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PART 1 – INTRODUCTION AND BACKGROUND

1 INTRODUCTION

Upon execution of contracts Independent Quality Assurance/Project Management services and Systems Integration services (see Sections 3.2 and 3.3) the Florida Voter Registration System project team initiated the final development and implementation phases of the FVRS. Successful implementation of the FVRS will rely upon the coordination of activities among a variety of organizations including county Supervisors of Elections, voter registration vendors and state agencies.

By the completion of the FVRS Project, each county will be able to send and receive data to and from the FVRS. As the information hub, FVRS will also help facilitate communication between county systems.

Fundamental to the FVRS design is retention of county voter registration systems. These systems will continue to function as *independent applications* that communicate with the FVRS over a dedicated private network installed and managed by the Department of State. County systems will interact with the FVRS through a standard interface based on current Service Oriented Architecture. The project architects and planners of the FVRS consider the benefits of this approach to include:

- Minimize disruption and change to county operations and procedures,
- Retention of local administration of voter registration functions, systems,
- Distribution of technology resources across State and county managed systems,
- Scalability to meet wide fluctuations in demand,
- Flexibility to meet future requirements, and

At this time the FVRS Project Team is in the process of performing an internal verification and validation of requirements established in the design phase and developing, testing and implementing the FVRS system code.

As a precursor to the implementation of the FVRS, the FVRS Project Team has prepared this Guide to FVRS. The Guide is meant to provide Supervisors of Elections and their staffs a reference to FVRS Technical Structure, Data Conversion Process, State and County Security Approach, Changes to State and County processes as well as Changes to County and Department of State Roles and Responsibilities.

It launches the first effort in a series of activities to prepare Supervisors of Elections for the integration of their systems with the statewide system and sufficient background for managing changes to their environment as a result of

FVRS cutover. There are four planning and readiness activities planned to help Counties:

Activity/Venue	Proposed Date
Release of "Guide to FVRS"	August, 2005
FSASE 2005 Winter Conference	November, 2005
County-sponsored End-User Training Seminars	TBD

1.1 PURPOSE

The purpose of this document is to provide Supervisors of Elections and voter registration staff with an overview of the FVRS that describes:

- The design principals and technical architecture of the FVRS.
- How county voter registration systems will be integrated into a statewide voter registration system.
- The responsibilities and roles of each state and county agency participating in the statewide system.
- The steps and procedures necessary to migrate from the present environment to one meeting the voter registration requirements of HAVA.¹

In addition to a technical and functional overview of FVRS, the Guide to FVRS will also provide a readiness checklist. The checklist is designed to identify specific actions to be executed by counties to prepare for FVRS conversion and cutover to final production.

The *Guide to FVRS* will be a "living document," and as such will be revised and updated after its release in response to changes in project schedule, recommendations from Counties and as further implementation activities are formalized.

1.2 INTENDED AUDIENCE

The Guide to FVRS is intended for County Supervisors of Elections (SOE) and election administrators. The Guide is primarily used for County SOE and staff reporting directly to the SOE. It provides a high-level overview of the data conversion and other technical issues. It is not an instruction manual on how to train staff in FVRS or changes to local voter registration systems.

¹ State legislation passed in 2003 (HB 29-B, Chapter 2003-415, Laws of Florida) and federal legislation passed in 2002 (Public Law 107-252, Help America Vote Act (HAVA)) specifically outline requirements for a centralized voter registration system. See http://election.dos.state.fl.us/hava/hava_req.html

2 FVRS PROJECT BACKGROUND

What qualifies as a voter registration system as being a Help America Voter Act (HAVA)-compliant system? According to HAVA legislation, the centralized statewide voter registration system must:

- Serve as a single system for storing and managing the official list of registered voters throughout the State;
- Contain the name and registration information of every legally registered voter in the State;
- Assign a unique identifier to each legally registered voter in the State; and
- Coordinate with other agency databases within the State.

HAVA also dictates that:

- Any election official in the State, including any local election official, may obtain immediate electronic access to the information contained in the computerized list.
- All voter registration information obtained by any local election official in the State shall be electronically entered into the computerized list on an expedited basis at the time the information is provided to the local official.
- The chief State election official shall provide such support as may be required so that local election officials are able to enter information into the statewide system.

The centralized voter registration system will serve as the official voter registration list for the conduct of all elections for Federal office in the State.

The concept of a centralized statewide voter registration system with a unified database of voters is a significant departure from the current environment in which each County Supervisor of Elections administers voter registration independent of activities in other counties.

The FVRS will require enhanced communications among federal, state and local agencies to process voter registration applications and update voter lists. Among the sources of information in Florida for verifying and updating voter records include the Department of Health, Department of Law Enforcement, Department of Highway and Safety Motor Vehicles, Clerks of the Circuit Court and the Department of State.

2.1 KEY BUSINESS OBJECTIVES

Key business objectives identified with completing FVRS are:

- Utilization of data from other agencies in the State of Florida to assist in the determination of voter eligibility;
- Creation of a central database containing all voters

- Creation of transactions to exchange data with the 67 Florida counties
- Creation of an interface to allow Department of State (DOS) staff to access and update the FVRS

The Department of State's overarching goal is to comply with HAVA requirements by January 1, 2006. FVRS will be maintained and managed by the Florida Department of State.

2.2 SCHEDULE OF FVRS PROJECT ACTIVITIES

To be provided under separate cover.

PART 2 – FVRS DESIGN AND CONFIGURATION

3 FVRS DEVELOPMENT APPROACH

3.1 HIGH-LEVEL DESIGN AND REQUIREMENTS ASSESSMENT

Development of the FVRS began in 2003 with the Department of State evaluating the requirements of HAVA and identification of key stakeholders. The Department of State appointed a HAVA project manager with the responsibility for identifying project requirements, evaluation of alternative approaches, formulation of a project plan and execution of the project plan to meet the HAVA compliance deadlines. Over the course of several months, the Department solicited comment, recommendations and review of alternative FVRS technical solutions from Supervisors of Elections, county technical and program staff and other external agencies. Based on this body of information the Department began crafting high-level design specifications. These specifications addressed:

- Interfaces between county voter registration systems and the State system,
- Definitions of each data element to maintained in the State system and exchanged with county systems,
- Business rules for processing voter registration data presented to the State system,
- Procedures for issuance of notifications by the State system and county acknowledgement,
- Procedures for maintaining valid street address,
- System security,
- Methods for synchronizing local voter registration data with the State system, and
- Methods for generating precinct registers.

Between June and September 2004, the Department sought review and comment on the set of high-level specifications

3.2 PROCUREMENT OF PROJECT MANAGEMENT AND QUALITY ASSURANCE SERVICES

The FVRS project team recognized the need for independent oversight and assessment of project resources, activity and deliverables during the development and implementation phases of the FVRS. Specifically, the Department issued an invitation to Negotiate in August 2004 to qualified vendors capable of providing professional consulting services in the following areas:

- Serve as the Independent Project Management (PM)/Quality Assurance (QA) contractor for the project's duration;

- Maintain the project operational work plan that identifies mandatory project deliverables, assess the projects required resources, evaluate required resources against project deliverables, outline project schedule completion dates and estimated costs for the project;
- Maintain procurement process and documents for the FVRS;
- Assist the FVRS project manager in the selection process for a project prime contractor and system integrator;
- Assist the FVRS project manager in negotiating contracts for a project prime contractor and system integrator; and
- Assist the FVRS project manager in evaluating and monitoring the performance and the deliverables of vendor(s) contracted to support the FVRS.

After evaluating responses received from qualified vendors, the Department selected MAXIMUS, Inc. to provide PM/QA services and executed a contract with MAXIMUS in late fall 2004.

3.3 PROCUREMENT OF PRIME CONTRACTOR/SYSTEMS INTEGRATION SERVICES

On November 30, 2005, the Department issued a Request for Quotations to procure the FVRS Prime Contractor who will have principal responsibility for implementing the technical design set forth by the FVRS project team. Major services and deliverables to be provided by the Prime Contractor as follows:

- Engineering Services
- Design Services
- Establishment of Infrastructure
- Development Services
- Implementation Services
- Deployment Services
- Database Design Services
- Conversion Services
- Training Services

After evaluating responses received from qualified vendors, the Department selected IBM to provide Prime Contractor/Systems Integration services and executed a contract with IBM in March 2005.

With the procurement of the PM/QA and Systems Integration contractors, the Department had assembled the resources needed to proceed with the FVRS system implementation. The FVRS project team, together with the newly contracted resources, began formulation of final design specifications and development of the FVRS system components. These key system elements are described in the following sections.

4 MAJOR FVRS SYSTEM FUNCTIONS

The FVRS is composed of a number of inter-related sub-systems, each designed to fulfill specialized functions and services. Each system component has been designed to meet distinct system requirements and has been configured with software and hardware selected to meet the functional and performance objectives of each sub-system. The principal system components are comprised of:

- Online Transaction Processing System
- Business Logic and Workflow Execution
- Database Services
- Security and User Administration
- Data Warehouse Services

Each of the major FVRS system components are described in the following sections.

4.1 ONLINE TRANSACTION PROCESSING (OLTP)

The online transaction processing (OLTP) system serves to process requests from county voter registration systems to the FVRS. This system is composed of a series of networked machines that form a distributed information processing platform that is scalable to meet changing demand and flexible to adapt to changing requirements. The basic systems comprising the OLTP system may be seen in Figure 2.

4.1.1 FVRS Transactions

FVRS has defined a set of services, implemented as discreet transactions, for each specific voter registration function. Each transaction as its own specification that defines input parameters, processing and validation rules and response formats. Currently, there are approximately forty-five (45) transactions in the FVRS design specifications that accommodate a wide array of functions such as:

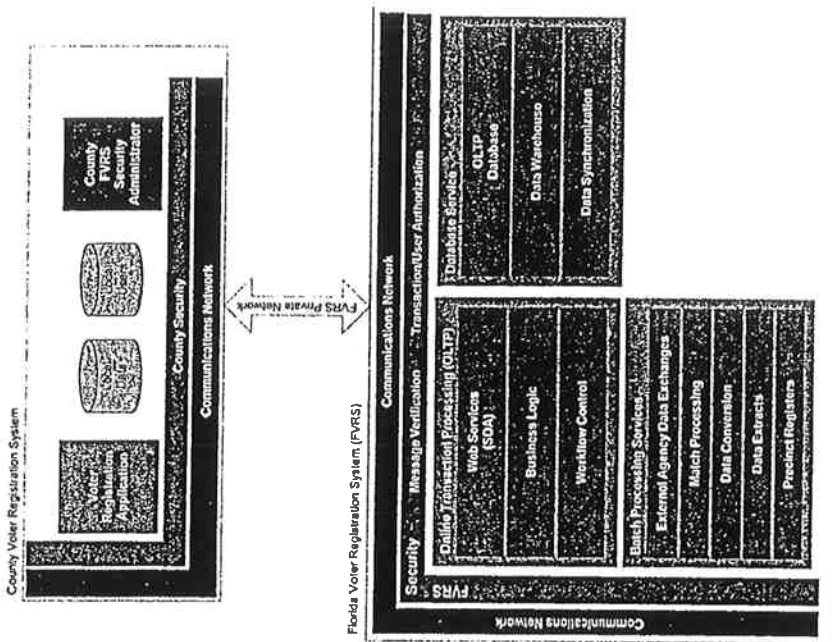
- Receipt and processing of new registration applications,
- Updates to existing voter registrations,
- Recording contacts between the Supervisors and voters,
- Logging and recording voter history,
- Maintenance of absentee ballot request,
- Maintenance of street and address records,
- Transmission and storage of application and signature images,
- Notifications from the State system to the county systems
- Acknowledgement of notifications by the county systems, and
- Synchronization of county voter registration data with the State system.

The method employed by FVRS to communicate with county voter registration systems is often referred to as a service-oriented architecture (SOA). The SOA framework supports a loose coupling between client and servicing systems. This loose coupling allows the two systems to establish communication, exchange information and de-couple with great efficiency. The SOA approach has several advantages for the FVRS implementation that include:

- Control and administration of county voter registration systems is retained by county Supervisors of Elections,
- Modifications necessary for county voter registrations to meet FVRS specifications is limited to the interface between the two systems, and
- Administration of local users remains the responsibility of each county.

The SOA approach allows the county voter registrations systems and the FVRS to operate as two independent applications that co-exist to support common functions.

Figure 1 FVRS System Functions



4.1.2 FVRS Transaction Specifications

As described above, transactions constitute the principal method for county systems to interface with the State system. Each transaction is composed of a message header, a message body and a message trailer. Each transaction submitted by a county system to the FVRS is subjected to numerous security validations and assessment against published standards.

Message Header

Each transaction contains a message header as the first element in the transaction package. The header contains information elements that identify the transmitting county and individual submitting the request. When received by FVRS, the OLTP system will:

- Verify the county submitting the request
- Verify that the county operator submitting the request is registered in FVRS and is authorized to execute the transaction.

Message Body

The specification of a message body is unique to each transaction. However, each message body is prefaced with the transaction id of the transaction and is completed with the data elements defined in the transaction specification. The OLTP system will validate that each input parameter is valid and adheres to the transaction specification.

Message Trailer and Message Digest

The message trailer is included in each transaction to insure message integrity. It contains a count of the message body records and a message digest. The message digest represents a condensed computed representation of the message header and body. FVRS uses the SHA-1² algorithm for computing the message digest. Each county system will compute the message digest using this algorithm and will include the resulting code in the message trailer. FVRS will use the same algorithm to compute a message digest from the transaction message header and body.

The SHA-1 is called secure because it is computationally infeasible to find a message which corresponds to a given message digest, or to find two different messages which produce the same message digest. Any change to a message in transit will, with very high probability, result in a different message digest, and thus be rejected by FVRS.

² See U.S. Department of Commerce, National Institute of Standards and Technology, Computer Systems Laboratory, FIPS PUB 180-1.

4.2 BUSINESS LOGIC AND WORKFLOW CONTROL

The FVRS is tasked with coordinating and tracking complex tasks associated with voter registration functions. For instance, the submission of a new voter registration for processing by the FVRS will trigger a number of discreet tasks. Some of these tasks may be conducted in parallel while others are dependent of predecessor steps and must be completed in sequence.

In the case of a new registration, the FVRS will be required to:

- Execute data format validation of the registration application,
- Submit the registration for verification of the driver's license or social security number to the Department of Highway Safety and Motor Vehicles,
- Receive and process the driver's license and social security number verification,
- Execute a comparison of the voter registration record with felon, death and mental incompetence records,
- Provide county systems with notifications of each processing step.

In order to control and manage each of these steps for the thousands of registration updates FVRS will receive in any given day is a daunting undertaking. Therefore, the FVRS has integrated mature workflow management and control software into its design. This software will permit designers to construct pre-defined workflows using flowchart-like designers. The resulting workflows are implemented as components that are invoked by the OLTP system or elements of the batch system as necessary to complete voter registration processing. Department staff can track each workflow down to an individual task and can assess the completion status of each workflow in process.

The workflow monitoring system will also provide notification to the Department when scheduled tasks have exceeded expected durations. This may be the case for tasks assigned to the Department or to the counties. When workflow tasks exceed pre-defined durations, escalation alerts will be issued to the appropriate level of management. The ability to monitor completion of individual workflow tasks and issue notifications when performance standards are not met is critical for a complex system such as FVRS where workflow tasks may be distributed across several organizations.

4.3 DATABASE SERVICES

FVRS will be equipped with a state-of-the-art database system. This system will serve as the underpinnings for other functions and will be the repository of all voter registration records; application and signature images; voter history; petition verifications and valid street address. Redundant database servers will be installed which will act as backup to one another in case of system failure. The database and servers are configured for extremely high throughput and will accommodate millions of accesses per day.

4.4 SECURITY AND USER ADMINISTRATION

The FVRS security approach relies on a shared security concept, with both the counties and the Department of State assuming responsibility over specific system resources and administration. Security over county voter registration systems and networks, administration of local users, authentication of county users and authorization of local users will be the responsibility of each county. The FVRS will be responsible for providing the tools necessary for counties to authorize local users to FVRS functions, verify that local users identified in transaction headers are authorized for that purpose and for insuring that a message was not altered in transmission (see Section 4.1.2).

FVRS will also have the responsibility for security of the private frame-relay network and for resources comprising the State FVRS system.

A more in-depth discussion of FVRS security may be found in Section 7.

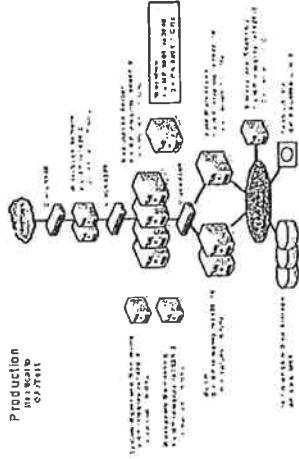
4.5 DATA WAREHOUSE

The data warehouse maintains current and historical copies of voter registration data present in the OLP system. It provides the capability for authorized users to develop ad hoc reports, queries, and statistical analyses. A separate server will provide data warehouse capabilities. The characteristics are similar to the online transaction server; however, it will use a separate database in order not to impact the performance of the online transactions.

5 FVRS HARDWARE AND SOFTWARE CONFIGURATION

The FVRS uses a multi-tier architecture, distributing system resources both horizontally and vertically. Each logical tier has a specific function and is optimized for high performance and availability. Figure 2 provides a graphical description of the FVRS processing tiers and a reference to the hardware configured for each tier.

Figure 2 FVRS System Architecture



- The edge tier is the networking intensive layer of the solution. It is used to create a De-Militarized Zone (DMZ), which acts a proxy between the new DOS Wide Area Network (WAN) and the FVRS network. The edge servers also perform load balancing to the next tier the application tier. This tier requires small, entry-level servers with the capability to support high bandwidth TCP/IP traffic on two separate networks.
- The application tier is the computing intensive layer of the solution. It provides high compute processing; it is the workhorse of the solution. The tier requires high performance Symmetrical Multi-Processors (SMPs). The memory requirements should be appropriate to support context switching with minimal disk Input/Output (I/O).
- The database tier is the disk I/O intensive layer of the solution. This tier will be reading and writing to a large online transaction database. It will require sufficient processing resource to create execution plans and execute those plans, including activities such as sorting. It also requires a large amount of memory to reduce the number of I/Os required to load large amounts of data. This allows the Relational Database Management System (RDBMS) to manipulate the data in memory rather than reading from or writing to disk each time it is read for the next 'page' of a database.

