



FLORIDA
DEPARTMENT
of **STATE**

Division of Elections' Overview

New Supervisor of Elections' Workshop
September 2019

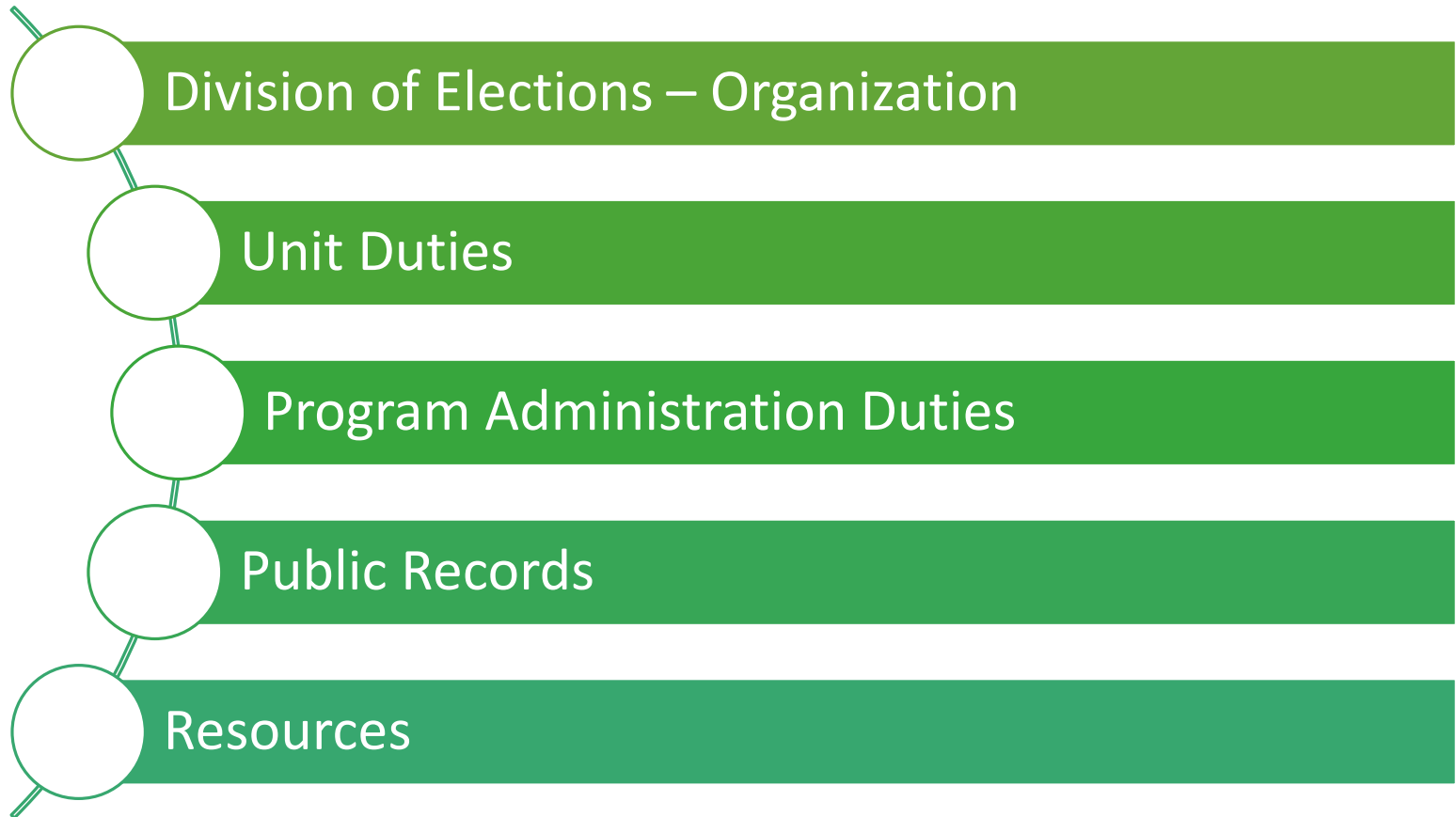
Laurel Lee, Secretary of State

Maria Matthews, Director, Division of Elections

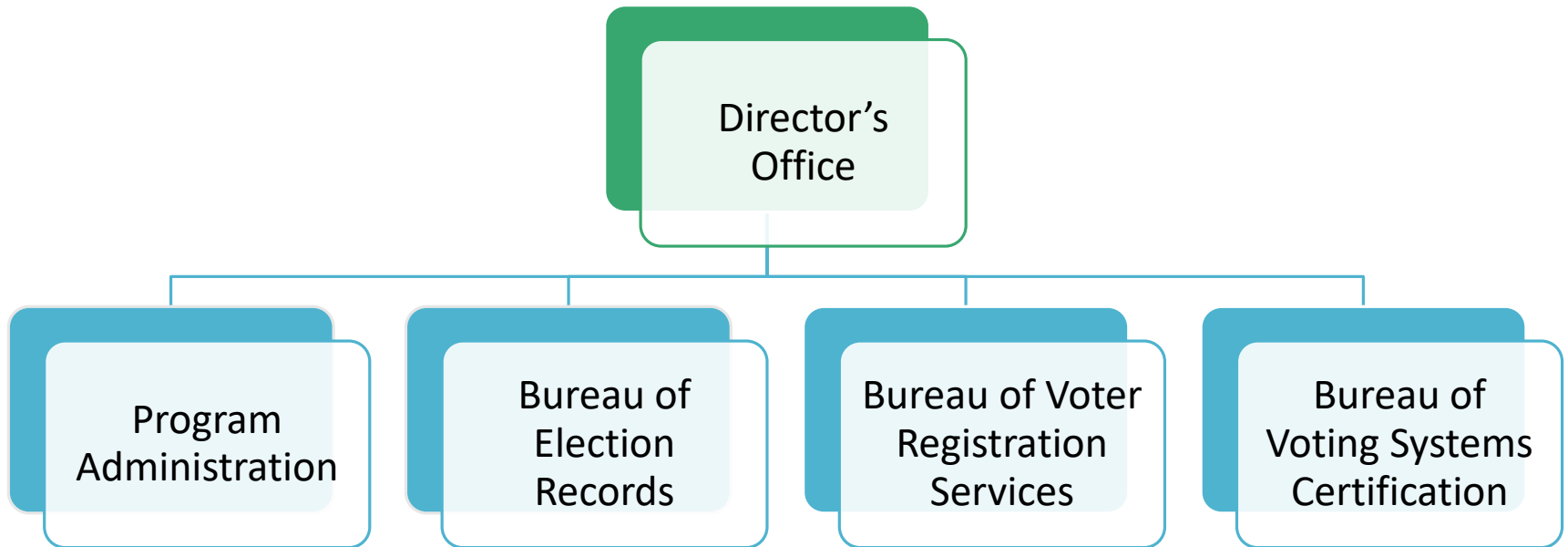
