



Poll Worker Training 103

FORMS, HOW AND WHEN TO USE THEM

January 18, 2024

Welcome to Poll Worker Training 103

Forms, how and when to use them

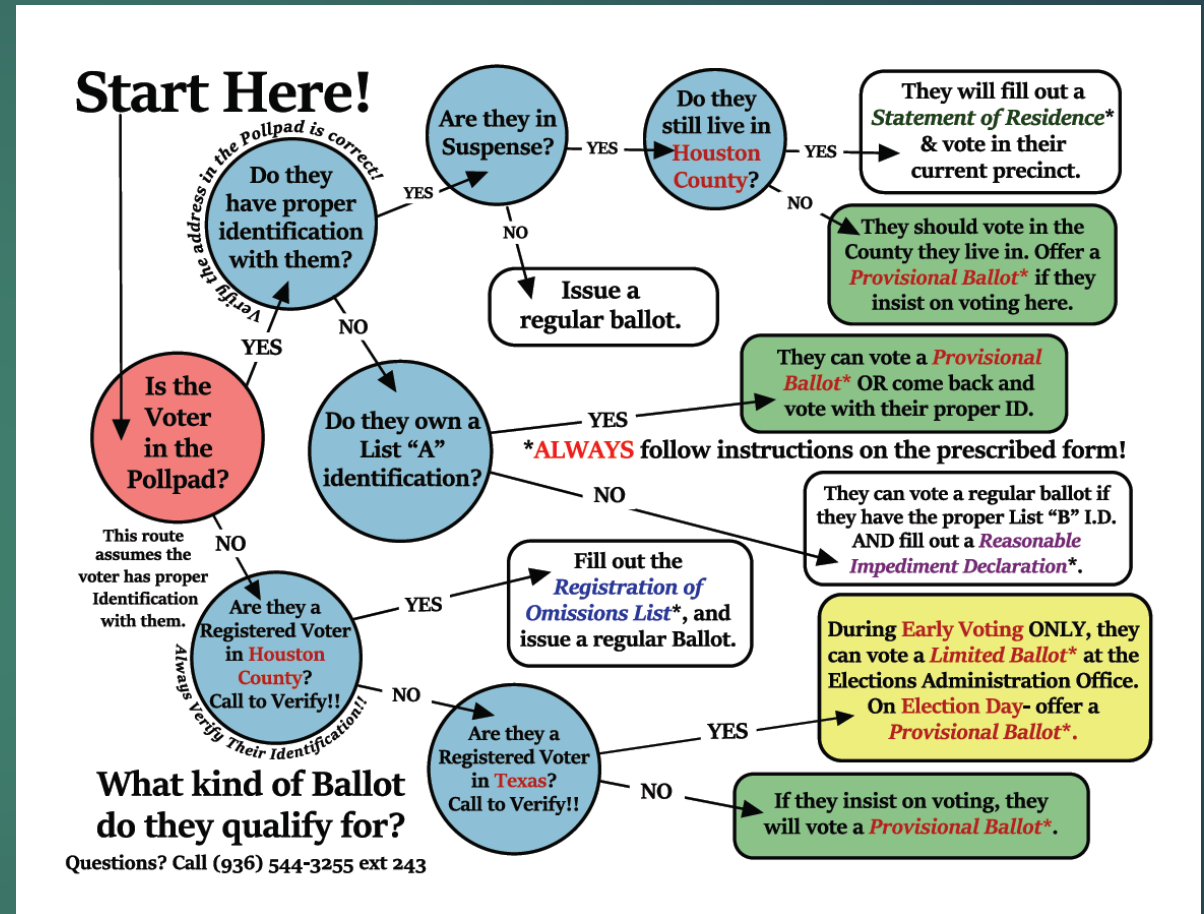
The goal of the Houston County Elections Department is to provide you with the training necessary to feel confident while working the polls. To do this we are always trying to come up with innovative tools to assist with that goal.

Our Decision Tree is one of those tools.

To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. To do this you must have a good grasp on all of the forms available to you, what they are used for and how to use them.

