

**MARK S. EARLEY**  
SUPERVISOR OF ELECTIONS  
LEON COUNTY, FLORIDA

**NOTE: This guide is provided for general reference and does not constitute legal advice. Parties should refer to Florida Statutes, Administrative Code Rule, and applicable case law.**

## How You Can Help Register Voters

One of the best ways to get involved in elections is to help people register to vote. Registering voters is an exciting public service and a fantastic way to support your community. You can help your neighbors by making their voices heard through elections. To do this, you can create or work with a Third-Party Voter Registration Organization (3PVRO). These organizations can assist people with the voter registration process. Read this guide to learn more about 3PVROs.

This document has been updated to reflect the most recent election laws in Florida, including changes affecting 3PVROs in Florida Senate Bill 7050. New requirements went into effect on July 1, 2023. However, some provisions of this legislation have been challenged in the court. For the most up-to-date information regarding legislation, please contact us directly.

### Division of Elections Resources

The Florida Department of State, Division of Elections is the state agency that oversees 3PVROs. The Division's website includes a 3PVRO overview, reference guide, and the forms you will need to register: [dos.fl.gov/elections/for-voters/voter-registration/third-party-voter-registration-organizations-3pvro/](https://dos.fl.gov/elections/for-voters/voter-registration/third-party-voter-registration-organizations-3pvro/)

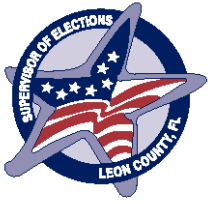


Florida Division of Elections  
3PVRO resource page

### How to Register as a 3PVRO

If you wish to collect voter registration applications, you will need to register as a 3PVRO before you get started. To do so, you must file paperwork with the Division of Elections. Your organization can be as small as one person, or as large as a statewide group.

It may be easier to work with an existing 3PVRO, rather than to start a new one yourself. Contact an existing organization to ask about joining their effort. You can find contact information for active 3PVROs on the Division's resource page.



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## 3PVRO Registration Process

To register with the Division, you will need to provide:

- Names of the officers and permanent address of the organization.
- Name and address of the organization's registered agent in the state.
- Names and addresses of each paid voter registration agent.
- Affirmation that each person collecting or handling registration forms is not a felon.
- Affirmation that each person collecting or handling registration forms is a US citizen.
  - As of October 2023, this provision of the law is on hold.
- List the election cycle for which you are registering voters. Your registration expires after this election cycle. However, this does not take effect until after the 2024 General Election.
  - You can reregister your organization after it expires.

## Exceptions

You do not need to register as a 3PVRO if you are:

- Helping a family member register.
- Helping voters submit voter registration forms online at [RegisterToVoteFlorida.gov](https://www.RegisterToVoteFlorida.gov)
- Distributing blank voter registration forms and leaving them with voters.

## What Happens Once my 3PVRO is Registered?

Once the Division approves your registration, they will assign your organization a unique 3PVRO number. It will be listed in on the Division's 3PVRO database. You can now help people register to vote.

## How do I Obtain Voter Registration Applications?

You can obtain copies of the Voter Registration Application form by:

- Printing them yourself from the PDF available on the Division's website.
- Photocopying a blank form.
- Ordering them from our office.
- Ordering them from the Division of Elections. They will give you up to 10,000 forms for free.



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### How Can I Assist Voters?

Once you are registered as a 3PVRO, you can help people register to vote by distributing voter registration applications and ensuring they are delivered to election officials. You can also directly help voters complete the application form. You can even write in the fields for the voter, but the voter must sign the form themselves.

The forms you distribute must be blank when initially provided to a voter. You cannot pre-fill out the voter's information on the forms.