5.1 PRODUCTION, QA/TEST AND DEVELOPMENT PLATFORMS

FVRS will be configured with three independent hardware and software platforms; a production system, a system for supporting quality assurance and system testing and a development system.

The production system will support real-time accessing by the county systems, workflow control and execution as well as processing of data interchanges with external agencies. The production system will have separate subsystems for transaction processing and data warehouse functions. The specific configuration and installed hardware to support the production system are depicted in Figure 2.

The FVRS will also be supported by a separate platform for conducting quality assurance assessment and testing against FVRS software and hardware components. This platform will be configured as a mirror image of the production system. This independent system allows unrestricted testing and quality assurance activities against FVRS system components and software prior to promoting them to production use. Software designed and written on the development system will be promoted to the QA/Test system for final testing and evaluation within a configuration which matches the production system.

Because the QA/Test platform is configured as a mirror image of the production system, it will be possible to use the resources of this system to augment the production system in the event that the production system is unavailable or is unable to match processing demands during peak periods.

Finally, the FVRS is equipped with a development platform with all software development tools necessary for support and maintenance of FVRS functions. The development system will have operating systems, database, web service platforms and security components equivalent with those of the production and QA/Test systems, only scaled down in size.

6 FVRS NETWORK AND COMMUNICATIONS

6.1 INTRODUCTION

The Department has designed a high bandwidth private network to support communication between county voter registration systems and the State system. The network will be installed and managed by FVRS and will be supplied through the MCI frame relay service.

6.2 PROVIDED BANDWIDTH AND TRANSMISSION SPEEDS

With the exception of certain counties who require higher data transmission capacity due to their large numbers of registered voters, each county shall be provided a minimum network service of 1.5 million bits per seconds (MBS). Large counties will be provided with twice that bandwidth (3.0 MBS).

The FVRS network will allow communication directly between the county and the FVRS. In no circumstances will the FVRS network provide county access to the Internet.

6.3 GENERAL CONFIGURATION

The FVRS network will provide a private transport between a Customer Premises Equipment (CPE) router (leased from MCI by the Department) located in each county, and the FVRS host site. Actual placement of the Customer Premises Equipment (CPE) router is the choice of the county within technical limits, such as distance from local loop termination. The Department will be responsible for installation and recurring costs for service of the network from the FVRS host site up to and including the CPE. Any additional equipment downstream from the CPE desired by the county such as firewalls or routers to support connectivity of county voter registration functions to the CPE will be the responsibility of the County.

The CPE router will be jointly managed by MCI and FVRS network staff. The CPE router will not use protocols such as RIP or OSPF to announce routes to LAN side (county) network. A static route will likely be required on a county firewall or router (next hop in from CPE router) directing FVRS traffic to the private network. If there is no adjacent router, the static route must be configured on each machine that requires access to FVRS. IP addressing for FVRS services will be registered IP addresses that are not routed on the public Internet. Addressing on the LAN side of Customer Premises Equipment (CPE) Routers at the counties will be negotiated with the county network administrators. These addresses will be NATed on the CPE router to be coordinated with the FVRS IP addressing scheme.

Communications over the private network will be initiated from the client side (county) over either SSH (tcp22) or SSL (tcp443). At no time will the FVRS host site initiate a connection to a county system. This means that the CPE router may be located outside of the SOE/county firewall as long as SSH and SSL are permitted out of the county network. SSH connections will be required from designated hosts (such as the SOE VR database server) but support of SSL will be required from client workstations (or terminal services host) that initiate FVRS transactions.

DNS name resolution for FVRS url's will be in the public DNS space. Systems not having access to the public DNS space or managed internally at the county will require internal DNS or host files to resolve FVRS addresses. FVRS will not be providing Internet access, DNS, or email service to county systems.

The Department expects to begin issuing service orders to MCI for installation of network components beginning in July and continuing through September, 2005. The FVRS network team will be coordinating these efforts with designated network and systems administrators in each county.

7 FVRS SECURITY

A comprehensive strategy for insuring the integrity of the FVRS must include a thorough assessment of security risks and methods for mitigating such risks.

	Workstation Security - User/Password (PW)	Transmission Path	
3	9	FVRS County User Admin Security (User/PW)	15 Irregular Transaction Detection
4	10	PKI Security Admin Authentication	16 FVRS Network Security
5	11	Valid County Source Verification	17 FVRS Physical Security
6	12	Valid Transaction Type for User Type Verification	

FVRS requirements for County-level security have been developed to minimize changes to existing County procedures. Counties are to retain the greatest level of autonomy over county voter registration assets while still meeting the overall security objectives of the FVRS. The Department of State is responsible for overall security and integrity of the FVRS.

Counties will have complete responsibility for controlling access to county voter registration systems by county personnel. Since access to FVRS will be through the county voter registration system, it is imperative that careful attention be given to user administration and authorization to the county voter registration system.

The FVRS will have a facility for identifying, by local logon ID's, to FVRS and for associating each of these logons with permissions to access FVRS features such as executing transactions.

7.2 COUNTY SYSTEM SECURITY ADMINISTRATOR (SSA)

Each county will be required to designate a county system security administrator (SSA). The SSA in each county will be provided access to a specialized FVRS application that will permit the SSA to maintain associations between local users in the SSA's county and FVRS functions. Only the SSA, through the FVRS user administration application will be permitted to maintain the relationships between county users and FVRS functions. To further insure security over this important function, access to the user administration application will have the additional requirement for installation of a digital certificate issued by the Department of State to the county SSA. A valid and active digital certificate issued by the Department of State must be installed on any machine accessing the SSA administration application. This measure is necessary to insure that only authorized users are allowed access to this feature of FVRS.

7.3 SECURITY RESPONSIBILITIES OF THE STATE

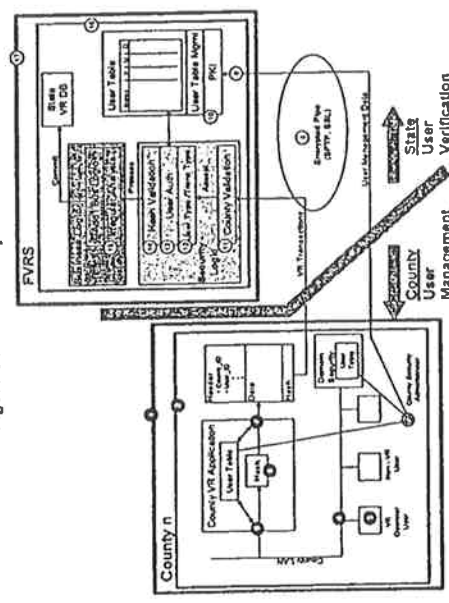
The following sections outline security responsibilities of the State in administering FVRS.

The FVRS design team evaluated each FVRS resource and assessed where a compromise in security could arise. Within this Guide, the aspects of FVRS security will concentrate on interactions between the State FVRS system and the Counties. Further, the Guide delineates the roles and responsibilities of the State and Counties for insuring the integrity and security of voter registration data and FVRS system resources.

7.1 SECURITY APPROACH OVERVIEW

The FVRS security approach relies on a shared security concept, with both the counties and the Department of State assuming responsibility over specific system resources and administration. Figure 3 provides a graphical representation of FVRS security components and marks the line between the State's and a County's responsibility for administering each component. The legend below identifies the components

Figure 3 FVRS Security Architecture



1	County Physical Security	7	User-based Transaction Initiation Security	13	Specific User Authorization
2	County Network Security	8	Encrypted Secure	14	Hash Validation

Encrypted Secure Transmission Path

The State will be responsible for providing an encrypted secure data transmission path between the counties and FVRS. This will be accomplished using SSL, SecureFTP and other methods as appropriate over the private FVRS network (See Section 7).

FVRS County Security Administrator

The State will be responsible for managing access to FVRS by the county System Security Administrator (SSA). This access will be limited to updating the authorized county FVRS user list. A User ID and password method will be used (See Section 7.2).

PKI Security Administrator Authentication

In addition to the User ID/password-based authorized county administrator access management discussed above, FVRS will also use PKI certificate based authentication as an added layer of security prior to allowing County System Security Administrator (SSA) access.

Valid County Source Verification

FVRS will be responsible for verifying that the data transaction received is from a valid source using data in the transaction header.

Valid Transaction Type for User Type Verification

FVRS will be responsible for verifying that the type of user that initiated each transaction from the county is allowed to perform that type of transaction. For example, an unauthorized user attempting to execute a transaction, such as a large batch data update, would be refused.

Specific User Authorization

FVRS will be responsible for verifying that the specific user that initiated each transaction from the county is authorized to access FVRS and to perform the requested transaction.

Hash Validation

FVRS will be responsible for verifying that the Hash of the data and header portions of all transactions received from the counties is valid.

Irregular Transaction Detection

FVRS will be responsible for applying logic analysis to all incoming data transactions to determine their legitimacy prior to updating the master FVRS voter registration database.

FVRS Network Security

FVRS will be responsible for network security on all networks managed by the State to access the FVRS and on all networks that directly connect to FVRS, including the network that hosts the FVRS.

FVRS Physical Security

FVRS will be responsible for physical security for all locations where authorized State users access the FVRS and for locations where the FVRS system components reside (Data Centers, etc...).

7.4 SECURITY RESPONSIBILITIES OF COUNTIES

The following reviews the county security responsibilities in regards to their own local voter registration system and the FVRS. With the exception of the data transaction hash capability, most counties have addressed the security responsibilities outlined. If there are gaps in security, then it is strongly recommended that security policies be put in place before the implementation of the FVRS.

County Physical Security

Physical security consists of locks, alarms, guards and surveillance cameras. Counties are responsible for physical security for all locations where authorized county users access the local voter registration system or the FVRS. It includes controlling access to any location that hosts a component of the local voter registration system or network device providing communication between the local voter registration system and the FVRS.

County Network Security

Network security consists of Firewalls, Routers, DMZs and their associated configurations. Counties are responsible for the network security on all networks providing access to the local voter registration system. It includes any LAN or WAN systems that have direct or indirect access to the county voter registration system. Counties are also responsible for securing data transmissions to sent from the local voter registration system to FVRS and data received from FVRS.

Domain (LAN) and Workstation Security

All County workstations should require a user ID and password at the Domain (LAN) and Workstation level. Counties are responsible for assigning and managing user access to specific Domain (LAN) resources and the individual computer workstations as well as establishing a password policy. It is possible that the same user ID and password can be used for both workstation and domain access.

Application Security

Counties are responsible for assigning and managing user access to the local Voter Registration application. It entails the assignment of a user ID and password for the local voter registration system that has a role or user-based security management.

User-based Transaction Initiation Security

Counties are responsible for strictly monitoring users accessing and initiating data transactions to the FVRS. Only those users of the local voter registration system and who are appropriately authorized are permitted to initiate data transactions to the FVRS.

Data Transaction Hash Capability

Counties are responsible for implementing a Hash capability within their own local voter registration system. By applying a Hash algorithm to the data and header portions of all transactions to be sent to the FVRS, it provides an additional verification that transactions have not been modified in route to FVRS. The Data Transaction Hash will require a change from the Counties.

County Security Administration Role

The County Role for Security Administration is the primary responsibility of the County System Security Administrator (SSA). Each County will need to assign a qualified SSA to manage the security of the network and communications for local County users in their respective Counties.

Responsibilities of County Security Administrator (SSA)

The following are the responsibilities of a County SSA:

- Administration of Local Users
 - Each County SSA will configure the local County user to have access according to the County's FVRS policy. SSAs will have the rights to create and modify County users as well delete users when appropriate in their own County. However, county voter registration staff will be configured for access only the county voter registration application. county voter registration staff will not have direct access to the FVRS system.
- Administration of Network Security
 - SSAs are responsible for the network security on all networks providing access to the local voter registration system
- Administration of Domain (LAN) and Workstation Security

County SSAs are responsible for assigning and managing user access to specific Domain (LAN) resources and the individual computer workstations as well as ensuring that users are following the County password policy.

It is important to note that County SSAs will not have access to view or manage users associated with a different County. Training in user/identity management will be required of State and County SSAs.

8 REMEDIATION OF COUNTY VOTER REGISTRATION SYSTEMS

Pivotal to the design of the FVRS is the retention of county voter registration systems. This approach places further requirements on counties to remediate their voter registration systems to accommodate FVRS interface and operating specifications. Remediation of county systems will be the responsibility of each county. Counties with vendor-supplied voter registration systems must rely on these vendors to complete necessary system modifications and data conversion tasks. Other counties, with in-house voter registration systems, may have to rely on internal resources or contract with outside professionals to bring their systems into compliance.

The following sections outline the specific steps counties will be required to complete to facilitate conversion to the statewide system.

8.1 SELECTION AND PROCUREMENT OF COUNTY VOTER REGISTRATION SYSTEM

Counties with vendor-supplied voter registration systems or in-house voter registration system desiring to change vendors prior to FVRS implementation should complete this selection and procurement in sufficient time to permit conversion, testing and training prior to FVRS cutover to production.

8.2 ADDITIONAL HARDWARE AND SOFTWARE REQUIREMENTS

In most cases, no further hardware or software purchases will be necessary for county systems to meet FVRS specifications. Most changes will be in the form of vendor-supplied modifications to the county voter registration system software.

Nevertheless, each vendor will choose the most appropriate strategy for remediation of existing systems to meet FVRS specifications. Some vendors may choose to introduce additional hardware or software components as part of the remediation approach. Further, additional network components such as routers or firewalls may be desired or required by local network administrators to complete the connection with the FVRS frame-relay network. The need for such additional network components is strictly driven by the requirements of each county and their network configuration. Section 6 provides a discussion of the FVRS private network.

- Review the schedule for release of transactions by the FVRS project team,
- Review and understand each transaction specification document,
- Fully implement and integrate FVRS transactions into the county voter registration system,
- Implement the FVRS security features required for executing transactions,
- Review and understand the workflow and business logic implemented by FVRS and modify county voter registration systems to accommodate these processes,
- Review and understand the data conversion specifications and provide extracts of county data as called for in the data conversion plan,
- Participate in weekly developer conference calls sponsored by FVRS project staff,
- Assist counties, where possible, in completing network connectivity with the FVRS private network,
- Implement the procedures established by FVRS for receiving, acknowledging and completing actions called for in the FVRS notification process,
- Provide training, revised documentation and conversion support to county voter registration personnel and management,
- Provide periodic status reports to Supervisors of Elections of system remediation and data conversion activities, and
- Provide support during FVRS Operational Readiness Tests scheduled for late fall 2005.

9 DATA CONVERSION

A large part of the FVRS Project is to convert the data stored in each county voter registration system into a format that the FVRS can read and utilize. This is a necessary step for FVRS representing a single state system for storing and managing the official list of registered voters and being HAVA compliant.

Data conversion is the process of changing data from one file or database format to another. In the case of FVRS, the conversion involves the transformation of migrated data from the flat-file format to a relational format. The County data sources to be converted and used in the FVRS are:

- Voter registration data,
- Voter history,
- Petition signature verifications,
- Voter registration card and signature images, and
- Legal residential street and address data.

The FVRS project team has identified a network administrator in each county with whom the State will coordinate county-specific network configuration specifications. In most cases, the county network contact is a member of the Supervisor's staff, while in other cases the county information technology office serves as the local contact. Each Supervisor of Elections should insure that a responsible party has been designated in their county and that any coordination with the Supervisors of Election's office is structured appropriately.

8.3 EXPECTED ROLES OF VOTER REGISTRATION VENDORS

In nearly every county, voter registration systems are provided by voter registration vendors who are contracted by the county to provide application software and support. These vendors will play a pivotal role in making their systems interface with the FVRS.

There are currently five separate developers involved with modifying county voter registration systems. While the majority of efforts to bring these systems into compliance with FVRS specifications will be the responsibility of these vendors, the Supervisors of Elections should understand the role of their vendor, expected deliverables and anticipated schedule of completion. Each Supervisor should review the services to be offered by their vendor, assess any costs and develop a procedure for monitoring progress and completion of remediation and conversion tasks.

The FVRS project team has initiated several steps in support the voter registration vendors such as:

- Established a dedicated communications channel between the vendors and the FVRS project team. Communications with vendors is accomplished through weekly telephone conference calls to coordinate activity, review issues and answer technical questions.
- Implemented release of FVRS transactions for testing and evaluation over a three month period beginning July 1 and ending in September 2005. The FVRS project team has established a test platform with released transactions and test data for use by the vendors.
- Developed a Web based message system for posting resources such as written specification documents and sample software as well as for submitting questions and reports of errors encountered during testing. The Web message board is monitored daily by the FVRS project team and responses are provided within 24 hours to posted questions.
- Issued a data conversion and migration plan for integration of county voter registration system data into an overall statewide system.

Voter registration vendors shall be responsible for the following tasks:

- Establishing a local test environment that can access and interact with the FVRS development platform,

In an effort to minimize the period when FVRS will contain incomplete data of voter registration and complementing data, data conversion and loading of all county data identified above will occur during a single abbreviated period. Once the cutover has been executed, all county updates to the statewide system will be made against the new production database, eliminating the need for the new databases to coexist with the counties' legacy databases. The FVRS database will act as the "system of record" for the entire State.

9.1 FVRS DATA CONVERSION OVERVIEW

In order to prepare for a final data conversion the process of migrating data will be tested multiple times during the building of FVRS:

1. Voter registration system vendors will provide abbreviated or sample data extracts to the FVRS project team based on data conversion file formats and specifications. Data migration scripts and data conversion programs will be tested against this data to ensure compliance with data conversion specifications and for identifying and systemic errors in the data conversion files.
2. Data migration scripts and data conversion programs will be applied a second time against complete extracts of county data provided by county voter registration vendors. Reports will be generated and provided to voter registration vendors identifying errors in the data conversion files. Errors may be systemic relating to non-compliance with data extract and formatting specifications or may be related coding errors specific to individual records. To the extent possible, content errors should be corrected by counties and resubmitted for conversion testing. This process should continue until all system and programmatic errors are corrected.
3. A final test of conversion will be conducted just prior to full conversion in late December 2005. This final test conversion will allow the FVRS project team to conduct a conversion of all data and to stage certain static data such as voter history, images and petition verifications for final conversion. Such data will not be exposed to updates between the time of this conversion and final cutover and can be staged and eliminated from the final conversion in late December 2005.
4. The final conversion of all County data will occur with the Production Cutover.

Data needing correction that had been identified through cleansing programs will be corrected at the local voter registration system level. During the pre-production runs, reports will be given to the State and the Counties in order to correct the rejected data prior to the production cutover.

Any data not corrected during the pre-production runs will not be brought forward into the FVRS staging tables during Production Cutover. Required records

rejected during pre-production and not brought forward into the FVRS database are manually entered by the end user in the FVRS application after Go-Live.