In this lesson we will be reviewing each of the forms mentioned on our Decision Tree, including:

- ▶ Statement of Residence
- ▶ Provisional Ballot Affidavit
- ▶ Reasonable Impediment Declaration
- ▶ Registration of Omission's List
- ▶ Limited Ballot



STATEMENT OF RESIDENCE- Change of Address

When checking in a voter on the Poll Pad you will first scan their acceptable ID.

It is important to remember you should not compare the address on any ID to the address in the Poll Pad.

They DO NOT have to match.

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

You can do that by asking the voter "Do you still live on Main Street?"

Or by turning the Poll Pad towards the voter and asking "Can you confirm this address is still correct?"

If it is not, then you will have the voter update their registration record using a Statement of Residence.

17-5 (12/21)
Prescribed by
Secretary of State

Instructions for Voting by Mail on Back
(Al Derso: Instrucciones si vota por correo)

For persons whose residence address does not match voter registration address.
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

STATEMENT OF RESIDENCE

CONSTANCIA DE DOMICILIO PERMANENTE

| | | | |
|--|--|--|--|
| Last Name Apellido Incluye sufijo si lo hay (Jr., Sr., III) | First Name Nombre de pila | Middle Name (if any) Segundo nombre (si aplica) | Former Name Apellido anterior |
| Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo). | | | Gender (Optional) Sexo (Opcativo) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino |
| Mailing Address: Address, City, State, and Zip. to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial). | | | |
| City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas | City and County of Current Residence in Texas Ciudad y condado de residencia actual en Texas | Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año □□/□□/□□□□ | |
| Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública) □□□□□□□□ | Telephone Number (Optional) Include Area Code Teléfono (Opcativo) – Incluya código de área □□□□□□□□ | | |

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.
Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number.
Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

soy residente de este condado y ciudadano de los Estados Unidos; y
no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y
no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Agent
Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra de molde de un testigo, y fecha.

Date □□/□□/□□□□

Date □□/□□/□□□□

STATEMENT OF RESIDENCE- Suspense Voter

Occasionally you will come across a Voter whose registration has been placed in Suspense.

This can happen for several reasons, some examples are;

- ▶ The Voter Registrar had mail returned to them after trying to contact the voter.
- ▶ There is an error with the address in our system.
- ▶ Their address is incomplete.

Before allowing the voter to vote have them fill out a Statement of Residence.

Always confirm that their residence is still in Houston County.

If not, they should be guided to voting in their current county of residence.

If they insist on voting in Houston County they must vote a **Provisional ballot**.

17-5 (12/21)
Prescribed by
Secretary of State

Instructions for Voting by Mail on Back
(Al Dorsó: Instrucciones si vota por correo)

STATEMENT OF RESIDENCE
CONSTANCIA DE DOMICILIO PERMANENTE

For persons whose residence address does not match voter registration address.
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name (Include suffix if any (Jr., Sr., III))
Apellido (Incluir sufixo si lo hay)

First Name
Nombre de pila

Middle Name (if any)
Segundo nombre (si aplica)

Former Name
Apellido anterior

Residence Address: Street Address and Apartment Number, City, State, and Zip.
If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address)
Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).

Mailing Address: Address, City, State, and Zip: if mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).

City and County of Former Residence in Texas
Ciudad y condado de residencia anterior en Texas

City and County of Current Residence in Texas
Ciudad y condado de residencia actual en Texas

Texas Driver's License No. or Texas Personal I.D. No. (issued by the Department of Public Safety)
No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública)

I have not been issued a Texas Driver's License/Personal Identification Number.
Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number.
Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.

Male Masculino
 Female Femenino

Date of Birth: month, day, year
Fecha de Nacimiento: mes, día, año

Telephone Number (Optional) Include Area Code
Teléfono (Opcativo) - Incluya código de área

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

soy residente de este condado y ciudadano de los Estados Unidos; y
no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y
no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date
Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha.

