

# Bureau of Voter Registration Services

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Division of Elections

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# Section 1 Topics

- **Voter Registration Cancellation**
- **Reports (Daily, Monthly, Quarterly, Annually)**
- **Inactive Voters**
- **Intrastate Duplicate Registrations**
- **Quality Control Cross-Check**
- **Bi-annual Certification of Activities Report**
- **Aged Reports**

# Voter Registration Cancellation – Out-of-State

- Notices of former registered voters who indicate new state residence for registration
  - Daily notices received by Division of Elections via mail/fax/email
  - 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)

# Voter Registration Cancellation – In-state

- New Florida registered voters who indicate prior state registrations
  - Florida notices sent to other states
  - Conduct weekly automatic run and notices mailed to out-of-state state election officials

# Daily Reports

- Move-in/move-outs of potential felons within county:
  - If file created in BVRS, contact BVRS so match can be re-evaluated for continuing validity
    - If still valid, BVRS will be re-assigned to the new county of residence
    - Do not ignore

*You can notify the other county but BVRS must be notified as well.*
  - If file is created in the county, then the SOE MUST notify the new county and coordinate file transfer
    - Do not involve BVRS

# Daily Reports (cont'd)

- Protected records
  - Compare this report to the prior generated report to determine if the protected flag on any of these records have been removed and are no longer protected in FVRS.
- Administrative data input cross-checks [ongoing and/or future]

# Monthly Reports

- Voter records with birth years older than 115 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 more than registration date
- Age in DL is different than voters DOB

# Monthly Reports (cont'd)

- Supervisor's and their staff can run these types of reports locally to identify potential errors
- Example: Search by address
  - If you get a return of 7 or more registered voters at the same address do a crosscheck to see if it is an apartment building, group home, single family home or an address of an appointed guardian
  - Follow-up with the voters or guardian may be necessary