9.2 DATA MIGRATION APPROACH

Data migration will be accomplished using a data mapping approach. The data mapping approach provides a map of source extract (i.e., County data elements) to the target (i.e., FVRS data elements).

Subject matter experts (SMEs) will be used both for the Source (County systems) and the Target (FVRS) systems to identify the meaning of data elements and applicable business rules. Business rules that are identified will be documented along with the resolution process that is needed. These business rules and resolution process will result in validation and exception programs that will run as a part of data migration. The County will provide the required SMEs for the Source systems; and FVRS will provide the required State SMEs for the Target system.

Source and Target data will be given a category that identifies what type of data it is. The identification of categories allows for easy identification of what order programs must be run due to dependencies (e.g., Voter Registration must be populated prior to Voting History).

Possible legacy data sources for the project are CVDB and 67 Counties. Of the 67 Counties:

- 59 Counties are using the VR Systems voter registration system,
- Five Counties are using ES&S, Inc. systems,
- Monroe County is using a voter registration system from Sequoia, Inc.,
- Orange County is using an in-house voter registration system, and
- Polk County is using a TenneX, Inc. voter registration system

The Legacy source for data conversion of the counties will be through an IBM-defined flat file format. Detailed specifications for these flat file formats will be provided in the Data Migration Specifications Document. The flat file format will be consistent but there will be multiple files: one for each type of data (i.e., Voter Registration Records, Voter History, Voter Images, Street and Address Information, and Petition Verification Records); and, each type will have a specific format. It will be each County's responsibility to extract the data from its voter registration system and provide it to the FVRS Project in the defined format.

Data migration will be executed in a separate database in order to facilitate the ability to isolate data migration elements from the FVRS system and any production customizations applied to the system. There will be multiple schemas used within the data migration database to identify to which part of the migration process the objects are associated. At a minimum, there will be four schemas: 1)

CVDB staging schema, 2) flat file County staging schema, 3) translation schema, and 4) FVRS staging schema. Migration will be broken into five steps:

- **Extraction**
The extraction step includes extracting information from the County flat files or the CVDB system, and populating the flat files staging or CVDB staging tables.
- **County Data Cleansing**
The County cleansing step is the application of any business rules against data in the County staging table; it will also include initial duplicate voter checking and assignment of new State voter ID.
- **Translation**
The translation step is translating County values to the new target values such as legacy County code and certification number to State voter ID and loading to target staging tables.
- **Validation**
The validation step applies the defined business rules for the target system against the FVRS staging tables.
- **Load**
The load step will migrate clean data from the FVRS staging tables into the FVRS system.

County staging tables used for loading into the FVRS will contain at a minimum all the fields that are present in the FVRS table. They will also have a status flag that will be used during the validation process to indicate if the data are clean or not.

9.3 RESOURCES

For the initial coding, testing, and optimization of the migration programs, it is expected that four to five FVRS project staff resources will be needed. Once the programs have been successfully run following the User Acceptance Test, one or two migration resources will be required to apply any changes resulting from new requirements or newly discovered issues.

State and/or County staff resources will be required at points during the migration cycle to review reports and resolve merging, cleansing and validation issues. Although not required on site for the duration of the full migration cycle, one State resource should be on call.

The State will provide the programming and expertise in all State systems that are required for data migration. The State will act as the interface with external data source agencies.

9.4 IDENTIFICATION OF TARGET CUT-OFF DATES FOR DATA CONVERSION

Phase 1 Data Conversion: July 26, 2005 – Nov. 9, 2005

- Each County submits voter data to the FVRS Project for evaluation no later than August 15, 2005. Data migration and conversion scripts will be applied against each submission. A report of any data not complying with data conversion rules will be generated and forwarded to each County and County developer. Each County's data submission will be evaluated independently; and error reporting appropriate to the County and the data being evaluated will be created for each submission.
- This process will be repeated (as many times as necessary) through November 9, 2005 until any systemic errors have been corrected and an acceptable level of data content errors have been reached.

Phase 2 Data Conversion: Dec. 1, 2005 – Dec. 15, 2005

- The purpose of Phase 2 data conversion is to ensure that all systemic and coding errors are accounted for and corrected prior to final cutover to production. This period will constitute the last evaluation of data to be migrated to the FVRS before production cutover.
- Voter files will need to be extracted and submitted to FVRS during the first week of Phase 2. Data conversion scripts will need to be executed; and, evaluation reports will be generated within one week after file submission.

9.5 FORMATTING COUNTY RECORDS

Before the FVRS Project can use County Records for conversion, the County inbound records need to include:

1. A list of any assumptions associated with the type of record being converted;
2. A pictorial flow of the conversion process;
3. A list of discrete steps in the conversion process, related by number to a point in the pictorial flow; and
4. A description of any special logic to be used during the conversion process.

The voter data extract file format is a variation of the FVRS RG01 transaction input format. The extract file shall be comprised of one or more voter records and one trailer record. The file shall be encoded in ASCII text with each field separated by a tab (ASCII 09) character. Each record shall be terminated by a CR/LF (ASCII 13/10). All fields shall be included in each voter record. However, fields with no data value may be left null.

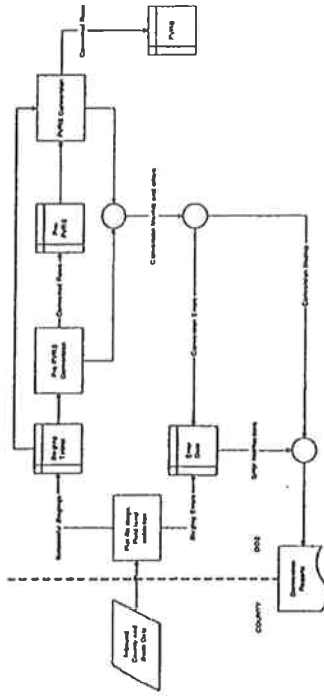
The FVRS Project assumes that Counties will:

- Adhere to the file formats in the data extract specification
- Ensure that extracted data transmitted to FVRS are clean and correct.
- Resolve any errors or inconsistencies discovered in the data they transmit to FVRS during data migration and conversion.
- Resolve conflicts arising between Counties in data errors or inconsistencies
- Ensure changes to the County data after migration are based on transactions provided by FVRS.

Inbound records received from Counties arrive in the record layouts Extract File Formats, and are then loaded into staging tables to match their extract file format and to perform field level validation.

Figure 4 shows how the County data are converted and used by FVRS.

Figure 4 Conversion Process Flow Overview



9.6 ASSIGNMENT OF FVRS VOTER ID NUMBER TO VOTER REGISTRATION RECORDS

As required by HAVA, all voter registrations managed by FVRS will be assigned a unique Voter ID Number. The Identification will be retained with a voter registration record for its complete lifecycle. Any updates to an existing voter registration record must not alter the Voter ID Number.

After January 2006, all updates to an existing voter registration record will retain the assigned Voter ID Number, regardless of the type of update. A registered voter who no longer legally resides in Florida will have his registration status

changed to Removed (REM), if the voter returns to Florida and applies for a new voter registration, a search of the FVRS will indicate his prior registration in the state. If the new registration is accepted, the applicant's voter registration will be appended to the existing data on file, the Voter ID Number retained, and the voter registration status updated to Active (ACT).

9.7 IDENTIFICATION OF DATA SOURCES

FVRS will be populated primary with data from two source types: the 67 counties and Central Voter Database (CYDB). The counties will provide data in flat file format as defined by the FVRS Project.

Images related to voters will also be migrated. The FVRS Project has established that the following rules will apply for images migrated to FVRS for each voter:

- All images will be converted to a Tagged Image File Format during migration.
- Application form images and signature clip images will be stored.
- One Signature image clip will be stored and should be from the most recent application.
- Up to five application images going back up to 10 years will be stored.

9.7.1 Voter Registration Records

Each County will provide the Source Voter Registration records to FVRS. Table 1 summarizes the voter registrations records and the time period of the records to be submitted to FVRS for conversion.

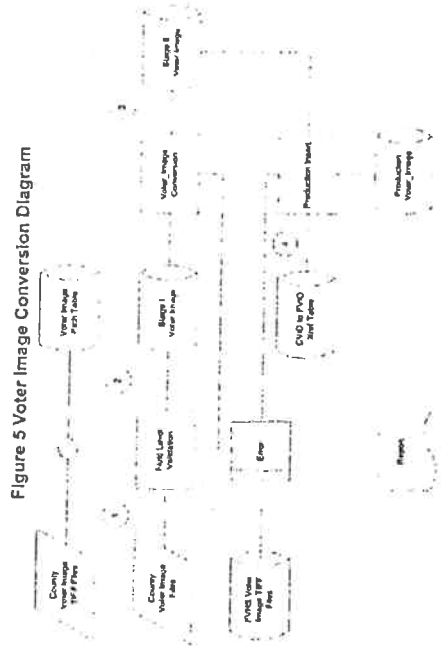
Table 1 Conversion of Voter Registration Records by Type and Period

Voter Status	Time Period
Active	All
Inactive	All
Pre-Registered	All
Removed	Jan. 1, 1998 to Present
Archived	None
Denied	Jan. 1, 2002 to Present
Incomplete	All

9.7.2 Voter Images

Each County will provide FVRS with valid Voter image records. The FVRS database will keep up to five Voter Application Images and one Signature clip image for a given voter. Files can be sent for image dating back to 1990. Image files will be in TIFF format and have a unique name following file name rules. Only images related to voters included in the voter extract will be migrated.

Figure 5 illustrates the flow of data through the Voter Image conversion process.



The County Voter Image records are loaded into the Stage I Voter Image table, and a field-level validation of the data is executed. The actual TIFF images provided by the Counties will be read in and transferred to a FVRS file system using the path information provided table. Each TIFF image will be matched against its related row in the Stage I Voter Image table. Image path information will be added to rows in the Stage I Voter Image table at this time. TIFF images without a matching Voter Image row will be written to the image file system. An error record will be created, notifying the County of origin and the Florida Department of State of the discrepancy.

Voter Image records cannot be converted to their final production format until a complete and correct County Voter ID (CVID) to Florida Voter ID (FVID) cross-reference is available. Those Voter Image records referencing a TIFF file not transferred to the County Voter Image TIFF File System will be written to the Stage II table. An error record will be created, notifying the County of origin and the Florida Department of State of the discrepancy.

Once a complete and correct CVID to FVID cross reference table is available, Voter Image rows residing in the Stage II Voter Image table will be converted to their final production format County

9.7.3 Voter History

Each County will provide FVRS with valid Voting History records. The FVRS database will keep all voting history records for each voter and all elections. Voting History data will contain data going back to elections starting from January 1, 1990. If a Voting History record references an election not on the Election table, the County's Voting History record will be assumed to be correct and a new row describing the missing election inserted to the Election table.

Figure 6 illustrates the flow of data through the Voting History conversion process.

Figure 6 Voter History Conversion Flow Diagram

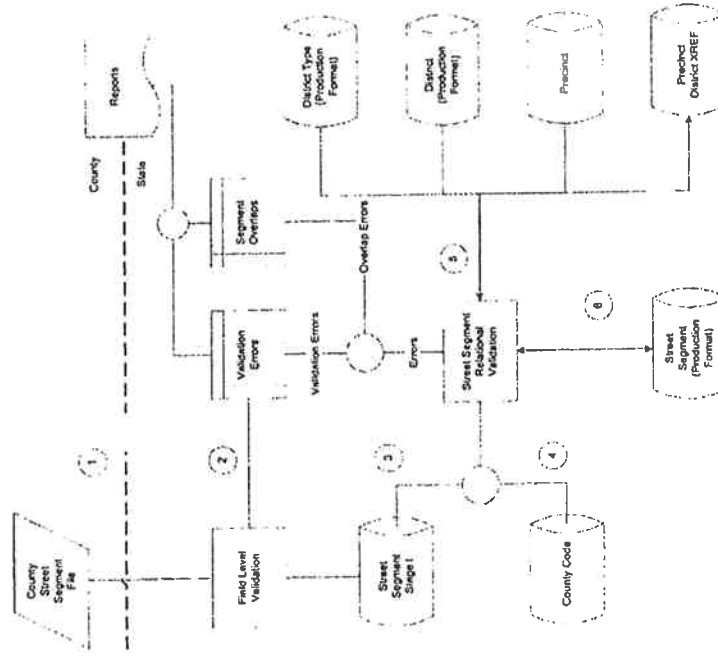


The County Voting History records are loaded into the Stage I Voting History table, and a field-level validation of the data is executed.

Voting History records cannot be converted to their final production format until a complete and correct County Voter ID (CVID) to Florida Voter ID (FVID) is available. County Elections referenced in the Voting History records that are not found on the Election table will be added to the Election table. In such cases an error record will be created, notifying the County of origin of the discrepancy.

Once a complete and correct CVID to FVID cross reference table is available, Voting History rows residing in the Stage II Voting History table will be converted to their final production format. Voting History records that do not match to a FVID will be rejected, and an error record created notifying the County of origin of the discrepancy.

Figure 7 Street Segment Conversion Flow Diagram



As shown in Figure 7 county street segment records are loaded into the Stage I Street Segment staging table; and a field-level validation of the data is executed. Street Segment rows residing in the Street Segment staging table will be converted to production format and inserted into the Street Segment table.

In addition to validating inbound street segment table data to ensure it does not conflict with relational data in related tables, a segment overlap check will be performed on the candidate street segments during the course of this conversion.

9.7.4 Street and Address Information

Each County will provide FVRS with a list of valid street segment (i.e., a series of valid residential address ranges corresponding to political jurisdictions such as voting precincts, Congressional, State House and Senate districts. The County originating the records will be derived from the file name.

The following assumptions apply to street segment conversion:

- Except for inter-County street segment overlaps, the inbound record being processed has already been validated before encountering this conversion logic.
- Street Segment overlaps do not exist within a given County.
- A single street address with multiple residences cannot be shared between Counties. For example, apartments 219 and 250 at 2400 Main Street cannot be in two separate Counties.
- Street segments will not cross directional boundaries. For example, no street segment will contain both 100 Elm Street NE and 100 Elm Street SE.
- Street segments will not cross five digit zip code boundaries.
- Any additional existing street segments the candidate street segment overlaps will be discovered and resolved by the Counties.

Figure 7 illustrates the flow of data through the street segment conversion process.

This check will ensure street segments do not overlap (i.e., share a common address or range of addresses).

The conversion process will use data from the inbound street segment records to create new relational rows in the District, Precinct and District to Precinct cross-reference tables.

9.7.5 Petition Verification Records

Each County will provide FVRS with valid Petition Signatures records. Petition Signatures records provide a cross reference between a given petition and the County ID / County Voter ID of a given voter who signed the petition. The FVRS uses the following assumptions:

- The date of the signature on Petition Signature records provided by the Counties will not be greater than four years old; and
- FVRS will not migrate Petition Signature records having a date of signature greater than four years old.

County Petition records are loaded into the Petition staging table, and a field-level validation of the data is executed. Petition rows residing in the Petition staging table will be converted to production format and inserted into the Petition table along with a unique Petition ID.

Figure 8 illustrates the flow of data through the Petition conversion process.

Figure 8 Petition Conversion Flow Diagram



PART 3 – OPERATIONS UNDER FVRS

10 REDESIGN AND RE-ISSUANCE OF FORMS

The 2005 Legislature enacted numerous provisions amending existing statutes and adding additional requirements to support implementation of the FVRS. Of particular significance are new provisions regarding the issuance of the Voter Information Card and the promulgation of a new Statewide Voter Registration Form.

10.1 VOTER INFORMATION CARD

Section 97.071, F.S., provides for the issuance of a voter information card. This card is similar in nature to the previous voter identification card, but has de-emphasized the use of the card as form of identification. Each voter information card shall be issued by the Supervisors of Elections to all registered voters residing in the supervisor's county. The card must contain:

- Voter's registration number. This number shall be the unique number assigned to each registrer voter by the FVRS. Supervisors may also wish to include other numbers providing reference to internal county controls or documents, but the FVRS identification number must appear on the card.
- Date of registration.
- Full name.
- Party affiliation.
- Date of birth.
- Address of legal residence.
- Precinct number.
- Name of supervisor and contact information of supervisor.
- Other information deemed necessary by the supervisor.

There is no statutory requirement that Supervisors of Elections reissue all voter information cards after cutover to FVRS in January 2006.

10.2 STATEWIDE VOTER REGISTRATION APPLICATION

Section 97.052, F.S., provides for the uniform statewide voter registration application. This section also directs the Department to prescribe, by rule, the format of the form. The new requirement that the statewide voter registration application be prescribed by rule will necessitate compliance with existing rule-making procedures which include public meetings and noticing requirements. At this time the Department is anticipating completion of this process by October, 2005.

11 VOTER REGISTRATIONS AND APPLICATIONS

When a voter registration application is submitted to FVRS, it is held in an application table until the application has been completely processed. A voter who is already registered may, therefore, have an active registration record, and an unresolved application. This allows the official registration record to be maintained undisturbed while an application is being processed. Application records are linked to their parent voter record by the FVRS Voter ID Number. Each application record is further qualified by a sequence number assigned by FVRS upon receipt of an application.

This relationship between a voter record and one or more application records will also be implemented for new registrations where an existing voter record does not previously exist. Under this condition the relevant data elements from the application will be used to populate and create a voter record, generate a unique FVRS Voter ID Number and create an application record related back to the Voter Record.

11.1 REGISTRATION PROCESSING AND DISPOSITION TERMS

For the purpose of clarity, the following terms have a precise meaning in the context of FVRS.

11.1.1 Application Processing Status

An application processing status will be assigned to all voter registration applications submitted to and accepted by FVRS³. This designation defines a workflow or processing state and does not define an application's final disposition. An application's processing status may change during its life cycle. The discreet processing statuses and definitions to be managed by FVRS are described below.

Status	Description
Suspended	Voter registration applications can be submitted to FVRS with a suspended status which will instruct FVRS not to apply further validity, verification or eligibility assessment procedures. A suspended application may be submitted by a county data entry operator for the purpose of later retrieval and completion of data entry or for the purpose of routing the application to another county for completion. Suspended applications should be attended to promptly by the assigned county to avoid delay in the registration process.

³ Only applications which fail basic data validation rules will be rejected by FVRS and not assigned an FVRS ID number.

