Overview for Voter Registration Agencies Includes Training for Rule 1S-2.048

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 - This section can be used to satisfy training requirements

Part One: Introduction to Voter Registration Agencies

WHAT ARE THEY & WHAT DO THEY DO?

What is a Voter Registration Agency?

- •VRA are public offices (e.g., any office that provides public assistance or serves persons with disabilities, center for independent living or public library) required by law to offer voter registration opportunities
- •Governed by National Voter Registration Act (NVRA) and s. 97.058, Fla. Stat., and Rule 1S- 2.048, F.A.C.
- NVRA passed by US Congress in 1993
 - Also known as "Motor Voter Law"
 - Designated government entities as voter registration agencies
 - Made broad changes to voter registration laws throughout US
 - Can register while getting driver's license
 - · Can register through mail
 - Can register at Voter Registration Agencies
 - Enabled in FL with passage of 1995 Florida Voter Registration Act

What is a Voter Registration Agency?, continued

- Federal law designated and defines a VRA as:
 - All offices that provide public assistance
 - Department of Health's Special Supplemental Food Program for Women, Infants, and Children
 - Department of Children and Families programs
 - Supplemental Nutrition Assistance Program
 - Medicaid/Kidcare Medicaid Program
 - Temporary Cash Assistance Program
 - All offices that provide state funded programs for persons with disabilities:
 - Agency for Persons with Disabilities
 - Department of Veteran's Affairs
 - Department of Education
 - Division of Blind Services
 - Division of Vocational Rehabilitation
 - Department of Financial Services Division of Workers' Compensation
 - Disability offices at public colleges and universities

What is a Voter Registration Agency?, continued

- Armed forces recruitment offices
 - Army
 - Navy
 - Marines
 - Coast Guard
 - National Guard
- Centers for Independent Living
- Public libraries
 - Operate under slightly different rules
 - See special <u>Library</u> version of this document for details

Voter Registration Agencies are <u>NOT</u> the same as Third-Party Voter Registration Organizations

- •3PVROs are private individuals, non-profit corporations, or political organizations that conduct voter registration drives
 - Very different than VRAs
 - Governed by s. 97.0575 Fla. Stat. and Rule 1S-2.042, FAC
- •For further information, please see:
 - http://election.dos.state.fl.us/voter-registration/third-party.shtml

VRA Regulations

- •Although VRAs' primary function is not voter registration, they are required by federal and state law to provide certain voter registration services
- These requirements are fully described in:
 - Federal Law National Voter Registration Act
 - State Law Florida Statute 97.058
 - Florida Administrative Code-Division of Elections Rule 1S-2.048

VRA Responsibilities

- Accept voter registration applications dropped off in person or by mail
- Provide each applicant for services the opportunity to register to voter or update registration
 - Must be proactive effort by agency
 - Not sufficient to just have voter registration forms available
- Inform applicants of certain voter registration rights
- •If agency contracts with a private provider, agency must also contract for voter registration services
 - Agency is responsible for ensuring providers comply
- Provide access to paper voter registration applications or online application
 - Can use statewide form (DS-DE 39)
 - Can use NVRA Preference form (DS-DE 77)
 - Preferred version

VRA Responsibilities: Accommodations

- •Establish procedures for providing voter registration services to telephone applications
- •If agency provides services to a person with disabilities at the person's home, must also provide voter registration services at homes

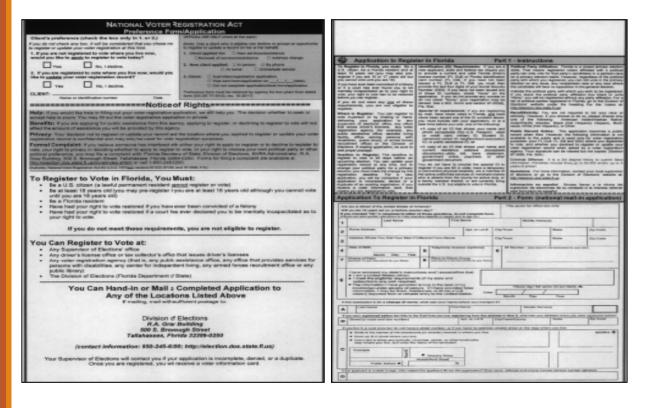
VRA Responsibilities: Administration

- •Forward all complete and incomplete voter registration applications to the Supervisor of Elections office with 5 days
- Retain declinations to register (or preference form activities) for 2 years
 - Can be recorded on Form DS-DE 77
- •Collect data for report to the U.S. Election Assistance Commission