# Annual Reports

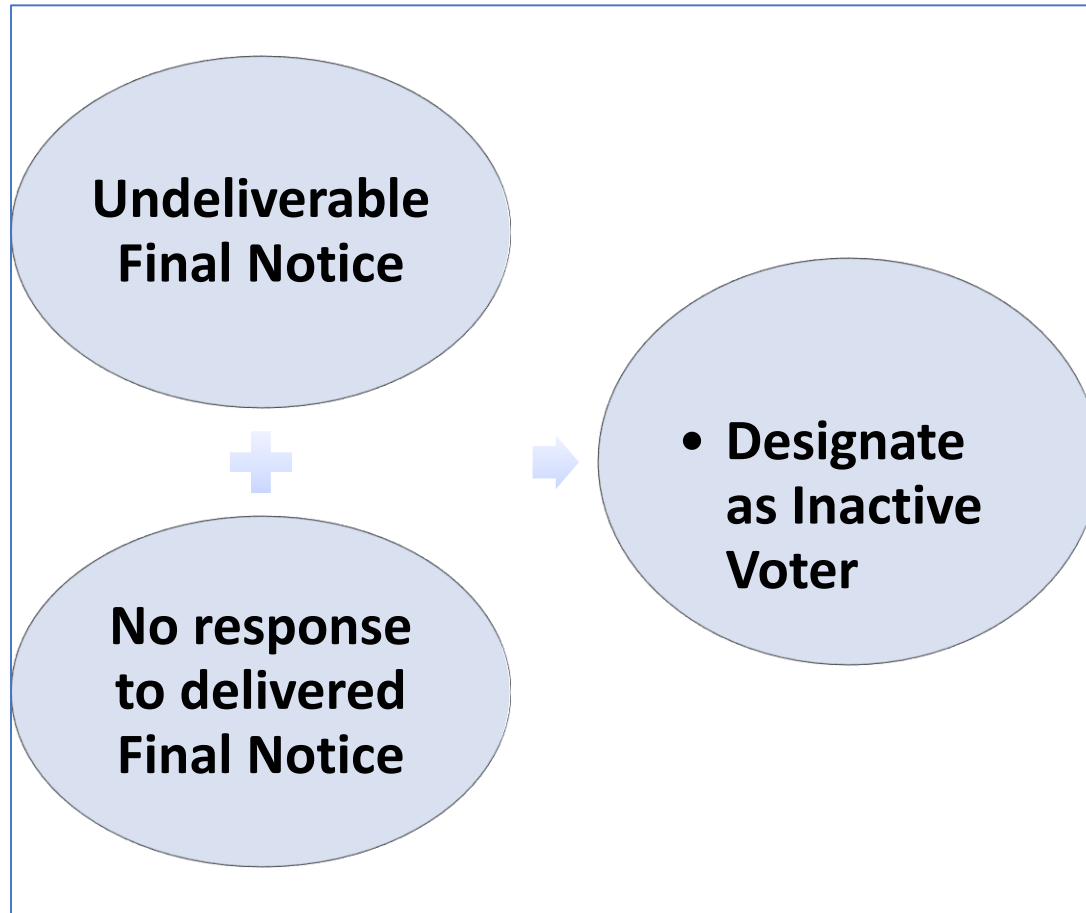
- ***NONE* fields**

- All VIDs with the first and last name of NONE or (NONE)
- All VIDs where last name is NONE or (NONE)
- All VIDs where first name is listed as NONE or (NONE)
- All VID records that have blanks in the first/last name fields as well as the word 'Unknown'

- **Incomplete voter status** for 2 + years (other than 'unverified')

- **Removal of inactive voters after** 2 general election cycles

# Inactive Voter



## Restore

Active Voter

- Voter updates his or her registration record (change to name, party, signature, address)
- Voter requests a vote-by-mail ballot
- Voter comes to the polls to vote

## Remove

Inactive Voter

- No voting or registration record activity by the voter through 2 general election cycles

# Removal of Inactive Voters

- **Inactive voters should be removed from rolls:**
  - 2 general (federal) election cycles **AFTER** made inactive **AND**
  - No voting
  - No attempt to vote
  - No request for vote by mail ballot
  - No voter initiated registration record update
  - Undeliverable confirmation received

Timing of removal: **AFTER** voting history upload deadline **BEFORE** January 1 of the year following the general election for list maintenance reporting purposes

# Intrastate Duplicate Registrations

- Source: FVRS (section 98.075(2), Fla. Stat.)
- Daily process: automated notification through FVRS
- SOEs review:
  - Determine if identified records are truly duplicates or not
  - Coordinate with other SOEs to reconcile records in different counties
- Preventive action:
  - Cross-check for existing registration record before creating new one
  - If existing record found, update existing record-only 1 active record/voter
  - Search by driver license to see if multiple records are identified for the same person

# Quality Control Checks

- Feedback from SOEs regarding invalid DOS identified ineligible matches (e.g., identity, administrative input errors, etc.)
  - NOTIFY the chief of the Bureau of Voter Registration Services.
  - File reviewed and corrected as needed

**Recommend you do your own in-county records quality control checks using the same or different criteria to identify records that need to be corrected or some other action taken.**

# Bi-annual Reports – Certification of Activities

- No later than January 31
- No later than July 31
- Prior 6 –month activities
- 2 distinct reports (signed and emailed)

**FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS**  
**Certification of Eligibility Records Maintenance**  
This form is to be used to certify that the Supervisor of Elections conducted activities as required under section 98.075, F.S. to identify and remove ineligible voters from the voter registration rolls.

I, \_\_\_\_\_, Supervisor of Elections or designee, for \_\_\_\_\_ County, certify the following for the period January 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ OR July 1, \_\_\_\_\_ to December 31, \_\_\_\_\_:

**A. ACTIVITY: NOTICE OF POTENTIAL INELIGIBILITY (provide total number for each category)**

Notices mailed (s. 98.075(7)(a)1., F.S.)	
Notices published (A notice is published ONLY if the mailed notice came back undeliverable which includes unclaimed, refused, or otherwise marked as undeliverable). For notices including voters, provide the number as if it were a notice per voter) (s. 98.075(7)(a)2., F.S.)	