Alexander Mosca, Program Administrator



Topics



Division of Elections - Organization



Duties

Administrative
arm to the
Secretary of
State

Interpret,
implement, and
enforce election
laws

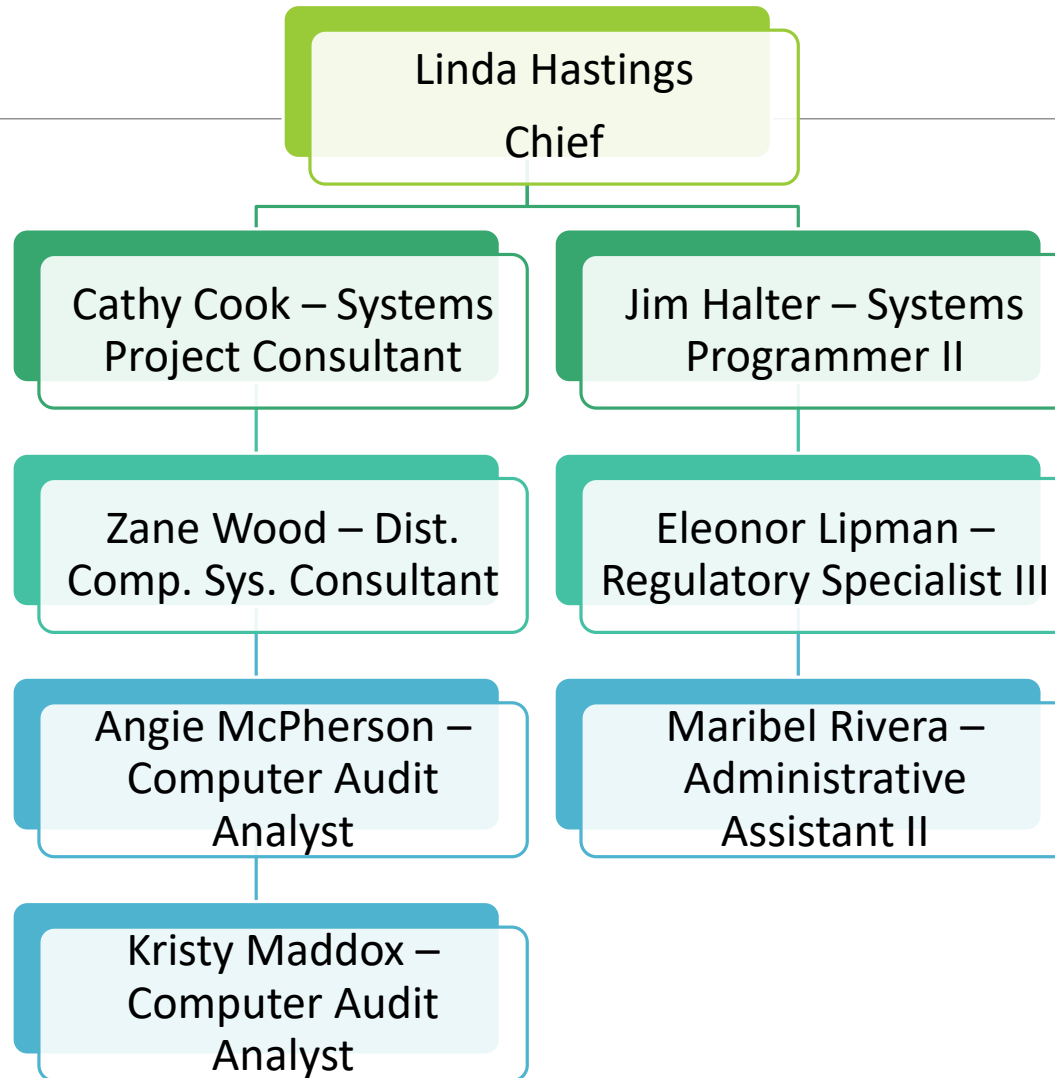
Assistance
regarding
election law and
administration