Status	Description
Pending	A new registration application is pending when it is received by FVRS and the application did not meet the criteria for a Denial or Incomplete disposition, and where the application is still being processed by the Department of State for the purpose of verification of Driver's License Number or Social Security Number conditions.
Closed	An application is closed when a disposition of the application is determined and assigned. The types of valid dispositions that may be assigned to an application are listed and described in Section 11.1.2

11.1.2 Application Dispositions

An application disposition will be assigned to all voter registration applications submitted to and accepted by FVRS for processing. This designation defines the standing of the application presented for processing and not necessarily the Voter Registration Status (see Section xxx) of the registrant. This distinction is important for applications received as updates for existing FVRS registrants. For instance, an 'incomplete' application disposition for an existing eligible voter will not affect the registrant's current voter registration status. The discreet application dispositions and definitions to be managed by FVRS are described below.

Disposition	Description
Denied	Once an application is denied, the voter is provided a notification. The following are the reasons for an application being denied. <ul style="list-style-type: none"> • Applicant was not 17 years old on the date of the application • The applicant is not a US Citizen A denied voter is not sent an application form with a Denial letter since a new application will not cure the problem (with the exception of the under 17 voter, where time will take care of the problem.)
Incomplete	A voter registration application is complete if it contains the following information necessary to establish eligibility pursuant to s. 97.041: <ol style="list-style-type: none"> 1. The applicant's name. 2. The applicant's legal residence address. 3. The applicant's date of birth. 4. A mark in the checkbox affirming the applicant is a citizen of the United States. S.a. The applicant's current and valid Florida driver's license number or, the identification number from a Florida identification card issued under s. 322.051, or <ol style="list-style-type: none"> b. If the applicant has not been issued a current and valid Florida

Status	Description
Active	The voter is properly registered. The voter is eligible to vote in elections.
Inactive	<p>There is one and only one way to acquire an inactive status. Each and every one of the following events must have happened in the correct order:</p> <ul style="list-style-type: none"> The voter had an active status First class mail was returned undelivered from the residence address of record for the voter An "Address Confirmation Notice" has been sent to the voter No response was received from the voter for 30 days following the sending of the Final notice <ol style="list-style-type: none"> At this point the voter becomes Inactive. The voter is still eligible to vote in elections, and is included in the precinct register. <p>Any "voter activity" by the voter (which broadly is voting, or written contact from the voter, or signing a petition) will restore the voter to Active Status</p> <p>After two general elections the voter is moved to the "Removed" status.</p>
Removed	<p>The voter is no longer eligible to vote in an election, and will not appear in the precinct register. There are a number of reasons why a voter can be removed:</p> <ul style="list-style-type: none"> Failed to attend Admin Hearing Office errors Canceled Deceased Felon Moved out of State. Request by voter Adjudicated Mentally Incompetent Office Duplicate Registration Returned Mail, Inactive 2 yrs
Archived	Only voters with Removed Status can become Archived. The only purpose of doing this is to prevent long deceased voters from overwhelming valid voters when doing voter searches.
Denied	The person (citizen or not) was not a registered voter, and their most recent attempt at registration was denied.
Incomplete	The citizen is not a registered voter, and their most recent registration attempt was Incomplete.

Disposition	Description
Registered	<p>driver's license or a Florida identification card, the last four digits of the applicant's social security number.</p> <p>c. In the case where an applicant has not been issued a current and valid Florida driver's license or Florida identification card or social security number, the applicant shall affirm this fact in the manner prescribed in the uniform statewide voter registration application.</p> <p>6. A mark in the checkbox affirming that the applicant has not been convicted of a felony or that, if convicted, has had his or her civil rights restored.</p> <p>7. A mark in the checkbox affirming that the applicant has not been adjudicated mentally incapacitated with respect to voting or that, if so adjudicated, has had his or her right to vote restored.</p> <p>8. Original signature or a digital signature transmitted by the Department of Highway Safety and Motor Vehicles of the applicant swearing or affirming under the penalty for false swearing pursuant to s. 104.011 that the information contained in the registration application is true and subscribing to the oath required by s. 3, Art. VI of the State Constitution and s. 97.051.</p> <p>Notes:</p> <ol style="list-style-type: none"> An applicant whose application is denied is sent an incompleteness notice listing the reasons for the application not being processed and another application form so that a corrected application can be presented. An application to update an existing registration that contains incorrect information or information that can not be verified may acquire an incomplete status. This will allow a notification to be generated, but will NOT alter the voter registration status. A voter that has a registration status of Active, Inactive or Pre-Registered cannot be moved to a Denied status. If a voter becomes ineligible, an administrative process must be used to remove the voter. <p>The voter's registration record has been updated with all possible information</p>

11.2 VOTER REGISTRATION STATUS

Each voter maintained in FVRS will be assigned a Voter Registration Status which will determine the voter's eligibility to vote. The Voter Registration Status will be updated after an application is processed (application processing status "closed") and an application disposition has been assigned. The discreet voter registration statuses and their definitions to be managed by FVRS are described below.

Status	Description
Pre-registered	The voter has met all the requirements to be an Active voter but has not yet attained the age of 18. Pre-registered voters that will be 18 years old on or before the election date are included in the precinct register and are eligible to vote in the election, even with Pre-registration status. The voter must be 17 years old to pre-register.
Pending	As soon as a voter receives a FvrsVoterIdNumber, an entry is made in the FVRS Voter table. For new registrations, prior to HSMV and other match processing, the status of the voter will be Pending. This status is only assigned to people making a new voter registration application which have not yet reached disposition.

12 VOTER REGISTRATION PROCESSING BY COUNTIES

The following sections describe the typical steps a county voter registration clerk will execute to submit a registration application for a new voter to FVRS. The processes described in the following sections differ slightly from procedures employed for processing applications from HSMV. Such applications will not have a paper application form and will be transmitted electronically to the FVRS.

Further, the procedures described in this section do not include locally defined workflow or processing steps required by counties. Such locally defined steps may include document preparation or scanning of voter registration applications, but will typically not necessitate Interface with FVRS.

Further, the steps outlined in this section assume that a voter registration clerk meets all county security requirements for access to the county voter registration system and the county security administrator has granted appropriate FVRS permissions.

12.1 PROCESSING REGISTRATION FORMS FOR VOTERS OUTSIDE OF A COUNTY'S JURISDICTION

FVRS enables any voter registration official to access or update any registration record. This is an important and necessary feature of a statewide system for many reasons including:

- Each voter will be assigned a unique FVRS ID number that will be maintained continuously despite changes in address or voter status. This means that a voter affects a change in legal residence from one county to another through an update to his existing voter registration record. Thus, a voter registration official must be capable of accessing an existing registration record and execute an address update that removes the voter from the jurisdiction of one county and places the voter in another county.

- Any authorized voter registration official shall be capable of simultaneous access to the FVRS from any location with secure communications to FVRS. This offers a previously unavailable level of convenience to the voter for obtaining a common set of services from any voter registration official.
- Voter registration forms may be mistakenly mailed or directed to counties other than the legal residence of a voter. In such cases the jurisdiction receiving the forms shall process the voter registration as described in the sections below and forward the original paper form to the county of jurisdiction. Section 97.053(7) F.S. provides specific direction to voter registration officials under these circumstances.

12.2 GENERAL PROCEDURES

While the following sections relate processing steps by voter registration clerks to transactions serviced by FRS, in fact, the county voter registration system in use will shield the clerk from any direct interface with FVRS transactions. The presentation layer of the county voter registration application shall provide all dialogues and data entry forms to be used by the clerk. The county voter registration system will generate the request to FVRS, receive the FVRS response and format the response message within the presentation layer of county system.

The following sections provide a simplified step-by-step description of typical voter registration processes. Variations in these processes are nearly infinite and may be driven by county standards and procedures.

12.3 NEW VOTER REGISTRATION

This section will delineate the key steps involved in processing a new voter registration. Most of the steps comprising the new registration process are depicted in Figure 9.

Steps 1 and 2 – Receipt and Pre-processing Registration Forms

The processing of a new voter registration begins with the receipt of a valid voter registration form. This may be a valid State of Florida voter registration form, a Federal postcard form or a National Mail Registration Form. This step is shown in Figure 9 as step 1. Local procedures for opening mail, time-stamping documents or pre-scanning are not prescribed by FVRS, but are left to the discretion of each county. At a minimum, however, each county should have established procedures for document control and pre-screening for valid documents.

street and address data maintained in FVRS (see Section 17). The operator may now submit the application to FVRS through the county voter registration system which will invoke an RG01 transaction.

Steps 6 and 7 - Edit and FVRS Voter ID Number Assignment

FVRS will reply to an RG01 transaction with an RG01R response. If the application submitted to FVRS cannot be accepted due to basic data validation errors, invalid security or an inability to validate the message digest, the RG01R will respond without assigning an FVRS ID number and with error message(s) enumerating any errors.

If FVRS can accept the applications then the RG01R response will include an FVRS Voter ID Number. The FVRS Voter ID Number will be provided in RG01R only if the RG01 transaction processed successfully. The county voter registration system should display this number to the operator as an acknowledgement and in case local procedures direct this number to be recorded on external documents such as the original registration form. It is also essential that you use this FVRS Voter ID Number in all subsequent transactions concerning the same application.

If no errors are reported in the FVRS RQ01R reply, the processing for steps 6 and 7 are complete and the voter record is given an application processing status of *pending* (see Section 11.1.1).

FVRS will also issue an NAPP notification, providing the county voter registration with an application acknowledgement. An FVRS IQ09 transaction may be used to retrieve the application processing status. Note that a period of time may elapse before the application completes all FVRS verifications and receives an application disposition (see Section 11.1.2).

How to Process Errors Reported by FVRS

FVRS will apply an evaluation immediately to applications submitted through the RG01 transaction. This level of evaluation will be limited to checks for completeness, compliance with basic data format rules, adherence to security and consistency within application elements. Other business rules requiring further verifications against FVRS data or by other external agencies such as Highway Safety (driver's license) or the Social Security Administration (social security number) will be scheduled automatically by FVRS according to processing agreements with those agencies.

Any errors detected by FVRS upon receipt of the application will be reported in the RG01R reply. These error codes should be interpreted and displayed to the operator.

The operator may then correct the data entry and retry the transaction or take one of the following steps to update the application processing status or the

application disposition (see Section 11.1) by processing an RG01 with an appropriate TransactionType.

Action	Explanation
Suspend the Application	The suspended application is held on FVRS with the assigned FVRS Voter ID Number. The application may then be researched, retrieved and completed (see Section 12.7).
Update the application disposition as "incomplete"	An NINC notification will be created. Appropriate communications to the voter will be scheduled by FVRS. An NWFL notification is created for an incomplete notice (Regincomp) (see Section 19)
Update the application disposition as "denied"	An NDEN notification will be created. Appropriate communications to the voter will be scheduled by FVRS.

Scan and Index the Application Image

Final adjudication of an application by the Department may require manual comparison of the voter registration application against other records to ascertain the accuracy of matching processes. This may be particularly true in the felon matching processes to take one example. Access to an image of the voter registration application may, therefore, be necessary to complete the application processing. Thus, the application image should be scanned and transmitted to FVRS within 24 hours of entry of the application into the system.

The FVRS IM01 transaction may be used to transmit document images to FVRS and link them with the appropriate voter record. For each application there may be two images. One is the complete application image, and the other is a clipped signature.

For suspended applications, an NSUS notification is issued to the targeted county after the images have been received by FVRS. For Suspend applications, no further processing is done.

An application that receives a denied or incomplete disposition is fully processed, and only communications with the voter need to be generated.

New applications that are Pending, Denied or Incomplete update the voter's information on the voter table. Suspend applications remain on the application table and do not affect the voter record. For Pending applications proceed to Step 5, otherwise proceed to Step 8.

Step 9 - HSMV Verifies Driver's License Number and/or Last 4 Digits SSN

Only applications with a status of Pending (i.e., step 7 completed without errors) will be forwarded to HSMV for verification of driver's license numbers or last 4 digits of SSN. HSMV will execute verifications of driver's licenses and will determine one of the following:

- Driver's license is correct
- Driver's license number was not provided, but voter appears to have been issued a driver's license
- Driver's license is incorrect or does not match the name provided on the voter registration application

Where necessary HSMV will forward the necessary information to SSA for verification of social security numbers who will provide the following assessment:

- Invalid Data
- Multi Matches All Deceased
- Multi Matches All Alive
- Multi Matches Mixed
- Single Match Alive
- Single Match Deceased
- No Match Found
- System Error: Unable to Process at this Time

The Department will manually review errors and determine if the voter has made an error in reporting their driver's License Number of last 4 digits of the SSN.

- If an error was made, a NIMV notification is created. The county system then uses NT12 to retrieve information about the DL or SSN4 error. If the county determines the voter registration is in error, an RGG1 is processed with a transactiontype of 'I'; making the application incomplete. FVRS creates an NINC notification. Proceed to Step 8.
- If the county determines that the registration is correct an RG01 transaction is processed with the HSMVOverride flag set to 'Y'. This progresses the application to Step 6.

FVRS Registration Update

At this point the application is completed and the voter is registered. The voter's status is changed to "ACT".

FVRS creates a Notification to the county SOE for any required communications to the voter. These Notifications typically include pre-registration welcome letters, blank party letters and Voter ID cards. Each document to be sent to the voter will be a notification message.

An NNRG notification is created when a new voter receives an ACT or PRE status. NWFL notifications are created for each of the documents that the voter may receive:

- Blank Party letter
- Pre Registration Letter
- Voter Information Cards

Steps 8 and 9 - County Retrieves Notifications

Notification retrieval is a process execute by the county voter registration system. The purpose of this process is to retrieve notifications from FVRS. Through the notification retrieval process, any changes to the FVRS voter record may be retrieved, and the local database updated. It is only on retrieval of the notification that the county knows whether the new registration attempt has been completed and the disposition assigned to the application and voter registration status.

Step 10 Voter Documents are Printed

Contact workflow items are scheduled through the notification process for documents that need to be sent to the voters. When the county prints the documents, a "Registration Contact Add" (RG03) transaction is sent to FVRS.

12.4 UPDATES TO EXISTING VOTER REGISTRATION RECORDS

Step 1 - Search for Existing Voters

Before an update can be applied to an existing voter registration record, a search must be made of the existing voters. This is accomplished with the FVRS IQ08 transaction. Voter identity information such as voter id number, name, date of birth, etc. is submitted to FVRS via the IQ08 input message format, and FVRS returns a list of records matching the identity information. Based on the results presented, it is the operator's decision whether the application represents a new voter registration or an update to an existing registration record. This assessment should be completed for each application regardless of the applicant's selection of checked boxes on the application form.

This assessment will become particularly relevant during the critical months after the FVRS becomes operational. During this period most voters may not understand the distinction between a new registration and an update to an existing registration. This may be most evident in a change of address that results in a move between two counties. Prior to FVRS this event would have required the issuance of a new registration, however, after January, 2006 this same action will become an update to an existing registration.

The IQ08 transaction will search all voter records (see Section 11). The voter records being searched will include those that are removed ("REM"), archived ("ADM") deleted, Pending ("PEN") and other voter registration statuses. If you are able to locate an existing record for the person being processed, you should supply the FVRS Voter ID Number for that record in the RG01 transaction.

However also note that even if you locate the voter, if the current registration is anything else except ACT, INA or PRE, then a NEW registration needs to be processed. (Go to Section 12.3)

An existing application can be retrieved using IQ09, and an existing voter record can be retrieved using IQ01. County systems can display information from these transactions, to assist with data entry.

Step 2 Enter Registration Details

The county's voter registration program accepts the details from the voter registration form and performs all local data validation edits such as valid dates, compliance with mandatory fields and other minimum data requirements. If the voter resides in the current county, the residence address should be validated against data maintained by the county system and the precinct and district information included in the voter registration details. The operator may now submit the application using the RG01 transaction to FVRS.

Step 3 Error Handling in the RG01R

FVRS will reply to an RG01 transaction with an RG01R response. If no errors are found, the transaction is complete. The notification process detailed in Step 6 is the official process for obtaining and maintaining the local copy of the voter record.

If for any reason FVRS has found errors, a list of the error codes will be provided with the RG01R. These error codes will be displayed to the operator. The operator may then correct the data entry and retry the transaction or if the errors cannot be resolved, the operator may suspend the application.

Step 3A Registration Form is Scanned

Final adjudication of an application by the Department may require manual comparison of the voter registration application against other records to ascertain the accuracy of matching processes. This may be particularly true in the felon matching processes to take one example. Access to an image of the voter registration application may, therefore, be necessary to complete the application processing. Thus, the application image should be scanned and transmitted to FVRS within 24 hours of entry of the application into the system.

The FVRS IM01 transaction may be used to transmit document images to FVRS and link them with the appropriate voter record. For each application there may be two images. One is the complete application image, and the other is a clipped signature.

For suspended applications, an NSUS notification is issued to the targeted county after the images have been received by FVRS. For suspense applications, no further processing is done.

Step 4 HSMV verifies Driver's License Number and/or Last 4 Digits SSN

If the change registration includes an update to Last Name, Date of Birth, Driver's License Number or SSN, the data will be revalidated by HSMV. If none of these fields have been updated, go to Step 5. FVRS Registration Update.

HSMV will execute verifications of driver's license s and will determine one of the following:

- Driver's license is correct
- Driver's license number was not provided, but voter appears to have been issued a Driver's license
- Driver's license is incorrect or does not match the name provided on the voter registration application

Where necessary HSMV will forward the necessary information to SSA for verification of social security numbers who will provide the following assessment:

- Invalid Data
- Multi Matches All Deceased
- Multi Matches All Alive
- Multi Matches Mixed
- Single Match Alive
- Single Match Deceased
- No Match Found
- System Error: Unable to Process at this Time

If the Driver's License was correct or SSN number verified, then proceed to Step 6.

The Department will manually review errors and determine if the voter has made an error in reporting their Driver's License Number or last 4 digits of the SSN. If the Department determines an error was made, an NHMV notification will be created. If the county agrees, the county generates a DinUpdateReq letter. Application processing is complete. If the county confirms the information is correct, the county processes an RG05 transaction with HSMVOvermde = 'Y'.

Step 5 FVRS Registration Update

The FVRS update will write the information to the database, handle NVRA transaction tracking, write Voter Transaction information and the Contact information. FVRS will also create a notification queue entry for any required communications to the voter.

Each document to be sent to the voter will be a notification message.

A difference with existing voter registration records is that an address change may move a voter from one county to another. In this case the old county receives an NMVO notification and the new county receives an NMVI notification.

Step 6 County Retrieves Notifications

Notification retrieval is a process executed by the county voter registration system. The purpose of this process is to retrieve notifications from FVRS. Through the notification retrieval process, any changes to the FVRS voter record may be retrieved, and the local database updated. It is only on retrieval of the notification that the county knows whether the new registration attempt has been completed and the disposition assigned to the application and voter registration status.

