

Florida Department of State

Outreach: Voter/Voting/Registration Education



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Updated 06-2012: Post-conference clarification to slide 15

Outreach: Voter Education and Training

- **Section 98.015(9), Fla. Stat.**
- **Section 98.255, Fla.Stat.**
- **Rule 1S-2.033 Standards for Nonpartisan Voter Education**
- **Voter Education/Training Efforts**
 - Publication
 - Website
 - Education and Training Programs
 - Public Announcements/ Notices

Voter Education

■ Voter Guide

- Create own county version or use DOS' Voter Guide— (Spanish version in draft process)
- Use as part of voter and voting education efforts
- Post on website
- Make it available upon request to: Voter registration agencies (VRAs) * SOE's Office * Community Center * Post Office * County Governmental Office * Registration Drive by SOE

Voter Education – Voter Guide

Informational Content

✓ **Registration**

- How to register to vote in-person or by mail * Where to obtain forms (e.g., online, in office, upon request by mail, fax, e-mail, through any designated voter registration agency (VRAs))

✓ **Update-Voter Registration Record**

- Change in name, address or party affiliation
- Signature update (opportunities for signature update (every official mailing, and reasons why important – identification and counting ballot))

Voter Education- Voter Guide

Informational Content (cont'd)

■ Voting

- ✓ Absentee Ballot (how to obtain, vote and return one) if a domestic voter, an absent stateside voter or an overseas vote
- ✓ Voting at Polls on Election Day and during Early Voting (could include how to properly mark marksense ballot (arrows or circles), how to feed ballot into tabulator, what it means when tabulator rejects ballot, etc.
- ✓ Provisional ballot (when someone may have to vote a provisional ballot-e.g. no photo id, voter challenge, unable to determine if eligible, etc.)

Voter Education- Voter Guide

Informational Content (cont'd)

Polling information

- ✓ How change in polling place or precinct triggers voter information card
- ✓ What times polls are open
- ✓ What to bring to the polls
- ✓ List of acceptable IDs
- ✓ What to expect at the polls including when voter may have to vote provisionally

Voter Education- Voter Guide

Informational Content (cont'd)

- Election Dates (refer to DOS' 2011-2012 Dates to Remember)

http://election.dos.state.fl.us/publications/pdf/2012/2011_2012ElectionDatesToRemember.pdf

- ✓ Upcoming elections
- ✓ Early Voting Periods
- ✓ Registration deadlines

Voter Education- Voter Guide

Informational Content (cont'd)

- **Information**
 - ✓ SOE's contact information
 - ✓ Website Address
- **Anything else deemed important**

Training: Voter Registration to *Public Agencies* versus *Private* Individuals and Entities

Voter Registration Agencies (governmental/public agencies designated under state law and NVRA)

ARE NOT

- 3rd Party Voter Registration Organizations

Different laws, different rules, different training

When giving direction on the phone or in person, be sure to clarify whether you are speaking with a Voter Registration Agency (NVRA-VRA) or a 3rd party Voter Registration Organization


Training: Voter Registration Agencies (VRAs)

- **Make training available** regarding proper voter registration procedures available to any individual, group, center for independent living, or public library in the your county (s. 98.015(9), Fla.Stat.)
- **Assist, upon reasonable request,** voter registration agencies (R1S-2.033(3)(d), F.A.C.)
- ✓ **Voter Registration Agencies (VRAs)**

Training: VRAs (cont'd)

- **Governmental/public entities** designated under National Voter Registration Act and section 97.057, Fla. Stat.
- **Rule 1S-2.048 adopted in January 2012**
 - **Procedures for VRAs** to follow in providing voter registration services at the same time as primary agency services.
 - **Reporting requirements** to better monitor compliance with NVRA

Training: NVRA Webinars (cont'd)

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- Webinars held in March and April 2012
 - Training for SOEs to be the TRAINER
 - Training for Voter Registration Agencies
 - Training for Public Libraries
 - Training for DHSMV and other Offices

Webinar materials available online at:

<http://election.dos.state.fl.us/NVRA/index.shtml>

Training: Third-Party Voter Registration Organizations (3PVROs)

