



**LIBERTY COUNTY ELECTION**

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**QUICK REFERENCE GUIDE**

**MANUAL**

## **Machine trouble**

Each machine will prompt when there is trouble.

**IF YOUR POLL PAD PRINTER GOES OFF LINE, PRESS THE PAIR BUTTON IN THE BACK OF THE PRINTER. YOU SHOULD SEE A BLUE LIGHT CONFIRMING CONNECTION.**

### **PRINTER MACHINE**

1. IF it says offline, check your connections
2. Follow the prompts to correct errors
3. IF you must change the toner, you will most likely have to turn off the machines and reboot... You can try unplugging to see if they will respond.

## **Verity Scan**

### **1. Follow prompts to correct errors**

2. If it says voter over voted, give the option to spoil the ballot or throw out the one race. IF they choose the latter, place the ballot in again and press the CAST ANYWAY button.

## **Verity Print**

1. If the print machine freezes, wait about 3 minutes and usually it will continue. If it continues to rotate the printing sign, you may have to reboot. THIS WILL TAKE 5 MINUTES SO MAKE SURE IT IS NECESSARY.

2. Always follow the prompts to correct the problem.

WHEN THERE IS AN ISSUE WITH A VOTER OR MACHINE, CALL THE OFFICE FOR CLARIFICATION.



# Processing Election Day Forms



**Note: Primary Use Only** - Each Party will have their own set of completed forms

**OFFICE OF THE TEXAS SECRETARY OF STATE  
ELECTIONS DIVISION**

800.252.8683 or 512.463.5650

[www.sos.texas.gov](http://www.sos.texas.gov) or [www.votetexas.gov](http://www.votetexas.gov)

## Chain of Custody Form –

- ☐ The authority conducting the election shall provide a chain of custody form that contains the seal numbers on the required equipment/supplies for deployment, and to seal up at night after polls close.
- ☐ It is recommended that the chain of custody has the seal numbers pre-printed on the form for both deployment and return of required equipment/supplies.
- ☐ **Best Practice:** Know where this form is at all times.
- ☐ **REMINDER:** Some seals are not removed by poll workers.

Approved for May 6, 2023 Election Only



## Statement of Residence: (see Texas Election Code 63.0011)

**Purpose:** To allow voters whose names appear on the list of returned voter registration certificates or who have moved within the county of the election a means to vote and to correct addresses.

**How To:**

1. Provide Statement of Residence Application to the Voter.
2. The voter will fill out all required information and return back to the election worker.
3. Election worker shall view application and make sure it is filled out completely.
4. Presiding Judge files the application to the Voter Registrar in **Envelope # 4.**

**Scenario 1:** Voter is marked suspense on list of registered voters. Voter still lives at address listed on their voter registration record. Voter must complete the Statement of Residence before voting.

**Scenario 2:** Voter is marked suspense on list of registered voters. Voter votes in old precinct, if otherwise qualified after signing Statement of Residence. The length of time away from precinct is not a factor.

**Scenario 2:** Within the same county, voter moves out of precinct and does not change address to new precinct. Voter votes in old precinct if moved. The voter must sign Statement of Residence before voting and must still live in the political subdivision as previous residence address.

**Scenario 3:** If a voter, is surrendering their mail ballot, who is marked suspense on the return list of registered voters, the following items must be completed and returned to the election worker:

- Surrender their mail ballot
- fill out the request to cancel application for ballot by mail form, and
- statement of residence must be filled out and signed

Instructions for Voting by Mail on Back  
(Al Donador: Instrucciones al vota por correo)

12-8 (12/21)  
Revised by  
Secretary of State

**STATEMENT OF RESIDENCE**  
For persons whose residence address does not match voter registration address.  
**CONSTANCIA DE DOMICILIO PERMANENTE**  
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

<b>Last Name</b> Include suffix if any Apellido incluir sufixo si lo hay (Jr., Sr., III) <input checked="" type="checkbox"/>	<b>First Name</b> Nombre de pila <input checked="" type="checkbox"/>	<b>Middle Name (if any)</b> Segundo nombre (si aplica) <input checked="" type="checkbox"/>	<b>Former Name</b> Apellido anterior <input type="checkbox"/>
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**Residence Address:** Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include R.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, describe 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)  
☒

**Gender (Optional)**  
Sexo (Opcional)  
☐ Male Masculino  
☐ Female Femenino

**Date of Birth:** month, day, year  
Fecha de Nacimiento: mes, día, año  
[ ]/[ ]/[ ] ☒

**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  
☐

**Telephone Number (Optional) include Area Code**  
Teléfono (Opcional) -- Incluya código de área  
☐

**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 (Emitido por el Departamento de Seguridad Pública)  
☒ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**If no Texas Driver's License or Personal Identification, 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 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/Óddulo de Identidad personal de Texas o 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 these 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 or partially 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 pagado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y
- no ha 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 (representado) 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.  
☒ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] ☒ / /

**Print** **Reset**



**Oath of Assistance and Interpreter** — Follow your Authority of Conducting the Election for proper forms/e-pollbook that may be provided for this step. (see Texas Election Code 63.033, 61.035, 64.0322, 64.034)

**Purpose:** To provide the oaths that a voter's assistant or interpreter must repeat aloud and sign prior to rendering assistance or interpretation.