Date

Print

Provisional Ballot

In 2002, the Help America Vote Act required that provisional ballots be offered to:

1. Any voter that declares that they are a registered and eligible voter of the precinct in which they are appearing; and
2. Any voter whose eligibility is called into question by an election official, e.g. shown to have voted early by mail. Provisional Ballot is issued when a voter is not eligible to vote a Regular Ballot.

52 U.S.C. § 21082

Texas law echoes the Federal requirements, but also adds that a voter may vote provisionally if they do not have the required photo identification. Tex. Elec. Code § 63.011



Provisional 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 at all polling locations in the county.

Why are provisional ballots important? By casting a provisional ballot, even if it's not accepted for counting, the person will become a registered voter.



Provisional Ballot

Any voter who requests a provisional ballot should be given one.

NO voter should ever be refused a provisional ballot!



Provisional Ballot

A provisional ballot must be offered to:

- 1) A voter who does not provide an acceptable form of identification.
- 2) A voter whose name on their identification is not substantially similar to the name on the OLRV.
- 3) A voter whose identity cannot be verified by the identification presented.
- 4) A voter who has received a disability exemption, but does not have a voter registration certificate indicating such exemption.
- 5) A voter whose name does not appear on the list of registered voters and does not have a registration certificate, but states they are a registered and eligible voter of the precinct.
- 6) A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application.
- 7) A voter who votes during the polling hours that are extended by a state or federal court.
- 8) A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.
- 9) A voter who is on the precinct list of registered voters, but whose registered residence address is outside the political subdivision for which the voter is seeking to vote.
- 10) Other _____(with an explanation).



Provisional Ballot

If a voter fits into one of the previous categories, the election worker shall inform the voter of their right to cast a provisional ballot.

If the voter does not appear on the list of registered voters, the election worker may assist the voter in determining if they are registered in another precinct, by using the Poll Pad, or calling the Elections Administration office.

If the voter can not be found but believes they are registered, the election judge **MUST** ask if the voter registered, or updated their registration, through DPS.

If voter went to DPS, the election judge must note this and the approximate date that the voter went to DPS on the back of the green 'Affidavit of Provisional Voter' envelope.



Provisional Ballot

Polling Place Procedures (1 T.A.C. 81.173)

If the voter does not appear on the list of registered voters, the election worker should inform the voter that the ballot will be counted if it is determined they are a registered voter of the precinct.

If voter is casting a provisional ballot due to lack of an acceptable or supporting ID, the election worker should inform the voter that the ballot will only be counted if the voter appears at the Voter Registrar's Office and shows acceptable ID (List A or List B), or executes a temporary affidavit (if applicable) or permanent exemption (if applicable).



Affidavit of Provisional Voter

After notifications, but PRIOR to voting

1. Voter should complete a green **Affidavit of Provisional Voter** envelope on the front side.
2. Election judge should complete their portion on the reverse side, and sign it.

| | | | | | |
|---|-------------------------------------|---|---|--|---|
| AW7-15-53, 8/17 Prescribed by Secretary of State Sec. 63.011, Election Code | Type of Election / Tipo de Elección | Precinct No. where voted Núm. de Precinto-lugar de votación | Precinct No. where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe) | Date of Election / Fecha de la Elección | Authority Conducting Election / Autoridad Administrando la Elección |
| Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____) | | | | | |
| <p>TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.</p> <p>PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el período de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumpla con los requisitos necesarios.</p> | | | | | |
| Last Name (Include Suffix if any)/Apellido usual (Incluir sufixo si lo hay) | | First Name / Su nombre de pila | | Middle Name (if any) / Segundo nombre (si tiene) | |
| Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) | | | | Gender: (Optional) / Sexo (Opcativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer) | |
| Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio). | | | | Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año □□ / □□ / □□□□ | |
| TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Publica de Texas). □□□□□□□□ | | Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) XXX-XX-□□□□ | | <input type="checkbox"/> I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de Identidad personal de Texas ni un Número de Seguro Social. | |
| Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos Yes <input type="checkbox"/> Si NO <input type="checkbox"/> No | | | Signature of Voter / Firma del votante X _____ | | |

