

Brevard Federated Republican Women
Third Party Voter Registration Organization (3PVRO)
Assigned number: 3P 18-47

Voter Registration Training



Voter Registration Committee

Updated October 16, 2025

What are Third-Party Voter Registration Organizations (3PVROs)

- 3PVROs are private individuals, non-profit corporations, or political organizations that conduct voter registration drives
- Governed by s. 97.0575 Fla. Stat. and Rule 1S-2.042, F.A.C.
- For further information, please see:
<http://dos.myflorida.com/elections/for-voters/voter-registration/third-party-voter-registration-organizations/>



The Governing Law and Rule for 3PVROs

Sections 97.021(40) and 97.0575, Florida Statutes

See Rule 1S-2.042, Florida Administrative Code (eff. 09/26/2023)¹⁰

- Fiduciary Duty: The 3PVRO serves as a fiduciary for the applicant, meaning it has a duty to act in the applicant's best interest with regard to their registration materials.
- A 3PVRO shall not keep an applicant's voter registration application (or the voter's personal information contained therein) to use for any purpose other than to deliver it timely.



Felony Affirmation

The 3PVRO must affirm that each agent collecting or handling applications has not been convicted of a specified felony.

A 3PVRO can have its agents sign a written declaration (Form DS-DE 127) for its records to document this.

Though form DS-DE 127 is not required, a 3PVRO shall not be subject to a fine pursuant to section 97.0575(1)(e), F.S., for permitting a felon to handle or collect voter registration applications on behalf of the 3PVRO if the 3PVRO has a declaration signed by the individual.

NON-FELON DECLARATION

(s.97.0575, F.S.)

I _____, have not been convicted of a felony violation of the Election Code, a felony violation of an offense specified in s. 825.103, a felony offense specified in s. 98.0751(2)(b) or (c), or a felony offense specified in chapter 817, chapter 831, or chapter 837.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true.

(signature)

DS-DE 127 (eff 09/26/2023)

Rule 1S-2.042, F.A.C.



To Whom Do I Offer Services?

- Anyone who is 18 years or older (assuming otherwise eligible)
- Anyone who is 16 year of age may pre-register:
 - Receives ID#, but no voter registration card until he/she reaches 18
 - Registration system automatically converts to full-fledged voter on registrant's birthday
 - Parental or guardian approval is not required
 - Neither parent or guardian can sign



Specific Handling Rules



- Not filling out any information on the form before giving it to the applicant.
- Not altering the application without the voter's knowledge and consent.
- A 3PVRO (or registration agent upon its behalf) must provide a receipt to the applicant from whom he or she is collecting or handling the application.
- Prior to submitting the collected application(s), a 3PVRO must record **its assigned 3PVRO ID #, date, and initial the application**. The recording must be on the bottom front portion of the voter registration application in a manner that does not obscure any other entry.

3PVRO Voter Registration Application Receipt

A 3PVRO (or registration agent upon its behalf) must provide a receipt to the applicant from whom he or she is collecting or handling the application.

All BFRW agents must submit a copy of each Voter Registration Application receipt to the Voter Registration Chair for proper record keeping and reporting.



3PVRO VOTER REGISTRATION APPLICATION RECEIPT

(s. 97.0575, F.S.)

*I HAVE GIVEN MY VOTER REGISTRATION APPLICATION TO A 3PVRO
TO SUBMIT TO MY SUPERVISOR OF ELECTIONS OR THE DIVISION OF ELECTIONS
SO THAT I WILL BE REGISTERED TO VOTE*

I can check my registration status at: registration.elections.myflorida.com/CheckVoterStatus

APPLICANT'S NAME: _____

APPLICANT'S PARTY AFFILIATION: _____

APPLICANT'S COUNTY OF RESIDENCE: _____

DATE APPLICATION COLLECTED: _____

3PVRO ID #: _____

REGISTRATION AGENT / PERSON WHO COLLECTED APPLICATION: _____

DS-DE 129 (eff. 09/26/2023)

Rule 1S-2.042, F.A.C.

