

**I-866-OUR-VOTE  
(1-866-687-8683)****Disclaimer:**

This guide is designed for informational purposes only. It is not legal advice and is not intended to create an attorney-client relationship. The Election Protection Coalition does not warrant any information contained in this guide, nor does the Coalition suggest that the information in this guide should be used as a basis to pursue legal advice or decision making.

**VOTER REGISTRATION FORMS****1) Where can voter registration forms be obtained?**

There are several ways to get a voter registration form. The Florida voter registration form is available on the web, in English at <http://election.dos.state.fl.us/pdf/webappform.pdf> and in Spanish at [http://election.dos.state.fl.us/pdf/webappform\\_spanish.pdf](http://election.dos.state.fl.us/pdf/webappform_spanish.pdf). A potential voter may also get registration application forms from libraries, public assistance offices, the Division of Elections, and the county Supervisor of Elections office. One may also register to vote at the Department of Highway Safety and Motor Vehicles office when one applies for, renews, or updates a driver's license or identification card. In addition, some educational institutions provide the opportunity to register to vote or update a voter registration record on campus.

**2) Are there restrictions on copying voter registration forms?**

A voter registration application may be reproduced by any private individual or group, as long as the application is in the same format. Fla. Stat. § 97.052.

**3) Are there restrictions on the use of the National Voter Registration Form?**

The National Voter Registration Form can be used in Florida, and is available at [http://www.eac.gov/files/voter/nvra\\_update.pdf](http://www.eac.gov/files/voter/nvra_update.pdf). A voter must indicate his or her party affiliation if he or she wishes to participate in that party's primary election, caucus, or convention. Florida requests that a voter provide his or her race or ethnic group. Voter registration drives using the National Voter Registration Form are subject to the same requirements for third-party registrations.

**4) Are there restrictions regarding the use of registration form information?**

Yes. The following information is confidential and may be used only for purposes of voter registration: (i) the voter or voter registration applicant's Social Security number, driver's license number, and Florida identification number and (ii) the location of voter registration or update to voter registration. Additionally, voter's signature is in the public record but may not be copied. Other than these restrictions, voter registration records are open to the public and may be examined or copied by any person. Fla. Stat. § 97.05831.

**5) Are there restrictions regarding pre-filling-in information on registration forms?**

No. However, any inaccurate information on registration forms, such as an incorrect county or zip code, may delay or obstruct the registration process.

## **COMPLETING VOTER REGISTRATION FORMS**

**6) How long must you live in a county before you are eligible to register to vote?**

To register, you must simply be a legal resident of the county in Florida in which you intend to vote.

**7) Are there any restrictions on registering to vote using a P.O. Box, college campus, or dorm address?**

A person may register to vote using any address constituting his or her legal residence. Since a post office box is not a residence, a voter may not register using such an address.

**8) Can a person register to vote at a college address that is not a permanent address?**

Use of a college address is permissible provided that a voter considers his or her college address to be his or her legal residence. (For example, if a voter is a dependent of his or her parent(s), the parents home address is probably the voter's legal residence.)

**9) Are there any identification requirements to register to vote?**

If a first-time voter is registering to vote by mail and does not have a Florida driver's license number, Florida identification number, or a Social Security number the voter must provide additional identification. The identification must not be expired; it must be current and valid.

The following forms of identification are acceptable if they contain your **name and photograph**:

- United States passport
- Debit or credit card
- Military identification
- Student identification
- Retirement center identification
- Neighborhood association identification
- Public assistance identification

Instead of a photo ID, the voter may provide a copy of a utility bill, bank statement, paycheck, government check, or other government document containing your **name and current residence address**.

This requirement does not apply to:

- Persons 65 years of age or older,
- Persons with a temporary or permanent physical disability,
- Absent uniformed services voters, and
- Overseas voters.

**10) What are the rules regarding missing or illegible information on registration forms?**

A voter registration application is complete if it contains the following information:

- the applicant's name, legal residence address, and date of birth
- a mark in the checkbox affirming that the applicant is a United States citizen
- the applicant's current and valid driver's license number, identification number, or the last four digits of the applicant's Social Security number
- a mark in the checkbox affirming that the applicant has not been convicted of a felony, or if convicted, that the applicant has had his or her civil rights restored
- a mark in the checkbox affirming that the applicant has not been adjudicated mentally incapacitated with respect to voting, or that, if so adjudicated, has had his or her rights restored
- the applicant's signature swearing that the information contained in the registration application is true and subscribing to an oath as required by the Florida Constitution and statute.

Fla. Stat. § 97.053.

If any of the required information is missing from the voter registration application form, the supervisor of elections shall notify the applicant. The applicant may complete another application. Fla. Stat. §§ 97.052 (6); 97.073.