| | |
|--|--|
| <p style="text-align: center;">TO BE COMPLETED BY ELECTION JUDGE:</p> <p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>REASON FOR VOTING PROVISIONAL</p> <ol style="list-style-type: none"> 1. _____ Failed to present acceptable form of identification or voter certificate with exemption. 2. _____ Voter not on list of registered voters. 3. _____ Voter not on list, registered in another precinct. 4. _____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application. 5. _____ Voting after 7:00 p.m. due to court order. 6. _____ Voter on list, but registered residence address outside the _____ political subdivision. 7. _____ Other: _____ (Please explain) <p>Sworn and subscribed to before me this date: _____</p> <p>Signature of Election Judge _____</p> | <p style="text-align: center;">TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <ol style="list-style-type: none"> 1. _____ Voter presented acceptable form of identification within 6 days of election day. 2. _____ Voter met disability exemption within 6 days of election day. 3. _____ Voter executed religious objection affidavit within 6 days of election day. 4. _____ Voter executed natural disaster affidavit within 6 days of election day. 5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day. <p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</p> <ol style="list-style-type: none"> 6. _____ Not a registered voter or registration not effective in time for this election. 7. _____ Registered to vote, erroneously listed in wrong precinct. 8. _____ Registered to vote in a different precinct within the county. 9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office. 10. _____ Voter erroneously removed from the list. 11. _____ Voter is not registered to vote in _____ political subdivision. 12. _____ Other: _____ (Please explain) <p>Signature of Voter Registrar _____ Date _____</p> |
| <p>Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Ballot Board Judge: _____</p> | |

Affidavit of Provisional Voter

- Election judge should add voter's name to **List of Provisional Voters/Early Voting List of Provisional Voters**.
 - Election judge should add name of voter to **Poll Pad form/poll list**, and indicate they are a provisional voter.
 - Voter should sign the Poll Pad/poll list.**
 - The election judge should provide a **Notice to Provisional Voter** to the voter.
- An Affidavit of Provisional Voter must be filled out by a voter who is voting provisionally and by the Early Voting Lead or Presiding Judge on Election Day.

AW5-14
Prescribed by Secretary of State
Sections 63.011, 81.002 Texas Election Code
10-13

| | |
|--|--|
| Type of Election (Tipo de Elección) | |
| Date of Election (Fecha de la Elección) | Authority Conduc (Autoridad Adminis |

Early Voting List of Provisional Voters

| To be Completed by the Early Voting Clerk | | To be Completed by the E | |
|---|-----------------|--------------------------|----|
| Name of Provisional Voter | Precinct Number | Accepted for Counting | Re |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

AW7-26
Prescribed by Secretary of State
Section 63.011, Texas Election Code
10/13

AW7-26
Prescribed by Secretary of State
Section 63.011, Texas Election Code
10/13

| | |
|--|--|
| Type of Election (Tipo de Elección) | Precinct. No. (Núm. de Precincto) |
| Date of Election (Fecha de la Elección) | Authority Conducting Election (Autoridad Administrando la Elección) |

List of Provisional Voters

| To be Completed by the F | | To be Completed by the Ballot Board Judge | |
|--------------------------|--|---|-----------------------|
| of Provision | | Accepted for Counting | Rejected for Counting |
| | | | |
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AW7-15a, 9/09
Prescribed by Secretary of State
Section 65.059, Texas Election Code

Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(7)

Notificación al Votante Provisional

La junta de votación temprana tomará una determinación, después de la elección, de si su boleto se contará o no. Dentro de 30 días después de la elección, se le enviará a la dirección que usted proporcionó en su declaración jurada para votar en una En dicha notificación se indicará si (1) su boleto se contó o (2) si no se contó.

El registrador de votantes guardará su declaración jurada y él usará la para actualizar la información de su registro electoral o, si usted no es votante, la declaración jurada se le entregará al registrador de votante de registro electoral

Si tiene alguna pregunta, llame gratis a la oficina del Sec VOTE(8683).