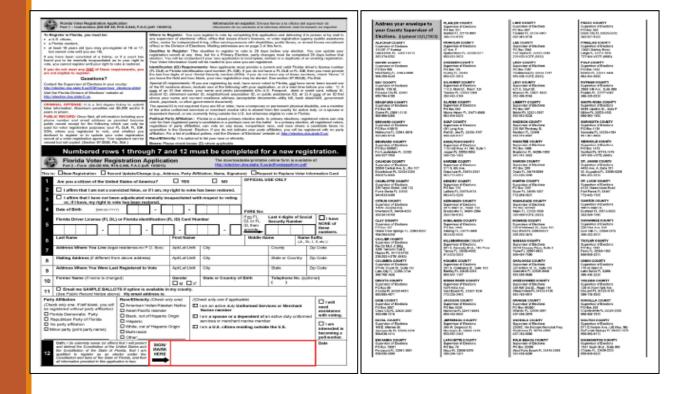
DS-DE 77 NVRA Preference Form

- •Preference form combines:
 - Federal mail-in voter registration application
 - Notice of Rights
 - Space to record "declinations to register"
 - Available in English and Spanish
- •By incorporating this form into your agency's application materials, you will comply with several requirements at the same time

DS-DE 77 NVRA Preference Form



DS-DE 39 Statewide voter registration application



Questions & Answers



Part Two: NVRA Rule

RULE 1S-2.048 - NVRA VOTER REGISTRATION AGENCIES

Requirements

- •Each voter registration agency must:
 - 1. Designate a coordinator for voter registration services
 - 2. Train staff either directly or through assistance from county supervisor of elections or DOS
 - **3. Offer opportunity to register** or update voter registration records & notice of rights
 - 4. Provide assistance to same degree offering help in core agency services
 - 5. Track and report voter registration activities to DOS

#1: Coordinators

- •Each agency shall designate a coordinator, who shall:
 - Notify DOS of their contact information
 - VRA.Reporting@DOS.MyFlorida.com
 - Identify agency staff whose duties involve offering new or renewal of agency services, or address updates for those services
 - Front line desk staff
 - Case managers
 - Phone bank operators
 - Etc...
 - Ensure the above-identified staff offer voter registration and updating opportunities
 - Provide staff training on voter registration responsibilities

#2: Training Staff

- •Provide voter registration training for all agency staff whose duties involve:
 - Offering new agency services
 - o Renewal or recertification of agency services
 - Address changes for receipt of services

By Whom:

- In-house agency coordinator
- By local SOE office
- By DOS NVRA Coordinator

•Scope of Training:

- o How and when voter registration services must be offered
- o How to assist applicants in completing form
- How to inform applicants of their rights
- How to submit application
- Recommend that you incorporate voter registration training into new staff training materials
- •The final portion of this presentation can be used to satisfy these requirements

#3: Opportunity to Register

- •Whenever client applies, reapplies, recertifies, or submits an address change to get VRA's *service/benefit/assistance*, her or she must be offered the option to register to vote or update voter registration
 - Service/benefit/assistance refers to the agency's core activity:
 - Food, medical, and temporary cash assistance (DCF)
 - Health and nutrition services (DOH/WIC)
 - Personal assistance/ personal care services (CIL)
 - Disability services (any state office that serves persons with disabilities or any office in state that provides state-funded programs primarily to persons with disabilities)
 - Blind services (Dept. of Education)
 - Library card (Libraries)

#3: Opportunity to Register, continued

- Client/applicant must be informed of their right to:
 - Apply to register or update registration record
 - Have services/benefit/assistance unaffected by registering or not registering
 - Receive the same degree of assistance as provided for primary agency service/benefit/assistance
 - Be able to complete application privately
 - Have information kept confidential
 - Submit a complaint regarding violation of the above to DOS
- These rights are listed on the DS-DE 77 form