Administration of
federal grants
under the Help
America Vote Act

Advisory
opinions in
coordination
with General
Counsel's Office

Rulemaking

Bureau of Voting Systems Certification



Bureau of Voting Systems Certification

Test voting systems &
voting process
(periphery) items

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

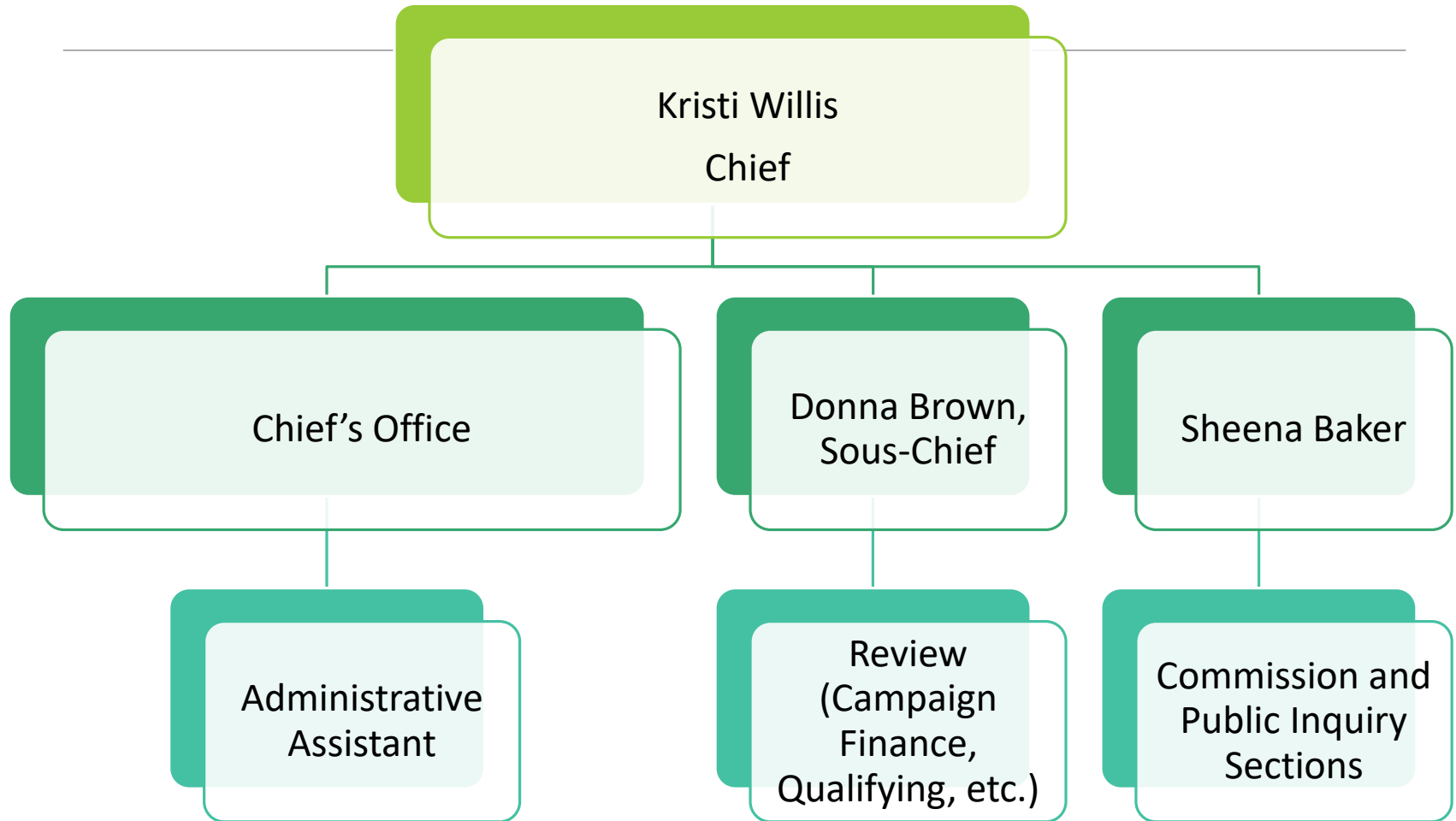
Maintain online local
elections dates
database

Review, update &
provide technical
assistance for rules

Track & maintain
county voting
systems/equipment
info

Collect and analyze
various post-election
reports

Bureau of Election Records



Bureau of Election Records

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

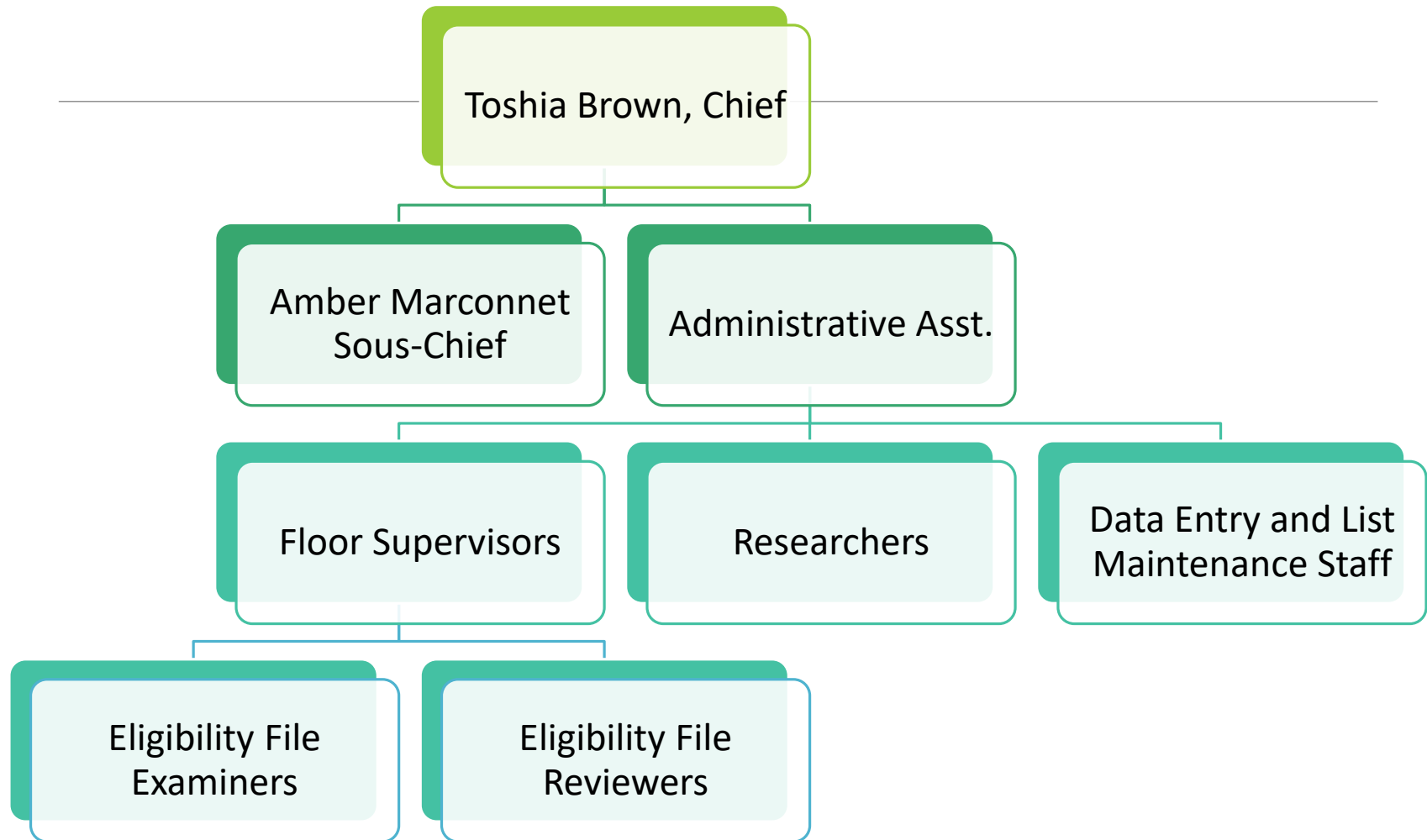
County canvass
certificates of election
results (Electronic
System)