**B. ACTIVITY: RESPONSES TO NOTICES (MAILED OR PUBLISHED)**

Voters who responded to mailed notices	
Voters who responded to published notices	
Number of hearings conducted (this should be the same as the number of voters who responded to either a mailed or published notice and requested a hearing (such hearing can only be requested by and held for persons who deny ineligibility)	

**C. ACTIVITY: NUMBER OF VOTERS REMOVED BASED ON REASONS FOR REMOVAL**

Convicted felon with no civil rights restored or no civil rights restored (Refers to voters whom the court has convicted incapacitated without voting rights restored (Refers to voters whose rights were declared to be mentally incapacitated AND taken away their voting rights/civil rights)	
Deceased (Refers to deceased voters removed with or without notice based on death data match identified by the state, receipt of in-state death certificates or information received from other source)	
Not of legal age to register	
Not a U.S. citizen	
Listed a residence that is not his or her legal residence (Refers to voters who listed someone else's legal residence, or who listed a residence that is not a valid legal residence)	
Fictitious person (includes registered voters with fake names and/or date of birth or who use someone else's residence, name or date of birth to register)	

Supervisor of Elections or designee (signature) \_\_\_\_\_ Date \_\_\_\_\_

Please submit by deadline (July 31 for Jan-Jun) or by January 31 for Jul-Dec to: Chief, Bureau of Voter Registration Services, Fla. Dept. of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street Tallahassee, Florida 32399; 850/245-6290 (phone) 850/245-6291 (fax)

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**FLORIDA DEPARTMENT OF STATE/DIVISION OF ELECTIONS**  
**Certification of Address List Maintenance Activities**  
This form is to be used to certify that a Supervisor of Elections has conducted activities required under section 98.065, Fla. Stat. to maintain current and accurate residential addresses for registered voters.

I, \_\_\_\_\_, Supervisor of Elections or designee, for \_\_\_\_\_ County, certify that the following address list maintenance program activities (check all that apply) were conducted January 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ or July 1, \_\_\_\_\_ to December 31, \_\_\_\_\_:

Change-of-address information from U.S. Postal Service/NCOA

Mass (nonforwardable) mailing to all registered voters in county

Targeted address confirmation request (nonforwardable) mailing to registered voters who have voted or requested an update to their records within the last 2 years

**ADDRESS CONFIRMATION REQUESTS (ACR) (provide total number)**

Confirmation requests sent	
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**CHANGE NOTICES (ACN) (provide total number)**

Change notices sent	
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**CONFIRMATION FINAL NOTICES (ACFN) (provide total number in each category)**

Confirmation final notices sent	
Who responded to address confirmation final notices	

**INACTIVE STATUS (s. 98.065(4)(c), F.S.) (provide total number in each category)**

Placed on inactive status (this includes only those voters for whom an address was placed on the inactive list and who for no general election cycles requested an absentee ballot, nor updated their registration record)	
Undeliverable or who did not respond to the notice within 30 days	

**TRANSFERRED VOTERS (s. 98.065(4)(c), F.S.)**

Voters removed from the statewide voter registration system	
Placed on the inactive list and who for no general election cycles requested an absentee ballot, nor updated their registration record)	

Supervisor of Elections or designee (signature) \_\_\_\_\_ Date \_\_\_\_\_

Please submit by deadline (June 30 for Jan-Jun) or no later than January 31 (for July through December activities) to: Chief, Bureau of Voter Registration Services, Florida Department of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street Tallahassee, Florida 32399; 850/245-6290 (phone), 850/245-6291 (fax)

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## Bi-annual Reports (cont'd)

### Review and Findings of Bi-annual Reports

- No Signature
- No Date
- Low or high number of removals compared to the size of the county.
- No removals or notices sent out
- Activities that should not have occurred during reporting period such as address list maintenance within 90-day moratorium for federal elections
- *BVRS will contact your office to verify this information or to have you resubmit your forms.*

# Aged Reports

The SOE File Utility/FVRS Aged Matches contains the following reports that have not been downloaded by your office:

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



# Aged and Pending Reports (cont'd)

- SOE Portal Applications can be found at: <https://soeadminservices.floridados.gov/>
- 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.)
- Email reminders sent weekly to SOEs to review and act on aged matches
- If you are unable to see the match or the voter has moved to a new county, please email BVRSHelp.

