



# Poll Worker Training 102

QUALIFYING VOTERS

January 18, 2024

# Welcome to Poll Worker Training 102

✓ **Qualifying Voters** - qualifying refers to the process of verifying a Voter is registered and casting the correct Ballot

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The integrity of the election process relies on your ability to qualify voters and providing the correct ballot to each voter.

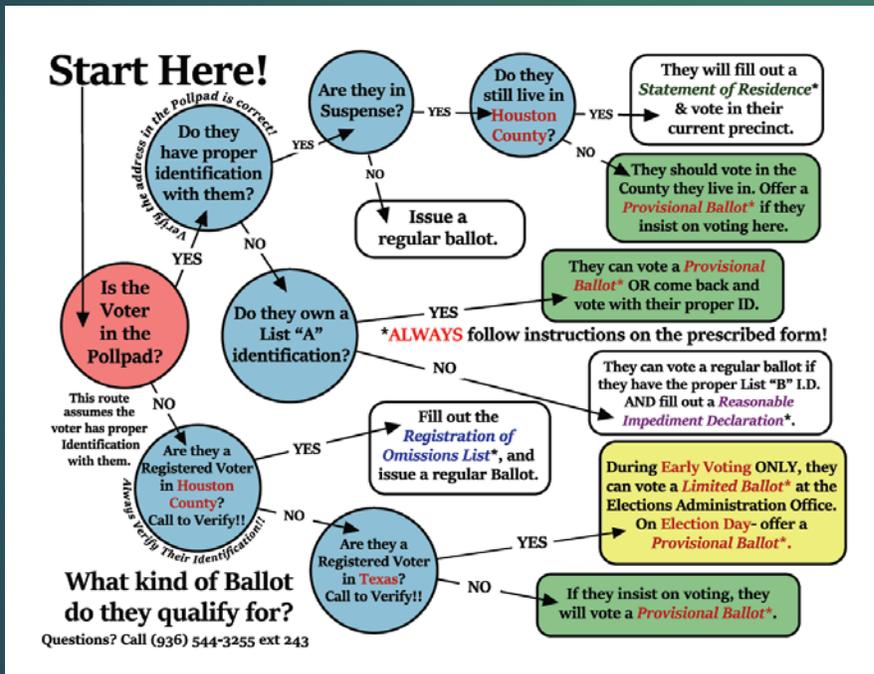
The goal of the Houston County Elections Department is to provide you with the training necessary to feel confident in every step of this process.

In this presentation you will learn how to qualify voters, including:

- ▶ Required Identification
- ▶ What to do when a voter does not have the required identification
- ▶ An introduction to the different types of ballots and who qualifies for each.
- ▶ Similar names- "Totality of Circumstances"
- ▶ DO's and DON'T's of qualifying voters

We are always coming up with ways to improve the process and to support you with easy to follow and accessible guides while you are working the polls. Here are two that will help you qualify voters...

Decision Tree- follow the questions to the correct outcome



Acceptable ID- Showing both "List A" and "List B" Identification

**LIST "B" Llano County Election Judge Guide for Photo ID**

SUPPORTING FORMS OF ID AND "REASONABLE IMPEDIMENT DECLARATION" IN ORDER TO VOTE A REGULAR BALLOT

If a voter does not possess and cannot reasonably obtain an ID from List "A", they may present one of the following forms of ID and execute (fill out and sign) the "Reasonable Impediment Declaration" to vote a regular ballot.

**REMEMBER:**

- The address on the supporting ID does not have to be current. For the list of registered voters is current. For the voter's name appears on the list of registered voters, a "Reasonable Impediment Declaration" must be completed by the voter (in person).
- Must be issued by the federal government, a state, or a local government.

**LIST "A" Llano County Election Judge Guide for Photo ID**

ACCEPTABLE CREDENTIALS FOR VOTING IN PERSON

The following forms of photo identification (List "A") will be accepted at the poll for voting purposes. A voter will be required to show one of the forms of photo identification at the polling location before the voter will be permitted to cast a vote.

**NEW LAW (SB 5): Persons over 70 years old may use List "A" ID for the purpose of voting no matter how long it has expired.**

If a voter does not possess and cannot reasonably obtain an ID from List "A" below, follow instructions on the reverse side of this document.

