

# Ten Steps to Registering Voters in Florida



LEAGUE OF WOMEN VOTERS®  
OF FLORIDA



# 1. Join the League of Women Voters of Florida!

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Because of the sensitive nature of voter registration in Florida, all volunteers who register voters on behalf of the League of Women Voters of Florida **must** be League members.

Not a member? Join today at [www.LWVFL.org](http://www.LWVFL.org).



## 2. Complete the Online Quiz

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LWVFL's online quiz for voter registration certification has 15 questions.

You must score **100%** in order to be certified to register voters on the League's behalf.

All of the information you need to pass the quiz is in this training guide. A link to the quiz is at the end of this training guide.

### 3. Confirmation Email

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Once you have scored **100%** on the quiz, you will receive an email confirming your score.

If you scored **anything less than 100%**, you must **retake** the quiz to achieve your certification.

## 4. Coordinate with your Local League

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Once you are a certified voter registration volunteer, make sure to **contact your local League's President and/or Voter Service Chair** to find out what voter registration activities are planned in your area.

You may have great ideas of non-traditional registration events, but you **must** coordinate with your Local League leaders.

# 5. Print Voter Registration Forms

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Print **blank** voter registration forms in English and in Spanish.

Please do **NOT** collect stacks of forms from your local Supervisor of Elections office. The offices are required to give you forms with the League's third-party voter registration organization (3PVRO) number pre-printed on the back.

Even if only one form is lost, that puts the LWVFL number under scrutiny.

# 6. Register Voters

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You can host voter 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
- Wherever prospective voters congregate

All League voter registration events must have **at least two certified voter registration volunteers** present.

# Voter Registration Events

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**NO** voter registration events should take place unless **formally sanctioned by your local President and/or Voter Service Chair.**

The League's 3PVRO number may not be used to conduct any voter registration other than a formally sanctioned League event.



# Updating a Voter's Registration

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Voters can also use the voter registration form to **“re-register”** in order to **update their name, address, party affiliation and/or signature.**

Encourage voters who are uncertain of their status to do this as a precaution to ensure their ability to vote.

# Former Felony Offenders

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Citizens who have been convicted of a felony but have not yet had their civil rights restored 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 1-800-435-8286

Email [ClemencyWeb@fcor.state.fl.us](mailto:ClemencyWeb@fcor.state.fl.us)



## 7. Check Forms for Errors

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Review all completed registration forms to **confirm all of the required fields** have been filled out. Make sure voters **sign and date the form.**

**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 3PVRO Number and Date on Forms

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At the end of the registration event, **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 the 3PVRO number confidential to protect the League's credibility.

# DOUBLE CHECK!

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Make sure that **two certified voter registration volunteers** review each form.

Confirm that **both the League's 3PVRO number and the date** are written correctly on the back of all completed forms.

## 9. Turn in Forms to Your SOE

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Forms must be turned in **within ten (10) days** of collection.

It's recommended 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!

# Book Closing Deadlines

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Floridians must be registered to vote **at least 29 days before an election** in Florida.

This is known as the “book closing” date.

# 10. Email Your Local League

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- After your turn in the forms, you must let your local League President and/or Voter Service Chair know:
  - The **location** of your registration event;
  - The **number of forms** you collected and the date collected; and
  - The **date you submitted the completed forms** to your Supervisor of Elections.



# Helpful Hints

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**Do not give the League's 3PVRO number to anyone.** Your Voter Service Chair will provide you with that number once your voter registration event is confirmed.

**Don't forget tools like pens and clipboards.** Bring relevant **League materials** to your event – like membership brochures, voter guides, and local initiative literature.

**Bring contact information for your Supervisor of Elections** for vote-by-mail ballot requests or any other questions about elections.



# Helpful Hints

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**Do NOT wear partisan or campaign gear** while registering voters on behalf of the League. Refrain from partisan conversations.

**Bring citizens initiative petitions** endorsed by the League, but keep them on separate sides of your table. You must have **at least two certified voter registration volunteers** even if another volunteer who isn't certified is focusing on gathering petition signatures.

# Helpful Hints

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**Prepare for future Get Out the Vote efforts.** Bring a sign-up sheet for people to provide their email address and telephone number. 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.

**Encourage voters to request Vote-By-Mail ballots from their Supervisor of Elections.**

# Other Training Opportunities

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**Consider participating in other trainings.** Sometimes, local Supervisors of Elections offer voter registration trainings, which aren't mandatory, but may be helpful!

**Consider becoming a pollworker.** Contact your Supervisor of Elections about becoming a paid pollworker. At least 2 hours of training prior to each election is required. Bilingual speakers (especially those who speak Spanish) are encouraged to apply and serve.

# Questions?

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Contact the State League office with questions about voter registration training and certification.

Call (850) 224-2545  
Email [LWVFOffice@gmail.com](mailto:LWVFOffice@gmail.com)



# Voter Registration Certification Quiz

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Take the voter registration certification quiz here:

## [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.

You must remain as a member during this time.

