

How the Supervisor of Elections Office Keeps the Voter Rolls Accurate

Annual List Maintenance

- Must be started no later than April 1st each year.
- Must be completed no later than 90 days before a Federal Election.
- In even years the Supervisor of Elections Office has the following options to satisfy the annual list maintenance requirement:
 - Process an NCOA (National Change of Address) file
 - Mail Address Confirmation Requests to all registered voters in the county
- In odd years the Supervisor of Elections Office has the following options to satisfy the annual list maintenance requirement:
 - Process an NCOA (National Change of Address) file **and** mail Final Notices to all voters that have not voted in the last two election cycles
 - Mail Address Confirmation Requests to all registered voters in the county
- A voter who has received a Final Notice has 30 days to respond. If the voter does not respond within 30 days or if the Final Notice is returned undeliverable, the voter's status is changed to inactive.
- Inactive voters who do not vote or update their voter record within two Federal election cycles are removed from the Florida voter rolls.
- Statutes: 98.065

Daily List Maintenance

The Supervisor of Elections Office receives daily notifications from the following entities of local address changes, voters that have moved out of state, deceased voters, voters convicted of felonies, and voters that have been adjudicated mentally incapacitated:

- The Florida Division of Election]
 - DHSMV (Department of Highway Safety and Motor Vehicles)]
 - The Citrus County Clerk of Courts
 - USPS (United States Postal Service)
 - NCOA (National Change of Address) lists
 - Elections Officials in other states
 - By the voter themselves, or by the voter's family for deceased voters
- Statutes: 98.065, 98.0655, 98.075

List Maintenance Definitions

- Active voter: A registered voter who has either voted, updated his/her voter record, or requested a Vote-by-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 on the voter roll 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 Vote-by-Mail ballot or voting.
- Changing from Inactive Status to Ineligible Status: If a voter does not update his/her voter registration record, request a Vote-by-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 roll, and the voter shall be required to reregister to have his/her name reestablished to the statewide voter registration roll.