- Make training available to any individual or group regarding voter registration procedures (s.98.015(9), Fla.Stat.)
- Provide (upon reasonable request) workshops for person or organization sponsoring voter registration drives (R1S-2.033(3)(c), F.A.C.)
- ✓ Third-Party Voter Registration Organizations (3PVROs) (individuals or entities). ***Any person or entity who collects or solicits to collect voter registration applications = 3PVRO.***

Training: 3PVROs (cont'd)

- Governed by
 - ✓ Section 97.0575, Fla. Stat. (2011)
 - ✓ R1S-2.042, eff. 5/2010 **for all 5 preclearance counties**
 - ✓ R1S-2.042, eff. 11/2011, **for all non-preclearance counties**

For details on law/rule, refer to Division of Elections' website: <http://election.dos.state.fl.us/voter-registration/third-party.shtml>

Training: 3PVROs (cont'd)

**Procedures that follow apply
solely to 3PVROs operating
in non-preclearance counties**

Update 06/2012: Slides 16-18 are superseded by a recent federal court injunction. See webpage for information at: <http://election.dos.state.fl.us/voter-registration/third-party.shtml>

Training: 3PVROs

- **Key pointers:**

- **3PVROs have to complete following forms before soliciting to collect or collecting voter registration applications**

- 1. Registration Form**

- 2. Registration Agent's Sworn Statement**

- 3. Accounting Report due 10th of each month.**

Training: 3PVROs (cont'd)

- **SOEs must report daily** for EACH 3PVRO on form DS-DE 124
 - **No later than noon** on business day following day being reported **UNLESS** no applications provided or received
 - **# of applications provided** to 3PVRO broken out by state form (DS-DE #39) or federal form (national mail-in or federal post-card application (FPCA))
 - **# of applications returned** by 3PVRS (state forms vs. federal forms AND **BLANK** versus **NON-BLANK** forms)

Training: 3PVROs (cont'd)

- SOEs must record date and time of delivery on BACK (not front) side of NON-BLANK application (bottom)
- Determine if application is **UNTIMELY DELIVERED**
 - ✓ **UNTIMELY** = 48 hours (not 2 business days) from day and time that 3PVRO collects application from applicants (may not necessarily be the date applicant signed it)
 - ✓ **DELIVERED** means in-person or if by mail, date of clear postmark. If no or unclear postmark, date of delivery is actual date of receipt.
 - ✓ Process application EVEN IF untimely delivered

Training: 3PVROs (cont'd)


- SOEs must process all applications turned in by 3PVRO to the extent possible.
- **BLANK** application is not a spoiled application.
- **NON-BLANK** application may be a **SPOILED** application:
 - If there is insufficient information to identify the applicant or otherwise process the application, or
 - If the voter writes signed statement not to process application (although the voter should probably not be handing the application in at all).

DO NOT TAKE the word of 3PVRO that applicant does not want to process application.

Training: 3PVROs (cont'd)

- **SOEs must report UNTIMELY DELIVERED Non-Blank Applications**
 - **Provide explanatory statement**—add as much detail as possible. This helps to determine whether to refer matter or not to AG.
 - **Attach documents** (copy envelope - if available and both sides of application -- be sure they are legible)
 - **Send via e-mail** with subject line *3PVRO Application/Untimely Delivery* and include in e-mail → *“This e-mail and attachment contains information that may be confidential and exempt”*
 - **Identify 3PVRO who delivered application**