Collect and analyze
various post-election
reports

Issuance of
commissions

Repository for
minority reports and
seals

Bureau of Voter Registration Services



Bureau of Voter Registration Services

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

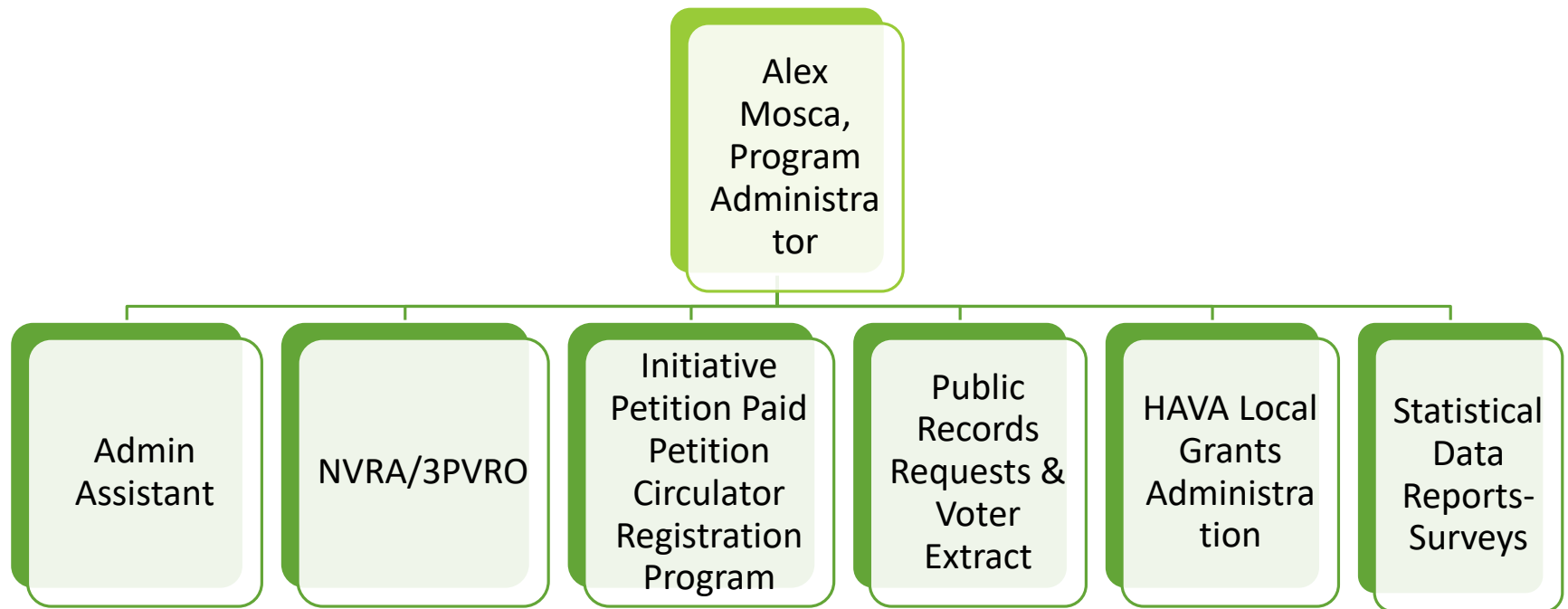
Reporting/ Research

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

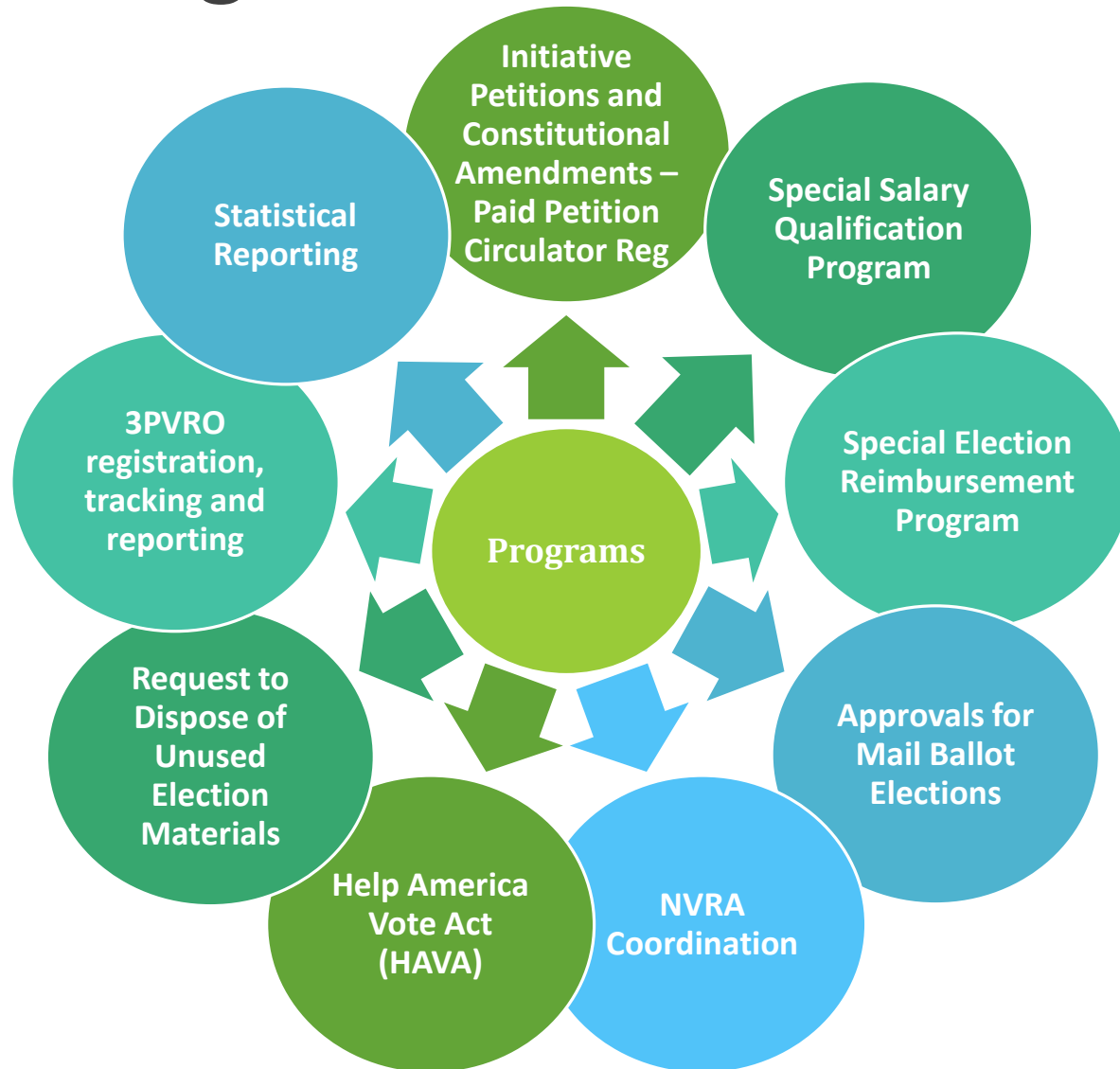
FVRS Quality Control

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

Program Administration Unit



Programs and Duties



Help America Vote (HAVA)