Step 7 Voter Documents

Contact workflow items are scheduled through the notification process for documents that need to be sent to the voters. When the county prints the documents, a "Registration Contact Add" (RG03) transaction is sent to FVRS.

12.5 OTHER VOTER REGISTRATION ADJUSTMENTS

The transaction RG05 may be used for miscellaneous voter registration adjustments. While RG01 is focused on processing voter registrations and adjustments coming from the standard voter registration form (and the HSMV equivalent of the transaction), RG05 is a more compact and more flexible transaction that includes data elements not available on RG01. Mailings, Prior, and Homestead addresses, however, are not available on RG05 and thus the RG04 should be used to maintain this data.

12.6 OTHER VOTER STATUS CHANGES

It is the county system's responsibility to update voter status in the following situations:

- Voter becomes inactive and then removed as a result of list maintenance activities
- Pre-registered voters are made active, either on reaching their 18th birthdays, or in preparation for an election for which they will be eligible to vote.
- Reset the PhotoIdRequireToVote flag when a voter attains the age of 65

12.7 SUSPENSE APPLICATIONS

A suspense record is a record that requires county intervention to process correctly. Suspended applications should be attended to promptly by the assigned county to avoid delay in the registration process.

12.7.1 Why Applications Become Suspended

There may be conditions whereby the process for submitting an application for voter registration cannot be completed as a single step. Examples of such conditions are:

- Information on the voter registration application requires further adjudication by the voter registration clerk
- A voter registration update received by one county requires completion by another county
- Routing of transactions received from HSMV where a residence address cannot be resolved within the FVRS street and address table

The suspense application processing status permits applications to be submitted to FVRS, an FVRS Voter ID Number assigned to insure tracking and monitoring as well as notification and routing to appropriate county jurisdictions. The application may be stored on FVRS for retrieval by the same county, or it may be stored on the FVRS for pickup and examination by another county.

12.7.2 What Happens When an Application is Suspended

The application information is presented to the RG01 transaction with the "Application Process Status Code" set to S. The application data is stored on the FVRS application table. An NSUS notification is created for the target county. The target county of the notification is defined by the "CountyId" field of the RG01 transaction. If a county "self-targets" a suspended application, it will receive an NSUS notification.

When you suspend an application for transfer to another county, it is essential that the registration form be scanned and submitted to FRS using the IMD1 transaction with the FVRSVoterIDNumber.

12.7.3 How to Process a Suspended Application

The NSUS notification is available to counties through the NTOIR notification transaction. The NTOIR transaction will generate a list of notifications meeting the transaction input criteria. Included in the list of notifications will be a reference to the FVRS Voter ID Number which may in turn be used to retrieve the application information through the IQ09 transaction. The IQ02 transaction may be used to retrieve the application image if it is available. FVRS will generate an NSUS notification within seconds of the application becoming suspended while the suspending originating county may take a few hours to get the accompanying image onto the system.

A data element in the IQ09 transaction is the Application Process Status Remarks. This is an FVRS generated textual history of the application. This should be made visible to the end-user to avoid repeating a suspense action.

From the primary key information provided in the IQ09 transaction, other inquiry transactions such as IQ01 may be invoked to retrieve any existing voter record. The user then works with the application, and you present the amended application using the RG01 transaction. You should NOT set the "Application Process Status Code" set to S unless you are seeking to re-suspend the application.

At this point, the county may upload a complete SY01 list of voters. This file is used to compare the county's copy of the voter registrations for their county with the FVRS voter registration data.

The synchronization test is focused on ensuring that key fields between FVRS and the county copy of the data are the same, and that the list of registered voters is the same in each place. All fields that affect voter registration status are tested. Only Active, Inactive and Pre-registered voters are compared. Pending, Removed, Archived, Denied are not compared. For a list of the fields see the SY01 transaction design.

The processing of notifications that ensure synchronization of the FVRS database with the county database should proceed at all times. So even though HSMV application processing may complete Friday evening and Saturday morning, the county program that processes the NRCG, NNRG, NIMVI and NIMVO should be able to process outstanding notifications without human interaction.

Figure 10 FVRS Notification of Synchronization

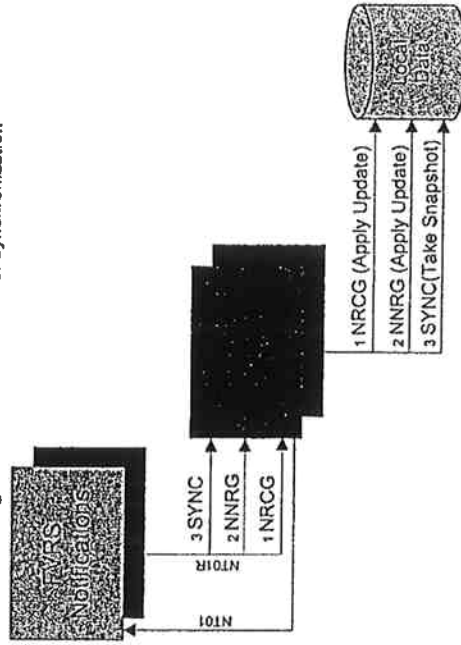


Figure 10 summarizes the process of synchronization. As depicted in the diagram, FVRS will issue notifications of voter registration updates. Such notifications would include NRCG and NNRG noted as steps 1 and 2 respectively. These notifications are placed on the FVRS notifications queue to

A suspended application processed to disposition, will automatically retire the suspended application, mark the application as closed, and mark the NSUS notification as fully processed.

13 SYNCHRONIZATION BETWEEN FVRS AND COUNTY SYSTEMS

Counties may maintain a local copy of voter registration data to support functions not requiring real-time access to the State system. Establishment of a local copy of voter registration data may be the desired approach to support certain batch functions such as bulk mailing, generation of precinct registers, voter history updates or generation of candidate lists.

Synchronization is supported by FVRS by providing utilities for counties to determine the level of synchronization with the FVRS and for counties to establish data synchronization between the county and the FVRS.

The task of synchronizing county voter registration data with that of the FVRS can be accomplished through two separate techniques. Synchronization with the FVRS may be accomplished by the county as a continuous process involving polling FVRS for notices of voter registration updates and updating local voter registration data based on notifications received from FVRS as described in Section 13.1.

Counties may also request and download complete records for their county from FVRS and use this extracted data as a copy representing registrations at that point in time. This process is described in Section 13.2.

13.1 VERIFYING SYNCHRONIZATION

To verify the synchronization between county voter registration records and the FVRS a comparison of the two databases is necessary. While this comparison may be executed at any time, it makes particular sense when each system can create simultaneous snapshots of their respective databases. These snapshots must be taken after similar updates to the two databases have been completed. On the FVRS this would involve processing of voter registration applications received from the Department of Highway Safety and Motor Vehicles (DHMV).

On the county side, snapshots should be taken only after the county has processed all notifications of voter registration changes (See Section 17). The notifications that ensure synchronization of the FVRS database with the county database are NNRG, NRCG, NIMVI and NIMVO. Other notifications do not affect the key fields for Active or Inactive voters. Processing of these notifications by the county system shall continue until the FVRS provides a SYNC notification. Receipt of the notification by a county system shall signify that the FVRS has taken a snapshot of its data at the time specified in the notification and county systems should cease updating the local database until a snapshot of the county records has been taken.

be retrieved by the county through the NT01 transaction. Notifications 1 and 2 are thus retrieved by the county and the data referenced in the notification are applied to the local data base. At this point the county system should be in sync with the State system. At a predetermined point in time and at the completion of FVRS processing, FVRS will issue a SYNC notification referenced as step 3 in the diagram. Upon receipt of the SYNC notification the county may elect to take a snapshot of the local data according to the specifications of the SY01 transaction specification

FVRS compares the SY01 file with the FVRS database. It creates a report of differences between the files. When the differences report is completed, FVRS sends a Notification message to the county. When a county's comparison is done, an RVFR notification is created. The county may then download an FTP file of SY01R error records.

The county analyses the differences file. FVRS and SOE technical staff will need to resolve and explain differences. For most errors, remediation consists of processing an IQ01 transaction, and replacing the SOE values with FVRS values. The expectation is that synchronization errors will be caused by application software faults. In the early weeks after implementation there will be a period when these faults are identified and eliminated. After that point, maintenance of software at the county or FVRS systems may introduce a synchronization fault. This process will identify these conditions quickly.

After system cutover and upon stabilization of county and State databases a pattern of little or no reported difference should be established. Should a large number of errors be reported after stabilization, counties should contact FVRS staff to analyze possible sources and appropriate corrective steps.

13.2 ALL VALUES VERIFICATION

During systems testing, and during the early implementation period, a more complete verification may be required. This processing is done at the county by requesting the complete registration list using the SY02 transaction. The resulting FTP file may contain voter registration information, signature information, absentee information, transaction information, contact information and voting history information. The file may be used for comparing FVRS values with the local values to locate any inconsistencies. Since local implementations may differ, it is the county systems responsibility to perform this comparison and define the procedures for resolving any problems.

14 MATCH PROCESSING AND DETERMINATION OF ELIGIBILITY

Match processing refers to the activities by which voter registration records are compared against external data sources in order to assess eligibility. provide notifications of such matches to the Supervisors of Elections and the voter and for removing a voter once a match has been determined credible. Individual processes have been crafted around each match category which includes:

- Duplicate registrations (Section 98.075(2) F.S.)
- Deceased (Section 98.075(3) F.S.)
- Adjudication of mental incapacity without restoration of rights (Section 98.075(4) F.S.)
- Conviction of a felony without restoration of rights (Section 98.075(5) F.S.)

The methods employed by FVRS to compare voter registration records with those of external agencies vary according the agreements with each agency. In certain cases FVRS will be conducting match processing from data provided by external agencies. In other cases the Department will be providing voter registration records to external agencies for comparison and will be provided, in return responses to the comparisons. The specific procedures to be followed are outlined in the following sections.

14.1 DUPLICATE REGISTRATIONS

Duplicate registrations occur when two or more voter registration records exist for a single individual. Prevention of duplicate registrations will be a critical component in the FVRS design. Potential sources for duplicate registrations include:

- Failure to identify and resolve potential duplicate registration during the conversion of county voter registration records prior to January 2006.
- Failure of voter registration clerks to identify the existence of an existing registration when submitting a new registration for processing by FVRS.

14.1.1 Identification of Duplicate Registrations Prior to January 2006

Prior to implementation of FVRS in January 2006, each county maintained separate voter registration system and data bases. As individuals moved from county to county, new registrations were created in the new county. Cancellation of registrations in prior counties was difficult to monitor and enforce and often resulted in duplicate registrations between counties. List maintenance procedures of counties would help to identify voters who no longer held legal residence in a county and would trigger a voter registration cancellation after completion of the prescribed process. For purposes of identifying duplicate registrations, reliance on list processing alone has proven to be a lengthy process extending over two or more years. During this period duplicate registrations may exist between counties.

It is imperative that counties take all due diligence to eliminate all existing duplicate registrations prior to FVRS data migration, conversion and loading of county records in late December 2005 (see Section 9).

14.1.2 Identification of Duplicate Registrations after Conversion and Cutover to Production

After FVRS becomes operational in January 2006, identification and prevention of duplicates becomes a more active process involving review and assessment of records presented to voter registration clerks for processing and assessment by FVRS for registrations submitted by HSMV.

Search Existing Voter Registration Records

The process for submitting a voter registration application to FVRS for processing as a new registration is described in detail in Section 12. In summary, each county should enforce procedures for determining if a voter registration application represents a new registration or an update to existing registration. This is accomplished principally through queries executed against the FVRS for voter with the same name, birth date and optionally driver's license or social security number. Based upon results of these searches of the FVRS data base, voter registration clerks should be capable of making accurate determinations to prevent duplications.

Automated Checks for Registrations Received from HSMV

The major difference between processing voter registrations received from HSMV and those entered and submitted from a county system is that the county systems shall have conducted a pre-screening search against the FVRS to identify an existing voter. With HSMV-submitted registrations this pre-screening step has not been performed as HSMV will not be online to FVRS. Under these conditions, the HSMV record will not be accompanied with an appropriate directive indicating whether the record is a new or update registration

When processing HSMV input, FVRS must make a determination of duplication with existing records. This will be accomplished in several steps using information provided in the HSMV registration and the FVRS data base. The following steps will be executed by FVRS to determine the existence of an existing voter registration record and therefore an update to an existing registration:

1. The driver's license number from the HSMV record will be compared with the FVRS.
2. The social security number from the HSMV record will be compared with the FVRS.
3. The last name, date of birth and four (4) digit social security number will be compared with FVRS. Duplicate matches are then identified by matching the exact spelling of the last name, the date of birth and the last four (4) digits of the social security number.
4. If one of the above criteria generates a match with an existing voter registration record, the registration attempt is processed as and update.

5. For all other situations the registration record from HSMV is suspended and routed to the county for a duplicate check and further processing (see Section 12.7).

Periodic Review of Duplicates by FVRS

FVRS will conduct periodic voter registration reviews to ascertain the existence of potential duplicates. This process will be scheduled with appropriate frequency and the results will be provided each county for review and possible correction.

14.2 DECEASED VOTERS

Information regarding death certificates issued in Florida is obtained from the Department of Health, Bureau of Vital Statistics each month. Additional information regarding deceased persons is obtained from the Social Security Administration indirectly through the Department of Highway Safety and Motor Vehicles on a daily basis.

New and changed registration applications that have been determined not to be duplicate registration attempts will then be compared to this death certificate information. Matches will be identified by applying the following criteria in the order specified. Each registration record is compared against all death certificate records for a given criteria. All comparisons yielding matches with death records based on any of the criteria listed below shall be recorded and presented to DOS for verification. Upon verification by DOS (see Section 14.5) that a match is credible and reliable, the county voter registration will be issued a notification and the Supervisors of Elections shall take appropriate steps for removal of the voter.

Driver's License: Comparison of the registrant's Florida driver's license number if available, to all death certificate records containing a Florida driver's license number.

Nine Digit Social Security Number: Comparison of the nine (9) digit social security number of the registrant if available, with all death certificate records containing a full nine (9) digit social security number

Last Name, Date of Birth and Four (4) digit Social Security Number:

Comparison of the last name, the date of birth and the last four (4) digits of the social security number to all death certificate records containing a social security number.

Last Name, Date of Birth and Non-Conflicting First Name: Comparison of the exact spelling of the last name, the date of birth and a non-conflicting first name to all death certificate records.

14.3 IDENTIFICATION OF POTENTIAL FELONS

Preliminary assessment of voters who may have been convicted of a felony are conducted by the Florida Department of Law Enforcement (FDLE) based in voter registration records provided FDLE by the Department. The criteria for matching voter registration records with those of FDLE will be consistently applied to all registrations. Any match with FDLE felony conviction data will be recorded for any registration meeting one or more of the following criteria:

Last Name and Nine Digit Social Security Number: Felon matches will be identified by comparing the nine (9) digit social security number of the registrant if available and the last name, with all felon records containing a full nine (9) digit social security number.

Last Name, Date of Birth and Four (4) digit Social Security Number: Felon matches are then identified by matching the exact spelling of the last name, the date of birth and the last four (4) digits of the social security number.

Last Name, Date of Birth and Non-Conflicting First Name: Felon matches are identified by matching the exact spelling of the last name, the date of birth and a non-conflicting first name.

14.3.1 New registrations or updates to existing registrations occurring after January 1, 2006

Each new voter registration application and any updates to existing registration records occurring after January 1, 2006 will be submitted to FDLE for evaluation as described in section 14.3. Any resulting matches will be forwarded to the Department for further evaluation and verification.

14.3.2 Updates to FDLE Felony Conviction Data

FDLE will maintain a record of each voter registration record submitted to it for comparison with felony records. Each time an update occurs to an underlying felony conviction at FDLE, a reassessment of any previous match must be made. Such changes to underlying felony records would typically be the result of updates to court records reported to FDLE by the Clerks of the Courts. Updates to the underlying felony convictions may have the effect of negating a previous match and thus may trigger further actions by the Department or Supervisors of Elections to invalidate and revoke a notification to the voter.

Conversely, an update to the underlying felon data at FDLE may create a new match with one or more voter registration records where one did not previously exist.

This process will be continuous and will be applied to all voter registration records submitted to FDLE for evaluation.

14.3.3 Felony Convictions after January 1, 2006

The Department will also provide FDLE with all active and inactive voter registrations maintained by fvrs on a monthly basis. These records will be compared to felony convictions that were reported to FDLE in the preceding month. The purpose of this comparison will be to identify any existing registered voter who may be matched with a new or recent felony conviction. This review of records is not designed to match a voter registration record with all potential felony convictions, just those committed in the preceding month.

14.3.4 Procedures Scheduled after November, 2006

After the November, 2006 general election, the Department will begin assessing all existing registrations against felony convictions. This process will begin with the most recent registrations and incrementally expanded to include older registrations as Departmental resources and workload permit.

14.3.5 Comparison with Office of Executive Clemency Records

The Office of Executive Clemency will proffer an updated file at the end of each month for all new clemency records, changes to existing clemency records and deletions for all rescinded clemencies for the preceding month. This information will be compared with potential felon matches to ascertain whether civil rights have been restored and this effectively canceling a previous felon match.

14.4 IDENTIFICATION OF MENTAL INCOMPETENCE

Information regarding court adjudicated mental incompetence will be provided directly from the clerk of the courts. Registration applications are matched against court records for individuals who have adjudicated mentally incompetent and who's right to vote has not been reinstated. Any match with records from the clerks of the court will be recorded for any registration meeting one or more of the following criteria: Upon verification by DOS (see Section 14.5) that a match is credible and reliable, the county voter registration will be issued a notification and the Supervisors of Elections shall take appropriate steps for notification and potential removal of the voter.

Nine Digit Social Security Number: Mental incompetence matches will be identified by comparing the nine (9) digit social security number of the registrant if available, with all mental incompetence records containing a full nine (9) digit social security number.

Last Name, Date of Birth and Four (4) digit Social Security Number: Mental incompetence matches are then identified by matching the exact spelling of the last name, the date of birth and the last four (4) digits of the social security number.

Last Name, Date of Birth and Non-Conflicting First Name: Mental incompetence matches are identified by matching the exact spelling of the last name, the date of birth and a non-conflicting first name.