#4: Providing Assistance

- •Must be offered regardless of the manner in which applicant interacts with the agency to obtain agency services/benefit/assistance
 - In-person
 - By mail
 - Over the phone
 - Online
- Applicant shall be provided the same degree of assistance as the agency provided for its own services/benefits/assistance, unless applicant refuses

#5 Track and Report Data

•Each coordinator must complete quarterly reports:

Quarter	Coverage Period	Report Due
1 st	January 11 – March 31	April 15
2 nd	April 1 – June 30	July 15
3 rd	July 1 – September 30	October 15
4 th	October 1 – December 31	January 15

- •Use Form DS-DE 131, NVRA Quarterly Activities Report
 - Form solicits a variety of data on voter registration activity
 - E-mail completed form as an attachment to
 - VRA.Reporting@DOS.MyFlorida.com
 - Can submit in Excel with DOS approval

Form DS-DE 131 (First page)



NVRA VOTER REGISTRATION AGENCIES

(DESIGNATED BY NVRA AND S. 97.058, F.S.)

QUARTERLY ACTIVITIES REPORT FORM

Reporting Periods: Due dates for the 1*, 2*!, 3*! and 4* calendar quarterly reports are April 15, July 15, October 15, and January 15 for the preceding 3-month calendar period, respectively.

Ds-DE 131 (eff. 01/2012)(Rule 15-2.048)

Please provide data for your agency, by county.

1. How many clients declined to register or update his or her voter registration record?

Alachua	Gilchrist	Manatee	Suwannee
Baker	Glades	Monroe	Taylor
Bay	Gulf	Marion	Union
Bradford	Hamilton	Martin	Volusia
Brevard	Hardee	Nassau	Wakulia
Broward	Hendry	Okaloosa	Walton
Calhoun	Hernando	Okeechobee	Washington
Charlotte	Highlands	Orange	
Citrus	Hillsborough	Osceola	
Clay	Holmes	Palm Beach	39
Collier	Indian River	Pasco	
Columbia	Jackson	Pinellas	
Dade	Jefferson	Polk	
DeSoto	Lafayette	Putnam	
Dixie	Lake	Santa Rosa	3
Duval	Lee	Sarasota	
Escambia	Leon	Seminole	
Flagler	Levy	St. Johns	63
Franklin	Liberty	St. Lucie	
Gadsden	Madison	Sumter	

2. How many clients sought new or renewal of agency services or assistance or made an address change with an agency in each category: (please answer 2a. - 2 g.)

2a. In Person	20.	200	
Alachua	Gilchrist	Manatee	Suwannee
Baker	Glades	Monroe	Taylor
Bay	Gulf	Marion	Union
Bradford	Hamilton	Martin	Volusia
Brevard	Hardee	Nassau	Wakulla
Broward	Hendry	Okaloosa	Walton
Calhoun	Hernando	Okeechobee	Washington
Charlotte	Highlands	Orange	
Citrus	Hillsborough	Osceola	
Clay	Holmes	Palm Beach	3
Collier	Indian River	Pasco	3
Columbia	Jackson	Pinellas	

#5 Track and Report Data, continued

- •The highest level administrative unit that overseas or monitors activities of other offices is responsible for:
 - Designating a coordinator
 - Reporting voter registration activities
- •Each individual branch office does not report data to DOS, but instead reports to its regional office, which with report to the Division
 - Private providers function as a branch office as well

Questions & Answers



Part Three: How to Process a Voter Registration Application

THIS SECTION CAN BE USED TO SATISFY TRAINING REQUIREMENTS

When do I Have to Offer Voter Registration Services?

- •Each time someone:
 - Initially applies for agency core services/benefits/assistance
 - Applies for renewal of agency core services/benefits/assistance
 - Submits a change of address in order to obtain or continue to obtain core services/benefits/assistance
- Offer the person the opportunity to apply for voter registration or update registration
- •Do not need to offer voter registration every time client calls or comes in the door
 - Only when client is applying, renewing/reapplying, or updating address for core agency services

To Whom Do I Offer Services?