- How To:**
1. Administer the **Oath of Assistance** to the Assistant.
  2. The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
  3. Instruct the Assistant to:
    - a. Sign the form
    - b. Print his or her name
    - c. Provide his or her address
    - d. Put his or her relationship to the voter in the column
    - e. Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.
  4. Presiding Judge files form to the General Custodian Records in **Envelope No. 2.**

- How To:**
1. Administer the **Oath of Interpreter** to the Interpreter.
  2. The Interpreter must repeat the Oath aloud.
  3. Instruct the Interpreter to sign the form.
  4. Presiding Judge files form to the General Custodian Records in **Envelope No. 2.**

- Scenario 1: Voter who needs assistance in marking his/her ballot. The Assistant must take the appropriate oath prior to rendering assistance.
- Scenario 2: Voter who needs an interpreter. The Interpreter must take the appropriate oath prior to rendering interpreting.
- Scenario 2: All persons except the election judge and clerks must take the oath each time they render assistance or act as an interpreter.
- Scenario 3: The election judge and clerks shall be administered these oaths at the time they take their oath of service prior to the polling place opening.

**Notes:**

**Private Assistants:** Each person, of the voter's choice, who assists the voter in reading or marking his/her ballot must say the Oath of Assistance aloud prior to rendering assistance. An assistant must repeat the oath aloud for each voter whom he/she will assist. The assistant must sign the oath, provide his or her address and relationship to the voter. The assistant must also indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign or political committee in exchange for providing assistance to the voter.

**Private Interpreters:** Each person, of the voters' choice who interprets for the voter must say the Oath of Interpreter aloud prior to interpreting for the voter. An interpreter must repeat the oath aloud for each voter for whom he/she will interpret. An interpreter must also sign the Oath of Interpreter. Any person other than the voter's employer, an agent of the voter's employer, or an officer or Agent of a labor union to which the voter belongs may serve as an interpreter. If an interpreter also acts as an assistant to the voter by reading or marking the ballot, the interpreter must also take the Oath of Assistance and sign it before rendering assistance. The Oath of Assistance must also, be fully completed by the interpreter/assistant. If the interpreter is appointed to serve as an interpreter for the voter by an election officer, the interpreter must be a registered voter of the county in which the voter needing the interpreter resides or a registered voter of an adjacent county.

**Election Worker Assistants:** Election workers may take the Oath of Assistance but are not required to do so.

**Election Worker Interpreters:** Election workers shall take the Oath of Interpreter at the beginning of the day. This covers all voters to whom election workers will render interpretation.



Type of Election X	Polling Location X
Date of Election X	Authority Conducting Election X

### OATH OF ASSISTANCE

**X Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." **Juramento de la Persona Asistiendo al Votante:** "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1	X	X	X	X	X Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

#### Instructions:

- Administer the Oath of Assistance to the Assistant.
- The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
- Instruct the Assistant to:
  - Sign the form
  - Print his or her name
  - Provide his or her address
  - Put his or her relationship to the voter in the column
  - Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate campaign, or political committee for providing assistance to the voter.

The above oaths were sworn and subscribed to before me this X day of X, 20 X. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

X  
Signature of Election Officer

X  
Printed Name of Election Officer

Type of Election X	Polling Location X
Date of Election X	Authority Conducting Election X

### OATH OF INTERPRETER

**X Oath of Interpreter:** "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." **Juramento del Interpretador:** "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."

X			

#### Instructions:

- Administer the Oath of Interpreter to the Interpreter.
- The Interpreter must repeat the Oath aloud.
- Instruct the Interpreter to sign the form.

The above oaths were sworn and subscribed to before me this X day of X, 20 X. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

X  
Signature of Election Officer

X  
Printed Name of Election Officer

Print

Reset



**Reasonable Impediment Declaration** — Follow your Authority of Conducting the Election for proper forms/e-pollbook that may be provided for this step. (see Texas Election Code 63.001 (i))

**Purpose:** Allows voter to vote if voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code and cannot reasonably obtain an Acceptable Photo ID, but the voter presents a supporting form of identification.

This form may also be used if a voter voted provisionally and does not possess and cannot reasonably obtain an acceptable form of photo identification, and appears at the county voter registrar's office within six (6) calendar days after election day to execute a Reasonable Impediment Declaration and present one of the supporting forms of identification, in accordance with Section 65.0541 of the Texas Election Code.

**NOTE:** The address on the identification presented is not required to match the address recorded in the official list of registered voters.

**NOTE:** If on Election Day, a presented voter registration certificate indicates that the voter is appearing at the incorrect polling place, the voter shall be directed to the correct polling place.

