

## Template Letter for Notice of Potential Ineligibility (Non-U.S. Citizen) to Registrant

(Date)

(Voter's name and address)

RE: Florida Voter Registration Number

Dear Mr./Ms. \_\_\_\_\_:

We have received information that says you may not be a U.S. citizen. In Florida, only U.S. citizens can register and vote. See s. 97.041, Fla. Stat. (2011). We are relying upon immigration information you previously gave to the Florida Department of Highway Safety and Motor Vehicles when you first applied for or renewed your driver's license or state identification card. This information was later cross-checked with the Department of Homeland Security (DHS).

Please complete and return within thirty (30) days of your receiving this letter the enclosed 'Admission or Denial of Non-U.S. Citizen' Return Form' (Attachment "A") to the Supervisor of Elections' office. You may mail, fax, e-mail or bring the Return Form in person to the office. To the extent requested on the Return Form, include a copy of any document that either shows that you are not the person identified in this letter, that you are a U.S. citizen or that your immigration status has otherwise changed. If your name is now different or has changed from the name that appears in the documentation you are now providing or previously gave to the Florida Department of Highway Safety and Motor Vehicles, be sure also to provide documentation of that name change. Examples of proof of U.S. Citizenship include but are not limited to:

- *U.S. Birth Certificate.* If you cannot find your birth certificate, please contact the vital statistics office in the state or U.S. territory that originally issued your certificate.
- *U.S. Passport (booklet or card).* If you cannot find your U.S. Passport, please contact the U.S. Department of State at 1-877-487-2778 (TTY 1-888-874-7793) or visit the website at: [http://travel.state.gov/passport/lost/lost\\_848.html#](http://travel.state.gov/passport/lost/lost_848.html#).
- *U.S. Consular Certificate of Birth.* If you cannot find your U.S. Consular Certificate of Birth, please contact the U.S. Department of State 202-955-0521 or visit the U.S. Department of State's website at: [http://travel.state.gov/passport/get/first/first\\_825.html#](http://travel.state.gov/passport/get/first/first_825.html#).
- *Naturalization Certificate or Certificate of Citizenship.* If you cannot find your Naturalization Certificate or Certificate of Citizenship, or believe that there is some problem with your records that needs to be corrected by the DHS' United States Citizenship and Immigration Services (USCIS), please refer to the enclosed "Information for Registrants: Verification of Citizenship Status and How to Obtain Your Document or Correct Your Record with USCIS" (Attachment "B").

If you believe we have made a mistake about your identity or current immigration status, you also have the right to ask for a hearing.

If you do not respond within thirty (30) days, we may determine that you are ineligible and remove your name from the voter registration rolls. If you are removed, you are no longer eligible to vote.

For any questions or assistance, you may contact our office as follows: [insert contact information including phone number, physical street address, mailing address, fax number and e-mail address.]

Sincerely,

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Supervisor of Elections

Enclosures: *Admission or Denial of Non-U.S. Citizen Return Form with Self-addressed Envelope*  
*U.S. DHS' USCIS "Information for Registrants: Verification of Citizenship Status and How to Obtain Your Document or Correct Your Records with USCIS" Fact Sheet*