### Complete Form

To be successfully registered, the voter registration application must be complete. If a voter's form is incomplete, they will not be eligible to vote until they submit a new form correcting any mistakes. You should review the required fields with the applicant. Help the voter so they have a chance to complete any missed, illegible, or unusable information, such as:

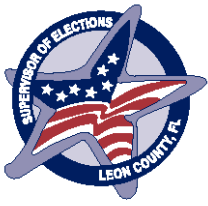
- Missing any of the required fields and checkboxes (lines 1 through 7)
- Listing a PO box, out-of-state address, or otherwise incomplete residential address (line 7)
- Illegible handwriting
- Failing to sign the form (line 12)

If the applicant makes a mistake on the form, they should cross out the incorrect information and then write in the correct info. This is better than starting a new form, as you would need to deliver both the complete and incomplete forms, creating more work for everyone.

### Optional Fields

Optional fields on the application are important. Although they will not make the application incomplete, they can still affect the voter. We encourage voters to complete as much of the application as possible.

- Party affiliation affects which contests and candidates appear on a voter's ballot in a primary election. If a voter does not wish to register with a party, they can select "No Party Affiliation."
- Contact information allows us to reach the voter if there is an issue with their registration or Vote-by-Mail ballot.



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## Address for Voters Living in College Campus Residence Halls

College students living in campus residence halls should write the residence hall name in the address field on line 7. Then, they should write their U-box or other mailing address on line 8. This will allow us to assign them to the correct voting location while also ensuring they can receive election mail.

## Application Receipt

When the applicant gives you their application, you must give them a receipt. The template for the receipt is form DS-DE 129 and is available on the Division of Elections' website. It must include:

- Applicant's name, party affiliation, and county
- 3PVRO name
- Registration agent name
- Date

## Handling Filled-Out Voter Registration Forms

Make sure each form has your 3PVRO number and the collection date written in the margins on the lower portion of the form. Do not write in the "Official Use Only Box."

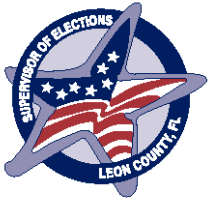
## Return Location

You must return each form you collect to the county Supervisor of Elections for the voter, or to the Division of Elections. This includes both complete and incomplete forms. You can deliver them in-person by dropping them off at an office or by mailing them.

## Return Deadline

The deadline to return forms is 10 days after the voter completes the form. However, if it is close to the voter registration deadline, you must return the form at least 29-days before the next scheduled election.

If you do not deliver the forms on time, or at all, you will be fined. See **Fines (page 7)**, for a detailed list of actions that may result in fines and/or criminal violations.



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## What Happens After I Drop Off Voter Registration Forms?

We verify the ID information and enter the data into the Florida Voter Registration System. After processing the form, we will mail a voter information card. If the voter does not receive their card within two weeks, they should call our office to make sure we have the correct address. If the voter's form is incomplete, we will reach out to the voter to correct the problem.

## Copying Information

You cannot copy the voter's application or retain personal information from the application form. As of October 2023, this provision of the law is on hold.

## Are There Any Ways to Simplify the 3PVRO Process?

The 3PVRO rules are extensive and it can be difficult to follow all the regulations. But there are still ways you can be involved in voter registration without creating your own 3PVRO.

- **Partner or work with an existing 3PVRO.** You can engage in these activities without having to create your own organization, and you will be part of a group that already knows how to follow the rules. You can find contact information for active 3PVROs on the Division's resource page.
- **Distribute applications without collecting.** You only must register as a 3PVRO if you collect completed applications from voters. You do not need to register as a 3PVRO if you are only handing out blank applications. You can even help with filling out the form and give out stamped envelopes addressed to the Division of Elections so they can return the form themselves.
- **Encourage voters to register online at [RegisterToVoteFlorida.gov](https://www.RegisterToVoteFlorida.gov).** You can walk voters through the online voter registration process. You can let someone else use your computer, tablet, or phone for their registration. Note that if the applicant does not have a Florida drivers license or Florida ID card, they cannot register fully online. Instead, the website will generate a prefilled form for them to print, sign, and return to an election official. You can help with printing and providing a stamped envelopes so the voter can print and return the form themselves.