**RECORD all and whatever action taken including final determination in FVRS**

# Section 2 Topics

- **Address Confidentiality Program**
- **Special Applicants – ACP Voter**
- **Major Program Components**
- **Supervisor of Elections' Role**
- **Division of Elections' Role**
- **Contact Information**

# Address Confidentiality Program (ACP)

Refresher

*See also power point on SOE Internal Resource Webpage – Voter Registration for Participations in the Attorney General Address Confidentiality Program (updated 12/2019)*

# Special Applicants – ACP Voters

- Attorney General Office: Administers the program
  - Division of Victim Services and Criminal Justice Programs/Bureau of Advocacy and Grants Management
- Statutory Authority: Chapter 741.401 – 741.465, FS.
- <http://myfloridalegal.com/pages.nsf/Main/CAB44E1FB5429EE285256F5500576153?OpenDocument>
- Participants:
  - Victims of domestic violence and
  - Victims of stalking
  - See [Florida Statute 97.0585](#))

# Major Program Components

- Requires formal designation as participant in the Attorney General's Program for Address Confidentiality
- Requires renewal every 4 years
- Requires confidentiality of information in public records
- Assigned substitute mailing address

## Major Program Components (cont'd)

- If ACP participant registers to vote, requires voter registration to be handled manually outside of registration database and electronic processes
- ACP participant/voter will need to vote-by-mail

The Attorney General defines a 'Protected Records Voters' as: *a program participant who is registered and qualified to vote and has requested a vote-by-ballot pursuant to s. 101.62, F.S., and will vote in the same manner as an absentee voter. Source: See Chapter 2A-7, Florida Administrative Code)*

# Supervisor of Elections' Role for ACP Voters

- Copy ACP authorization card (return original to Participant)
- Obtain signed Acknowledgment form
- Ask for participant's actual residential address in registration record(for proper precinct assignment for ballot)
- Process registration manually outside of FVRS-(secure file)
- Provide copy of participant's record to participant

## Supervisor of Elections' Role for ACP Voters (cont'd)

- Mail copy of original acknowledgment form and signed registration form with address redacted to:

Special Attention: Chief, Bureau of Voter Registration Services.

*(Mark private and confidential and advise BVRS if Participant is already registered in FVRS—provide name and FVRS ID #)*

- Mail ACP voter's vote by mail ballot to the AG's post office address
- ACP program will forward to the Participant



# Division of Election's Role

- Searches FVRS for prior registrations and remove from FVRS
- Cross-checks existing hardcopy ACP files to prior registration
- Contacts county to remove name from local database files
- Creates hard-copy/manual registration record and securely store
- Forwards signed Acknowledgment form to the Office of Attorney General
- Verifies personal identifying # (DL, State ID or SSN4 through DHSMV/SSA
- Notifies SOE if person is ineligible
- Runs quarterly ineligibility maintenance cross-checks
- Sends ineligibility file to SOE to initiate notice and removal under s. 98.075(7), F.S.

# Contact Information

- **Bureau Chief:**
  - Toshia Brown - [Toshia.Brown@dos.myflorida.com](mailto:Toshia.Brown@dos.myflorida.com); 850-245-6225
- **Senior BVRS Supervisor:**
  - Tiffany Morley - [Tiffany.Morley@dos.myflorida.com](mailto:Tiffany.Morley@dos.myflorida.com); 850-245-6248
- **Administrative Assistant:**
  - Dallas Murphy - [Dallas.Murphy@dos.myflorida.com](mailto:Dallas.Murphy@dos.myflorida.com); 850-245-6122