- How To:**
1. Present form to voter, and ask the voter to provide a copy or original of one of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code:
    - a certified 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);
    - a current utility bill;
    - a bank statement;
    - a government check;
    - a paycheck; or
    - a government document that shows the voter's name and an address (which includes the voter's voter registration certificate)
  2. Ask the voter to complete this form by entering their name, and then ask them to review the "Voter's Declaration of Reasonable Impediment", indicate their impediment, and sign their name.
  3. Ask the voter to return the completed form to you. Neither you nor the election judge may question the voter concerning the reasonableness of any claimed impediment. The election judge shall enter the date and then sign on the space provided on the declaration.
  4. Either you or the election judge shall fill in the voter's Voter Unique Identification Number ("VUID") in the appropriate box or affix a sticker that contains that information across the box, and note on the combination form that the declaration was used by the voter. Either you or the election judge shall indicate on the "To Be Completed by Election Official" form what type of document the voter provided by checking the appropriate box. Either you or the election judge shall fill in the Date of Election and Location fields.
  5. Allow the voter to cast a regular ballot.
  6. Presiding Judge files the form in the General Custodian of Election Records in **Envelope No. 2.**



## REASONABLE IMPEDIMENT DECLARATION

**Instructions:** If a voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code (which, for voters aged 18-69, has expired by no more than four years, and for voters aged 70 or over, is or is not expired, if otherwise valid) ("Acceptable Photo ID"), and cannot reasonably obtain an Acceptable Photo ID, the following steps shall be taken by the election officer to allow the voter to cast a regular ballot:

1. Present this form to the voter, and ask the voter to provide a copy or original of one of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code:
  - a. a certified 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);
  - b. a current utility bill;
  - c. a bank statement;
  - d. a government check;
  - e. a paycheck; or
  - f. a government document that shows the voter's name and an address (which includes the voter's voter registration certificate).

**NOTE:** The address on the identification presented is not required to match the address recorded in the official list of registered voters.

**NOTE:** If on Election Day, a presented voter registration certificate indicates that the voter is appearing at the incorrect polling place, the voter should be directed to the correct polling place.

2. Ask the voter to complete this form by entering their name, and then ask them to review the "Voter's Declaration of Reasonable Impediment", indicate their impediment, and sign their name.
3. Ask the voter to return the completed form to you. Neither you nor the election judge may question the voter concerning the reasonableness of any claimed impediment. The election judge should enter the date and then sign on the space provided on the declaration.
4. Either you or the election judge shall fill in the voter's Voter Unique Identification Number ("VUID") in the appropriate box or affix a sticker that contains that information across the box, and note on the combination form that the declaration was used by the voter. Either you or the election judge should indicate on the "To Be Completed By Election Official" form what type of document the voter provided by checking the appropriate box. Either you or the election judge should fill in the Date of Election and Location fields.
5. Allow the voter to cast a regular ballot.

**NOTE:** This form may also be used if a voter voted provisionally and does not possess and cannot reasonably obtain an acceptable form of photo identification, and appears at the county voter registrar's office within six (6) calendar days after election day to execute a reasonable impediment declaration and present one of the supporting forms of identification, in accordance with Section 65.0541 of the Texas Election Code. In that instance, the county voter registrar should follow steps 1 through 4 above, but substitute references to "election judge" with "county voter registrar", including signing where the election judge would otherwise sign on the space provided on the declaration.



## 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"/> Work schedule   | <input type="checkbox"/> Family responsibilities                                  |
| <input type="checkbox"/> Lost or stolen identification   | <input type="checkbox"/> Acceptable form of photo ID applied for but not received |

The reasonableness of your impediment cannot be questioned.

☒ ☒

Signature of Voter

☒

Date

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

VUID (Voter Unique Identification Number)

☒

☒ Presiding Judge/ County Voter Registrar (if applicable)  
\_\_\_\_\_

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: ☒

Print

Reset



**Instructions for Combination Form / Combination Form:** follow the guidelines from your authority Conducting the Election for any specific instructions for labeling (e.g. Provisional or Curbside) (see Texas Election Code 63.001, 63.006)

**Purpose:** To assist in proper use of Combination Form.

**How To:** 1. Presiding Judge must fill out required information as follows:

- Location of Polling Place
- Date of Election
- Type of Election
- Authority Conducting the election
- Date
- Signature of Presiding Judge

2. Checking in Voter:

- Write Voter's VUID number
- Write Voter's Name listed from Pollbook
- Check the required box if applicable
- Voter shall Sign and check proper box if applicable

3. Presiding Judge files, the copies in the following listed below:

- Original is returned to the General Custodian in **Envelope No. 2.**
- One copy is placed in **Ballot Box.**
- One copy is retained by the Presiding Judge in **Envelope No. 3.**
- One copy is returned to the Voter Registrar in **Envelope No. 4.**

**Note:** All voters are required to have some form of acceptable identification. When a voter is accepted for voting under certain conditions of the law, the election official shall note the section of the Texas Election Code under which the voter was accepted. The following are explanations of those conditions and the section numbers of the laws that correspond with the explanations.

Scenario 1: Voter (with acceptable identification) with Correct Certificate Who is Not on List:

- Check the box labeled "Not on List 63.006" next to the voter's name.
- Add voter's name to the Registration Omissions List.

