

# *LWV Florida Policies:*

## Registering Voters in Florida

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

- All volunteers who register voters on behalf of the League must be LWVFL members. Not a member? Join today at [www.LWVFL.org](http://www.LWVFL.org).

### 2. Complete the Online Quiz

- In order to register voters, you **MUST** be certified.
- Certification is obtained by scoring a **100%** on [LWVFL's online quiz](#).
- All the information you need to pass the quiz is in this training guide. The link to the quiz is at the end of this guide.

### 3. Receive Confirmation Email

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

### 4. Coordinate with your Local League

- You **must** contact your local League President and/or Voter Service Chair to find out what voter registration activities are planned in your area.
- **No voter registration events should take place unless sanctioned by your local President and/or Voter Service Chair.**

### 5. Print Voter Registration Forms

- You may print blank voter registration forms [in English](#) and [in Spanish](#) provided here from the Florida Division of Elections.
- If you prefer to use forms from your Supervisor of Elections, policies vary from county to county. Some require you to bring back all unused registration forms, which are counted, and you may be held accountable for missing forms. If you don't know, please ask your local SOE office what their policy is for Third-Party Voter Registration Organizations (3PVRO). Some SOEs also add the LWVFL's 3PVRO number, pre-printed on the back so beware of this and remember to return all unused forms.

### 6. Online Voter Registration

- Don't forget that people can register to vote online too! Let citizens know about online voter registration at your events.
- Voters can go to [RegisterToVoteFlorida.gov](http://RegisterToVoteFlorida.gov) on their phone or use laptops or tablets provided at your event — no 3PVRO number required!

### 7. Register Voters and Keep This in Mind

- All League voter registration events must be formally sanctioned and have **at least two** certified voter registration volunteers present.
- Voter registration forms may be used to **UPDATE voter information** as well, so encourage voters who are uncertain of their status to fill out a form as a precaution to ensure their ability to vote.
- Citizens may **pre-register to vote** on or after their 16<sup>th</sup> birthday so that they are ready to vote in any election on or after their 18<sup>th</sup> birthday.
- Citizens who have previously been convicted of a felony offense (**excluding murder or sex offenses**) and have **served all terms of their sentence** are eligible to vote in Florida as of Jan. 8, 2019.
- Some of the locations popular for voter registration events include:
  - ✓ Naturalization ceremonies
  - ✓ Street festivals and farmers market
  - ✓ Concerts
  - ✓ College campuses
  - ✓ Sororities/fraternities
  - ✓ High schools
  - ✓ Assisted living facilities
  - ✓ Civic organizations when giving a presentation
  - ✓ Protests / rallies
  - ✓ Health centers

## 8. Check Forms for Errors

- Review all completed registration forms to confirm all the required fields (**highlighted in black on the form numbers 1-7, and 12**) 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.
- Take note that university students may use their dorm addresses to show legal residency. P.O. boxes on the other hand are not acceptable as a mailing address to prove residency.

## 9. 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.

## 10. 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 less than 10 days.**)  
*Book Closing Deadlines: Floridians must be registered to vote at least 29 days before an election in Florida.*
- Late forms could jeopardize a voter's registration and generate fines for the League!

## 11. Email Your Local League

- After you 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, 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 certification and event are 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.
- **Do NOT wear** partisan or campaign gear while registering voters on behalf of the League, and refrain from partisan conversations.
- Bringing citizen initiative petitions endorsed by the League is allowed but keep them on separate sides of your table.
- If someone has been convicted of a felony but they are **not 100% sure** if they have completed **all** terms of their sentence, we recommend they **do not register to vote** at that time. If you need help determining the your status, contact the [Florida Rights Restoration Coalition](http://FloridaRightsRestorationCoalition.org) at [info@floridarrc.org](mailto:info@floridarrc.org) or (407) 901-3749.
- 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 an email list and cell phone numbers for Get Out the Vote efforts.

## Questions?

Contact the LWVFL state office with questions about voter registration training and certification.

Call (407) 377-5777 or email [info@lwwfl.org](mailto:info@lwwfl.org)

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 the 2019-2020 window.*