- Anyone who is 18 years or older (assuming otherwise eligible)
- Anyone who is 16 year or older may pre-register
 - Parental or guardian approval is not required to pre-register
 - No one but the applicant may sign application

Special Class of Applicants: Victims of Domestic Violence and Stalking

- Special Registration process applies
 - Attorney General's Address Confidentiality Program
- Do not intake or otherwise take their voter registration information
- •Refer these persons immediately to the county Supervisor of Elections for registration

Special Class of Applicants: Address Confidentiality Request

•Who are they?

 Judges and quasi-judicial officers, state and U.S. attorneys, guardians ad litem, child abuse investigators, law enforcement officers, correction officers, firefighters, human resource personnel, etc. including their spouses and children, etc. and victims of certain aggravated violent crimes.

•Why?

 Risk to physical safety for certain professions and victims of certain crimes of aggravated violence

•What is protected?

- Specified identification and location information
 - Typically address, phone number, date of birth, and photo

Special Class of Applicants: Address Confidentiality Request

•When does it apply?

 Only after written request to the agency that holds the information. An applicant/registered voter must still give his or her residential address for proper precinct assignment. Exemption only prevents release of information on a website or public portal or in response to a public records request.

•How will it be done?

 The agency custodian is responsible for ensuring that the residential address and other protected information in the public record are redacted and not released or otherwise made publicly available or accessible.

How do you Offer Voter Registration Services?

•IN-PERSON OPTION:

- Offer a paper voter registration form to the client at the same time you give him or her the application for your agency
- Direct the person to computer with a link to the electronic voter registration application and the capability to print the form

•ELECTRONIC OPTION:

 Offer to input voter registration information at the same time you would input your agency information, and print out the form for client signature

•PHONE OPTION:

 If the application to receive agency services is processed over the phone, offer to mail the person a voter registration application – if client declines, record it

Offer Personal Assistance to Applicant

- •If assistance is accepted, provide the same level of assistance that is provided for applying/renewing/recertifying for your agency's services/benefits/assistance programs
- •If assistance is declined, the person can complete a form on his or her own there or at home

How to Offer Help in Completing the Form

- •Be sure the person reads all instructions/information
- •Help applicant complete, at a minimum, the required fields
- Do not attempt to verify or determine someone's eligibility
 - Only the Supervisor of Elections determines eligibility
- •You are not responsible for an applicant's choice to leave a required or optional field blank. However if you see a blank mandatory field, tell the applicant so he or she can fill it in. Otherwise, forward the application "as is" to the local Supervisor of Elections

Required Fields

- Check box for US Citizenship
 - Permanent Resident status is not a US citizen
- Check box for affirming no felony conviction, or if convicted, right to vote has been restored
 - Not on Form DS-DE 77
- Check box affirming no mental incapacitation with respect to voting, or if adjudicated, right to vote restored
 - Not on DS-DE77
- Date of birth
 - Must have Month, Day, and Year
- Name
 - Must have First and Last name
- Personal identifying number
 - Florida Driver's License Number
 - Florida State Identification Card Number
 - If none of above issued, then last four digits of the Social Security Number, OR
 - If none of the above issued, person must write "NONE"

Required Fields, continued

- Legal residence
 - May NOT be a mailing or business address
 - MUST be current address intended to be his or her permanent residence, including:
 - Home street address
 - Address of a place where a person lives and docks a houseboat
 - Address of student's parent where university student is staying for indefinite period
 - Address where someone receives mail regularly if homeless or no permanent residence

Required Fields, continued

Signature and Date

- The original signature of the applicant
- No one else can sign for the applicant
- A person can sign with an "X" or other mark if that is all he or she is capable
 of due to a physical disability or that is the way the person always signs his or
 her signature
- When a person signs they are swearing / affirming that they meet the eligibility requirements to vote in Florida

Optional Fields

- Phone Number
- Mailing Address
- Former Address (if making an address change)
- Former Name (If making a name change)
- Gender
- Race or Ethnic Group
- Political Party Affiliation
- Email Address
 - Not on Form DS-DE 77