Scenario 2: Voter (with acceptable identification) with Incorrect Certificate Who is Not on List:

- Have voter initial the "Affidavit for Voter Not on List" box (near the voter's signature).
- Check the box labeled "Not on List 63.006."
- Add voter's name to the Registration Omissions List.
- It is also necessary to indicate on the Registration Omissions List the precinct number as indicated on the voter's registration certificate.

Scenario 3: Voter (with acceptable identification) whose Name on Identification is "Substantially Similar" to Name on the Official List of Registered Voters:

- Have voter initial the "Similar Name Affidavit" box (near voter's signature).
- Check the box labeled "Similar Name 63.001(c)."

Scenario 4: If a voter is unable to sign his or her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign.







**Provisional Voting** — Follow your Authority of Conducting the Election for proper forms/e-pollbook that may be provided for these steps.

**Affidavit of Provisional Voter Envelope:** (see Texas Election Code 63.011)

**Purpose:** Allows Voter to vote and have the voter registration status checked later by the Voter Registrar.

**Front side of Affidavit of Provisional Voter Envelope:**

**How To:** 1. Presiding Judge will need to fill out the top providing the following items:

1. Type of Election
  2. Precinct number/Polling Place where Voted
  3. Precinct number where voter is determined. (To determine this information, follow your Authority Conducting the Elections instructions to be able to provide the voters voting precinct number.)
  4. Date of Election
  5. Authority Conducting Election
2. The voter will need to fill the required information out on the front side of the Affidavit of Provisional Voter Envelope. This envelope will serve as voter registration application. When reviewing the voter's information, it is important to make sure that the envelope has all required information filled out. If required information is not filled out completely, the voter's application could lead up to being rejected.

7-15, 12/2021 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección <input checked="" type="checkbox"/> X	Precinct Number/Polling Location where voted Núm. de Precincto-lugar de votación <input checked="" type="checkbox"/> X	Precinct Number where registered (if known) Núm. de Precincto-inscrito para votar (si se sabe) <input checked="" type="checkbox"/> X	Date of Election / Fecha de la Elección <input checked="" type="checkbox"/> X	Authority Conducting Election / Autoridad Administrando la Elección <input checked="" type="checkbox"/> X
<b>Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)</b>					
<small>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 Class A Misdemeanor to vote in an election for which I know I am not eligible. 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 periodo 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 mayor y entiendo que es un delito menor de clase A votar en una elección para la que sé que no soy elegible.</small>					
Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay) <input checked="" type="checkbox"/> X		First Name / Su nombre de pila <input checked="" type="checkbox"/> X		Middle Name (if any) / Segundo nombre (si tiene) <input checked="" type="checkbox"/> X	Former Name / Nombre anterior <input checked="" type="checkbox"/> X
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. 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 correo, camino rural, ni dirección comercial.) <input checked="" type="checkbox"/> X				Gender: (Optional) / Sexo (Opcativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer) <input checked="" type="checkbox"/> X	
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). <input checked="" type="checkbox"/> X				Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año ____/____/____ <input checked="" type="checkbox"/> X	
TX Driver's License No. or TX Personal ID. No. (issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas). <input checked="" type="checkbox"/> X		Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) <input checked="" type="checkbox"/> XXX-XX-____ <input checked="" type="checkbox"/> X		I have not been issued a TX Driver's License Number, TX Personal ID. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cédula de Identidad Personal de Texas ni un Número de Seguro Social. <input checked="" type="checkbox"/> X	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos <input checked="" type="checkbox"/> Yes SI <input type="checkbox"/> NO No		Signature of Voter / Firma del votante <input checked="" type="checkbox"/> X			

**Back side of Affidavit of Provisional Voter Envelope:**

**How To:** 3. Presiding Judge must complete the Election Judge box that includes the following things:

- Did Voter present acceptable form of Id or Reasonable Impediment Declaration
- Check the reason for voting provisional
- Fill in the Date
- Judges Signature - If the Judge does not complete this part, it will delay the processing of the voter in question.



- 

Print Reset

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12



## **Notice to Provisional Voter:** (see Texas Election Code 65.059)

**Purpose:** To inform the Provisional Voter that they will be notified within 30 days as to whether or not their ballot was counted.

**How To:** 5. Presiding Judge must give the Provisional Voter a copy of this form.

**Scenario 1:** Which voter would get The Notice to Provisional Voter Form? Any voter who voted Provisionally shall receive this form. This form notifies the voter, that they will be notified within 30 days if their ballot was either accepted or rejected.

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(8683).

### **Notificación al Votante Provisional**

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

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

## **Notice To Provisional Voter ID:** (see Texas Election Code 63.001 (g))

**Purpose:** To inform the Provisional Voter that they will be notified within 30 days as to whether or not their ballot was counted, and to provide information to a voter that did not present an acceptable form of photo ID.

**How To:** 6. Presiding Judge must fill out the following and give the Provisional Voter the form:

- Voters Last Name
- Voters First Name
- VUID #



- Voters Voting Precinct No.