- Valid voter registration certificate**
  - Voter certificates expire every December 31.
  - MUST include voter's name and an address.
  - "A" and "B" above applies
- Certified Birth Certificate**
  - (SB 5) Copy of or original (a) a certified domestic state or territory) birth certificate (b) a docu birth admissible in a court of law which establish voter's identity (which may include a foreign ID)
- Current Utility Bill**
  - It may be a copy of or original.
  - To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an election official.
  - "A" and "B" above applies
- Bank statement**
  - It may be a copy of or original.
  - "A" and "B" above applies
- Government check**
  - It may be a copy of or original.
  - "A" and "B" above applies
- Paycheck**
  - It may be a copy of or original.
  - "A" and "B" above applies

**(SB 5) The voter may "cure" by appearing to an acceptable form of ID or qualify for**

More information at <http://www.votetexas.gov/regist>

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If a voter does not possess and cannot reasonably obtain an ID from List "A" below, follow instructions on the reverse side of this document.

- Texas driver license and DPS Receipts issued by the Texas Department of Public Safety (DPS)
  - unexpired or expired less than 4 years before the date of presentation
  - Not accepted if "Limited Term" or "Temporary Visitor" appears on the face of the card, which indicates this person is not a U.S. Citizen.
- Texas Election Identification Certificate (EIC) issued by DPS — unexpired or expired less than 4 years before the date of presentation
  - EICs do not expire for persons' age 70 or older
  - (For more information on the EIC application process [www.txdps.state.tx.us/DriverLicense/electionID.htm](http://www.txdps.state.tx.us/DriverLicense/electionID.htm))
- Texas personal identification card issued by DPS — unexpired or expired less than 4 years before the date of presentation
  - Personal ID cards may not Expire
  - Persons aged 60 or older may be permanent and marked "INDEF"
  - Not accepted if "Limited Term" or "Temporary Visitor" appears on the face of the card, which indicates this person is not a U.S. Citizen.
- Texas handgun license issued by DPS — unexpired or expired less than 4 years before the date of presentation
  - Concealed License are still valid if unexpired or expired less than 4 years before the date of presentation
- United States military identification card containing the person's photograph
  - unexpired, marked "INDEF" or expired less than 4 years before the date of presentation. Includes: Department of Defense (DoD) Common Access Card (CAC) or Uniformed Services ID cards or DoD Civilian Retiree Cards or Veterans Affairs ID cards (VIC) or Veteran Health ID card (VHIC)
- United States citizenship or naturalization certificate containing the person's photograph
  - these certificates do not expire
- United States passport and passport card
  - unexpired or expired less than 4 years before the date of presentation
- Permanent Exemption — If the voter has applied for and received permanent Exemption to the Photo ID requirement, they will provide a voter registration certificate with an (E) notation next to VUID number. Example: 1030000000 (E)

**\*If a voter has obtained an acceptable form of photo ID, but did not bring it to the polling place, the voter may vote provisionally. The voter may "cure" by appearing to the Llano County voter registrar's office within six (6) calendar days of election day and present an acceptable form of photo ID, or qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed).**