14.5 MATCH VERIFICATION BY THE DEPARTMENT

For each potential deceased, felon or mentally incompetent match identified through the processes identified in sections 14.2 through 14.4 above, the Department will conduct an independent review of the automated match process to insure that the basis of the match is credible and reliable. To aid in this assessment, the Department will consult a variety of external sources to provide validation and corroboration of information pertaining to the match. The additional sources and information provided by these sources is outlined in the sections below. Only after Department personnel has confirmed the basis of each match using all available supplemental sources of information, will a match be noticed to the Supervisor of Elections for final determination and action.

14.5.1 Department of Highway Safety and Motor Vehicles, Driver and Vehicle Information System

The Driver and Vehicle Information System ("DAVID") is an online system of all driver license and vehicle registrations in the State. The Department will utilize the system to compare digital signatures with those on the voter registration application to add confirmation of a voter's identity. Also available from this system are digital photographs that may be used in comparison with other records from the Department of Corrections. Access to this system is highly restricted and will be provided only to authorized personnel of the Department of State.

14.5.2 Department of Corrections

The Department will be accessing the online records of the Department of Corrections (DOC) Offender-Search system. This system can provide secondary evidence of felony conviction data generated from matches with supervision of the DOC. The online system offers personal identifiers (birth date, sex, weight, race, etc.), photographs, known alias names, prison sentence history and other identifiers such as driver's license and social security number. This information may complement the FDLE information and provide a direct reference to the clemency records provided by the Executive Office of Clemency.

14.6 COUNTY NOTIFICATION OF MATCH RECORDS

The previous sections outline the procedures to be followed by the Department in assessing the continued eligibility of registered voters. Each process related to the comparing voter registration records with those of deaths, mental incompetence, duplicates or felon conviction will yield information defining the bases of a potential match and links to the underlying data. The Department will

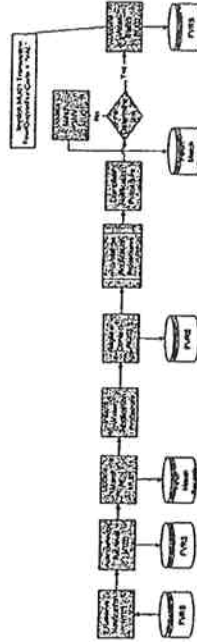
review each match and only those that are deemed to be credible and reliable will be forwarded to the Supervisors of Elections for further action.

Section 17 provides a generalized explanation of the FVRS notification process. This process is central to the FVRS design and for communicating important actions that have been applied to voter registration records and actions that are required of the Supervisors of Elections. It is through this process that FVRS will notify each Supervisor of Elections of a match that it deems to be credible and reliable. Each match that has passed the review by the Department will create notification types NFEL, NDUP, NDEC or NMEN and are accessed through the county voter registration system using the NT01 transaction. Details of the match information will then be retrieved using the MD01, MD02, MD03, MD04 transactions. These steps are shown in Figure 11.

Table 2 Match Notification Types

Table with 2 columns: Match Notification Type and Description. Rows include NDEC (Notification of deceased voter), NDUP (Notification of duplicate registration), NFEL (Notification of felony conviction), and NMEN (Notification of mental incompetence).

Figure 11 Match Notification Process



For certain match types, e.g. Felon matches, a process of communication with the voter and time for appeals will take place between the processing of the initial notification, and the closing of the match.

14.7 UPDATE OF MATCH RECORDS

When the county processes a match record, or updates a match status, the MU01 transaction is used to update FVRS with the changed match status. The MU01 transaction should be presented to FVRS with the necessary references to

the FVRS ID number and match record. Upon successful processing of the MU01 transaction FVRS will respond with an acknowledgement.

The Supervisors of Elections may also change the registration status of the Voter to "Removed" through use of the BU02 transaction. Any outstanding match records for the voter will be cancelled when the BU02 transaction is processed by FVRS.

15 PRECINCT REGISTERS

15.1 EXISTING PROCEDURES AND CHALLENGES FOR THE FVRS

Section 303 of the HAVA bill requires precinct registers to be prepared from a single statewide voter registration list. Further, each registered voter must appear once in the jurisdiction where he is eligible to vote.

The Supervisors of Elections are responsible for printing precinct registers for their jurisdictions. In deriving the list of valid registered voters to be included in a precinct register, county systems will access voter registration data provided by FVRS and generate registers for the appropriate jurisdictions as necessary.

This would be a very straightforward process if all the counties printed precinct registers at the same time and if the statutorily defined book closing was truly a freeze on the registration updates for the period between book closing and the election. In fact, book closing only controls the effective dates for party changes (for primaries) and the eligibility of new voters. Address changes, other determinations of eligibility such as deaths, early and absentee voting and valid registrations received after book closing all effect the inclusion of voters on a precinct register at any point in time. The accuracy of precinct registers necessitates adjustments to very fluid and dynamic voter registration activities. The precinct register represents voter registrations the point in time at which the underlying data was generated.

Traditionally, counties had greater control over the process of generating precinct registers as they were derived from local registration systems. However, the process of coordinating generation of registers at the State level introduces increased complexity due in part, to variations in lead time required by counties for generating a base register and then process for applying updates to the base through supplemental registers.

For the precinct register to be accurate it needs to be prepared as close to the election as possible. The exact time for generating this register is usually a function of the size of the county, number of precincts, whether registers are printed or provided in electronic form and whether outside contractors provide printing and reproduction services to the county. In general, the larger the county the more lead time is required to produce precinct registers.

Counties have employed various approaches to correct the base register from subsequent voter registration updates received after book closing and prior to the election.

15.2 FVRS BASE PRECINCT REGISTER - E-MINUS 15

Fifteen days before the election (Third Monday before the election) FVRS will create a base copy of the register roll. Tuesday, E-minus 14, will be the first day that counties can download the official base register. The purpose of the base register is to ensure that all voters appear in one precinct register. The register will then be consistent as of E-minus 15. Counties that use external printers can then export to their printers at any point after E-minus 14.

The point at which the base register is created needs to be as close to the election as possible in order to reduce the number of updates that might be required since its generating and the election. E-minus 15 was selected as the initial period for generating the base register after consultation and polling of counties to determine the earliest period to meet county requirements.

In order to meet variations in county procedures and election schedules, the FVRS will produce a complete replacement base register each night after E-minus 15. This register may be used as an alternative to the E-minus 15 base register and may be more appropriate for counties not requiring a two week lead time for printing and distribution.

15.3 REGISTER SUPPLEMENTS

Each night after E-minus 15, FVRS will create a revised register. All the records from the original register will be included in the revised register, but may be marked with codes indicating:

- No longer eligible
 - Voted early
 - Voted absentee
 - An address update that moved the voter from the county
- The revised register will contain additional records. The codes will indicate the reason for the addition:
- An address update that moved the voter into the county
 - Registration processed late

Once a record has been added to a register supplement, it cannot be removed; it can only acquire other codes as its status changes.

To minimize the transfer time for register files, two files are created by FVRS each night after E-minus 15. One is a complete replacement base register, the

other consists only of voter records that have changed or been added since generation of the base register on E-minus 15.

Most counties have created some form of a register supplement or register correction process to keep the precinct register current from subsequent voter registration updates received after book closing and prior to the election. To describe the process, let's assume that a register has been printed 10 days before the election. One day before the registers are to be distributed to the polling places, a report is generated consisting of registration changes since the register was produced. Application of these supplemental changes is necessary to insure the accuracy of the register.

Some counties have the polling place clerks correct the register, while others correct the register in the office prior to distribution.

In some counties the process of correcting the register is an ongoing clerical effort all the way up to the time when the precinct registers are distributed to the polling places. Each day a report is printed of changes that have been made to the register since the previous report, and clerks make corrective entries into the printed register.

Some counties that print in house avoid this clerical effort by printing the register over the weekend prior to the election. They either print no supplement or a very small one the day before the election.

15.4 USE OF THE SUPPLEMENTS

Because the register supplements contain the original complete register as well as the supplement, counties have a variety of paths that they can take to keep their register up to date. They can do one or more of the following:

- Print supplemental pages for Move-Ins;
- Print reports to assist the manual mark up of registers that are already printed;
- Print labels that overlay and correct a register entry;
- Print replacement register pages that replace changed pages; and
- Print a complete register showing the original register entries and supplement information normally sorted for easy look up.

Counties may be slightly more up to date than FVRS for items such as early voting, and counties should use that information to make their supplements as up to date as possible.

16 FVRS AND EARLY VOTING

Early voting refers to a period commencing fifteen (15) days prior to an election during which eligible voters may cast ballots at designated early voting sites.

Section 101.657 F.S. outlines the restrictions and procedures to be followed during early voting.

Unlike traditional voting on Election Day at designated polling places, early voting presents special challenges for election officials, many of which can be assisted through the FVRS. Foremost of concern is the prevention of voting fraud through duplicate voting. Since early voting allows any eligible voter to cast a ballot at any early voting site, the potential for a determined individual to cast multiple ballots by visiting multiple early voting sites is a challenge for election officials. Fortunately, FVRS has the capability for detecting and preventing such duplicate voting.

The key to detecting and preventing duplicate voting is real-time access and update to the FVRS. This real-time access capability is already part of the FVRS design and may be effectively employed by county election officials. The specific functions that may be activated include the following:

- Real-time updates to voter history through the VH01 transaction,
- Real-time access of voter history for a specific voter through the IQ04 transaction,
- Real-time updates to absentee ballot requests and status through the AB01 transaction
- Real-time access of absentee requests and status through the IQ05 and IQ06 transactions.

16.1 VOTER HISTORY UPDATES

FVRS provides for election officials to register, through the VH01 transaction, each time a voter casts a ballot. By linking early voting sites to the FVRS for online updates and inquiries, counties may instantaneously record each time a voter is permitted to cast a ballot. The VH01 transaction allows election officials to record, by election, if a voter voted early, at the polls on Election Day or voted by absentee ballot. Early voting sites, communicating with FVRS through county offices, may submit, in real-time, VH01 transactions each time a voter casts a ballot. Similarly, early voting sites may access voter history through the IQ04 transaction to determine if a voter has cast a ballot for a specific election.

In the event that the voter moves to another county during or after voting early, the notification download to the county will include voting history for the current election. This should be used by the county system to prevent the voter from voting again in the new county.

16.2 ABSENTEE BALLOT TRACKING

Similar to voter history updates and inquiry, FVRS provides comprehensive tracking of absentee ballot requests, issuance and receipt. The AB01 transaction

is used to update the FVRS database whenever any of the following events happen:

- An absentee request is opened for a voter for an election
- An absentee request is canceled
- A ballot or replacement ballot is provided to a voter (whatever the method of delivery)
- A ballot is returned undeliverable
- A ballot is returned (with or without errors.)

In this manner the status of any absentee ballot request is recorded and tracked. The IQ06 transaction may be used to inquire on an absentee ballot for a specific voter and election. The IQ06 transaction will report the absentee ballot status as one of the following:

- (M)ailed
- (V)oted
- (C)ancelled
- (E) Voter Error
- (U) Returned Undeliverable

17 FVRS NOTIFICATIONS

17.1 INTRODUCTION TO NOTIFICATIONS

FVRS notifications are a mechanism that permits FVRS to issue communications and directives to county voter registration systems. Typically communication with FVRS is initiated by the county voter registration system through transactions with a synchronous reply and response protocol. However, there are instances when FVRS must notify the county voter registration system of a certain event in a manner other than a synchronous transaction response. The following are examples of activities that create notifications:

- A new Voter Registration Record is introduced into a county's list or a change is made to an existing voter record
- A document is required to be sent to a voter (or non-voter in the case of incomplete or denied registration applications)
- Determination that the voter record already exists (Duplicate)
- Potential voter ineligibility to vote due to the following reasons:
 - Deceased,
 - Adjudicated mentally incompetent and his or her mental capacity with respect to voting has not been restored,
 - Convicted of a felony and has not had his or her voting rights restored

- An FTP file is readied to be downloaded to the county
- FVRS is making a request for an FTP file to be sent to FVRS

The architecture of the FVRS interface enables communication to be initiated by either the county system or FVRS. FVRS will maintain notification queues for each county. Each notification is assigned a unique notification number and type. The county voter registration system will continuously poll the notification queues (using the NT01 transaction) and retrieve FVRS notification details using transactions specialized to retrieve notification details by notification type (see Table 3).

Table 3 Notification Types

Type	Description	Detail Retrieval
NHIS	Voter History Update File Available	NT04
NHMV	HSMV DL/SSN Match Error (FVRS to HSMV)	NT12
NSUS	Suspended Registration Record	IQ09
NNRG	This is a new registration notification.	IQ01
NMVI	This is an existing voter that is moving into the notified county	IQ01
NMVO	This is an existing voter that is moving out of the notified county	IQ01
NRCS	This is a change to registration details	IQ01
NSIG	Signature Update Available	IQ02
NWFL	This is a work flow message requiring a document to be sent to a voter	NT05
NFEL	This is a new or changed Felon Match Record	MD01
NDUP	This is a new or changed Duplicate Match Record	MD04
NDEC	This is a new or changed Deceased Match record	MD02
NMEN	This is a new or changed Incompetence Match record	MD03
NINC	This is an Incomplete Voter Application	IQ01
NDEN	This is a denied Voter Application	IQ01
NAPP	Application Entered Notification	IQ09
NALA	This is a request by the state to send all absentee statuses for specified election	AB01
NSTR	This is a request by the state to send a replacement street table	ST01, ST02
QVLR	Indicates a Full Voter Dump is available on the FTP site	NT04
RVFR	Indicates a Registration Verification file is available on the FTP site.	NT04
PRGR	Precinct Registrar File Available for Download	NT11
SRGR	Complete Registrar of Voters available for Download	NT04
NCOD	Code labels have changed	CU01
TSOL	Street Table overlap file available on FTP Site	NT04

When the county system has successfully retrieved a notification message, the county system sends an acknowledge message to FVRS (the NT03 transaction) that records the date and time of the acknowledgement and removes the notification message from the queue.

A notification includes the notification number, notification type, FVRS Voter ID Number, Error Codes and date of the notification.

17.2 NOTIFICATION RETRIEVAL PROCESS

The first step of retrieving notifications is to retrieve a list of notification queue entries via the NT01 transaction. The information in the notification list is then used to retrieve additional notification detail information at which time a notification acknowledgement (NT03) is written to FVRS. This acknowledgement causes the notification to be removed from the queue. Next the county processes the notification workflow.

The NT01 transaction is designed so that counties have the option of creating multiple notification polling services each designed to poll for specific notification types and at separate polling frequencies. Each time an NT01 transaction is issued to FVRS for a list of notifications, FVRS will respond with a list of all unacknowledged notifications. The polling service should be constructed to receive notifications from FVRS, interpret the notification type, acknowledge the notification to FVRS and execute the appropriate local action based on the type and details of the notification.

17.3 FREQUENCY OF POLLING

This process of polling FVRS for notifications is repeated at appropriate frequencies to keep the county voter registration system current with FVRS. The decision of polling frequency will be up to the county voter registration system administrator and will be a function of the type of notification and level of voter registration activity in each county. FVRS will perform best if counties poll the queues frequently. Frequent polling means that the messages associated with notification handling will be shorter, and the queues being managed on FVRS will also be shorter.

Each notification is assigned a notification type. Depending on the type, other transactions are used to retrieve the details. The types of notifications and the transaction used to retrieve the details are as follows:

17.4 RETRIEVING AND PROCESSING A SINGLE NOTIFICATION MESSAGE

NHIS Voter History Update Error File Available(NT04)

The batch file of Voting History Response records VH01R is available for pickup up. Use the NT04 transaction to retrieve information about the file.

NHMV Highway Safety (HSMV) Match Error (NT12)

The NT12 transaction is used to review the information returned to FVRS by HSMV for the validation of driver's license and/or social security number in voter registration records. When an error(s) is generated indicating that the data submitted to FVRS does not match HSMV records the NT12R will return the detailed HSMV information including error codes. In the event that HSMV issue multiple potential matches for a single application, an NHMV notification will be issued for each match record reported by HSMV.

NSUS Suspend Notification (IQ09)

A suspend record is a record that requires county intervention to process correctly. The returned detail information will be the IQ09R that is almost identical to the RG01 transaction, including error codes.

NNRG New Registration Notification (IQ01)

Submit an IQ01. The returned information will be an IQ01R transaction. This transaction contains all of the voter information held on FVRS. When required, a redistricting and reprecincting transaction (BU01) should be sent to FVRS setting the correct precinct and district assignments.

NMVI Move In Registration Notification (IQ01)

Submit an IQ01. The returned information will be an IQ01R transaction. This transaction contains all of the voter registration information held on FVRS. When required, a redistricting and reprecincting transaction (BU01) should be sent to FVRS setting the correct precinct and district assignments. Also, additional information on the voter should be retrieved from FVRS and loaded onto the local system to ensure correct processing of the voter. Counties have discretion about how much of this additional information they wish to store on their local database. However note that the absentee information and voter history information is important to ensure correct processing of Absentee voters who move between counties.

- Signature and Application Images, IQ02 (response IQ02R)
- Voter Transaction Information, IQ03 (response IQ03R). This is a record of the changes made to the voter's record and which county or agency made the changes.
- Voter History Information, IQ04 (response IQ04R). This is the voting history record of the voter. For Move-ins this is where information about early voting will be found for active elections.
- Absentee Information, IQ06(response IQ06R). This information is vital to ensure that absentee requests already in process are properly accounted for in the new county.

Registration Contact Information, IQ07(response IQ07R). This will provide information about contacts with the voter prior to the voter moving to the county.

NMVO Move Out Registration Notification (IQ01)

Submit an IQ01. The returned information will be an IQ01R transaction. There are a number of situations where a "Move-out" voter will continue to be processed for some time, for instance in the case where a voter votes early and then moves away. The Move-out voter will be a factor in voting history processing and reconciliation for the election in which he/she voted.

NRCG Registration Details Changed (IQ01)

Submit an IQ01. The returned information will be an IQ01R transaction. This transaction contains all of the voter registration information held on FVRS. When required, a redistricting and precincting transaction (BU01) should be sent to FVRS setting the correct precinct and district assignments.

NWFL Work Flow Notification (NT05)

Submit an NT05 transaction and then process the NT05R transaction. This is an instruction to send a document to the voter. The document type is part of the notification record. For denials and incomplete notices, error codes are provided as explanations. For some notices, the address to which the notice will be sent may be provided.

NFEL Felon Match Record (MD01)

Send an NT06 transaction and then process the NT06R transaction. The NT06R response is a multi-record type response with all of the current information for the felon match. For a new record, write a new one to your local database. For an existing match, overwrite the local details.