Scenario 1: Voter has a proper photo identification or impediment form requirement but did not have it with them at the polling place and the polls were about to close on Election day. Voter may vote provisionally, and provide the proper requirements to the Early Voting Clerk's Office within 6 business days of Election Day.

7-15c  
Prescribed by Secretary of State  
Sections 63.0001, Texas Election Code  
1/2018

### NOTICE TO PROVISIONAL VOTER

**(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)**

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 accepted**, 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 if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork 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 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; or
- United States Passport (book or card).

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) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (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 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 an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she 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 consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

(Insert Map to Voter Registrar's office here.)

Information here should already be inserted from Voter Registrar's Office.

County Voter Registrar's Office

(Insert Address of Voter Registrar's office here)

**Completed by Polling Place Official:**

Voter's Last Name:

Voter's First Name:

VUID #:

Precinct No.:

**Print** **Reset**



## **Paper Ballots:**

- How To:**
7. Present the voter a choice of 3 ballots from their assigned voting precinct.
  8. Once, they have selected their ballot of choice, notify the voter to do the following listed:
    - Vote their ballot
    - Fold voted ballot into the **Secrecy Envelope** and seal it.

## **Secrecy Envelope:** (see Texas Election Code 64.008)

**Purpose:** Allows Voter to vote and protect their voted ballot before inserting and sealing into the affidavit of Provisional Voter Envelope.

AW7-15b  
Prescribed by Secretary of State  
Section 64.008, Texas Election Code  
1/2012

### **SECRECY ENVELOPE (Sobre Secreto)**

Fold and seal ballot in this envelope and then seal in the provisional ballot envelope.  
(Doble y selle su boleta en este sobre. Luego selle en el sobre de boleta provisional.)

## **Once voter votes their provisional ballot**

- How To:**
9. Voter shall insert the sealed secrecy envelope into the Affidavit of Provisional Voter Envelope and seal it.
  10. Voter shall insert the sealed Affidavit of Provisional Voter Envelope (green envelope) in a **Secure Provisional ballot Bag/Can**.
  11. Presiding Judge must return the Sealed Provisional Bag/Can that contains the Provisional Ballots to Election Night Headquarters.
  15. Return to General Custodian of Election Records in **Envelope No. 2.**



## List of Provisional Voters: (see Texas Election Code 63.011 & TAC 81.172 – 81.176)

**Purpose:** Record of the voters who voted provisionally during election day.

**How To:** 16. Presiding Judge will record the following information on the top of the form:

- Type of Election
- Date of Election
- Polling Place Precinct Number
- Authority Conducting the Election

17. Print the Voters Name of the Provisional Voter

18. At the end of night, record the total of Provisional Ballots in the Ballot box/bag.

19. Presiding Judge will sign at the bottom Certifying Number provided are true and correct.

20. Presiding Judge will file to the General Custodian of Election Records in **Envelope No. 2.**

21. Transport to Election Night Headquarters, and the Custodian receiving the ballots from the presiding Judge will need to sign the form.

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

Type of Election (Tipo de Elección) X	Precinct No. (Número de Precinto) X
Date of Election (Fecha de la Elección) X	Authority Conducting Election (Autoridad Administrando la Elección) X

### List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1. X			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Number of Provisional Ballots in Ballot Box:  
(as shown on list)  
X

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: X \_\_\_\_\_

Signature of Custodian receiving ballots from Presiding Judge: \_\_\_\_\_

Signature of Voter Registrar: \_\_\_\_\_

**You have now completed the Provisional Ballot Process.**



# Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting: (see Texas Election Code 64.009, 64.034)

## How To:

1. Presiding Judge will fill out the following information on the top of the form:
  - Type of Election
  - Date of Election
  - Polling Location
  - Authority Conducting Election
3. Person providing the transportation will do the following:
  - Sign their name
  - Print their name
  - Print their address
4. Presiding Judge will **circle yes or no** if the person who provided transportation function as an assistant to the voter.
5. Presiding Judge files form to the General Custodian Records in **Envelope No. 2.**

Scenario 1: A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.

Scenario 2: If the person that provided transportation also assists the voter with reading or marking the ballot, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.

Prescribed by Secretary of State  
Sections 64.009, 64.034, Texas Election Code  
10/2022

Type of Election <b>X</b>	Polling Location <b>X</b>
Date of Election <b>X</b>	Authority Conducting Election <b>X</b>

## INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

Signature of Person that Provided Transportation <i>Firma de persona que proveyó transportación</i>	Printed Name of Person that Provided Transportation <i>Nombre de persona que proveyó transportación en letra de molde</i>	Address of Person that Provided Transportation <i>Dirección de persona que proveyó transportación</i>	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? <i>¿La persona que proveyó transportación sirvió como asistente del votante bajo Capítulo 64, Subcapítulo B además de proveer transportación al lugar de votación?</i>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b> Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

### Instructions:

A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.

If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.