NOTICE TO PROVISIONAL VOTER

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot counted, you will be required to visit your local county voter registrar's office (information below) within six days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed (identification) in the presence of the county voter registrar OR submit the permanent required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar or at the time you present your accessible form of photo identification for expedite your temporary affidavit or provide your paper work for your permanent exemption; however, taking this notice is not a requirement.

- Acceptable Forms of Photo Identification**
- Texas Driver's License issued by the Department of Public Safety (DPS)
 - Texas Election Identification Certificate issued by DPS*
 - Texas Personal Identification Certificate issued by DPS*
 - United States Military License issued by DPS;
 - United States Citizenship Certificate Card containing the person's photograph, or United States Passport.

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) car next of kin; (3) birth certificate; (4) government check; (5) paycheck or (6) a certified document (from a U.S. state or territory) birth certificate or (b) a document confirming birth a child in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a permanent exemption to presenting or presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. An application must contain written documentation from either the U.S. Social Security Administration or the Texas Department of State Health Services, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also follow the reasonable objection to being photographed OR who do not present an acceptable form of photo identification listed above or state that (a) the does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a reasonable religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or United States or the Texas Governor.

Voter must appear before Voter Registrar by:

November 14, 2023

Time: 7:00 AM - 7:00 PM

If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.



Houston County Voter Registrar's Office
401 East Goliad Avenue
Crockett, TX 75835
(936) 544-3255 ext. 243

Completed by Polling Place Official:
Voter's Last Name:
Voter's First Name:
VUID #:
Precinct No.:

Affidavit of Provisional Voter

In Houston County a voter votes provisionally on our election equipment so the ballots can be scanned once accepted by the ballot board.

Optical Scan/Paper Ballots:

- ▶ Voter should pick their own ballot from a disarranged supply of ballots.
- ▶ Voter should mark their ballot and then place inside the green secrecy envelope.
- ▶ Voter should place green secrecy envelope into the green Affidavit of Provisional Voter envelope.
- ▶ Voter should then deposit that envelope into the ballot box for voted ballots.



Reasonable Impediment Declaration (RID)

A **Reasonable Impediment Declaration** is used when a voter has a reasonable impediment to obtaining "List A" Identification. They must have "List B" identification to vote a regular ballot when using the Reasonable Impediment Declaration.

On the affidavit 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.

Signature of Voter _____ Date _____

Sworn to and subscribed before me this _____ day of _____, 20____

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 any 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.

Registration Omissions List

When a person is accepted for voting and his/her name is not on the list of registered voters or supplemental list of registered voters, the election officer must add the voter's name to the Registration Omissions List.

The following are explanations of the law which allows for accepting a voter to vote whose name is not on the list.

- ▶ Voter (with required documentation) with Correct Certificate Who is Not on List: On the combination form, check the box labeled "Not on List 63.006" next to the voter's name. Add voter to Omissions List.
- ▶ Voter (with required documentation) with Incorrect Certificate Who is Not on List: On the combination form, have voter initial the Voter's Affidavit "Not On List 63.006" box (near the voter's signature), and check the box labeled "Not On List 63.006." It is also necessary to indicate on the Omissions List the precinct number as indicated on the voter's certificate. Add voter's name to the Omissions List and check the box labeled "Not On List 63.006."

NOTE ABOUT AMENDMENTS: "Required documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter without this documentation will vote provisionally (unless the voter chooses to return later with documentation).
Prior law at Section 63.007 (Voter Not on List, Incorrect Certificate) is now (with minor revisions) one of two procedures in Section 63.006.
Prior law at Section 63.009 (Voter Not on List, No Certificate) is no longer applicable; this voter will vote provisionally

AW7-27
Prescribed by Secretary of State
Section 63.006(b), Texas Election Code
8/13

REGISTRATION OMISSIONS LIST (LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO) (Section 63.006(b), Texas Election Code)

| | |
|--|------------|
| Type of Election (Tipo de Elección) | Pre (Nú |
| Date of Election (Fecha de la Elección) | Aut (Au |

| PCT. NO. (ON CERT.) (Núm. De Prec.) (En Cert.) | VOID NO. (Núm. De VOID) | FULL NAME (LAST, FIRST, MIDDLE) (Nombre completo [Apellido, Nombre de Pila, Segundo Nombre]) | COMPLETE RESIDENCE ADDRESS (Dirección de Residencia Completa) |
|---|----------------------------|---|--|
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RETURN IN ENVELOPE NO. 4

Limited Ballot

Limited ballots are used when a voter has a Texas registration in a county other than their new county of residence.