BFRW Copy of 3PVRO VOTER REGISTRATION APPLICATION RECEIPT

APPLICANT'S NAME: _____

APPLICANT'S PARTY AFFILIATION: _____

APPLICANT'S COUNTY OF RESIDENCE: _____

TYPE OF REGISTRATION (CHECK WHICH APPLIES)

- NEW VOTER
- RECORD CHANGE
 - PARTY AFFILIATION
 - ADDRESS
 - NAME
 - SIGNATURE
- NEW CARD REQUEST



MAIL BALLOT REQUEST: NO _____ YES _____ DATE _____

DATE APPLICATION COLLECTED: _____

3PVRO ID #: _____

REGISTRATION AGENT/PERSON WHO COLLECTED APPLICATION _____
SIGNATURE _____

Florida Voter Registration Application

- DS-DE #39 Version 4/24/2024
- Rule 1S-2.040, F.A.C



 Florida Voter Registration Application Instructions and Form (DS-DE 39, R1S-2.040, F.A.C.) (eff. 04/24/2024)		Información: Sírvase llamar a la oficina del Supervisor de Elecciones de su condado si le interesa obtener este formulario en español.																																																					
How to Register <ul style="list-style-type: none"> Complete and submit this form by mail or in person to: <ul style="list-style-type: none"> Supervisor of Elections' office (mailing addresses are on back of form), Any office that issues driver licenses, Any voter registration agency (public assistance office, center for independent living, office serving persons with disabilities, public library, or armed forces recruitment office), or The Division of Elections Register online: RegistroVoteFlorida.gov (or QR code). <p>Note: If a third-party voter registration organization (3PVR) collects your application, the 3PVR must give you a receipt. The 3PVR might not deliver your application within the 10 days or by the registration deadline. You can choose instead to mail or deliver your application to your Supervisor of Elections or register online.</p> <p>Voter Registration Requirements</p> <ul style="list-style-type: none"> U.S. citizen and resident of Florida and county At least 18 years old (or 16 for pre-registration) Not adjudicated mentally incapacitated, or if so, voting rights restored. Not be convicted of a felony, or if so, voting rights restored. Do not complete this form if you do not meet all of these requirements. <p>When to Register</p> <ul style="list-style-type: none"> Deadline to register is 29 days before an election. Deadline to change party is 29 days before a primary election. <p>Registration Status</p> <ul style="list-style-type: none"> If application is accepted, your Supervisor will mail a voter information card. If your application is incomplete or denied, your Supervisor will contact you. Contact your Supervisor if you have any additional questions. <p>Rows 1 – 6 and 15 must be completed for an application to be processed. Print plainly and clearly using a black or blue pen.</p>																																																							
<input type="checkbox"/> New registration <input type="checkbox"/> Update or change (e.g., address, name, party affiliation, signature) <input type="checkbox"/> Request to replace voter information card																																																							
1	<p>Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored. (For information on felon voting rights, visit Division of Elections' webpage: https://dos.fl.gov/felon)</p> <p><input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my competency has been restored.</p>																																																						
2	<p>Date of birth (mm-dd-yyyy)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>Florida Driver License or Identification Card Number (FL DL/ID)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p>Last 4 of SSN (If no FL DL/ID)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> <p><input type="checkbox"/> I have never been issued a FL DL/ID or SSN.</p>																																																						
3	<p>Last name</p> <p>First name</p> <p>Middle name</p> <p>Suffix (Sr Jr I II)</p>																																																						
4	<p>Residential address where you live in FL (no P.O. box or business address)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Unit</td><td>City</td><td>County</td><td>Zip</td></tr> </table>			Unit	City	County	Zip																																																
Unit	City	County	Zip																																																				
5	<p>Mailing address (if different from above or mail not deliverable at residence)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Unit</td><td>City</td><td>State or country</td><td>Zip</td></tr> </table>			Unit	City	State or country	Zip																																																
Unit	City	State or country	Zip																																																				
6	<p>Address where last registered</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Unit</td><td>City</td><td>State</td><td>Zip</td></tr> </table>			Unit	City	State	Zip																																																
Unit	City	State	Zip																																																				
7	<p>Former name (if named has changed)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Gender</td><td>State/country of birth</td></tr> <tr><td><input type="checkbox"/> F</td><td><input type="checkbox"/> M</td></tr> </table>			Gender	State/country of birth	<input type="checkbox"/> F	<input type="checkbox"/> M																																																
Gender	State/country of birth																																																						
<input type="checkbox"/> F	<input type="checkbox"/> M																																																						
8	<p>Phone no. (optional)</p> <p><input type="checkbox"/> Email me sample ballot if available in my county. Email address: _____</p>																																																						
9	<p>Party affiliation (choose one) (See Florida has Closed Primaries/Political Party Affiliation above)</p> <p><input type="checkbox"/> Florida Democratic Party <input type="checkbox"/> Republican Party of Florida <input type="checkbox"/> No party affiliation (NPA) <input type="checkbox"/> Minor party (print party): _____</p>																																																						
10	<p>Race/ethnicity (choose one)</p> <p><input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic Origin</p> <p><input type="checkbox"/> Multi-Racial <input type="checkbox"/> Other: _____</p>																																																						
11	<p>Military/overseas status (choose one, if applicable)</p> <p><input type="checkbox"/> I am an active-duty Uniformed Services or Merchant Marine member or <input type="checkbox"/> their spouse or dependent <input type="checkbox"/> I reside outside U.S. but am a U.S. citizen</p>																																																						
12	<p>I understand that it is a 3rd degree felony under state and federal laws to falsely swear or affirm or otherwise submit false information.</p> <p>Oath: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.</p>																																																						
13	<p>I will need help voting. <input type="checkbox"/> I would like to be a poll worker or election worker</p>																																																						
14	<p>Official use only</p>																																																						
15	<p>FVRS No. _____</p>																																																						
<p>Signature X</p>		<p>Date</p>	<p>3PVR No. _____</p>																																																				
			<p>Agent Initials _____</p>																																																				
			<p>Date Collected _____</p>																																																				