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*Visit [Leon Votes.gov](http://LeonVotes.gov)!*

## Training Opportunities

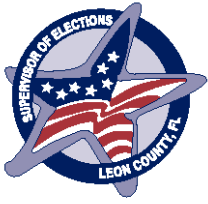
You can request a 3PVRO workshop using our Community Involvement Request form under the Voter Education and Resources tab on [leonvotes.gov](http://leonvotes.gov) or by contacting us at (850) 606-8683. We will work with you to finalize a date and time. At the workshop, we will provide you with this guide and answer questions you have about best practices on how to help people register to vote.

Spanish language resources are available upon request.

## Vote-by-Mail Ballot Request Forms

To complete a Vote-by-Mail ballot request, a person must already be a registered voter. If you are helping someone to register for the first time in Florida, they should not complete a Vote-by-Mail ballot request at the same time. Instead, they can request their Vote-by-Mail ballot once they receive their voter information card.

For already registered voters, you can have them complete Vote-by-Mail ballot request forms and deliver them to our office. You can obtain blank forms on our website. You can also direct voters to the online Vote-by-Mail ballot application on our website. Finally, voters can call their local Supervisor of Elections to request their Vote-by-Mail ballot over the phone.



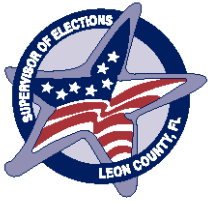
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**Fines**

When you collect registration forms on behalf of your 3PVRO, you accept responsibility to make sure those forms are properly delivered and handled. If you do not follow the law, your 3PVRO may be fined.

The total fine which may be assessed against a 3PVRO in a calendar year is \$250,000.

<b>Cause of Fine</b>	<b>Fine - Unintentional</b>	<b>Fine - Willful</b>
Untimely return more than <u>10 days</u> after the form was collected or registration deadline, whichever is sooner	\$50 each form, per day (\$2,500 maximum)	\$2,500 each form
Untimely return after the registration deadline	\$100 each form, per day (\$5,000 maximum)	\$5,000 each form
Failure to return	\$500 each form	\$5,000 each form
<b>Cause of Fine</b>	<b>Fine/criminal violation</b>	
Allowing felon to collect or handle voter registration forms.	\$50,000 each person	
Allowing non-citizen to collect or handle voter registration forms.	\$50,000 each person	
Providing a voter registration form with pre-filled information	\$50 each form	
Altering voter's form without the person's knowledge and consent.	\$5,000 each form (if convicted)	
Copying a voter's form or retaining a voter's personal information for any reason other than to provide such form or information to the 3PVRO.	Third-degree felony (if convicted)	



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## Key Information to Share with Voter Registration Applicants

Florida has a statewide voter registration system. When someone moves to Florida, they need to register to vote in this state. Once they are registered in Florida, their existing voter registration moves with them within the state. However, voters need to update their address whenever they move.

Florida has a voter registration deadline. Voters must register 29 days before an election. This deadline applies to new registrations and party affiliation changes. A voter can update their address within the 29-day deadline, including on Election Day.

Florida is a closed primary election state.

- Some of the contests and candidates that appear on voters' primary election ballot depend on the voter's party affiliation.
- There are often nonpartisan contests in a primary election. All voters can vote in these races.
- In a general election, party affiliation does not affect ballots. All voters can vote for candidates regardless of party.

## Contact Information

Division of Elections 3PVRO Coordinator	Leon County Supervisor of Elections
Phone (850) 245-6237	Phone (850) 606-8683
Email <a href="mailto:3PVRO@dos.myflorida.com">3PVRO@dos.myflorida.com</a>	Email <a href="mailto:Vote@LeonVotes.gov">Vote@LeonVotes.gov</a>
Web <a href="http://dos.myflorida.com">dos.myflorida.com</a>	Web <a href="http://leonvotes.gov">leonvotes.gov</a>

## Resources

- Florida's 3PVRO Resource page [dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/](http://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/)
- **Section 97.0575**, Florida Statutes, and as subsequently amended by chapter 2023-120, Laws of Florida.
- **Rule 1S-2.042**, Florida Administrative Code (to the extent rule does not conflict with state law).