- 2002 – Federal Law
- Requirements
- State Plan
- Federal Election Administration Funds and Grants
- Funds Reporting Requirements/Timelines
- Election Assistance Commission's Election Administration and Voting Survey
 - Every federal general election year
- Voter Education Survey

National Voter Registration Act (NVRA)

1995 – Federal Law

National mail-in registration form

Motor Voter

Voter registration agencies

State and regional agency coordinators

Training

Constitutional Amendments

- Oversees the process by which citizens propose constitutional amendments by initiative (next slide)
- Ballot position
- 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/>


Amendment by Initiative Petition

Submission - approval	<ul style="list-style-type: none">• Approval within 7 days of properly completed submission by sponsoring political committee• No merit review – only format
Judicial review (Supreme Court) and fiscal impact review	<ul style="list-style-type: none">• 10% of signatures for ballot placement• Must meet thresholds in at least ½ (7) of congressional districts
Ballot position	<ul style="list-style-type: none">• 8% of the voters who cast votes in the last presidential election• Must meet thresholds in at least ½ (14) of congressional districts
Signature verification	<ul style="list-style-type: none">• Petitions must be turned in within 30 days of signing if collected by paid petition circulator• Supervisors of Elections have 30 days from date of receipt to verify and certify to Division (advanced payment required unless undue burden affidavit on file)
Passage	<ul style="list-style-type: none">• Minimum 60% approval

Citizen's Initiative Petition – Undue Burden

AFFIDAVIT OF UNDUE BURDEN (Section 99.097(4), Florida Statutes)																			
<p>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.]</p> <p>*****</p> <p>I certify under oath that</p> <p>_____</p> <p>(Name of Political Committee)</p> <p>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.</p> <p>X _____</p> <table><tr><td>Signature of Treasurer</td><td>Printed Treasurer's Name</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Address</td><td>City</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>State</td><td>Zip</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td colspan="2">()</td></tr><tr><td colspan="2">Telephone Number</td></tr><tr><td colspan="2">_____</td></tr></table> <p>State of Florida</p> <p>County of _____</p> <p>Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____</p> <p>by _____</p> <p>Personally Known: _____ or _____</p> <p>Produced Identification: _____</p> <p>Type of Identification Produced: _____</p> <p>Signature of Notary Public – State of Florida</p> <p>Print, Type or Stamp Commissioned Name of Notary Public</p> <p>_____</p> <p>DS-DE 19D (revised 7/1/11)</p>		Signature of Treasurer	Printed Treasurer's Name	_____	_____	Address	City	_____	_____	State	Zip	_____	_____	()		Telephone Number		_____	
Signature of Treasurer	Printed Treasurer's Name																		
_____	_____																		
Address	City																		
_____	_____																		
State	Zip																		
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Telephone Number																			

Paid Petition Circulator Registration Program



Constitutional Amendments / Initiatives
Florida
Division of Elections

Welcome to the Florida Department of State's Constitutional Amendments / Initiatives Web
Paid Petition Circulators

Pursuant to section 100.371, Florida Statutes, a paid petition circulator must register with the Department of State pursuant to initiative petitions.


- Paid Petition Circulator Registration and Login
 - To register as a paid petition circulator, complete [online application](#).
 - To manage registration account, including assigned petitions, [log in](#).
- [Online User Guide for Paid and Volunteer Petition Circulators](#)
- [Forms for volunteer petition circulators and the full text of constitutional amendments can be viewed/downloaded. No login required.](#)
- Information submitted to register as a paid petition circulator becomes public record, subject to any applicable
- The Paid Petition Circulator online application is solely for the purpose of applying to register as a paid petition circulator for one or more assigned initiative petitions. It is the circulator's responsibility to make arrangements paid to gather petitions on behalf of the sponsoring political committee(s) prior to registering with the Department.
- [Initiatives/Amendments/Revisions Database](#)

For questions or assistance please contact the [Division of Elections](#). You will be contacted no later than the next business day.

If you are experiencing a problem with this web site please contact the [Division of Elections](#).
Initiative Petitions Public - Version 1.0.0.0

Florida Department of State ☆ Division of Elections ☆ Accessibility ☆ Privacy Policy ☆

Constitutional Amendment by Initiative Petition Online User Guide for Paid and Volunteer Petition Circulators



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!

Election Year	Serial # (Ballot #)	Amendment Title	Initiative Status	Initiator
2020	1402	Limits or Prevents Barriers to Local Solar Electricity Supply	ACT	PAC
2020	9501	Single Payer Health Care	ACT	PAC
2020	1507	All bills shall be approved by voters	ACT	PAC
2020	1509	Minimum Wage Shall Not Be Less Than Ten Dollars An Hour	ACT	PAC
2020	1602	Regulate Marijuana in a Manner Similar to Alcohol to Establish Age, Licensing, and Other Restrictions	ACT	PAC
2020	1604	All traffic citations must be issued without use of red light cameras or speed cameras	ACT	PAC
2020	1601	Raising Florida's Minimum Wage	ACT	PAC

.....	2
.....	3
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.....	8
.....	9
.....	14
.....	21
.....	21
.....	21
.....	21

comes public record, subject to any

pose of applying to register as a paid initiative petitions. It is the circulator's be paid to gather petitions on behalf of partment.

Special Salary Qualification Certification

Section 145.09, Fla. Stat.
Rule 1S-2.0115, F.A.C.

\$2000 annual extra pay

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 of 2 years as SOE

Earn 20 credits per the Rule

Annual recertification requires 24 credits

Special Election Reimbursement

What special elections qualify for reimbursement?

