

SUGGESTED GUIDELINES FOR REGISTERING VOTERS

1. If you are collecting the completed voter registration applications be sure that you or your organization have filed paperwork with the Division of Elections to become a Third Party Voter Registrant (3PVRO) prior to collecting the applications. Form DS-DE 119 See: <https://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/>
2. Always contact your local organization leader to coordinate having a voter registration event.
3. Obtain paper voter registration forms by printing them off the Div of Elections Website.
4. There should be at least two people from your organization or from the Coalition to Implement Amendment 4, to work any one registration event
5. Individuals with felony convictions (excluding murderers and sex offenders) who have completed all of the terms of their sentence (returning citizens) are not required to bring proof of anything about their sentence to the Supervisor of Elections (SOE). On the other hand, we suggest that returning citizens prepare to register to vote by checking their court records to be sure that they have completed the sentence that the judge wrote down. If the returning citizen is unsure if they have completed their sentence they should wait to register until they have completed their research on that question. Questions can be posed to Second Chances Coalition members at 1-877-698-6830
6. Returning citizens who know that they have completed all terms of their sentence will need to check the box on question no. 2 that says that "I am not a convicted felon, or if I am, my right to vote has been restored. "This box is to be used because Amendment 4 restored the

eligibility to vote for over a 1.4 million returning citizens who completed their sentences.

7. Allow the person who is registering to vote to fill out the application themselves unless they need physical assistance.
8. Check the application for correctness and completeness before you allow the person who filled out the application to leave.
9. Explain that they do not need to select a party affiliation, but if they do not then they will not be able to vote on the person who is competing to represent the party in the primaries.
8. Tell them that they need to be careful when they sign their name on the application because if they vote by mail in the future then their future signature will need to match the paper application signature or their vote may not count. We recommend that they take a picture of their signature on the application so they will have a record to be able to make sure their signature is consistent over time.
9. Write your organization 3PVRO number on the back of the form at the top. Write the date that you collected the application on the back of the form at the top. Format: MMDDYY.
10. Count the forms and write down the number in safe place. Deliver the forms that have been filled out to the SOE NLT ten days from the date the application is completed or before the next closing date which ever first occurs.
12. Obtain a receipt from the SOE that shows that the correct number of applications were turned in. Keep track of the receipt.