PRINT

RESET



## **Request to Cancel Ballot by Mail for Use in the Polling Place:** (see Texas

Election Code 63.011, 84.032, 84.038)

### **How To:**

1. Voter will fill out the following information on the top of the form:
  - Printed Name of Voter
  - Name of Election
  - Date of Election
  - VUID (Voter Unique Identification Number) Assigned to Voter
2. Direct the voter to sign the top box on the "Signature of Voter" Line.
3. Ensure that all information is complete including the required VUID number.
4. Determine which affidavit the voter should complete.
5. If the Voter has possession of **one** of the following: the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
  - After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a **regular ballot**.
6. If the voter **does not have possession** of **one** of the following: mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter **Does Not Have** Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
  - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
  - Please ensure that the voter completes **ALL** of the required steps on the Affidavit of Provisional Voter before issuing the Provisional Ballot.
7. The Election Official/Presiding Judge shall fill the bottom portion of the form and shall include the following information:
  - Printed Name of Voter
  - VUID Number of Voter
  - Registered Precinct Number of Voter
  - Day, Month & Year
  - Signature of Election Official Witnessing Affidavit
8. Presiding Judge will file form to the Envelope Labeled "Requests to Cancel Application for Ballot by Mail and Cancelled Ballots"

**Note:** All required forms must be completed so that the appropriate voter's Application for Ballot by mail or Federal Post Card Application can be cancelled.



### REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

This Section Must Be Completed by Every Voter	84.032 (b)	I, <u>X</u> , a qualified voter for the <u>X</u> (printed name of voter) (name of election)
		Election to be held on <u>X</u> / <u>X</u> / <u>X</u> request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled.
		<u>X</u> <u>X</u> VOID (required) Signature of Voter

#### To be Completed at an Early Voting or Election Day Polling Place

Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	84.032 (d)	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.  Signature of Voter
	63.011 (a-1)	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.  Signature of Voter

This section to be completed by Election Official.

Name of Voter X (Name of Voter) VOID Number X (Required)

Registered Precinct Number X

Sworn and subscribed before me, this X day of X, 20X.  
(Day) (Month) (Year)

X  
Signature of Election Official Witnessing Affidavit

#### Instructions for Deputy Early Voting Clerk or Election Judges:

Top Box to be Completed by Election Official and Voter

- Complete the top box labeled, "This Section Must Be Completed by Every Voter."  
Include all the required information:
  - Printed name of voter as it appears on the List of Registered Voters
  - Name of Election
  - Date of Election
  - VOID number as it appears on the List of Registered Voters
- Direct the voter to sign the top box on the "Signature of Voter" Line.
- Ensure that all information is complete including the required VOID number.

#### Instructions for Completion of Affidavit by Voter

- Determine which affidavit the voter should complete.
- If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
  - After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
- If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
  - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
  - Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.



## Standard Affidavit:

### How To:

1. Presiding Judge will fill out the following information on the top of the form:
  - Date of Election
  - Type of Election
  - Authority Conducting the Election
  - Precinct Number of Polling Location
2. Voter / Presiding Judge can Document a detailed explanation of what needs to change on voter record or a detail explanation of any discrepancies.
3. Voter will need to sign the document. (if applicable)
4. Presiding Judge will need to date and sign.
5. Presiding Judge will file broken seals in **Envelope #2**. (if applicable)
6. Presiding Judge will file voter registration issues in **Envelope #4**. (if applicable)

Scenario 1 If polling place ran out of statement of residence forms,

Scenario 2 Presiding Judge found that a seal has been tampered with or broke

Scenario 3 When Reconciling the voters who voted at the polling place, the presiding judge found discrepancies and needs to document it.

## I Voted Stickers:

### How To:

1. Prepare your sticker station.
2. Be ready to hand them out or lay out on a table for voters to pick them up.

**Best Practice:** Have Future Voter Stickers for the kids coming in with the voters.



## Election Official Name Tags:

### How To:

1. The Presiding Judge shall issue Name Tags following the administration of the oath.
2. Workers will print their name legibly on the Name Tag and display on clothing for Voters to be able to identify them and their role clearly at the Polling Location.

**Note:** The presiding judge and clerks must wear a form of identification, prescribed by the Secretary of State, while on duty that indicates the person's name and title or position as an election officer. If there are no name tags in your election kit, you may make your own. (State and federal election inspectors, peace officers assigned to the polling place, and poll watchers accepted for service at the polling place are also required to wear name tags.)

<b>PRESIDING JUDGE</b> (Presidente Alternat)	<b>ALTERNATE JUDGE</b> (Juez Alternat)	<b>ELECTION CLERK</b> (Secretario(a) Electoral)	
<hr/>	<hr/>	<hr/>	
Name (Nombre)	Name (Nombre)	Name (Nombre)	<b>POLL WATCHER</b> (Observador(a) Electoral)



# Statement of Compensation and Oaths: (see Texas Election Codes 32.094, 62.003, 64.034)

## How To:

1. Presiding Judge will fill out the following information at the top of the form:

- Pct. # or Location Name
- Authority Conducting Election
- Date
- Type of Election

2. Presiding Judge shall instruct workers to do the following:

- Read Oath at the top of the form aloud.
- Print the following Information Legibly as directed on the form:
  - First & Last Name
  - Phone Number
  - Mailing Address
  - Social Security Number
- Sign their Name in the Signature box.
- Record the hour worker arrived.

