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Broward County Supervisor of Elections List Maintenance Definitions and Procedures

List maintenance activities are conducted in accordance with state and federal laws to identify changes in either the voter's eligibility or residence to keep voter records current and accurate.

List maintenance procedures are outlined in Florida Statutes 98.065 and 98.075.

List Maintenance Definitions

Active voter – A registered voter who has either voted, updated his/her voter record, or requested a mail ballot within the last two federal general elections.

Inactive voter – A voter who was sent an address confirmation final notice and did not return the postage prepaid confirmation form within 30 days or for whom the final notice was returned as undeliverable. Inactive voters remain in the voter file and are still eligible to vote.

Changing from Inactive Status to Active Status – An inactive voter may be restored to active status by updating his/her voter record, requesting a mail ballot or voting.

Changing from Inactive Status to Ineligible Status – If a voter does not update his/her voter registration record, request a mail ballot, or vote by the second federal general election after being designated inactive, the voter's name shall be removed from the statewide voter registration file, and the voter shall be required to re-register to have his/her name restored to the statewide voter registration file.

List Maintenance Frequency

Florida Statutes require supervisors of elections to conduct a registration list maintenance program at least once each year, beginning no later than April 1 and must be completed at least 90 days prior to a Federal Election.

Florida counties are required to incorporate one or more of the following procedures in the annual registration list maintenance program:

- Identifying registered voters whose addresses may have changed through change-of-address information provided by the United States Postal Service
 - Additionally, in odd-numbered years, mailing notices to all registered voters who have not voted, requested a ballot, or updated their registration records in the past two general elections or
- Identify change-of-address information from returned nonforwardable return-if-undeliverable address confirmation requests sent to all registered voters in the county.

Ongoing List Maintenance

Address list maintenance continues as the Supervisor of Elections receives mail returned undeliverable from the Post Office or receives address updates from third-party sources such as Jury Notice lists from the Division of Elections, Department of Highway Safety and Motor Vehicles driver license lists.

In addition, ongoing list maintenance is conducted for the following reasons:

- A voter is deceased
- A voter has moved out of state
- A voter was convicted of a felony without having their voting rights restored
- A voter was adjudicated mentally incapacitated without having their voting rights restored
- A voter is not a U.S. citizen
- A voter is not of legal age
- A voter listed an address that is not their address of legal residence
- A voter requests to be removed from the voter file

List Maintenance Details

Three types of forms are mailed for address list maintenance:

- Address Confirmation Request (ACR) – non-forwardable form; U.S. Postal Service will return with forwarding information if undeliverable; used to verify names and addresses of voters; also used to verify addresses when a mailing address is provided by a third-party source
- Address Change Notice (ACN) – forwardable form sent to new address with preaddressed postage-paid return form; sent to voter when Supervisor of Elections

receives updates from a third-party source that the voter may have moved within the state

- Address Confirmation Final Notice (ACFN) – forwardable form sent to newly recorded address with preaddressed postage-paid return form; sent to voter when Supervisor of Elections receives notice from third-party source that voter may have moved out of state; also used when Supervisor receives undeliverable mail from a voter’s legal residence; voter has 30 days to respond to remain in active status

Procedures for Removal

- Voter is notified of potential ineligibility by mail within 7 days after receipt of notice or information
- If mailed is returned undeliverable, Supervisor of Elections within 14 days of receiving the return notice, publishes a legal notice listing names and addresses of voters who may be ineligible to vote, providing instructions and deadline of 30 days to update his/her voter record to avoid removal from voter registration file
- If the voter fails to respond to the notice, the supervisor of elections makes a final determination of the voter’s eligibility within 7 days after expiration of the voter’s timeframe to respond
- If the voter responds to the notice and admits the accuracy of the information underlying the potential ineligibility, the supervisor must, as soon as practicable, make a final determination of ineligibility and remove the voter’s name from the statewide voter registration system
- If a registered voter responds to the notice issued and denies the accuracy of the information underlying the potential ineligibility but
 - does not request a hearing, the supervisor must review the evidence and make a determination of eligibility no later than 30 days after receiving the response from the voter.
 - If such registered voter requests a hearing, the supervisor must send notice to the registered voter to attend a hearing at a time and place specified in the notice.
 - If evidence proves eligibility, voters remain in voter file
 - If evidence proves ineligibility, voter is removed from the statewide voter registration system

Once a voter is designated ineligible or removed from the voter file, the voter must re-register to become eligible to vote. Voter registration statistics are updated nightly and posted across the top of the Supervisor of Elections home page at BrowardVotes.gov. These statistics reflect only active registered voters.

List Maintenance Activity Reports

Twice a year, no later than July 31 and January 31, the Supervisor of Elections is required to certify to the Division of Elections the list maintenance activities conducted during the six months prior. Certification forms must include the number of Address Confirmation Requests sent, the number of voters designated inactive, and the number of voters removed from the statewide voter registration file.