it will be considered that you chose not to register or update your voter registration at this time.

1. If you are not registered to vote where you live now, would you like to apply to register to vote today?
 Yes No, I decline.

2. If you are registered to vote where you live now, would you like to update your voter registration record?
 Yes No, I decline.

CLIENT: _____ Name or identification number _____ Date

Notice of Rights

Help: If you would like help in filling out your voter registration application, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application in private.

Benefits: If you are applying for public assistance from this agency, applying to register, or declining to register to vote will not affect the amount of assistance you will be provided by this agency.

Privacy: Your decision not to register or update your record and the location where you applied to register or update your voter registration record is confidential and may only be used for voter registration purposes.

Formal Complaint: If you believe someone has interfered with either your right to apply to register or to decline to register to vote, your right to privacy in deciding whether to apply to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with: Florida Secretary of State, Division of Elections, NVRA Administrator, R. A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250. Forms for filing a complaint are available at <http://election.dos.state.fl.us/nvra/index.shtml> or call 1-850-245-6200.

Authority: National Voter Registration Act (42 U.S.C. 1973gg; sections 97.023, 97.056, and 97.0586, F.S.)

To Register to Vote in Florida, You Must:

- Be a U.S. citizen (a lawful permanent resident cannot register or vote)
- Be at least 18 years old (you may pre-register if you are at least 16 years old although you cannot vote until you are 18 years old)
- Be a Florida resident
- Have had your right to vote restored if you have ever been convicted of a felony
- Have had your right to vote restored if a court has ever declared you to be mentally incapacitated as to your right to vote.

If you do not meet these requirements, you are not eligible to register.

You Can Register to Vote at:

- Any Supervisor of Elections' office
- Any driver's license office or tax collector's office that issues driver's licenses
- Any voter registration agency (that is, any public assistance office, any office that provides services for persons with disabilities, any center for independent living, any armed forces recruitment office or any public library)
- The Division of Elections (Florida Department of State)

**You Can Hand-in or Mail a Completed Application to
Any of the Locations Listed Above**

If mailing, mail with sufficient postage to:

Division of Elections
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399-0250

(contact information: 850-245-6200; <http://election.dos.state.fl.us>)

Your Supervisor of Elections will contact you if your application is incomplete, denied, or a duplicate. Once you are registered, you will receive a voter information card.

Application to Register in Florida **Part 1 - Instructions**

To Register in Florida, you must: Be a U.S. citizen, be a Florida resident and at least 18 years old (you may also pre-register if you are 16 or 18). If you have ever been convicted of a felony or if a court has ever found you to be mentally incapacitated as to your right to vote, your right to vote has to be restored before you can register.

Identification (ID) Requirements: If you are a new applicant, state and federal law require you to provide a current and valid Florida driver's license number (FL DL#) or Florida identification card number (FL ID#). If you have not been issued a FL DL# or FL ID#, you must then provide the last four digits of your Social Security Number (SSN). If you have not been issued any of these ID numbers, check "None" on the application. If you do not provide any number or do not check "None," your registration may be denied. See s.303, HAVA and section 97.053(b), Fla Stat.

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

Public Record Notice: This application becomes a public record when filed. However, the following information is not available to the public and is used only for voter registration purposes: your FL DL#, FL ID# and SSN, where you registered to vote, and whether you declined to register or update your voter registration record when asked by a voter registration agency. Your signature can be viewed but not copied. (Section 97.056, Fla Stat.)

Criminal Offense: It is a 3rd degree felony to submit false information. Penalties include fines up to \$5,000 and/or up to 5 years of prison.

Questions: For more information, contact your local supervisor of elections or go to the Division of Elections website at: <http://election.dos.state.fl.us>

Información en español: Sírvase llamar a la oficina del supervisor de elecciones de su condado si le interesa obtener más información en español.

Application to Register in Florida **Part 2 - Form (national mail-in application)**

Are you a citizen of the United States of America? _____ This space for office use only

Will you be 18 years old on or before election day? _____
If you checked "No" in response to either of these questions, do not complete form. (Please use state-specific instructions for rules respecting eligibility to register prior to age 18.)

1	Last Name	First Name	Middle Name(s)	
2	Home Address	Apt. or Lot #	City/Town	State Zip Code
3	Address Where You Get Your Mail If Different From Above		City/Town	State Zip Code
4	Date of Birth	Month Day Year	5	Telephone Number (optional)
6	ID Number - (See item 8 in the instructions for your state)			
7	Choice of Party (See item 7 in the instructions for your State)		8	Race or Ethnic Group (See item 8 in the instructions for your State)

I have reviewed my state's instructions and I swear/affirm that:
 • I am a United States citizen.
 • I meet the eligibility requirements of my state and subscribe to any oath required.
 • The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.

