

Ten Steps to Registering Voters in Florida



LEAGUE OF WOMEN VOTERS®
OF FLORIDA

[2/16/17 Update](#)

1. Join the League of Women Voters of Florida!

- Because of the sensitive nature of voter registration in Florida, the LWVF requires all volunteers who want to register voters on our behalf **must** be League members.

Not a member? Join today at

www.TheFloridaVoter.org



2. Complete the Online Quiz

- LWVF's online quiz has 12 questions and you must score **100%** in order to be certified to register voters on the League's behalf.
- The link to the quiz will be provided at the end of this presentation.



3. Confirmation Email

- Once you have scored **100%** on the quiz, you will receive an email message confirming your score.
- If you scored **anything less than 100%**, you must **retake** the test to achieve your certification.



4. Coordinate with Your Local League

- Once you are a certified voter registration volunteer, make sure to **contact your local League's President and/or Voter Service (VS) Chair** to find out what voter registration activities are planned in your area.
- Or, you may also have great ideas of non-traditional registration events but you must coordinate with your League President or VS chair.



5. Print Voter Registration Forms

- It is important that **you print blank voter registration forms**, [click here for English](#) or [click here for Spanish](#). We ask that you **NOT** collect stacks from your local Supervisor of Elections. They are required to give you forms with the League's 3PVRO number pre-printed on the back. Even if only one form is lost, that puts the LWVF number under scrutiny.



6. Register Voters

- Consider holding registration events at naturalization ceremonies, street festivals, farmers markets, college campuses, sororities/fraternities, health centers, high schools, assisted living facilities, civic organizations when giving a presentation, or wherever prospective voters congregate.
- **NO** voter registration events should take place unless they are a **formally-sanctioned League event by your local President and/or Voter Service Chair's** knowledge and approval!



Updating a Voter's Registration

- Voters can also use the voter registration form to **“re-register”** in order **to update** their name, address, party affiliation and/or signature.
- Encourage folks who are uncertain of their status to do this as a precaution to ensure their ability to vote.



Important to Note

- All League events **must have at least two LWVF certified voter registration (VR) volunteers present.**
- Ensure that you have **contact information** for your **Supervisor of Elections** for vote by mail ballot requests or any other question about elections



Important to Note

(cont'd)

- The League's **3PVRO** number to conduct any VR other than a **formally-sanctioned** League event.
- **Citizens initiative petitions**, endorsed by the League, may be located on the same VR table, but kept separate from VR. One certified VR volunteer for VR and another volunteer, (doesn't have to be certified), for petitions



7. Check the Form for Errors

- After the voter gives you their completed form, **look it over** and make sure that all of the required fields have been filled out.
- Volunteers should **NEVER** physically change information on a voter registration form or fill in blank spaces.
- If you assist the voter to identify omitted answers or an error, be sure that **they sign and date the form.**



8. Write Our 3PVRO Number and the Date on the Form

- Best Practices suggest that at the end of the registration event, one volunteer should **write the League's 3PVRO number** on the back of every completed voter registration form, along with the event date in this format: MM/DD/YY. *It is very important to keep our 3PVRO number confidential, to protect the League's credibility.*



Double-checked; Use the Buddy System!

- Make sure that **two certified** LWVF volunteers have checked each form to ensure that both the League's 3PVRO number and the date are written correctly **on the back** of all completed forms.



9. Turn in the Forms to Your Local SOE Office

- **Forms must be turned in within ten (10) days** of collection, however, we recommend that you return them as soon as possible to ensure timely receipt. (Note: if a book-closing deadline is approaching, forms must be turned in by that deadline, even if it is sooner than 10 days.)
- Late forms could jeopardize a voter's registration and generate fines for the League!



10. Email Your Local League

- After you have completed a registration event and turned in the forms, you must **let your local League President and/or Voter Service Chair know:**
 - The **location** of your registration event;
 - **How many forms** you collected and the date collected; and
 - Finally, the **date** that you **submitted** the completed forms in to the **SOE**.



Helpful Hints

- **Do not** give the League's 3PVRO number to anyone. The Voter Service Chair of your League will provide you with that number once your tabling event is confirmed.
- Make sure to bring useful items such as clipboards, pens and membership brochures, and SOE contact information with you to your registration event.
- **Do NOT** wear partisan or campaign gear while registering voters on behalf of the League.



Helpful Hints

(continued)

- **Two ways to build a GOTV effort:**
 - Always bring a sign-up sheet for people to provide their email address and telephone number.
 - Strongly encourage voters to contacting local supervisor of Elections to request Vote-By-Mail ballots.
 - It is legal and encouraged to record the contact information on voter registration forms and to create a mailing list for Get Out The Vote efforts.



LEAGUE OF
WOMEN VOTERS®
FLORIDA

Other Training Opportunities

- Sometimes, local Supervisor of Elections offer voter registration trainings. While these are not mandatory, LWVF encourages you to consider participating in one.



Other Training Opportunities

How to become a **Poll Watcher**

Contact your **county Supervisor of Elections** about becoming a poll worker. A poll worker is required to attend at least 2 hours of training prior to each election that he or she is serving. A poll worker is paid. As a poll worker you must be a registered qualified elector of the county in which you are serving. You must also be able to read and write the English language. Bi-lingual speakers (especially those who speak Spanish) are encouraged to apply and serve.



Book Closing Deadlines

- Floridians must be **registered** to vote at least **29 days before** an election in Florida.
- As of this date, 2/16/17, there are no published dates for elections or deadlines to register for each, also called “book closing”.



Former Felony Offenders

- If a citizen has been convicted of a felony, but has not yet had their civil rights restored, they are not eligible to vote in Florida.
- A former felon must contact the [Florida Commission on Offender Review](#) to obtain the required information to have their civil rights restored. Call Toll Free: 1-800-435-8286 or email Email: ClemencyWeb@fcor.state.fl.us .
- LWVF is supportive of and collecting signatures for the Felons Civil Rights Restoration amendment to Florida's Constitution. Print by clicking [the Petition](#)

Questions?

- Contact the State League office by calling **(850)224-2545** if you have any questions. You may also email us by writing to:

LWVFoffice@gmail.com



LWVF Voter Registration Quiz

- LWVF's voter registration certification quiz may be accessed by clicking below:

[Voter Registration Certification Quiz](#)

Your 100% passing score makes you eligible to register voters on behalf of the League for a two-year period of time: 1/1/2017 – 12/31/2019