Political Party Affiliation

- Two Major Parties
 - Florida Democratic Party
 - Republican Party of Florida
- 13 Minor Parties
 - Example: Green Party of Florida
 - Example: Independent Party of Florida
- •A person may register without any political party affiliation (by writing "none" or "NPA" on form).
- •Information on the political parties in Florida can be found here: http://election.dos.state.fl.us/candidate/parties.shtml

Political Party Affiliation, continued

- Political Party Affiliation is an optional field
 - But, person's choice or lack of choice affects if he or she may vote in certain contests
- Florida is a Closed-Primary State
 - Voters registered with one political party CANNOT vote for candidates of another political party in that party's primary election or Presidential Preference Primary
 - Voters with No Party Affiliation likewise CANNOT vote in those races in the primary election or the Presidential Preference Primary
 - But all voters, regardless of affiliation or no affiliation, can vote on any issue, and nonpartisan race, or any race in which a partisan candidate will face no opposition in the general election

Point to Remember:

- Do not influence, or try to influence, someone to pick a particular political party affiliation
- Do not display any political party affiliation or party allegiance
- Do not say or do anything that discourages someone from registering to vote
- Do not publicly disclose any person's registration information, for any purpose other than the administration of the voter registration

General Points on Receiving and Transmitting Voter Registration Applications:

- •If someone drops off or mails in, a paper Voter Registration Application to your agency:
 - Accept it no matter what
 - If hand delivered, stamp the date of receipt on the application
 - Do not include the agency name or address in the date stamp
 - o If mailed in, keep the envelope with the mailed in application
 - Do not discard the postmarked envelope, regardless of whether the postmark date is clear or not
- •Enclose ALL applications in an envelope or courier bag:
 - This includes both applications completed at your agency and applications mailed to your agency
 - Include a cover letter in the envelope to help the SOE office properly code the source of the applications
 - Mark the exterior of the envelope, or courier bag, clearly with your agency name and location

General Points on Receiving and Transmitting Voter Registration Applications, Continued:

- •Forward ALL applications within five (5) days to the local county Supervisor of Elections' office, (or be sure that the courier service picks up no later than five (5) days):
 - Mail all applications to your local SOE office, even if voter uses an out of county address (the SOE will forward to the appropriate county).
 - If registration deadline is within five (5) days of receipt, forward ASAP.

How to Obtain Voter Registration Applications:

- •Download and print, or copy, them at your office:
 - Florida Voter Registration Application English
 - Florida Voter Registration Application Spanish
 - NVRA Preference form with Voter registration Application English
 - NVRA Preference form with Voter Registration Application Spanish
- •Order forms from the Division of Elections:
 - The NVRA Coordinators can assist you with this.
- Order forms from your local County Supervisor of Elections Office

Complaints:

- •Who: Any person can lodge a complaint against a voter registration agency
- •How: By filing a NVRA Complaint with the Department of State:
 - http://election.dos.state.fl.us/rules/adopted-rules/pdf/dsde18.pdf
- •What happens: A hearing must be held
- •When:
 - Within 30 days of the filed complaint
 - Within 20 days if the violation occurs within 120 days of an upcoming election
 - If the violation is within 30 days of a state or federal election, and the person's rights have been affected, the person may bypass the administrative process and file directly with the court

Resources

- Division of Elections NVRA Webpage.
- •Text of Rule 1S-2.048.
- •DS-DE 131 Quarterly Report Form
- •Election Laws of Florida.
- Text of NVRA
- •Information on Political Parties.
- •NVRA Complaint Form.

Who Can I Contact if I have Questions?

- Division of Elections
 - Contact: Katrinia Ferguson
 - NVRA Coordinator
 - 850-245-6237
 - Katrinia.Ferguson@DOS.MyFlorida.com
 - Contact: Alex Mosca
 - Back up
 - 850-245-6292
 - Alexander.Mosca@DOS.MyFlorida.com
 - For Submitting Quarterly Reports, use
 - VRA.Reporting@DOS.MyFlorida.com
- Your Local Supervisor of Elections Office:
 - http://election.dos.state.fl.us/SOE/supervisor_elections.asp

Questions & Answers