A voter registration application is only accepted as valid after the department of elections verifies the number or nonexistence of the applicant's driver's license, identification card, or social security number. If the driver's license number, the identification card number, or the social security number cannot be verified, the applicant shall be notified that the application is incomplete and the applicant must provide evidence to the supervisor to verify the authenticity of the number provided. If the voter provides the necessary evidence, the supervisor shall place the voter's name on the registration rolls as an active voter. If the voter has not provided the necessary evidence or the number has not otherwise been verified prior to the applicant presenting himself or herself to vote, the applicant shall be provided a provisional ballot. The provisional ballot will be counted only if the application is verified by the end of the canvassing period or if the applicant provides evidence to the supervisor of elections sufficient to verify the authenticity of the number provided on the application no later than 5 p.m. on the second day following the election. Fla. Stat. § 97.053.

**11) Can a person whose name has changed since registering vote on Election Day?**

A registered voter may update his or her name (if it is changed by marriage or other legal process) by submitting an updated voter registration application. If a registered voter's name has changed because of marriage or other legal process, but the voter has not submitted an updated voter registration application, the voter may nonetheless vote by completing and submitting a Change of Name of Registered Voter or an updated voter registration form at the precinct when and where the voter is

otherwise entitled to vote. If the voter's eligibility to vote cannot be determined, he or she shall be entitled to vote a provisional ballot. Fla. Stat. §§ 97.1031; 101.045.

## REGISTERING OTHERS TO VOTE

### 12) What requirements apply to third-party voter registration organizations?

A third party registration organization is a person or organization that solicits or collects voter registration applications from persons other than one's own spouse, child or parent. Fla. Stat. § 97.021. Before engaging in any voter registration activities, a third-party voter registration organization is to notify the division of elections of the organization's registered agent in Florida and the names of individuals responsible for the organization's day-to-day operation. Each third-party voter registration organization shall also submit a quarterly report to the division of elections, providing the date and location of any organized voter registration drives conducted by the organization in the prior calendar quarter. Failing to submit the registration or quarterly report information does not subject the third-party voter registration organization to any civil or criminal penalties, and is not a basis for denying such third-party voter registration organization with copies of voter registration application forms. Fla. Stat. § 97.0575.

An organization that collects voter registration applications acts as a fiduciary to the applicant, ensuring that any voter registration application will be promptly delivered to the division of elections or the supervisor of elections, regardless of the applicant's party affiliation, race, ethnicity, or gender. If a voter registration application collected by any third-party voter registration organization is not promptly delivered to the division of elections or supervisor of elections, the third-party voter registration organization shall be liable for fines.

### 13) Are third-party voter registration organizations required to use specially trained individuals, non-compensated individuals, or residents of the state or county?

No, we are unaware of any such provisions. However, voter registration drives using the National Voter Registration Act form may want to attend one of the public training workshops.

## REGISTRATION DEADLINES

### 14) What is the deadline to register to vote?

You can apply to register to vote at any time.

However, if you want to be able to vote in a particular election, you have to register to vote before the "books are closed" for that election. The registration books close on the 29th day before each election, not counting the election day; if that 29th day would fall on a Sunday or a legal holiday, then the books are closed on the next day that is not a Sunday or a legal holiday. **For the November 2010 general election, that deadline is October 4, 2010.**

Once the registration books are closed for an election, a voter who has already registered may update its name, address, and signature. If the election will select a political party nominee, than a voter may not change its party affiliation when the books are closed.

A person who is returning from employment outside of the United States, or who has been discharged or separated from a uniformed service or the Merchant Marine, may register to vote in an election until 5:00 p.m. on the Friday before the election. That person's accompanying family member may likewise register late. One must so register in the office of the Supervisory of Elections, and must produce documentation evidencing that one is so entitled to register late. Fla. Stat. §§ 97.053; 97.055; 97.0555.

The voter's registration date will be the date the voter registration application is either hand-delivered (when the office is open) or postmarked (if mailed) to: the county Supervisor of Elections; the Division of Elections; a driver's license office; a voter registration agency; or, an armed forces recruitment office. Fla. Stat. § 97.053.

If the mailed voter registration application does not bear a postmark, or if the postmark is unclear, the registration date is the day that the application was received by any supervisor or the division. However, if the application is received within 5 days after the closing of the books for an election (excluding Saturdays, Sundays, and legal holidays), then the registration date is the book-closing date. Fla. Stat. § 97.053.

## FOR MORE INFORMATION

For more information, contact the Florida Department of State, Division of Elections, at:

Department of State  
Division of Elections  
Director's Office  
Room 316, R.A. Gray Building  
500 South Bronough Street  
Tallahassee, FL 32399-0250

(850 245-6200 (Main line)

1-866-308-6739 (Florida Voter Assistance Hotline)

The Florida Department of State Division of Elections has a website dedicated to providing information on the voter registration process: <http://election.dos.state.fl.us/index.html>.

The offices of the **counties'** supervisors of elections can be found at:

[http://doe.dos.state.fl.us/SOE/supervisor\\_elections.shtml](http://doe.dos.state.fl.us/SOE/supervisor_elections.shtml)