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

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

Mail Ballot Elections

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

- When mail ballot election can occur:
 - Referendum election
 - Body responsible for calling election and SOE authorize the mail ballot election
 - Secretary of State approves the SOE's written plan/timetable
- When they are prohibited:
 - When a candidate is to be nominated, elected, or recalled
 - When election is held on the same date as another election for same voters
- 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

Government in the-Sunshine Public Records

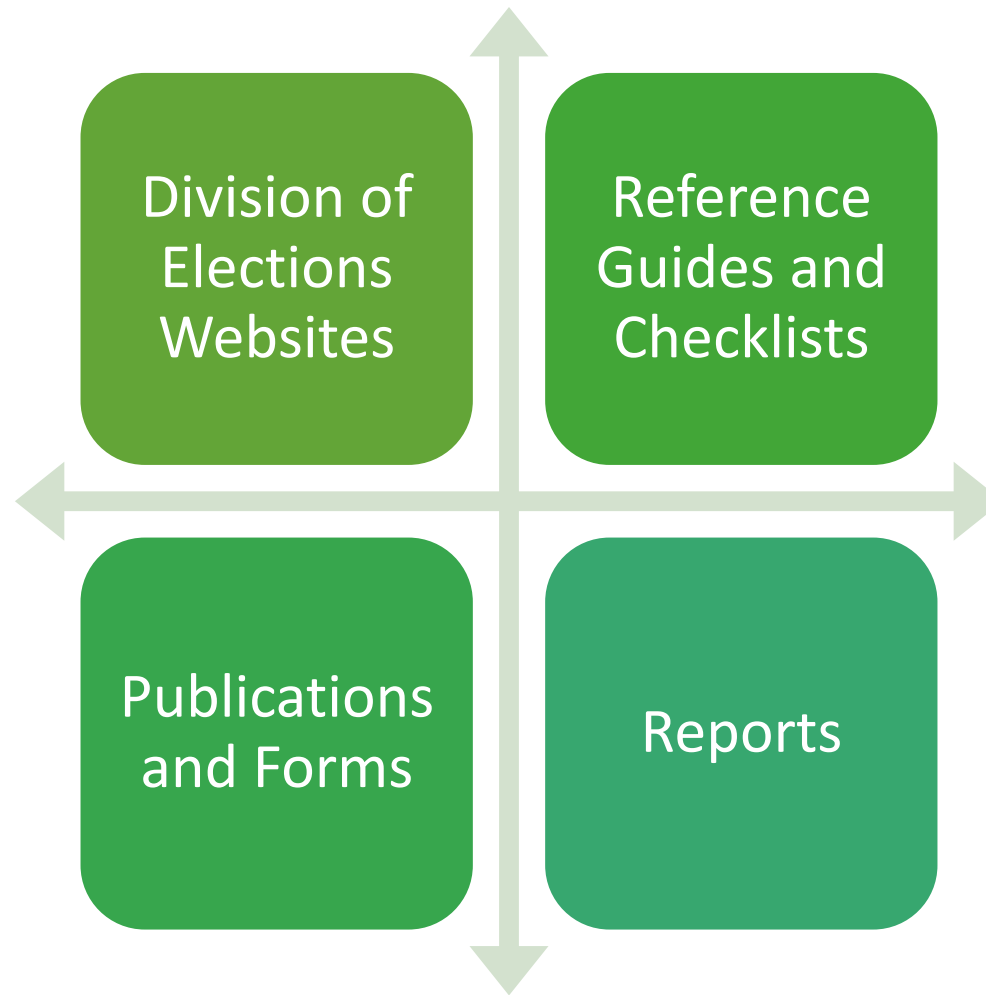
- Government-in-the Sunshine
 - Chapter 119, Florida Statutes (Public Records)
 - Chapter 286, Florida Statutes (Public Business)
 - S.286.011, Florida Statutes (Public meetings and records)
- Public Records Requests
- Exemptions
- Records Management
 - Retention/Disposition
 - General Schedule -3 (Election Records)
- Florida Attorney General
 - Official interpreter of public records law
 - Government-in-the Sunshine Manual
 - Mediation Program



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

- Prior approval required
- Dispose of unused ballots, forms, and other election materials
- After the election for which such ballots, forms, or other election materials were prepared
- Procedures:
 - Submit written request to DOE
 - DOE will review and approve

Resources



DOE Main Website

FLORIDA DEPARTMENT OF STATE Corporations | Cultural Affairs | Elections | Historical Resources | Library and Information Services



The Division of Elections facilitates coordination and interpretation of election laws and establishes uniform standards to ensure fair and accurate elections in Florida.

About Us | Candidates & Committees | Data & Statistics | For Voters | Forms & Publications | Laws & Rules | Voting Systems | Contacts


Para español, seleccione de la lista Powered by [Google Translate](#)



RESOURCES	HELPFUL LINKS	UPCOMING EVENTS
Register to Vote or Update your Info	Frequently Asked Questions	Hearings, Public Meetings, & Workshops
Check your Voter Status	Constitutional Amendments	Special Elections
Contact your Supervisor of Elections	Campaign Finance Electronic Filing System	Election Dates

Rulemaking

[FLORIDA DEPARTMENT OF STATE](#) [Corporations](#) | [Cultural Affairs](#) | [Elections](#) | [Historical Resources](#) | [Library and Information Services](#)



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Department of State / Division of Elections / Laws & Rules / Rules

Rules

Adopted Rules

Visit the Florida Administrative Code and Florida Administrative Register's homepage for current and past Division of Elections' Rules within these three chapters.

- > Chapter 1S-2 - Elections
- > Chapter 1S-5 - Certification of Electronic or Electromechanical Voting Systems
- > Chapter 1S-9 - Elections Emergency Contingency Plan

Visit our [Forms Incorporated in Rule](#) page for forms incorporated into current rules.

Emergency Rules

No emergency rules at this time.

Proposed Rules and Rule Changes

To receive automated notices of proposed rule activity and to participate in the rulemaking process by submitting comments, please subscribe to [E-Rulemaking](#).