NDUP Duplicate Match Record (MD04)

Send an MD01 transaction and then process the MD01R transaction. For a new record, write a new one to your local database. For an existing match, overwrite the local details.

NDEC Decease Match Record (MD02)

Send an MD02 transaction and then process the MD02R transaction. For a new record, write a new one to your local database. For an existing match, overwrite the local details.

NMEN Incompetence Match Record (MD03)

Send an MD03 transaction and then process the MD03R transaction. For a new record, write a new one to your local database. For an existing match, overwrite the local details.

NALA send all Absentee Status for a Specified Election (AB01)

This notification type carries no additional data. Send to FVRS an AB01 transaction for each absentee request for the specified election. This may be done as a bulk upload file.

NSTR Send Street Table (ST01, ST02)

This notification type carries no additional data. Send a replacement street table to FVRS. This is just a mechanism to allow FVRS to initiate a transfer that the county will routinely make. Please note that this notification is for a complete replacement of the FVRS street table, even though you normally only provide add/change/delete transactions to FVRS.

QVLR Full Voter Dump is available on the FTP site (NT04)

Use the NT04 to retrieve the name of the file to be retrieved from the FTP site. Then retrieve the FTP file. The file consists of transactions IQ01, IQ02, IQ03, IQ04, IQ06 and IQ07. The procedure for this file is to compare the values in the file with your database. Where the values differ, create a report of the difference. Based on the field that is in error correct the local copy of the database. If precinct or district information is different, then issue a BU01 transaction to correct FVRS.

RVFR Registration Verification file is available on the FTP site (NT04)

Use the NT04 to retrieve the name of the file to be retrieved from the FTP site. Then retrieve the FTP file. The file consists of SY01R transactions. This is an error file caused by synchronization errors detected by FVRS. Counties should create procedures to review the contents of this file.

SRGR Complete Register of Voters available for Download (NT04)

Use the NT04 to retrieve the name of the file to be retrieved from the FTP site. Then retrieve the FTP file. The file consists of PR02R transactions.

PRGR Precinct Register File Available for Download (NT04)

Use the NT11 transaction to find out the information about the file that is available for download. Download and process the PR01 records in the file onto your local database in preparation for printing your precinct register. Note that for Statewide elections, the generation of a new precinct register will be run nightly, and these notifications will be made available unsolicited. For local elections, the precinct register file is created in response to an input PR01 transaction.

NCOD Code Tables have Changed (CU01)

Use the CU01 to download changed code tables and localize them as necessary.

TSOL Street Table overlap file available on FTP Site

Use the NT04 to acquire the location of the file on the FTP site. Download the file, and process the ST02R errors.

NAPP Application Processed Notification (IQ09)

This notification allows a county to retrieve information relating to registration applications that have reached Pending Status. Use the IQ09 transaction to retrieve information about the application.

18 GEOGRAPHICAL INFORMATION PROCESSING

The FVRS database will include a list of valid street table entries. This list is made up of the street tables from the 67 counties. In order to create a meaningful table, there are edit checks to the table to ensure that a given address does not appear in the street table more than once.

18.1 COUNTY UPLOAD OF STREET DATA

Counties update the FVRS street table with Add/Change/Delete transaction types of the ST02 transaction. To replace the table, SOE should send an ST01 transaction to clear the county's street table and then a string of ST02 addition transactions to insert all the new records. When adding records to the FVRS street table, each street segment is tested to see if it overlaps a street segment already on the street table. If it does, the new segment is not added to FVRS, and an error transaction ST02R is returned.

The FVRS street table is a list of acceptable residence addresses. If a county permits alias-street names to be used, the county should upload ST02 for each valid address spelling that is permitted.

18.2 FREQUENCY OF UPDATE

For many counties, they will upload a complete replacement of their portion of the street table. It is recommended that this take place weekly. Other counties have developed incremental systems of geographical update. These counties may send incremental bulk updates to the street table, or may provide amending ST02 real time response transactions.

18.3 REDISTRICTING AND REPRECINCTING

Maintenance of the correct precinct and district assignments is a Supervisor of Election's responsibility. FVRS is not the source of information about precinct and district assignments. The FVRS will hold this information for the purposes of providing information services to qualified users. In the case of differences between the FVRS precinct and district assignments and the county's assignments, the county assignment will be deemed correct.

Counties use a variety of means for revising the district assignments and precinct assignments for voters. The process is usually done by changing the district assignments for a block of addresses (Street segment) and then changing voter records as necessary. If Geographical Information Systems (GIS) are in use, such as GeoElections which is based on MapInfo, the counties street table is replaced by the GIS. The County Voter System then identifies changed records and changes their precinct assignments. District reassignment logically follows the change in precinct-split.

When a voter's districts are changed, the SOE should schedule the release of a revised Voter Information Card. When the card is printed, the SOE sends to FVRS an RG03 transaction indicating that a new voter card has been sent to the voter.

18.4 UPDATING FVRS FOR REDISTRICTING AND REPRECINCTING

When changes occur to the street table and the associated voter records, the county system must update the FVRS. This update will be in two parts:

- Replacement Street Table
- Changed Precinct and District Assignments for affected voters

These transactions may be assembled into a single bulk transfer file that is uploaded to the FVRS.

18.5 SPELLING CHANGES FOR STREET NAMES

As part of geographical information processing, the name of a street can change. FVRS supports a bulk transfer transaction to allow mass changing of street names. Each voter to be changed has a BU03 transaction written to the bulk transfer file. This transaction should not result in the release of a Voter Information Card.

19 SCHEDULING AND LOGGING CORRESPONDENCE WITH THE VOTER

A number of events within FVRS may trigger the need for a communication with the voter. Such events may include a change in registration status or potential eligibility which may necessitate generation of notices to the voter. Counties are responsible for printing and mailing the documents, and updating the FVRS system with the actions taken.

FVRS will create an NWFL notification to the county when a communication is to be issued to a voter (e.g. Incomplete Notice of Voter Information Card). A county system receiving an NWFL notification obtains details of the correspondence to be sent through the NT05 transaction. This transaction contains the document type, reason codes (for incomplete and denial notices) and, if necessary, the address to which the document is to be sent.

communication with the voter of a type included in Table 4. If the communication is the result of an FVRS notification, the notification number must be included in the RG03 transaction.

Even though a communication is not in response to an FVRS notification, an RG03 transaction should still be used to record the communication in FVRS. In these circumstances a notification number is not required in the RG03 transaction

In addition the RG03 transaction is used to record when there is a change to voter registration information emanating from a communication with the voter. Table 5 provides a list of the contact types that may be the basis of a voter registration update.

Table 5 Communications with Voter Registration Updates

FVRS Contact Type	Document Name	Document Description
AddNotice	List Maintenance Address/Notification	Address Confirmation Request. This is batch scheduled by the counties as their odd year List Maintenance Process.
RegFnlNc	Address Confirmation Notice	Sent on receiving a change of address
RegFormNVRA	NVRA compliant Registration Form	County is required to send RG03 to record an NVRA form processed for the voter
RegFormOther	Non-NVRA compliant Registration Form	County is required to send RG03 to record a non-NVRA form processed for the voter
RegInPerson	Registration Change in Person	County is required to send RG03 record when a voter changes their registration information in person
RegTelephone	Registration Change over the phone	County is required to send RG03 record when a voter changes registration information over the phone

20 ASSIGNMENT OF PRECINCT AND POLITICAL JURISDICTIONS

The FVRS system design provides for a street address subsystem that enables counties to designate street addresses valid as residential addresses. Additional data stores and relational tables will provide a means for associating precincts with political jurisdictions. This information is to be maintained and updated by the counties and stored on the FVRS. This functionality will be included in the January 2006 release of FVRS.

The FVRS will provide this data to HSMV for validation of addresses taken from voter registration clients in driver's license offices.

Based on the street address information stored in FVRS, the state system will issue a preliminary precinct assignment for voter registration applications

FVRS defines a set of contact types covering communications to and from the voter. These contact types are listed in Table 4.

Table 4 FVRS Contact Types

FVRS Contact Type	Document Name	Document Description
AbsRejLtr	Absentee Reject Letter	Absentee Reject Letter
AbsSigDif	Absentee Sig Difference	Absentee Signature Update Request
AddChgNc	Address Change Notice	Sent to a voter at their old address when USPS returns mail undeliverable with a new address inside the state (currently inside the county)
AddNotice	Address Conf Notice	Address Confirmation Request. This is batch scheduled by the counties as their odd year List Maintenance Process
ChgPP	Change of Polling Place	Change of Polling Place
FelonLtr	Felon HMP Cert REM	All types of letters involved in the processing of Felons. ContactComments will contain additional details as necessary
DeceaseLtr	Notice Letter for Decease Match	All types of letters involved in the processing of Decease Matches. ContactComments will contain additional details as necessary
IncompetentLtr	Notice Letter for Incomplete Match	All types of letters involved in the processing of Incomplete Matches. ContactComments will contain additional details as necessary
Reg17Ltr	Welcome17	Pre-Registration Acknowledgement sent because a Voter Information Card cannot be sent
RegCard	Voter Card	Voter Information Card
RegDenial	Application Denial	Citizenship
RegDenial17	Denial U17	Denial Letter for Under 17 year olds
RegDupl	Duplicate Registration	Duplicate Registration Notice
RegFnlNc	FnalNotice	Sent on receiving undeliverable mail (NVRA Process)
RegIncomp	Incomplete Registration	Letter sent to voters who have an Incomplete Registration.
RegNpaOK	NPA Good Registration	Letter required by statute to new registrants that failed to fill in a party
DirUpdateReq	Request for Correct Driver's License Nbr	Sent when a currently registered voter provides an incorrect driver's license number

The notifications and communications to the voter will always be generated by the county. The county should send an RG03 transaction for each

for tracking county and local petitions and initiatives will remain with the county and the county voter registration system.

21.4 ASSIGNMENT OF STATE PETITION AND INITIATIVE NUMBERS

FVRS will automatically assign unique identifiers for state petitions and initiatives. Creation of the numbers will be triggered by the registration of a sponsor of an initiative amendment as a political committee pursuant to s. 106.03. These numbers shall be indexed by which verified signatures shall be recorded. FVRS has provided a specialized transaction (PP01) for retrieving currently defined petition and initiative identifiers. The county systems will have to add the FVRS petition number to their databases.

21.5 SIGNATURE PROCESSING

Signature verification processing for petitions and initiatives involves several steps. First the signature appearing on the petition must be verified against records maintained on the statewide system. A typical sequence of steps to accomplish this would involve:

- Search for voter whose signature is to be verified by using the IQ08 transaction and the name and date of birth of the signatory.
- If an active voter registration can be located for the signatory, use the IQ01 transaction to retrieve the voter registration details against the information on petition form.
- Use the IQ02 transaction to retrieve available application of signature image.
- Use the PP01 transaction for obtaining the FVRS ID number assigned to the petition or initiative.
- If signature on registration image matches that provided on the petition, then issue a PP02 transaction to record verification.

FVRS will prevent the same voter from signing a specified petition more than once, even though the voter moves from one county to another during the time the petition signatures are being collected. FVRS will only provide this control on petitions that will be certified by the state. Since counties process many other petitions, it will be necessary for the counties to classify petitions as "state certified" or not. Upon receiving a PP02 transaction, FVRS will use the FVRS Voter information and petition number to determine if a duplicate signature verification already exists. If a prior verification exists FVRS will report an error in the PP02R.

22 COUNTY READINESS TASKS

The FVRS project team has prepared an outline of suggested tasks for counties to assist in preparation for conversion to FVRS. These tasks are only

received by the Department and from HSMV and forward this information to the county for verification and final commitment.

Voter registration records presented to the FVRS from county systems would be accompanied by a precinct assignment from county personnel.

In each of the above cases, the county would remain the final arbiter of precinct assignments for records within their jurisdiction. The county may override the FVRS precinct/district assignments using BU01. This transaction may be used in real time response or bulk update mode

During the period between implementation in January 2006 and the completion of 2006 general elections in November 2006, the Department will assess the continued accuracy of the street and address data and the use of this data for assignment of precinct and political jurisdictions by FVRS. The decision to shift the function for assignment of precincts from the county system to FVRS will be made after the 2006 elections.

21 PETITION AND INITIATIVE SIGNATURE VERIFICATION

21.1 INTRODUCTION

While the 2005 Florida Legislature revised certain procedures for verifying petition and initiative signatures, the responsibility for signature verification was preserved with the Supervisors of Elections. Sponsors of petitions and initiatives shall submit signed and dated forms to the appropriate supervisor of elections for verification. The supervisor shall verify the signatures and record each valid signature in the statewide voter registration system.

There are two complicating factors relating to implementation of this process 1) the effective date of the most recent legislation is not until January 1, 2007 and 2) the distinction between statewide and local petitions and initiatives.

21.2 JANUARY 1, 2007 EFFECTIVE DATE

Changes in the petition and initiative signature verification process provided in 2005 legislation also established January 1, 2007 as an effective date for implementation. During the period January 1, 2006 and January 1, 2007, Supervisors of Elections may record signature verifications in the FVRS in the manner outlined in the following sections, but will continue to provide counts of verified signatures to the Department. After January 1, 2007, Supervisors will not need to report totals to the Department as verified signature totals will be generated directly from FVRS.

21.3 STATE VS. LOCAL PETITION AND INITIATIVES

FVRS is equipped to record verified signatures for state petitions and initiatives by assigning a unique state FVRS number to each. However, the responsibility

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Task	Participants	Anticipated Start	Duration
Orientation and Planning		3/17/2005	145 days
Review of FVRS System Design and Requirements	County/Vendor	5/1/2005	30 days
Assemble county transition and migration teams. Suggested teams:			
<ul style="list-style-type: none"> • Network Administration • Voter Registration • System Hardware Software • Election Administration • Security • Data Migration 	County/Vendor	7/19/2005	35 days
<ul style="list-style-type: none"> • Voter Registration Records • Voter History • Petition • Images (Applications/Signatures) • Streets and Addresses 			
<ul style="list-style-type: none"> • Review Contracts with VR Vendors • Scope of Services • Additional Costs • Required Participation of County Staff • System Modification and Remediation Approach • Identification of Additional Hardware Software • Testing and User Acceptance Plans 	County/Vendor	3/17/2005	145days
<ul style="list-style-type: none"> • Establish Local Schedule for Preparations and Cutover 	County	10/1/2005	60
County System Preparation			
<ul style="list-style-type: none"> • Network Installation • Coordinate with State Frame Relay Service Installation • Establish Demarcation of State Frame Relay Service • Coordinate Configuration of State-supplied Frame Relay Router 	County	6/1/2005	110 days

Table 6 County Readiness Tasks

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recommendations and may be expanded or modified as necessary into a more detailed project plan to accommodate local conditions.

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Task	Participants	Anticipated Start	Duration
Operational Readiness Testing			
Network Connectivity and Security	County	10/1/2005	60 days
<ul style="list-style-type: none"> Validation of Connectivity to FVRS Validation of Bandwidth Capacity Validation of Security and Protocol Controls 			
FVRS Interface	County/Vendor	11/1/2005	45 days
<ul style="list-style-type: none"> • Voter Registration Transaction Inquiries • Voter Registration Transaction Updates • Generation and Processing of FVRS Notifications • Match Processing Notifications and Updates • Street and Address Verifications and Updates • Bulk Transfer Updates • Data Synchronization • Image Processing • Voter History Processing • Absentee Ballot Processing • Cross County Notifications • HSMV Processing • Verification of D/SSN 			

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Task	Participants	Anticipated Start	Duration
<ul style="list-style-type: none"> • Integration of State Frame Relay Network with County Internal Network • Installation/Implementation of County Network Security Components and Procedures 	County	8/1/2005	90 days
<ul style="list-style-type: none"> • Assessment of County Operating Procedures and Policies • County Voter Registration • Notifications and Contact Management • List Maintenance Procedures • Document Scanning and Imaging • Predict Registers • Voter History • Absentee Ballots • Statistical Reporting 	County	8/1/2005	90 Days
<ul style="list-style-type: none"> • County System Security Policies • Access to County Voter Registration System Resources • Access Controls to County Voter Registration System • Assignment of County FVRS Security Administrator Functions • Implementation of County FVRS Security Administrator Access to FVRS 	County	8/1/2005	130 days
<ul style="list-style-type: none"> • Completion of List Maintenance Activities • 2005 Activities • Resolution of Duplicates and Deaths 			
Data Migration	County/Vendor	6/1/2005	150 days
<ul style="list-style-type: none"> • Extraction and Submission of Extract Files to State • Review of Data Conversion Error Reports • Data Correction and Modification • Review of Data Conversion QA Tests and Reports • Synchroization of Local Data with FVRS after Cutover 			

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23 DEFINITION OF TERMS

Table 7 Technical Terms

Term	Definition/Explanation
AES	The Advanced Encryption Standard (AES) specifies a FIPS-approved cryptographic algorithm that can be used to protect electronic data.
API	Application Program Interface, a set of routines, protocols and tools for building software applications.
Application	A program or group of programs designed for end users.
Architecture	A design. The term <i>architecture</i> can refer to either hardware or software, or to a combination of hardware and software. The architecture of a system always defines its broad outlines, and may define precise mechanisms as well.
ASCII	American Standard Code for Information Interchange. A code for representing English characters as numbers, with each letter assigned a number from 0 to 127.
Batch	A group of items. In computing, a batch system is one that executes a series of commands, which are all given before the program starts to run, instead of an interactive system which requires the user to give commands during the operation.
CR-LF	Carriage Return-Line Feed
Client	An application that runs on a personal computer or workstation and relies on a server to perform some operations.
COM+	An extension of the Component Object Model which allows applications to be built from binary software components, and serves as an underlying standard for integrating information among applications.
COTS	Commercial-off-the-shelf
CPU	Central Processing Unit, the part of a computer that does most of the data processing; the CPU and the memory form the central part of a computer to which the peripherals are attached.
CVDB	Florida Department of State Central Voter Database
Culover	Switching from an old (hardware and/or software) system to a replacement system, covering the overlap from when the new system is live until the old system has been shut down.