Training: 3PVROs (cont'd): Date-Time Stamped Application

Florida Voter Registration Application		The downloadable/printable online form is available at: http://election.dos.state.fl.us/pdf/webappform.pdf	
Part 2 - Form (DS-DE #39, R1S-2.040, F.A.C. (eff. 01/2012))			
This is: <input type="checkbox"/> New Registration <input checked="" type="checkbox"/> Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) <input type="checkbox"/> Request to Replace Voter Information Card			
A Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO		OFFICIAL USE ONLY	
B <input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.			
C <input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.			
D Date of Birth (Enter in format MM-DD-YYYY)		FVR:	
E Florida Driver's License (FL DL) or Florida identification (FL ID) Card Number		If no or FL then prov	
F Last Name: <u>Smithson</u> First Name: <u>Albert</u> Thoreau (Jr., Sr., I, II, etc.):			
G Address Where You Live (legal residence-no P.O. Box): <u>554 Inglenook Dr.</u> City: <u>Eustis</u> County: <u>Lake</u> Zip Code: <u>32727</u>			
Mailing Address (if different from above address):			
Address Where You Were Last Registered to Vote: <u>1315 South St.</u> City: <u>Eustis</u> State: <u>FL</u> Zip Code:			
Former Name (if name is changed):		Telephone No. (optional):	
Party Affiliation (Check only one. If left blank, you will be registered without party affiliation): <input type="checkbox"/> Florida Democratic Party <input checked="" type="checkbox"/> Republican Party of Florida <input type="checkbox"/> No party affiliation <input type="checkbox"/> Minor political party (print name):		Race/Ethnicity (Check only one): <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic Origin <input type="checkbox"/> Other: <input type="checkbox"/> Multi-racial	
Active Uniformed Services, Merchant Marine, or Overseas U.S. Citizen (Check only one if applicable): <input type="checkbox"/> Active duty uniformed services/merchant marine <input type="checkbox"/> Family member of active duty uniformed services or merchant marine member <input type="checkbox"/> U.S. Citizen Residing Outside U.S.		<input type="checkbox"/> I will need assistance with voting. <input type="checkbox"/> I am interested in becoming a poll worker.	
H Oath: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.		SIGN/MARK HERE  Date: <u>Feb 14, 2012</u> <u>2/11/12</u>	

Be sure that copies are legible particularly the circled zones

- Supervisor of Elections
302 Wilson St. N., Suite 102
Crestview FL 32536-3440
850-689-5600
- OSCEOLA COUNTY
Supervisor of Elections
2nd St., Room 101
Okeechobee FL 34972
850-4014
- OSCEOLA COUNTY
Supervisor of Elections
PO Box 562001
Orlando FL 32856
407-836-2070
- OSCEOLA COUNTY
Supervisor of Elections
2509 E. Irla Bronson Memorial Hwy.
Kissimmee FL 34744
407-742-6000
- PALM BEACH COUNTY
Supervisor of Elections
PO Box 22309
West Palm Beach FL 33416
561-656-6200

- Supervisor of Elections
175 W. Main St.
Lake Butler FL 32054
386-496-2236
- VOLUSIA COUNTY
Supervisor of Elections
125 W. New York Ave.
DeLand FL 32720-4208
386-736-5930
- WAKULLA COUNTY
Supervisor of Elections
PO Box 305
Crawfordville FL 32326-0305
850-926-7575
- WALTON COUNTY
Supervisor of Elections
571 E. Nelson Ave. (US Hwy. 90)
DeFuniak Springs FL 32438
850-892-8112
- WASHINGTON COUNTY
Supervisor of Elections
1331 South Blvd., Suite 900
Chipley FL 32428
850-636-6230

Supervisor of Elections
2012 February 14 AM 10:30
TAMPADES, LAKE COUNTY

TMBC - #3P12-99
Date: 2/11/12 Time 4:40 pm

Training: 3PVROs (cont'd):Sample Explanatory Statement

- ∞ Please see attached form DS-DE 124 for 3PVRO activity occurring in Lake County on April 2, 2012.
- ∞ Also attached are the front and back sides of one application submitted yesterday by 3P 11-89. I asked that the employee working in the office that accepted the application in question provide a summary of the conversation she had with the 3PVRO agent that submitted the application; that summary is as follows:
- ∞ Today, April 2, 2012, Ms. Beth White, from 3P 12-99, delivered a total of 10 non-blank Florida Voter Registration Applications to the Lake County Supervisor of Elections in Gulf Breeze that were collected during the weekend. All were dated 2/12/012. The applicant signed the front of the application and dated it 2/10/12. I discussed with Ms. White the date and explained to her that it is my duty to report the date as recorded by the 3PVRO on the reverse side of the application. Please note that I believe the 3PVRO agent's explanation that the date was an oversight on their part, and the correct date that the application was received by the 3PVRO is 2/10/12.