- ▶ Limited ballots are only an option during Early Voting
- ▶ they cannot be used on election day
- ▶ Personal appearance limited ballots are used only at the main EV location, which is the Houston County Elections Administration Office in Crockett, TX. (Chapters 111 and 112)

To vote a limited ballot, a voter must:

- ▶ Be eligible to vote in the county of registration if they still lived there
- ▶ Be registered to vote in the county of former residence at the time the person:
- ▶ Offers to vote in the new county of residence, OR
- ▶ Submitted a voter registration application in the county of new residence and
- ▶ Their registration will not be effective in their new county of residence by election day (Sec. 112.002)



Limited Ballot

Limited Ballot Procedures Personal Appearance

Step 1: Attempt to verify voter's registration status in new (Houston) county. You must call the Election Office to make this verification.

Step 2: If voter is eligible for a limited ballot, ask the voter to come to the Elections Administration office to complete an **Application for Limited Ballot**.

Step 3: After the voter completes application, note on the application the district offices for which the voter is entitled to vote.

Remember: The voter MAY NOT VOTE for county or precinct offices. Those races must be marked off the ballot.

If you are having a joint election, it is possible a local entity like a city or ISD might be in the two counties – you'll need to check the boundaries to see if those offices are part of the ballot.

AW5-28-35
Prescribed by Secretary of State
Sections 112.001-112.005, Texas Election Code
08/2017

APPLICATION FOR LIMITED BALLOT
(SOLICITUD PARA UNA BOLETA LIMITADA)

TO THE EARLY VOTING CLERK OF
(AL SECRETARIO DE LA VOTACION ADELANTADA DE _____ TEXAS: TEXAS)

I am a new resident of this county and currently registered in my former county.
(Soy nuevo residente de este condado y estoy actualmente registrado en mi condado anterior.)

I hereby apply for a limited ballot for the
(Por la presente solicito una boleta limitada para la eleccion)

election to be held on _____ (date) (fecha)

Last Name (Apellido usual) _____
Suffix (e. Sr. III) (Incluir (de fin si lo hay)) _____
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box or Rural Rt.) (Direccion: calle y numero de apartamentos, Ciudad, Estado, y Código Postal. A falta de estos datos, describe la localidad de su residencia.) (No incluya su apartado postal en su ruta rural.) _____
First Name (Nombre de pila) _____
Middle Name (if any) (Apellidos menores (si tiene)) _____
Former Name (Apellidos anteriores) _____

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address, Dept of Public Safety) (Direccion postal, Ciudad, estado y Código Postal.) (Si es imposible entregar correspondencia a domicilio, Identidad otorgada por el Departamento de Seguridad Publica de Texas)

TX Driver's License No. or Personal I.D. No. (Issued by TX) (Numero de licencia de conducir de Texas o de su Ciudad de Texas) _____
Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) (Numero Social (si no tiene licencia de conducir o numero de Texas o identificación personal, se requieren los 4 últimos dígitos de su número social)) _____

I have not been issued a TX driver's license; personal identification number or Social Security Number. (To no tengo una licencia de conducir) _____

Gender: (Optional) (Sexo) (Opciones) _____
 Male (Masculino) Female (Femenino)

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? (Marque el cuadro apropiado. ¿Es Ud. ciudadano de los Estados Unidos?) YES NO

Telephone Number (Optional) – Include Area Code (Número de teléfono – Incluir código de área) _____

County of Former Residence Where Registered (Condado de su residencia previa donde estuvo registrado) _____

Date of Birth: Month, Day, Year (Fecha de nacimiento) (mes, día, año) _____

Registered Residence Address in Former County (Domicilio de su condado previo donde estuvo registrado) _____