Term	Definition/Explanation
Data Migration	The process of translating data from one format to another. Data migration is necessary when an organization decides to use a new computing system or database management system that is incompatible with the current system. Typically, data migration is performed by a set of customized programs or scripts that automatically transfer the data.
DW	Data Warehouse, collection of data designed to support management decision-making. Data warehouses contain a wide variety of data that present a coherent picture of business conditions at a single point in time.
DB	Database
DBA	Database Administrator
DBMS	Database Management System
DL	Driver License Number
DMZ	Demilitarized Zone, a computer or small sub network that sits between a trusted internal network, such as a corporate private LAN, and an untrusted external network, such as the public Internet.
DOB	Date of Birth
DSD	Detail Systems Design
EDI	Electronic data Interchange
EJB	Enterprise Java Bean
End User	The final or ultimate user of a computer system. The end user is the individual who uses the product after it has been fully developed and marketed.
Environment	The state of a computer, usually determined by which programs are running and basic hardware and software characteristics.
FDLE	Florida Department of Law Enforcement
FIPS	Federal Information Processing Standards
Firewall	A system designed to prevent unauthorized access to or from a private network
FTP	File Transfer Protocol, the protocol for exchanging files over the Internet. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server.
FVRS	Florida Voter Registration System
FVRS ID Number	Florida Voter Registration System Identification Number

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Term	Definition/Explanation
GIS	Geographical Information System
Co-Live / Live	Point at which the system transitions to production.
GSD	General Systems Design
GUI	Graphical User Interface
Hash	A value for accessing data or for security. A hash value (or simply hash), also called a message digest, is a number generated from a string of text. Hashes play a role in security systems to ensure that transmitted messages have not been tampered with. The sender generates a hash of the message, encrypts it, and sends it with the message itself. The recipient then decrypts both the message and the hash, produces another hash from the received message, and compares the two hashes. If they are the same, there is a very high probability that the message was transmitted intact.
Hardware	Mechanical, magnetic, electronic, and electrical components making up a computer system.
HMAC SHA-1	Keyed-Hashing for Message Authentication algorithm
HP	Hewlett Packard
IBM	International Business Machines
Interface	A boundary across which two independent systems meet and act on or communicate with each other.
Interior Gateway Protocol	Generic term for a routing protocol that is used to exchange routing information among routers in an autonomous network, such as an enterprise's LAN. IGP's typically support confined geographical areas.
IP	Internet Address
IT	Information Technology
IW	Information Warehouse
J2EE	Java 2 Platform Enterprise Edition, a platform-independent, Java-centric environment from Sun for developing, building and deploying Web-based enterprise applications online. The J2EE platform consists of a set of services, APIs, and protocols that provide the functionality for developing multi-tiered, Web-based applications
Java	A high level object-oriented programming language
JCL	Job Control Language, a scripting language used to instruct an operating system how to run a batch program or start a subsystem.

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Term	Definition/Explanation
JDBC	Java Database Connectivity a Java API that enables Java programs to execute SQL statements.
LAN	Local Area Network, a computer network that spans a relatively small area. Most LANs are confined to a single building or group of buildings.
LDAP	Lightweight Directory Access Protocol. An online directory service protocol defined by the Internet Engineering Task Force
Load Balancing	Techniques which aim to spread tasks among the processors in a parallel processor to avoid some processors being idle while others have tasks queuing for execution. Load balancing may be performed either by heavily loaded processors (with many tasks in their queues) sending tasks to other processors; by idle processors requesting work from others; by some centralized task distribution mechanism; or some combination of these.
MAC	Message Authentication Codes
MAPI	Message Application Programming Interface
MBS	Megabits Per Second
MCI	A United States long-distance telecommunications company
MQ	Message Queue
NAT	Network Address Translation, an Internet standard that enables a local-area network (LAN) to use one set of IP addresses for internal traffic and a second set of addresses for external traffic. A NAT box located where the LAN meets the Internet makes all necessary IP address translations.
.NET	A Microsoft operating system platform that incorporates applications, a suite of tools and services and a change in the infrastructure of the company's Web strategy.
Network	An interconnected or intersecting configuration or system of components.
Network Address	The network portion of an IP address. For a class A network, the network address is the first byte of the IP address. For a class B network, the network address is the first two bytes of the IP address. For a class C network, the network address is the first three bytes of the IP address. In each case, the remainder is the host address.
ODBC	Open Database Connectivity, a standard database access method.
Oracle	A relational database management system for many computer

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Term	Definition/Explanation
	platforms from Oracle Corporation, Redwood Shores, California.
OSPF	Open Shortest Path First (OSPF), an interior gateway routing protocol developed for IP networks based on the shortest path first or link-state algorithm.
OLTP Operating System	Online Transaction Processing Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers. For large systems, the operating system has even greater responsibilities and powers. It is like a traffic cop – It makes sure that different programs and users running at the same time do not interfere with each other. The operating system is also responsible for security, ensuring that unauthorized users do not access the system.
ORT	Operational Readiness Test
Parallel Processor	A computer with more than one central processing unit, used for parallel processing.
PKI	Public Key Infrastructure, a system of digital certificates and other registration authorities that verify and authenticate the validity of each party involved in an Internet transaction.
PIX	Firewall
Platform	The underlying hardware or software for a system. The platform defines a standard around which a system can be developed. Once the platform has been defined, software developers can produce appropriate software and managers can purchase appropriate hardware and applications. The term is often used as a synonym of operating system.
Production	The system environment in which an organization's data processing is accomplished.
Protocol	An agreed-upon format for transmitting data between two devices.
RDBM	Relational Database Management System, database management system designed to manage a relational database, an organized body of related information.
RIP	Routing Information Protocol, specifies how routers exchange routing table information. With RIP, routers periodically exchange entire tables. Because this is inefficient, RIP is gradually being replaced by a newer protocol called Open

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Term	Definition/Explanation
	Shortest Path First (OSPF).
Router	A device that forwards data packets along networks. Routers are located at gateways, the places where two or more networks connect.
Routing Protocol	Formula used by a router to determine the appropriate path over which data is transmitted. The routing protocol also specifies how routers in a network share information with each other and report changes. The routing protocol enables a network to make dynamic adjustments to its conditions; so routing decisions do not have to be predetermined and static.
RPC	Short for remote procedure call, a type of protocol that allows a program on one computer to execute a program on a server computer.
SAN	A storage area network (SAN) is a high-speed special-purpose network (or subnetwork) that interconnects different kinds of data storage devices with associated data servers on behalf of a larger network of users.
SNMP	Short for Simple Network Management Protocol, a set of protocols for managing complex networks.
SOAP	Short for Simple Object Access Protocol, a lightweight XML-based messaging protocol used to encode the information in Web service request and response messages before sending them over a network.
Schema	The structure of a database system, described in a formal language supported by the database management system (DBMS). In a relational database, the schema defines the tables, the fields in each table, and the relationships between fields and tables.
Server	A computer or device on a network that manages network resources.
SFTP	Secure File Transfer Protocol
SMTP	Simple Mail Transfer Protocol, a protocol sending messages between servers.
SOA	Service-Oriented Architecture, an application architecture in which all functions, or services, are defined using a description language and have invocable interfaces that are called to perform business processes. Each interaction is independent of each and every other interaction and the interconnect protocols of the communicating devices (i.e., the infrastructure components that determine the communication system do not affect the interfaces). Because interfaces are

Term	Definition/Explanation
Software	platform-independent, a client from any device using any operating system in any language can use the service. Set of written programs or procedures or rules and associated documentation pertaining to the operation of a computer system that is stored to read/write memory.
SQL	Structured Query Language, a standardized query language for requesting information from a database.
SSA	County System Security Administrator
SSH	Developed by SSH Communications Security Ltd., Secure Shell is a program to log into another computer over a network, to execute commands in a remote machine, and to move files from one machine to another. It provides strong authentication and secure communications over insecure channels.
SSL	Secure Sockets Layer, a protocol for transmitting private documents via the Internet. SSL works by using a private key to encrypt data that's transferred over the SSL connection.
Staging Table	An intermediate table in a collection of databases usually smaller and focusing on a particular subject or department.
Subnet	A portion of a network, which may be a physically independent network segment, which shares a network address with other portions of the network and is distinguished by a subnet number
SYS Test	System Test
UAT	User Acceptance Test
UDDI	Universal Description, Discovery, and Integration, service discovery protocol for Web Services through which companies can find one another to conduct business
Tables	Refers to data arranged in rows and columns. In relational database management systems, all information is stored in the form of tables.
Tag	A command inserted in a document that specifies how the document, or a portion of the document, should be formatted.
Throughput	The amount of data transferred from one place to another or processed in a specified amount of time. Data transfer rates for disk drives and networks are measured in terms of throughput.
TIM	Tivoli Identity Manager
Tivoli	An IBM family of software designed for managing network

Term	Definition/Explanation
Transaction	computing systems enterprise-wide. Developed by Tivoli Systems, an IBM business unit. A type of computer processing in which the computer responds immediately to user requests. Each request is considered to be a transaction. Automatic teller machines for banks are an example of transaction processing.
TRW	Technology Review Workgroup
VB	Visual Basic, a programming language.
Ventas	Software company specializes in storage management software including the first commercial journaling file system, VFS, the personal/small office backup software Backup Exec and the popular enterprise backup software NetBackup.
WAN	Wide Area Network, a computer network that spans a relatively large geographical area. Typically, a WAN consists of two or more Local Area Networks (LANs).
WEB services	Software systems designed to support interoperable machine-to-machine interaction over a network. It has an interface described in a machine-processable format (specifically WSDL). Other systems interact with the Web service in a manner prescribed by its description using SOAP-messages, typically conveyed using HTTP with an XML serialization in conjunction with other Web-related standards.
WebSphere	WebSphere is an IBM brand of products that implement and extend Sun's JavaTwoEnterpriseEdition (J2EE) platform
WSDL	Web Services Description Language, an XML-formatted language used to describe a Web service's capabilities as collections of communication endpoints capable of exchanging messages.
XML	Extensible Markup Language, which allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

Table 8 Project Terms

Term	Definition/Explanation
BYS	Bureau of Vital Statistics
Department	Florida Department of State

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Term	Definition/Explanation
DMS	Department of Management Services
DOS	Florida Department of State
EOG	Executive Office of the Governor
ERP	Enterprise Resource Planning
HAVA	Help America Vote Act of 2002
HSMV	Highway Safety and Motor Vehicles, a state department
NVRA	The National Voter Registration Act
OWP	Operational Work Plan
PMO	Project Management Office
PRIDE	Prison Rehabilitative Industries and Diversified Enterprises, Inc., under Chapter 946, Florida Statutes.
PMT	Project Management Team
Prime Contractor	The Proposer selected to provide application software and implementation services in response to the Department's Request for Quotations (RFQ)
Prime Contractor Project Manager	A person designated by the Prime Contractor to devote full-time effort to the Project for the duration of the Project. The Prime Contractor Project Manager shall have the authority to act, in all respects, on behalf of the vendor and shall be responsible for primary communication between the FVRS project director and the vendor's project team
Project Team	Includes Department personnel, contractors, and vendors
Proposer	Any individual, organization, company, or team responding to a procurement solicitation.
QA	Quality Assurance
Reply	A Proposer's response, including both a technical and a cost Reply.
RESPECT	Products and services produced by persons with varying degrees of disability under Section 413.036, F.S. exempt from competitive procurement under Fla. Admin. Code Rule 60E-1.005 (see http://www.respectoflorida.org/).
RFP	Request for Proposal, a formal procurement method under Chapter 287, Florida Statutes.
RFQ	Request for Quotes, an informal procurement method under Chapter 287, Florida Statutes.
SOE	Supervisor of Elections
SSN	Social Security Number

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Term	Definition/Explanation
USPS	United States Postal Service

EXHIBIT 51

AMENDED SCHEDULE A

Name	County	Address	Union Affiliation	Information Obtained
Avello, Lilliam R.	Dade	4801 NW 7th Street Sunset Villas Apts. Miami, FL 33126	SEIU	
Bean, Michael Rodger	Duval	1744 Biscayne Bay Circle Jacksonville, FL 32218	AFL-CIO	
Benvenuto, Patricia Anne	Dade	19333 Collins Avenue Sunny Isles Beach, FL 33160	AFL-CIO	See Declaration of Patricia Anne Benvenuto
Bilibio, Zita	Orange	2329 Oak Park Way Orlando, FL 32822	AFL-CIO	
Brown, Jr., Deval S.	Broward	6411 NW 29th Street or Court Sunrise, FL 33313	AFL-CIO	Mr. Brown timely submitted his voter registration application in September 2006. He does not recall having received a notice of deficiency. In early November, he called the elections office to ask about his polling location. The elections office told him that he had submitted an incomplete application and that it was too late to correct his application to get on the rolls before the November 2006 elections. Because he was not registered to vote, Mr. Brown was unable to vote in the November 2006 elections.
Buchanan, Heather T.	Dade	14050 Biscayne Blvd. North Miami, FL 33181	AFL-CIO	

Carrion, Charlenissie	Orange	1789 Grande Pointe Blvd. Orlando, FL 32839	AFL-CIO	Ms. Carrion timely submitted an application before the registration deadline for the November 2006 general elections. She does not recall having received a notice that her application was incomplete and did not receive a voter registration card in the mail. Therefore, she did not vote in the November 2006 elections.
Cineus, Jasma	Dade	323 NW 104th Terrace Miami, 33150	AFL-CIO	
Cohen, Jane	Broward	3829 Jasmine Lane Coral Springs, FL 33065	AFL-CIO	
Cruz, Rosa M.	Broward	4247 SW 125th Lane Miramar, FL 33027	AFL-CIO	
Dawkins, Vinolia	Broward	4158 Inverrary Drive Lauderhill, FL 33319	AFL-CIO	
De Jesus, Juana	Dade	650 NE 149th Street Miami, FL 33161	AFSCME, AFL-CIO	
Dixon, Claudette Angela	Orange	7266 Oak Meadows Circle Orlando, FL 32835	AFL-CIO	

Elie, Hubert	Orange	3610 Highmoor Court Orlando, FL 32818	AFL-CIO	Mr. Hubert timely submitted an application before the registration deadline for the November 2006 general elections. He received a notice that his application was incomplete and submitted a correction to his application. He did not receive a voter registration card before the November 2006 elections. Had he received a card, he would have voted in the November 2006 elections.
Fleuriot, David	Palm Beach	4541 Challenger Way West Palm Beach, FL 33417	AFL-CIO	
Footo, Gwendolyn Sue	Dade	16850 Collins Avenue Sunny Isles, FL 33160	AFL-CIO	
Freeman, Jason H.	Broward	189 Riverwalk Circle Sunrise, FL 33326	AFL-CIO	
Gayle, Marie Olive	Orange	7726 Newlan Drive Orlando, FL 32818	SEIU	See Declaration of Marie Olive Gayle Kirlew
Grimm, Bryan Kelly	Dade	3225 SW 80th Avenue Miami, FL 33155	AFL-CIO	
Haber, Stephen L.	Palm Beach	113 Queens Lane Royal Palm Beach, FL 33411	SEIU	
Hart, Terrell	Dade	22635 SW 113th Court Miami, FL 33170	AFL-CIO	
Hernandez, Bladimir	Broward	401 NW 135th Avenue Plantation, FL 33325	AFL-CIO	See Declaration of Bladimir Hernandez

Herrera Rodriguez, Victoria	Dade	7919 W 18th Lane Hialeah, FL 33014	AFL-CIO	
Herrera, Jose E.	Dade	2150 SW 132nd Avenue Miami, FL 33175	AFL-CIO	
Hitchlock, Ernest	Dade	10370 SW 200th Street Cutler Bay, FL 33157	AFL-CIO	
Houghtaling, Charles A.	Broward	302 Oak Ridge Street Deerfield Beach, FL 33442	AFL-CIO	Mr. Houghtaling submitted a change of party affiliation in 2006. He never received a voter registration card confirming his change. He did not vote in the 2006 elections.
Hrvatn, Sergio	Broward	17031 SW 51st Court Miramar, FL 33027	AFL-CIO	Mr. Hrvatn timely submitted an application before the registration deadline for the November 2006 general elections. He received a notice that his application was incomplete. He did not receive a voter registration card before the November 2006 elections and did not vote in the November 2006 elections.
Jozile, Madeleine	Palm Beach	4899 NW 6th Street/Court Delray Beach, FL 33445	SEIU	
Llossas, Juan Alberto	Palm Beach	301 Emerson Circle Palm Springs, FL 33461	SEIU	
Martin, Christopher Dwayne	Dade	19920 NW 3rd Avenue or Court or Place Miami Gardens, FL 33169	AFL-CIO	

Nilo, Jonathan	Broward	2507 Jackson Street Hollywood, FL 33020	AFL-CIO	
Pantin, Karen C.	Broward	7020 SW 24th Court Miramar, FL 33023	AFL-CIO	
Philippe-Auguste, Pierre	Dade	12138 SW 250th Terrace Homestead, FL 33032	AFL-CIO	
Pierre, Amos	Broward	2401 Bahama Drive Miramar, FL 33023	AFL-CIO	
Princivil, Edony	Dade	970 NE 152nd Street Miami, FL 33162	AFL-CIO	
Rodriguez, Alida	Dade	3155 SW 14th Street Miami, FL 33145	AFL-CIO	
Rokyta, Jan	Palm Beach	537 Greenbriar Drive Lake Park, FL 33403	AFSCME, AFL-CIO	Mr. Rokyta timely submitted an application before the registration deadline for the November 2006 general elections. He does not recall receiving a notice that his application was incomplete. He did not receive a voter registration card before the November 2006 elections and did not vote in the November 2006 elections.
Root, Gerladine	Palm Beach	444 Fontana Drive Lake Worth, FL 33461	AFSCME, AFL-CIO	
Saavedra, Maryorie Guadalupe	Dade	320 Rosedale Drive Miami Springs, FL 33166	AFL-CIO	

Sanchez, Martha L.	Dade	3644 SW 3rd Street Miami, FL 33135	AFL-CIO	
Schendera, Thomas J.	Palm Beach	1760 Antigua Road Lake Clarke Shores, FL 33406	AFL-CIO	
Sharpe, Lorenzo	Broward	18876 NW 1st Street Pembroke Pines, FL 33029	AFL-CIO	
Soto, Hiroshima Eliana	Dade	2750 83rd Aventura, FL 33160	AFL-CIO	
Stephenson-Coke, Joan P.	Broward	7030 SW 25th Street Miramar, FL 33023	AFL-CIO	
Sutton, Nakia Nicole	Orange	4167 Tymberwood Lane Orlando, FL 32839	AFL-CIO	
Toy, Eric Clifford	Dade	5800 Palm Avenue Hialeah, FL 33012	AFL-CIO	
Veal, Thomas L.	Orange	732 White Ivey Court Apopka, FL 32712	AFL-CIO	
Walker, Jr., Michael P.	Dade	911 NW 138th Street Miami, FL 33168	AFL-CIO	
Waters-Cain, Teresa (also listed as Waters-Caio, Teresa)	Broward	2016 NW 89th Avenue Pembroke Pines, FL 33024	AFL-CIO	