Required Fields

- Name (First, Last, Middle)
- Date of Birth (MM/DD/YYYY)
- Address (Legal Residence)
- Checkbox relating to U.S. citizen status
- Checkbox relating to felony conviction and restored right to vote
- Checkbox relating to a court order of mental incapacity and restored right to vote
- Personal Identifying Number (FL DL/FL State ID or SSN or if none issued, check “NONE”)
- Signature (Original, by applicant only, may sign with “X” if physical disability)

Optional Fields



- Phone number
- Former name
- Former address
 - Very important to ask prior residential address, not mailing address
 - Determines prior State of registration and where to send cancellation notice
- Gender
- Race/ethnicity
- State or country of birth
- Political party affiliation (see next slide)
- E-mail address and if the voter would like to receive sample ballots via e- mail
- All other non-required fields (assistance at polls, poll worker volunteer, etc.)

Although optional, these fields help determine which primary election the voter can vote in, may reduce the creation of duplicate records, enable a voter get help at the polls if disabled, and provide a means to reach the voter about his or her registration or ballot.

Residential Address vs. Mailing Address

- Where you live determines who represents you in the U.S. House of Representatives, Florida Senate and House, County Commission, School Board, etc.
- Addresses with P.O. Box number cannot be used for a residential address, as they do not prove residency. P.O. Boxes may be used for mailing addresses.
- Dorm addresses (where a student lives) are accepted for legal residency for college students. However, if the student does not receive postal mail at the dorm address, they need to also include their campus mailing address.
- Correct residential or mailing addresses are especially important if the voter plans to use a Vote-By-Mail ballot.



Public Record

Most information filed with the Supervisor of Elections (SOE) is public record, though some sensitive data is specifically protected and kept confidential.

Information that is public record

For voter registration, the following information is typically public:

- Name
- Residential address
- Date of birth
- Party affiliation
- Phone number and email address, if provided

For any other public business conducted with the SOE, such as correspondence or election reports, the records are also generally available to the public.

Information that is protected from disclosure

The following information is strictly confidential and not disclosed to the public:

- Social Security number
- Driver's license or state identification card number
- The source of your voter registration application
- Voter signature: A voter's signature can be viewed but not copied.

Political Party Affiliation

- **Optional Field:**
 - No one has to register with a political party
- **But, Florida is a Closed-Primary State:**
 - Without designation – may affect right to vote in primary election
 - Voters registered with one party CANNOT vote for candidates of another party in a primary
 - Voters with No Party Affiliation CANNOT vote in party races in a primary
 - But all voters, regardless of affiliation or no affiliation, can vote on any issue, and nonpartisan race, or any race in which a partisan candidate will face no opposition in the general election



Undue Voter Influence

Section 97.058 (8), F.S



- **DO NOT** influence, or try to influence, someone to pick a particular political party affiliation
- ****DO NOT** display any political party affiliation or party allegiance(see next page)
- **DO NOT** say or do anything that discourages someone from registering to vote
- **DO NOT** publicly disclose any person's registration information, for any purpose other than the administration of the voter registration
- **DO NOT** make any statement or take any action which leads applicant to believe decision to register or not register will impact availability of services or benefits

Undue Voter Influence

Section 97.058 (8), F.S (Cont'd)



**DO NOT display any political party affiliation or party allegiance

As a Third-Party Voter Registration (3PVR) agent in Florida, you may have a political party affiliation, but you cannot display or promote it while you are collecting voter registration applications. **The organization you work for, however, may be a political party itself. BFRW is a Political Organization.**

Agents cannot engage in partisan political activity, Agents must remain neutral.

When you are acting as a registration agent, it is prohibited to engage in any activity directed at the success or failure of a political party or candidate. This includes:

- Wearing political buttons, signs, or T-shirts.
- Distributing campaign materials.
- Asking applicants about their political preferences.