More information at <http://www.votetexas.gov/regist-to-vote/need-id.html>

Texas Election Code 63.0101

# REQUIRED IDENTIFICATION

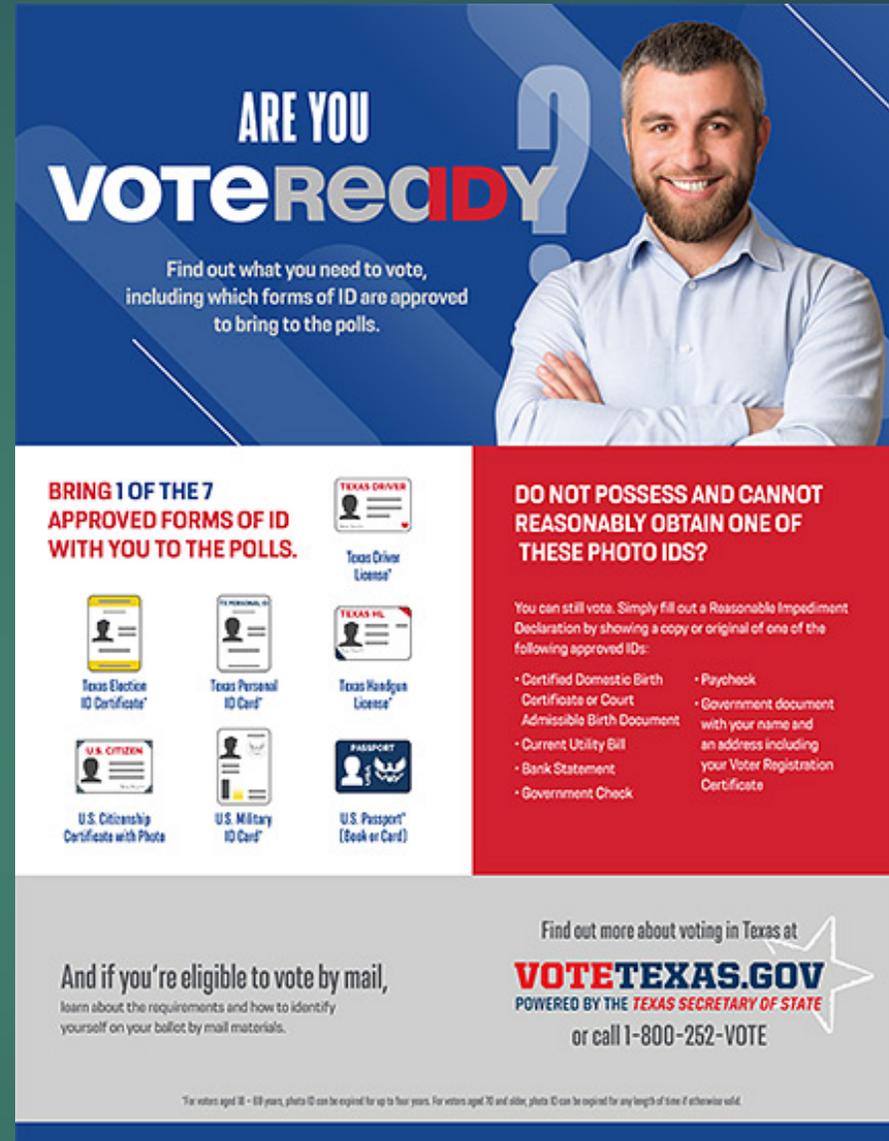
As a poll worker it is your job to ensure each voter is qualified to vote and what type of ballot the voter requires.

It is important to keep in mind that the State of Texas has thorough guidelines and processes to ensure everyone has an opportunity to vote and that each vote is a valid vote.

It is essential for you follow these processes to protect the votes integrity. Our Decision Tree and Acceptable ID sheets will help you to follow these processes.

**First step** is knowing which forms of ID are acceptable.

Houston County Elections Department provides every polling location with the Voteready flier you see here to help the voter determine if they have the correct ID.



**ARE YOU VOTEREADY?**

Find out what you need to vote, including which forms of ID are approved to bring to the polls.

**BRING 1 OF THE 7 APPROVED FORMS OF ID WITH YOU TO THE POLLS.**

- Texas Driver License\*
- Texas Election ID Certificate\*
- Texas Personal ID Card\*
- Texas Handgun License\*
- U.S. Citizenship Certificate with Photo
- U.S. Military ID Card\*
- U.S. Passport\* (Book or Card)

**DO NOT POSSESS AND CANNOT REASONABLY OBTAIN ONE OF THESE PHOTO IDS?**

You can still vote. Simply fill out a Reasonable Impediment Declaration by showing a copy or original of one of the following approved IDs:

- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document with your name and an address including your Voter Registration Certificate

Find out more about voting in Texas at **VOTETEXAS.GOV**  
POWERED BY THE TEXAS SECRETARY OF STATE  
or call 1-800-252-VOTE

\*For voters aged 18 - 19 years, photo ID can be expired for up to four years. For voters aged 20 and older, photo ID can be expired for any length of time if otherwise valid.

## REQUIRED IDENTIFICATION

When a voter arrives at a polling location, you will ask them to present one of the seven (7) acceptable forms of photo ID that is current.

- Voters aged 18-69, may present an expired ID of no more than four years.
- Voters aged 70 or older may present an ID that is expired for any length of time.

Those seven forms of ID are considered "LIST A" Identification.

**NOTE:** It is important to remember you should not compare the address on any ID (List A or List B) to the address on the list of registered voters. – They DO NOT have to match.

