

Know Your Rights

Making a Voting Access Complaint

How to File a Complaint



If you face problems with the voting process, you can submit a complaint. The complaint form is available on the Florida Department of State website.

[Complaint Form In English](#) [Complaint Form In Spanish](#)

Parts of the Complaint Form

The complaint form has three parts.

Contact information

1. On the form, it says, 'Person Bringing Complaint' and 'Person or Entity Against Whom Complaint is Brought.'
2. You are the 'Person Bringing Complaint.' Write your name, phone, and address in this section.
3. Next, add the contact information for the person or entity you are complaining about for 'Person or Entity Against Whom Complaint is Brought.' Usually, people write the Secretary of State because the Secretary of State's job is to confirm election results.



Describe the Violation

1. Write what happened, or what the person or place you're complaining about did. This should be the same person or place you listed above.
2. Tell them specific things they did, or may do, that you think are against the law.



Statement of facts

This is the longest and most important part of the form.

This is where you talk about what happened at the poll site. Include relevant information about the issue.

- What day was it?
- What time was it?
- Where did it happen?
- Who was there? If possible, share people's names and phone numbers. These can be people who saw your issue happen, or other people who faced the same issue as you.



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You must **handwrite** your complaint. If you cannot write, you can have someone write it for you. Afterwards, you must take it to a notary and sign it there. The notary will make it an official document that you can submit.

You can submit your complaint to either the Florida Division of Elections or your local county election office.

After you submit the complaint

- The Department of State will decide if your complaint showed a violation of the law.
- If you disagree with their opinion, you can request a hearing on the record.
 - a. This means you are asking for an explanation about the result.
 - b. You are asking them to look deeper into the issue.
- The Department of State will gather information from everyone about the incident.
- Once they get all the information, the state will determine if there is a violation or not.

If a violation of the law happened → the state will work to fix it

If no violation happened → the state will dismiss the complaint and post their decision online

Once you file the complaint, the state has 90 days to make a decision. If they don't make a decision within those 90 days, they will ask you if they can have more time to investigate. Only you can extend the deadline (more than 90 days).

If you do not extend the deadline, the state has 60 days to come to a compromise with you. This is called an alternative dispute resolution, and a judge will make a decision.

Contacting Disability Rights Florida



Call our **Disability Voting Rights Hotline at 877-352-7337** if you have an issue with voting or registering to vote due to a disability.