3. Presiding Judge shall place form in a secure area until end of night.

4. Once polls have closed and all duties have been performed, Presiding Judge shall direct workers to record the time that they are leaving.

5. Presiding Judge shall review the logged times to insure all is filled out correctly.

6. Presiding Judge will sign the space of Signature of Presiding Judge confirming the statement of "I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above-named election and of the other expenses incurred in this election."

7. Presiding Judge will file Original in **Envelope # 2**, a copy in **Envelope # 3**. (Primary Election Only: Enclose both copies in **Envelope # 5**)

**Note:** Each County is different, follow instructions directed by the County Conducting the Election. Additional forms may be provided to fill out to keep detailed record of training, setting up or working election day times.

For primary only: "✓" Check next to judges and clerks names if they attended a training program as prescribed by the Secretary of State.

Oath of Election Official: "I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

**STATEMENT OF COMPENSATION and OATHS**

✓	1. Name of Election Official (Please Print Legibly)	Complete Address (Include City, Zip)	Social Security Number	Signature	Hours Worked From To	Total Hours	Rate of Pay X	Amount	Payroll office use only
✓	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	2. Name of Person Who Stamped "Voted" on List of Registered Voters from the supplemental list (Do Not Include Above)								
	Phone # ( ) -	TX	- -		Additional Hours				
	3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)								
	Phone # ( ) -	TX	- -						Delivery Fee
	Phone # ( ) -	TX	- -						Delivery Fee
	If the same person stamps the list of registered voters from the supplemental list and delivers the election supplies, include election day hours and hours for stamping under #2 and put only the delivery fee under #3.						(A) Total of Other Expenses:		
I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.						(B) Total Payroll:			
For Office Use Only:						(C) Total Precinct Cost:			
The Presiding Judge shall deliver this form to the authority responsible for distributing election supplies at the designated time but no later than 6:00 p.m. of the third day after Election Day. 32.094(d)						INSTRUCTIONS			
						1. Total payroll includes delivery fee(s).			
						2. Add box (A) & (B) to get (C), the Total Precinct Cost.			
Signature of Presiding Judge						Print		Reset	



## **Notice of Total Number of Voters Who Have Voted:** (see Texas Election Code 61.007(c))

**Purpose:** Public Notice of voter turnout throughout Election Day.

- How To:**
1. Presiding Judge will fill out the following prior to posting:
    - Signature of Presiding Judge
  2. Presiding Judge will post at an outside door through which a voter may enter the building in which the polling place is located.
  3. Presiding Judge or Assigned Worker shall post the accumulative number of voters who have voted at the polling place the election is being held at the following listed times:
    - 9:30 a.m.
    - 11:30 a.m.
    - 1:30 p.m.
    - 3:30 p.m.
    - 5:30 p.m.
  4. After polls close, the presiding judge will remove the posted Notice of Total Number of Voters Who Have Voted and file it to the general custodian of election records in **Envelope # 2**.

**Note:** If you missed the designated time to enter the voters who have voted, **best practice** should be to log the number of voters at the time you can and document the time it was recorded.

AW7-S  
Prescribed by Secretary of State  
Section 61.007(c), Texas Secretary of State  
3/07

**NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED**  
**(AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)**

	(Number of Voters) (Número de Votantes)
9:30 a.m.	X _____
11:30 a.m.	X _____
1:30 p.m.	X _____
3:30 p.m.	X _____
5:30 p.m.	X _____

X \_\_\_\_\_  
Signature of Presiding Judge  
(Firma del Juez Presidente)

**NOTE TO PRESIDING JUDGE:**  
The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

**NOTA AL JUEZ PRESIDENTE:**  
El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona a cargo de los archivos electorales.



## Register of Official Ballots:

**Purpose:** To account for all ballots received by Election Judges.

**How To:**

1. Presiding Judge shall verify the amount of all ballots received at supply pickup.
  - Number of Ballots documented should match what is physically verified.
  - Sequentially numbered ballots should match the Beginning # \_\_\_\_ to \_\_\_\_ on the form.
  - If any errors are found, the Presiding Judge shall Notify the authority conducting the election immediately. Presiding Judge shall write detailed documentation of situation that occurred and how it was corrected at the time of the occurrence. All documentation shall be dated and signed when the occurrence occurs.
2. Presiding Judge shall keep up with all ballots during election day, keeping a detailed log if any occurrences may arise.
3. Presiding Judge shall keep up with the following during election day to be able to record the following information at the end of night:
  - Number of Ballots defectively Printed
  - Number of Spoiled Ballots returned by voter
  - Number of unused ballots
  - Number of ballots voted including provisional
4. Presiding Judge will file Original in **Ballot Box # 4** with unused ballots, place other copy in **Envelope # 3** addressed to the presiding judge.

**Note:** If polling location runs out of ballots and the authority conducting issues more ballots, the new ballots will need to be documented on the form to maintain a correct count.