Tips for Completing Voter Registration Applications



- Be sure the person reads all instructions
- Do not attempt to verify or determine someone's eligibility:
 - Only the Supervisor of Elections determines eligibility
- You are not responsible for an applicant's choice to leave a required or optional field blank:
 - However, if you see a blank mandatory field, tell the applicant so he or she can fill it in
 - Otherwise, forward the application "as is" to the local Supervisor of Elections
- Applications must be delivered or postmarked to county Supervisor of Elections office within **10** days from date collected

(not business working days, but calendar days)

Third-Party Voter Registration Organizations (3PVROs) are not required to check voter IDs. Their role is to collect and submit voter registration applications, not to verify the information on the form. The verification of a voter's identification information is performed by official election authorities.

The check on a voter's identity and eligibility occurs after the 3PVRO submits the application.

- The Supervisor of Elections office receives the application from the 3PVRO.
- They then verify the applicant's ID information and enter the voter's data into the Florida Voter Registration System.
- If the application is incomplete, the Supervisor of Elections will directly contact the voter to get the necessary information.

Voter Registration card will be mailed out within 14 days. If they have not received a card within 3 weeks, they should check with their county's Supervisor of Elections office. Or, they can go online to check their voter status at <https://registration.elections.myflorida.com/CheckVoterStatus>



Voter Registration Application Submission



In Person: submit all collected Voter Registration Applications to one of the four Brevard County Supervisor of Elections (SOE) locations

Or Give to: the BFRW Voter Registration Chair

Additionally, submit the copy (paper or digital) of all Voter Registration Application Receipts to the Voter Registration Chair

Brevard County Supervisor of Election Locations

Titusville: 400 South Street, Titusville, FL 32780

Viera: 2725 Judge Fran Jamieson Way, Viera, FL 32940

Melbourne: 1515 Sarno Road, Melbourne, FL 32935

Palm Bay: 450 Cogan Drive SE, Palm Bay, FL 32909

Contact Number: 321-290-VOTE (8683)

The civil penalties for not submitting or untimely submitting collected voter registration applications



A 3PVRO is liable for the following fines for untimely delivery or failure to deliver to the supervisor of elections in the county in which the applicant resides or to the Division of elections:

Activity	Fine per application per day	Fine per application if act is willful
Application delivered or postmarked more than 10 days from date collected	\$50 (up to \$2,500)	\$2,500
Application collected before the registration deadline for federal or state election but received after the registration deadline.	\$100 (up to \$5,000)	\$5,000
Application never submitted	\$500 (up to \$5,000)	\$5,000

The civil penalties for not submitting or untimely submitting collected voter registration applications (Cont'd)

- The maximum aggregate fine that can be assessed against a 3PVRO, including affiliate organizations, for violations committed in a calendar year is \$250,000.
- If a person or entity collecting voter registration applications on behalf of a 3PVRO is convicted of altering a person's application without the person's knowledge and consent, the 3PVRO is also liable for a \$5,000 fine for each application altered.





Important Dates

Florida's voter registration deadline is 29 days before Election Day.

2026 Primary Election

- Primary Election Registration Book Close: Monday, July 20, 2026
- Primary Election Mail Ballots Request: Thursday, August 6, 2026, by 5pm
- Primary Elect: Tuesday, August 18, 2026

2026 General Election

- General Election Registration Book Close: Monday, October 5, 2026
- General Election Mail Ballots Request: Thursday, October 22, 2026, by 5pm
- General Election: Tuesday, November 3, 2026

Guideline for Voter Registration Assistance Events

- All voter registration activities must be coordinated with the BFRW President and/or the Voter Registration Chair in advance.
- Each BFRW voter registration assistance event must have at least two certified BFRW voter registration agents present.
- Don't forget essential tools such as pens, clipboards, and registration forms.
- Bring relevant BFRW materials, including membership brochures, voter guides, and BFRW endorsed literatures.
- Keep Supervisor of Elections contact information and **vote-by-mail ballot request forms** on hand.
- Prepare for future “Get Out the Vote” (GOTV) efforts by bringing a sign-up sheet for individuals to voluntarily provide their email addresses and cell phone numbers.



Become a BFRW Voter Registration Agent

To serve as a certified BFRW Voter Registration Agent, please complete the following steps:

- Complete the BFRW Voter Registration Training
- Sign the NON-FELON DECLARATION form (DS-DE 127, effective 09/26/2023)

We will abide by all Florida laws and regulations related to Third-Party Voter Registration.

We will also actively participate in voter registration opportunities to help increase voter registration and voter engagement.