Please sign full name (or put mark) _____
 Date: _____ Month Day Year

If this application is for a change of name, what was your name before you changed it?
 A Last Name First Name Middle Name(s)

If you were registered before but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?
 B Street (or route and box number) Apt. or Lot # City/Town/County State Zip Code

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.
 • Write in the names of the crossroads (or streets) nearest to where you live.
 • Draw an X to show where you live.
 • Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

C Example: _____
 Public School Grocery Store Woodchuck Road X

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).
 D _____

Can be used as combined Voter Registration Application,
Notice of Rights, and Preference Form

#3: Record and Report Data

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- **Each coordinator must complete quarterly reports, due:**
 - April 15
 - July 15
 - October 15
 - January 15
- **Use Form DS-DE 131**
 - E-mail completed form as an attachment to:
VRA.Reporting@DOS.MyFlorida.com



NVRA VOTER REGISTRATION AGENCIES
 (DESIGNATED BY NVRA AND S. 97.058, F.S.)
QUARTERLY ACTIVITIES REPORT FORM

Reporting Periods: Due dates for the 1st, 2nd, 3rd and 4th calendar quarterly reports are April 15, July 15, October 15, and January 15 for the preceding 3-month calendar period, respectively. DS-DE 131 (eff. 01/2012)(Rule 1S-2.048)

1. Voter Registration Agency: _____ 2. Coordinator Name: _____
 3. Check reporting quarter: Q1 ___ Q2 ___ Q3 ___ Q4 ___ 4. Indicate calendar year of reporting quarter: _____

Please provide data for your agency, by county.

1. How many clients declined to register or update his or her voter registration record?

Alachua		Gilchrist		Manatee		Suwannee	
Baker		Glades		Monroe		Taylor	
Bay		Gulf		Marion		Union	
Bradford		Hamilton		Martin		Volusia	
Brevard		Hardee		Nassau		Wakulla	
Broward		Hendry		Okaloosa		Walton	
Calhoun		Hernando		Okeechobee		Washington	
Charlotte		Highlands		Orange			
Citrus		Hillsborough		Osceola			
Clay		Holmes		Palm Beach			
Collier		Indian River		Pasco			
Columbia		Jackson		Pinellas			
Dade		Jefferson		Polk			
DeSoto		Lafayette		Putnam			
Dixie		Lake		Santa Rosa			
Duval		Lee		Sarasota			
Escambia		Leon		Seminole			
Flagler		Levy		St. Johns			
Franklin		Liberty		St. Lucie			
Gadsden		Madison		Sumter			

2. How many clients sought new or renewal of agency services or assistance or made an address change with an agency in each category: (please answer 2a. – 2 g.)

2a. In Person							
Alachua		Gilchrist		Manatee		Suwannee	
Baker		Glades		Monroe		Taylor	
Bay		Gulf		Marion		Union	
Bradford		Hamilton		Martin		Volusia	
Brevard		Hardee		Nassau		Wakulla	
Broward		Hendry		Okaloosa		Walton	
Calhoun		Hernando		Okeechobee		Washington	
Charlotte		Highlands		Orange			
Citrus		Hillsborough		Osceola			
Clay		Holmes		Palm Beach			
Collier		Indian River		Pasco			
Columbia		Jackson		Pinellas			

Forms DS-DE 131 (First Page)

#3: Reporting Procedures

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- Each individual branch office does not report to the Division of Elections, but instead reports to its regional office, which will report to the Division.

#4: Training

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- Responsibility of the agency coordinator
- Training can be provided:
 - In-house
 - By DOS NVRA Coordinator
 - **By Supervisor of Elections office**
- **Should cover:**
 - How and when voter registration services must be provided
 - How to assist applicants in completing voter registration form
 - How to inform applicants of their rights
 - How to submit application
- **Division has training materials available that satisfy these requirements**

Special Rules for Public Libraries

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- **Simplified paperwork:**
 - Not required to develop or use preference form or notice of rights
 - Can use standard voter registration application
- **Simplified reporting:**
 - Only report number of registration applications forwarded by each library in the county to the Supervisor of Elections' Office
 - Do not have to use DS-DE 131
 - E-mail information to VRA.Reporting@DOS.MyFlorida.com
- **All other provisions still apply**

Procedures for SOEs

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- **Conduct outreach/training to designated VRAs in county (including making voter registration applications available)**
- **Coordinate, if possible, 5-day pickup for applications in high volume offices**
- **Incorporate VRAs' roles into voter education programs**
- **Ensure accurate source coding of applications during inputting into FVRS to give VRAs credit they are due**
 - Code 3 – Office that provides public assistance
 - Code 4 – Office that serves persons with disabilities
 - Code 5 – Armed forces recruitment office
 - Code 6 – Public library

NVRA Contact Info

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The End

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QUESTIONS?