## "LIST A" IDENTIFICATION

- ▶ Texas Driver License issued by the Texas Department of Public Safety (DPS)
- ▶ Texas Election Identification Certificate issued by DPS
- ▶ Texas Personal Identification Card issued by DPS
- ▶ Texas Handgun License issued by DPS
- ▶ United States Military Identification Card containing the person's photograph
- ▶ United States Citizenship Certificate containing the person's photograph
- ▶ United States Passport (book or card)

## WHAT DO I DO IF A VOTER DOES NOT HAVE ONE OF THE ACCEPTABLE FORMS OF PHOTO ID?

If a voter does not possess one of the seven (7) acceptable forms of photo ID and cannot reasonably obtain one, the voter may present a supporting form of ID ("LIST B") and execute a **Reasonable Impediment Declaration**.

Once the voter presents a supporting form of ID and completes the Declaration, the voter will then complete their check-in, and proceed to the voting booth to cast a regular ballot.

**REMINDER:** It is important to remember you should not compare the address on any ID (List A or List B) to the address on the list of registered voters. – They DO NOT have to match.

## "LIST B" IDENTIFICATION

- ▶ copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- ▶ copy or original current utility bill;
- ▶ copy or original bank statement;
- ▶ copy or original government check;
- ▶ copy or original paycheck; or
- ▶ copy or original of
  - (a) a certified domestic (from a U.S. state or territory) birth certificate or
  - (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).



# ADDRESSES DO NOT HAVE TO MATCH

It is important to remember you should not compare the address on any ID (List A or List B) to the address on the list of registered voters. – They DO NOT have to match.

You are only required to confirm with the voter that the address on the list of registered voters is correct. (§63.0011)

- ▶ For example, by asking the voter “Do you still live on Main Street?”
- ▶ Or by turning the ePollpad towards the voter and asking “Can you confirm this address is still correct?”

This allows the voter to update their registration record using a Statement of Residence.

# What is a Reasonable Impediment Declaration (RID)?

A Reasonable Impediment Declaration is an affidavit where the voter will:

- ▶ Note their reasonable impediment to obtaining an acceptable form of photo identification.
- ▶ State that the information contained in the declaration is true.
- ▶ State that the voter is the same individual personally appearing at the polling place to sign the declaration.
- ▶ State that the voter faces a reasonable impediment to procuring an acceptable form of photo identification.

You **may not** question the reasonableness of the voter's reasonable impediment.

7-13  
Prescribed by Secretary of State  
Section 63.0013, Texas Election Code  
1/2018

**REASONABLE IMPEDIMENT DECLARATION**  
TO BE COMPLETED BY VOTER

Name: \_\_\_\_\_

**VOTER'S DECLARATION OF REASONABLE IMPEDIMENT**

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):  
(Check at least one box below)

<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Disability or illness
<input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID	<input type="checkbox"/> Family responsibilities
<input type="checkbox"/> Work schedule	<input type="checkbox"/> Acceptable form of photo ID applied for but not received
<input type="checkbox"/> Lost or stolen identification	

The reasonableness of your impediment cannot be questioned.

X \_\_\_\_\_  
Signature of Voter

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Date \_\_\_\_\_

Presiding Judge/ County Voter Registrar (if applicable) \_\_\_\_\_  
VUID (Voter Unique Identification Number) \_\_\_\_\_

**TO BE COMPLETED BY ELECTION OFFICIAL**

The voter provided a copy or original of one of the following forms of identification:

\_\_\_\_\_ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

\_\_\_\_\_ Current utility bill

\_\_\_\_\_ Bank statement

\_\_\_\_\_ Government check

\_\_\_\_\_ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

\_\_\_\_\_ Paycheck

Location: \_\_\_\_\_ Date of Election: \_\_\_\_\_

# What if the voter qualifies for a RID but didn't bring supporting ID with them?

If the voter did not bring a supporting form of ID to the polling place, the voter may vote a **provisional ballot** and "cure" that provisional ballot by appearing at the county voter registrar's office within 6 calendar days of election day by presenting an acceptable form of photo ID, showing a supporting form of ID and executing a Reasonable Impediment Declaration, or qualifying for one of the exemptions (disability, natural disaster, or religious objection to being photographed).

OR the voter can leave & return to the polling place with their supporting form of ID before the polls close, execute a Reasonable Impediment Declaration and proceed to the voting booth to cast a regular ballot.

# What if the voter has ID but they don't have it with them?

If a voter has an acceptable form of photo ID, but forgets to bring it to the polling location and/or has left it at home or in their car, the voter still possesses the acceptable photo ID and **must** use it to vote.

