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List Maintenance FAQ

What is list maintenance? List maintenance is a broad term to describe maintaining the accuracy of voter rolls. While the Supervisor of Elections maintains voter records daily, election officials are required to conduct list maintenance programs annually. The Collier County Supervisor of Elections begins their list maintenance program activities by mailing an address confirmation request to voters who have not had any activity with the elections office in at least two years.

Why are list maintenance programs conducted? Annual list maintenance programs are required by law. The National Voter Registration Act of 1993 – also known as the Motor Voter Act – requires election officials nationwide to conduct voter record maintenance. Florida list maintenance procedures are outlined in Florida Statutes 98.065 and 98.075.

What happens after I respond to the address confirmation request? The Supervisor of Elections staff will process the notice. If a voter confirms their legal residence has not changed, no further action is necessary. If a voter provides a new residence, the Supervisor of Elections office will update their voter record and mail a new Voter Information Card that reflects the new address and potential district changes.

What happens if I don't respond to the address confirmation request? The Supervisor of Elections will send a final notice with a 30-day deadline to respond. The voter status of those who do not respond to that final notice will then be changed to “inactive” status. **Inactive voters are still eligible to vote, but may not receive important communications pertaining to upcoming elections.** Voters who remain inactive for two federal general elections will be removed from the Florida Voter Registration system and must re-register to vote in order to participate in future elections.

How do I get off the inactive voter list? Voters can reply to a notice sent by our office, update their voter registration, request a Vote-by-Mail ballot or vote in an upcoming election to return their voter status to active.

Terms and Definitions

Active voter – A registered voter who has either voted, registered to vote, updated their voter record, or requested a Vote-by-Mail ballot within the last two years.

Inactive voter – A voter who has had no activity with the Supervisor of Elections office in two years and has not responded to address confirmation notices sent to them. Inactive voters are still eligible to vote.

Ineligible voter – A person who has been removed from the Florida Voter Registration System due to no activity for two federal general elections after being placed as an “inactive” voter. A person listed as “ineligible” must re-register to vote to participate in future elections.

Changing from Inactive Status to Active Status – Inactive voters may return to active status by updating their voter record, requesting a Vote-by-Mail ballot or by voting.

Changing from Inactive Status to Ineligible Status – If an inactive voter does not update their voter registration record, request a Vote-by-Mail ballot, or vote by the second federal general election after being made inactive, the voter's name shall be removed from the statewide voter registration system, and the voter shall be required to re-register to vote.