1S-2.009 - Constitutional Amendment by Initiative Petition & 1S-2.0091 - Constitutional Amendment by Initiative Petition

- > Current Status - Notice of Development of Rulemaking (published July 9, 2019)
- > Notice of Workshop:
 - > DATE AND TIME: August 30, 2019, 9:00 a.m.
 - > PLACE: Heritage Hall (Department of State Auditorium), R.A. Gray Building, 500 S. Bronough St., Tallahassee, FL 32399
 - > Call-in number: 1-888-585-9008. When asked for the "conference room number," dial 659-459-077
- > Draft Text 1S-2.009
- > Draft Text 1S-2.0091
- > Draft Form DS-DE 153
- > Draft Form DS-DE 155A
- > Draft Form DS-DE 155B



Florida Department of State

FLORIDA ADMINISTRATIVE CODE & FLORIDA ADMINISTRATIVE REGISTER

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

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Rule Chapter: 1S-2

Chapter Title: ELECTIONS

View Chapter:  [1S-2](#) [Add to MyFLRules Favorites](#)

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	1/2/2018
	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	5/21/2014
	1S-2.0091	Constitutional Amendment Initiative Petition; Submission Deadline; Signature Verification	9/7/2011
	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

Special Resources

Florida Department of State
Division of Elections
SOE Administrative Services

Welcome
User Role
Home

Application Links

Candidates

[Candidate Petitions](#) | [User Guide](#) (Revised 04/08/2015)

Elections

[Enight SOE Special](#) | [User Guide](#) (Revised 10/01/2012)

Voter Registration

[Aged FDLE Felon/Death Match Report](#)


[Absentee/Early Voting Reports](#) | [User Guide](#) (Revised 02/25/2016)

Miscellaneous


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

[Initiative Petitions](#) | [User Guide](#) (Revised 08/09/2019)
See section 3.b. on page 3 for code change

[Soe Reports](#) | [User Guide](#) (Revised 11/13/2014)



Florida
Division of Elections



Search

Text: [Language](#) [Language](#) [Normal](#) [Small](#)

Supervisor of Elections Resources Webpage

- Ballot Issues**
 - [Ballot Certification Instructions](#) (04/2013) (pdf 256kb)
 - [Petition Verification/Change of Address Chart](#) (01/2018) (pdf 50kb)
- BVSC**
 - [Security Procedures Checklist](#) (3/2018) (pdf 400kb)
- BVRS/FVRS**
- Candidates**
 - [Supervisor's Handbook on Candidate Petitions](#) (7/2019) (pdf 183kb)
 - [Supervisor's Handbook on Candidate Qualifying](#) (07/2019) (pdf 3.08mb)
 - [Candidate Name Pronunciation Oaths](#)
- Checklists**
 - [DE Checklist 0001 - Constitutional Amendment Initiative Petition Validation/Signature Verification](#) (10/2017) (pdf 805kb)
 - [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](#) (11/2018) (pdf 449kb)
 - [DE Guide 0002 Federal and State Write-in Vote-by-Mail Ballots](#) (07/2018) (pdf 201kb)
 - [DE Guide 0003 Voter Residency](#) (08/2019) (pdf 880kb)
 - [DE Guide 0004 Voting Rights Act-Minority Language-Covered Jurisdiction](#) (10/2018) (pdf 224kb)
 - [DE Guide 0005 Special Election Reimbursement Requests](#) (04/2019) (pdf 885kb)
 - [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](#) (9/2018) (pdf 148kb)
 - [DE Guide 0008 When Residency Qualifications for Elected Officials Must be Met](#) (10/2018) (pdf 857kb)
 - [DE Guide 0009 Voter Challenges](#) (07/2019) (pdf 232kb)
 - [DE Guide 0010 Recount Procedure Summary](#) (07/2018) (pdf 589kb)
 - [DE Guide 0011 Post-Election Audit Procedure Summary](#) (08/2014) (pdf 475kb)
 - [DE Guide 0012 Third Party Voter Registration Organizations](#) (08/2018) (pdf 295kb)
 - [DE Guide 0013 Calculation of Fine for Late Campaign Treasurer's Reports](#) (09/2018) (pdf 885kb)
- Elections Administration**
 - [County Codes](#) (Excel 15kb)
 - [DOE Subject Directory](#) (08/2019) (pdf 559kb)
 - [Florida USPS Contacts - 2017-2018](#) (12/2017) (pdf 181kb)
 - [SOE Admin Portal Instructions](#) (pdf 435kb)
 - [SOE Utility - File Types](#) (3/2018) (pdf 944kb)
 - [2018 Primary Voter Education Toolkit](#) (zip)
 - [2018 General Voter Education Toolkit](#) (zip)
- HAVA**
 - [DOS Grants User Manual/Updated 1 2018](#) (pdf 3.17mb)
- Polling Place**
 - [Poll Worker Training - Sensitivity to Persons with Disabilities](#) (12/2015) (.pptx 827kb)
 - [Precinct Designations and Polling Place Instructions](#) (pdf 408kb)
 - [US DOJ - ADA Checklist for Polling Places](#) (pdf)
- Presentations**
 - [ACP Program Participant Voter Registration Process](#) (09/2017) (.ppt 1.25mb)
 - [Elections - Public Records Law](#) (09/2017) (.ppt 2.57mb)
 - [HAVA Grants - Online Grants System](#) (08/2017) (.pptx 537kb)
 - [OVR Overview - Panel](#) (08/2017) (.pptx 28.27mb)
 - [FSASE Conference Presentations](#)
- Public Records**
 - [GS3 Retention Schedule](#) (pdf 817kb)
 - [Laws, Rules, and Process for Records Management](#)
- Voter Registration**
 - [ACP - AG's How to Register an ACP Voter](#) (01/2011) (pdf 379kb)
 - [FFWC - Voter Registration Application Requests](#) (05/2018) (pdf 1.13mb)
 - [Rule 1S-2.039\(11\) Florida Administrative Code \(ACP voters/registration process\)](#)
 - [Rule 2A-7.009 Florida Administrative Code \(Maintaining Protected Records-Voter Information\)](#)

