

Ten Steps to Registering Voters in Florida



LEAGUE OF WOMEN VOTERS®
OF FLORIDA



1. Join the League of Women Voters of Florida!

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.



2. Complete the Online Quiz

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

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

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

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

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

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

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

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



7. Check Forms for Errors

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

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!

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

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

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

- 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

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

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

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

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?

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

Call (850) 224-2545
Email LWVFOffice@gmail.com



Voter Registration Certification Quiz

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.