SIMILAR NAME AFFIDAVIT – TO BE COMPLETED BY VOTER, IF APPLICABLE: (DECLARACIÓN JURADA DE NOMBRE SIMILAR – PARA QUE EL VOTANTE LO LLENE, SI ES APLICABLE.)
Voter's Similar Name Affidavit: If it is determined that the name on the form of identification provided under § 63.0101 is substantially similar per § 63.001(c), and by initialing the square labeled "Voter's Initials," I swear and affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same as person named on the identification provided.
Declaración Jurada de Nombre Similar del Votante: Si se determina que el nombre en el formulario de identificación provisto en § 63.0101 es substancialmente similar previsto en § 63.001(c), y al colocar mis iniciales en el cuadro marcado "Iniciales del votante", juro y afirmo que soy la persona en la lista de votantes registrados o la persona en el certificado de registro de votantes, y yo soy uno y el mismo como la persona nombrada en la identificación proporcionada.

Voter's Initials (Iniciales del votante) _____

TO BE COMPLETED BY VOTER: (PARA QUE EL VOTANTE LO LLENE:)
I am a resident of this political subdivision. I have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible. (Soy residente de esta subdivisión política. No he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el período de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un fallo final de juzgado de sucesiones, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento en un delito menor y también entiendo que es un delito grave de 2º grado votar en una eleccion sabiendo que no cuento con los requisitos necesarios.)

I understand that this application for a limited ballot will also serve as a voter registration application in this county and that my registration in my previous county will be cancelled. (Entiendo que esta solicitud para una boleta limitada también servirá como una solicitud para registro de votante en este condado y que mi registro en mi condado previo será cancelado.)

Signature of Applicant (Firma del solicitante) _____

Date Application signed by Applicant (Fecha de solicitud firmada por el solicitante) _____

Limited Ballot

Limited Ballot Procedures Personal Appearance

Step 4: Voter is added to the **Poll List of Limited Voters** rather than signing the early voting combo form.

Step 5: Add the voter to the **Restricted Ballot Roster**.

Step 6: Give the limited ballot (with the ineligible races removed) to the voter for voting. The limited ballot application should be handled by the Elections Administration to register the voter.

AW5-30
Prescribed by Secretary of State
Section 111.008, Texas Election Code
3/07

POLL LIST FOR VOTERS VOTING LIMITED BALLOT BY PERSONAL APPEARANCE

| | |
|--|--|
| Type of Election (Tipo de Elección) | Precinct No. (Núm. de Precinto) |
| Date of Election (Fecha de la Elección) | Authority Conducting Election (Autoridad Administrando la Elección) |

| No. (Núm) | Name of Voter (Nombre del Votante) | Information on Person Assisting Voter (Información Acerca de la Persona Asistiendo al Votante) Name (Nombre) Address (Dirección) |
|--------------|---------------------------------------|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |

5-37
Prescribed by Secretary of State
Sections 87.121, 111.007, Texas Election Code
1/15

RESTRICTED BALLOT ROSTER
LISTA DE VOTANTES QUE ESTA RESTRICTA

For the _____ Election to be held on _____
Para la Elección _____ que se celebrará el _____

Check One
 Chapter 112 Limited Ballot
 Chapter 113 Presidential Ballot
 Chapter 114 Overseas Ballot

| | Name of Early Voter Nombre del Votante que Voto | Residence Address Dirección de Residencia | Type/Tipo | | Date Voted in Person or Mailed Ballot | Notation Notación | | |
|----|--|--|----------------|-------------------------|---------------------------------------|----------------------|--|--|
| | | | Mail Correo | In Person En Persona | | | | |
| 1 | | | | | | | | |
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| 14 | | | | | | | | |
| 15 | | | | | | | | |

See Instructions on reverse side for noting types of restricted ballots.

Form's Do's and Don't's

DO

Use the Decision Tree to help you decide what forms you need.

Use the instructions provided with the forms.

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.

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

Review that forms completed by voters are complete.

DON'T

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 filing out forms.

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 Forms Video. 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.