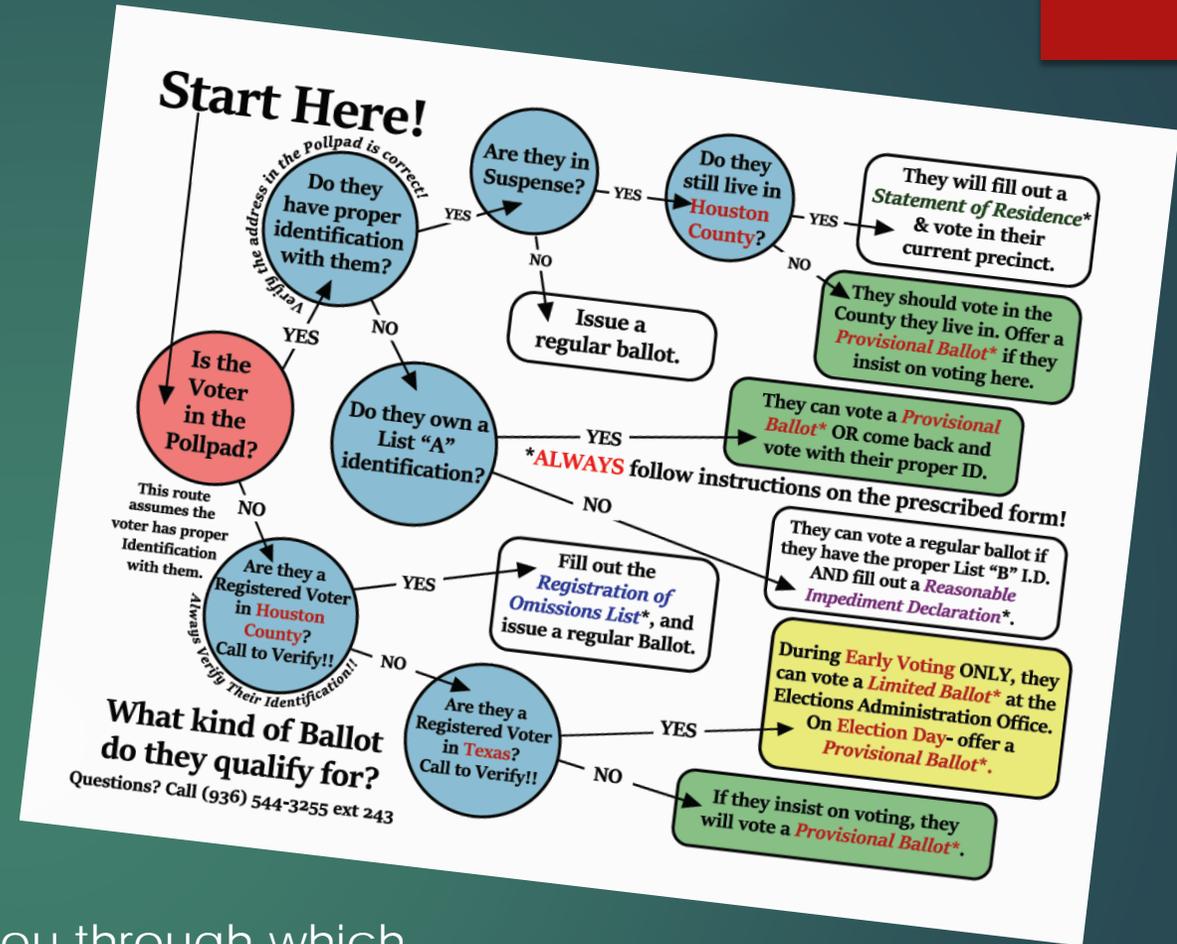
Accordingly, if the voter states that they possess, but did not bring to the polling place, an acceptable form of photo ID, the voter may vote a **provisional ballot** and bring the acceptable form of photo ID to the county voter registrar within 6 days to "cure" their ballot.

OR voter can leave and return to the polling place with their acceptable form of photo ID before the polls close on Election Day and vote then.

# Types of Ballots?

There are 3 types of ballots a voter can qualify for at a polling location:

- ▶ A Regular ballot
- ▶ A Provisional ballot
- ▶ A Limited Ballot; only during early voting and only at the Main Early Voting Location- for us, that is the Houston County Elections Office in Crockett, TX.



You will use the Decision Tree to guide you through which ballot a voter qualifies for and if there are other forms required for a particular voter and their situation.