Training: 3PVROs (cont'd):Sample Explanatory Statement (2nd example)

Orange County, Florida

On February 6, 2012, a representative from the Greater Faith AME Zion church delivered 7 completed voter registration applications to our office at 115 E. Oscar Street, Orlando. When asked, the church representative stated that he did not know the church's 3P number. He believed the church secretary had registered with the Division but the secretary was no longer employed by the church. Our staff queried the Division's website and was unable to find Greater Faith listed as a Third Party Voter Registration Organization. Believing the church was in the process of obtaining a 3P number, our staff accepted the applications and told the representative we would have to report them as being accepted with no 3P number.

Our staff made a notation on the report and we then processed the applications.

Staff believes they were speaking with Mr. Raymond Tartt, who left a contact phone number of (407) 355-5555. An internet search for the church lists an address of 4338 Younger Street, Orlando, FL 32811 and a phone number of 407-455-5555.

VOTER NAME	FVRS NUMBER	VOTER SIGNATURE DATE	3PVRO RECEIVE DATE	SOE RECEIVE DATE
Doe, Jane	123456789	1/28/2012	None	2/6/2012
Doe, John	123456790	1/29/2012	None	2/6/2012
Doe, Jimmy	123456791	2/3/2012	None	2/6/2012
Doe, Christy	123456792	2/3/2012	None	2/6/2012
Doe, Ben	123456793	2/3/2012	None	2/6/2012
Doe, Cindy	123456794	2/3/2012	None	2/6/2012
Doe, Anthony	123456795	2/3/2012	None	2/6/2012

Training/Education Programs-Schools & Public

- ✎ **Conduct annual voter registration & education program drive (R1S-2.033(3)(a)-(b), F.A.C.)**
 - At each county public high school (coordination with school board)
 - At each college campus in county

- ✎ **Conduct voting system demos (community center/senior citizen residences, and for various community groups) (R1S-2.033(3)(e), F.A.C.)**

Website

Maintain website that includes voting and voter info:

- ✓ **County's voter guide**
- ✓ **Information on how to obtain sample ballot or link thereto**
- ✓ **Notice of any changes in polling place and precinct**
- ✓ **Polling place or precinct finder**

Website (cont'd)

- Recommend at least bi-annual thorough review of website to be sure it is accurate, current and properly functioning.

For example,

- ✓ Is the online application printing out the latest version of the Florida Voter Registration Application (last revised in January 2012)?
- ✓ How does the print-out look ? Do the fields have character limitations that cut off letters or number?
- ✓ Does the voting and registration information reflect the latest applicable version of the law and rules?
- ✓ Are the online submissions (like absentee ballot requests) functioning properly?

Public Announcements & Notices

- ☞ **Post Voter's Bills of Rights & Responsibilities** at SOE office and polling place on Election Day and during Early Voting per s. 101.031, Fla. Stat.
- ☞ **Get the word out on voting information** by participating (ads, interviews) in media (general and minority) outlets (radio, television and publication)
- ☞ **Publish or mail out sample ballots** per s. 101.20(2), Fla. Stat.
- ☞ **Provide notices of change of polling places and precincts** per s. 101.71, Fla. Stat.

Distribution of Applications to FWCC Subagents

- ☞ **Supply as needed voter registration applications to all hunting, fishing, trapping licensing/permitting subagents of Fish Wildlife Conservation Commission.** Refer to FTP site <ftp://ftp.myfwc.com> - which lists subagents by county. s. 379.352(8), F.S./97.05831, F.S. (2006 law)
- ☞ **Mail applications forms to FWCC subagent customers who request application.** Refer to same FTP site above that should contain list of people who bought licenses over the phone and asked for voter registration application. s. 379.352(9), F.S.

Distribution of Applications to FWCC subagents and customers (cont'd)

- FFWCC makes application available online to licensees & permittees by providing online link to Division of Elections' website. FWCC screen shot: voter registration website at:

License Information:		
136	REPLACEMENT HUNT/FISH	\$2.00
029	RESIDENT TRAPPING	\$0.00
Valid For: 04/30/2012- 04/30/2013		
	Convenience Fee	\$2.36
Payment Information:		
Total Amount Charged:		\$4.36
Method Of Payment:		Visa
Credit Card Authorization Number:		tst668
If you would like to receive a voter registration application please click here		
Return Home		Print Document



The End

Any Questions