SOE Portal

SOE Resources
Internal Webpage

Key Dates to Remember



Election Dates and Activities Calendar

Florida Department of State

Updated

Page 1

Candidate Qualifying Period	
U.S. Representative, Judicial, State Attorney (All except 20th Circuit) and Public Defender (All except 20th Circuit)	Noon, April 20 - Noon, April 24
State Senator, State Representative, County Office and Special Districts	Noon, June 8 - Noon, June 12
Write-in candidates for President and Vice President	8:00 am, June 23 - Noon, June 30
Presidential Preference Primary Election	
Voter Registration Deadline (book closing)	February 18
Vote-by-Mail Ballot Send Deadline - for UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)	February 1
Vote-by-Mail Ballot Send Deadline - For Domestic Voters (7-day mailing window)	February 6 - February 13
Early Voting - Mandatory (8-day period starting on the 10th day and ending on the 3rd day before Election Day)	March 7 - March 14
Early Voting - Additional Optional Days (A county may offer early voting on one or more of these days)	March 2, 3, 4, 5, 6, and 15
Election Day	March 17
Primary Election	
Voter Registration Deadline (book closing)	July 20
Vote-by-Mail Ballot Send Deadline - for UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)	July 4
Vote-by-Mail Ballot Send Deadline - For Domestic Voters (7-day mailing window)	July 9 - July 16
Early Voting - Mandatory (8-day period starting on the 10th day and ending on the 3rd day before Election Day)	August 8 - August 15
Early Voting Period - Additional Optional Days (A county may offer early voting on one or more of these days)	August 3, 4, 5, 6, 7, and 16
Election Day	August 18
General Election	
Voter Registration Deadline (book closing)	October 5
Vote-by-Mail Ballot Send Deadline - for UOCAVA Voters (Absent Stateside and Overseas Uniformed and Civilian Voters)	September 19
Vote-by-Mail Ballot Send Deadline - For Domestic Voters (7-day mailing window)	September 24 - October 1
Early Voting - Mandatory (8-day period starting on the 10th day and ending on the 3rd day before Election Day)	October 24 - October 31
Early Voting Period - Additional Optional Days (A county may offer early voting on one or more of these days)	October 19, 20, 21, 22, 23, and November 1
Election Day	November 3

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2020 Dates

Date	Event	Legal Reference
January 14 (Tue)	First day of regular Legislative Session.	Art. III, §3(b), Fla. Const. - Regular session of the legislature shall convene on the 2nd Tuesday after the 1st Monday in January of each even-numbered year.
January 17 (Fri)	First day for Supervisors of Elections to prepare and upload daily electronic files of vote-by-mail ballot request information to the Department of State for the Preference Primary Election.	§101.62, F.S.; Rule 15-2.043, F.A.C. - 60 days prior to the Presidential Preference Primary Election on a daily basis by 8 a.m. and continuously until 15 days after the Election.
	Security procedures due to the Department of the Presidential Preference Primary Election.	§101.015, F.S. and Rule 15-2.015, F.A.C. - At least 45 days before early voting begins for the election in which they are to take effect.
	Supervisors of Elections to certify to the Elections address and registration list activities for prior six months.	§§98.065 and 98.075, F.S.; Rule 15-2.041 F.A.C. - No later than January 31 of each year.
	Supervisors of Elections to mail vote-by-mail absent statewide and uniformed overseas voters for the Presidential Preference Primary Election.	§101.62, F.S. - At least 45 days prior to each election.
	Signature certification deadline.	Art. XI, §5, Fla. Const. and §100.371(1), F.S. - No later than February 1 of the year in which the General Election is held.
	Elections to submit to the U.S. Department of Information on county compliance with 45-day vote-by-mail ballot send-out for the Presidential Preference Primary Election.	43 days before the Presidential Preference Primary Election.
	If mandatory window for Supervisors of mail vote-by-mail ballots to all domestic (non-voters who requested vote-by-mail ballots for ntial Preference Primary Election.	§101.62, F.S. - Between 40th and 33rd day before the Election.
	Mandatory window for Supervisors of Elections to y-mail ballots to all domestic (non-UOCAVA) requested vote-by-mail ballots for the Preference Primary Election.	§101.62, F.S. - Between 40th and 33rd day before the election.
	Registered voter or poll watcher may file a another voter in the same county for the Preference Primary Election.	§101.111, F.S. - No sooner than 30 days before an election.

SOE Guide to Reports



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

October 2019

Florida Department of State

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

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

Supervisors of Elections' Accounting of Third-Party Voter Registration Organization's Voter Registration Applications (Rev. 11/18)

References:	Rule 15-2.042, F.A.C. Note: Rule takes precedence over some parts of section 97.0575, F.S. , due to court case.
Compliance:	<p>The Division of Elections (Division) shall maintain a publicly available and current database of all third-party voter registration organizations (3PVRs) and the voter registration forms assigned to the 3PVR.</p> <p>Each Supervisor of Elections (SOE) shall provide to the division information on voter registration forms assigned to and received from 3PVRs. The information must be provided in a format and at times as required by the division by rule.</p>
Purpose:	To ensure the integrity of the registration process, including timely submission of registration forms and accountability of applications forms distributed to and returned by 3PVRs.
Record Retention:	For SOEs, retain until obsolete, superseded, or administrative value is lost. General Records Schedule GS1-SL for State and Local Government Agencies , Item #124. For the Division of Elections: Retained for 2 anniversary years from date of record. (#000398-0001a)
Form(s) to be Used:	DS-DE 124 – Supervisors of Elections' Accounting of 3PVR Applications DS-DE 148 – Supervisor of Elections' (SOE) Transmittal Form – Third-Party Voter Registration Organizations (3PVR) Noncompliance
Submission Date:	For accounting report - by noon, each day. If the SOE's office is closed on the day a report is due, the supervisor or designee shall submit the report on the next business day the office is open. Pursuant to Rule 15-2.042, the DS-DE 124 is not required to be submitted if the SOE did not provide applications to, or receive any from, a 3PVR on the preceding business day.
Submission Method:	Email (preferred): 3PVR@DOS.MyFlorida.com
Division Contact:	Director's Office at 850-245-6200
Instructions for SOE:	<ol style="list-style-type: none">1. By noon each day, complete form DS-DE 124 recording the number of voter registration applications provided to, and the number of blank and non-blank applications received from, each 3PVR the previous day.2. Email the form to the Division of Elections as an .pdf attachment.3. To comply with Rule 15-2.042(8)(c), F.A.C., you may report noncompliance by an individual or organization with the 3PVR rule by completing and submitting form DS-DE 148 (link above) to the Division of Elections.

Procedural Questions vs. Statutory Interpretations

Statutory Interpretation (may need to request Advisory Opinion)

Contact DOS Office of General Counsel 850-245-6536

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Procedural Questions

Contact the Division of Elections.

See Division's Subject Directory for contact information

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/>

Contact Information for Director's Office

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*See DOE Subject Matter Directory for Phone Contact Information



FLORIDA DEPARTMENT *of* STATE

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