# Regular Ballot

A Regular ballot is going to be the most common ballot issued.



# Provisional Ballot

A Provisional Ballot is issued when a voter is not eligible to vote a Regular Ballot.

If a voter is not eligible to vote a regular ballot, a Provisional ballot **MUST BE OFFERED**.

The voter's record will be reviewed by the Ballot Board and only the Ballot Board can determine if the ballot will be counted.

If no Photo ID (List A or B) was presented, the voter **MUST** appear with-in 6 days **AFTER** Election Day to present Photo ID or exemptions.

Provisional Ballots are available during Early Voting & on Election Day.



# Limited Ballot

A registered voter who has moved from the county in which he or she is registered to a new county of residence in Texas, and who will not be registered to vote in the new county **on or before** Election Day may be eligible to vote a "limited ballot" in the new county of Residence IF

- ▶ The person seeking to vote a limited ballot would be eligible to vote in the former county of residence on election day if still residing there;
- ▶ The person seeking to vote a limited ballot is registered to vote in the former county of residence at the time the person (1) offers to vote in the new county of residence or (2) applies for registration in the new county; and
- ▶ The person's voter registration is not effective in the new county of residence on or before election day.

Limited Ballots are **ONLY** available during Early Voting & **ONLY** available at the Houston County Elections Administration Office in Crockett, TX.



# Processing Voters with Similar Names

Election officials will review an ID and if a name is "substantially similar" to the name on their list of registered voters, the voter is still eligible to vote.

The voter should fill out an affidavit stating that they are the same person on the list of registered voters. You can use a "Standard Affidavit" to complete this process

The Secretary of State recommends that a poll worker use the "Totality of Circumstances" when qualifying the voter by not just comparing a voter's name, but also his or her photograph, address, and date of birth in determining whether to accept the voter. Use all information to assist in determination:

- Address
- Date of Birth
- Photograph

Here are some examples of what would be considered a Similar Name situation to evaluate further:

### SLIGHTLY DIFFERENT

- ▶ Extra letters, minor typos
- ▶ Common different spellings

### EXAMPLE:

- ▶ Marc Cuban vs. Mark Cuban
- ▶ Lynn Miles vs. Lynn Myles

### CUSTOMARY VARIATION

- ▶ English vs. Spanish vs. French spelling
- ▶ Common abbreviations

### EXAMPLE:

- ▶ William Clements vs. Bill Clements
- ▶ Margaret Smith vs. Peggy Smith

### Initial, Middle, Former Names

- ▶ Initial
- ▶ Middle
- ▶ Former name

### EXAMPLE:

- ▶ C. Everett Koop vs. Everett Koop
- ▶ Earl Campbell vs. Earl C. Campbell

### SLIGHTLY DIFFERENT

- ▶ Maiden names
- ▶ Hyphenated names

### EXAMPLE:

- ▶ Amy Sue Roy vs. Amy Roy Jones
- ▶ Jill Hill vs. Jill Hill-Foster

# Qualifying Voters Do's and Don't's

## DO

Use the Decision Tree and Acceptable ID sheets to help you.

Verify the voters identity with their approved identification.

Verify the address on the Official List of Registered Voters (OLRV) is correct.

Ensure the voter completes the necessary forms for their situation.

Complete your part of the paperwork.

Provide the voter with the correct ballot type.

Call or ask for help if you are unsure how to proceed.

## DON'T

Election Official MAY NOT swear to the personal knowledge of the voter's identity, even if it's your sister.

You MAY NOT verify their address with their ID.

You MAY NOT tell a Provisional Voter their vote will not count.

You may not question the reasonableness of the voter's reasonable impediment.

Do not deny any voter an opportunity to vote. This is what Provisional Ballots are for.

If a voter is not on the OLRV, don't neglect to call the Election Office to verify where the voter is registered.

## Important Take A-ways

Your goal is to apply the knowledge you learn here to protect the integrity of the election process.

To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters.

Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process.

We are depending on you to be responsible and reliable. The integrity of the election is a joint endeavor between you, as an election official, and our office.



election@co.houston.tx.us

- ▶ Thank you for taking time to view our Qualifying Voters presentation. If you have any questions feel free to contact us at the email address above, or by calling 936-544-3255 \*243.
- ▶ Our goal is to always provide you with the most current election information and work with you on providing Houston County with the highest of election integrity.