**Note:** If authority conducting election retrieves ballots from the polling location to transfer to another location, Presiding Judge shall document on form and provide detailed information supporting transfer of ballots being taken away.

AB734  
Prescribed by Secretary of State  
Section 65.013, Texas Election Code  
3/07

Beginning # X to X

---

### REGISTER OF OFFICIAL BALLOTS

Number of ballots received..... X

Number of ballots defectively printed ..... X

Number of spoiled ballots returned by voter..... X

Number of unused ballots..... X

Number of ballots voted including provisional  
(as shown by number of voters on poll list)..... X

**TOTAL NUMBER OF BALLOTS ACCOUNTED FOR..... X**

\*These two numbers should be equal.

Number of provisional ballots voted  
(as shown by number of voters on  
list of provisional voters) ..... X

I the undersigned, Presiding Judge of the Election held on the X day of X, 20X,  
at Election Precinct No. X in X, Texas, do hereby  
certify that the above and foregoing statement of official ballots of said Election is true and  
correct, and that all ballots returned by me were locked in the appropriate ballot box as required  
by law.

WITNESS MY HAND this the X day of X, 20 X.

X  
Presiding Judge

**NOTE: RETURN ORIGINAL COPY IN BALLOT BOX NO. 4 WITH UNUSED  
BALLOTS. PLACE OTHER COPY IN ENVELOPE NO. 3 ADDRESSED TO  
PRESIDING JUDGE.**



## Ballot and Seal Certificate:

**Purpose:** To account for all ballots.

**How To:** 1. Presiding Judge shall fill out the following:

- Type of Election
- Date of Election
- Precinct No. the Polling Place is Located
- Authority Conducting Election

2. When Polls Close, Presiding Judge shall fill out the following information:

- Record the Total Number of Voters who voted, as shown on poll list.
- Record the Total number of thrown out / stray Ballots. (Example: Voter left their voted ballot somewhere other than the ballot scanner.)
- Subtract lines 1 and 2 and record the number. This numbers should match the Precinct Ballot Counter.
- Record the actual number of ballots counted from the precinct counter tape.
- Record the total number of ballots placed in transfer case. (Same as line 1)

3. Presiding Judge shall record the serial number(s) of the precinct ballot counter used at the polling place.

4. Presiding Judge shall record the seal number that was used to seal the transfer case to transport to election night headquarters.

5. Presiding Judge shall record date and sign verifying the information is correct.

6. Presiding Judge shall have at least one Election Clerk and not more than two Poll Watchers witness the form being filled out. Presiding Judge shall allow the Election Clerk and or (up to 2) Poll Watcher(s) sign the form if they were part of witnessing the process.

7. Presiding Judge will file the certificate in the designated envelope to deliver with the transfer case of cast ballots. Do not put the form in the transfer case.

AT15-25  
Prescribed by Secretary of State  
Section 127.026, Texas Election Code  
3/07

Type of Election	Precinct No.
Date of Election	Authority Conducting Election

**BALLOT AND SEAL CERTIFICATE**  
(To be used when ballots are counted at polling place by precinct ballot counter)

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case to be transferred to the general custodian of election records.

1. Total number of voters who voted, as shown on poll list.                     

2. Total number of thrown out ballots.                     

3. Total number of ballots to be counted by precinct ballot counter.  
(Line 1 minus line 2)                     

4. Actual number of ballots counted as shown by precinct ballot counter tape.                     

5. Total number of ballots placed in transfer case (same as line 1).                     

List the identification numbers of the precinct ballot counters used in the precinct.  
                      
                      
                    

The serial number of the seal that was used to seal the transfer case was                     

Witness my hand this                      day of                     , 20                    

                                           
Signature of Presiding Judge                      Watcher (if any)

                                           
Signature of Election Clerk                      Watcher (if any)

**INSTRUCTIONS:**

If there is a difference of more than 3 ballots between line 3 and line 4, the ballots are to be transferred to a central counting station to be counted. **DO NOT MAKE OUT THE RETURNS IN THIS CASE.** Sign and attach a copy of the tape from the precinct ballot counter to the ballot and seal certificate. Place certificate in the envelope for ballot and seal certificate and deliver to the general custodian with the transfer case.

**Note:** If there is a difference of more than 3 ballots between line 3 and 4, the ballots are to be transferred to a central counting station to be counted.

**Do not make out the Returns in this case.**

Sign and attach a copy of the tape from the precinct ballot counter to the ballot and seal certificate. Place certificate in the envelope for ballot and seal certificate and deliver to the general custodian with the transfer case.



## **Register of Official Ballots/Ballot and Seal Certificate (combined form):**

**Purpose:** To account for all ballots received and maintained during election day by Election Judges.

**How To:**

1. Presiding Judge shall fill out the following:
  - Election Title
  - Location Name
  - Date of Election
  - Ballot Scanner Identification (Serial) Number(s)
2. Presiding Judge shall verify the Initial Ballots received prior to Opening the Polls on Election Day.

**Best Practice:** Once verifying the Presiding Judge shall initial by the number for verification and if there is any discrepancy, the Presiding Judge shall write detailed notes and immediately notify the authority conducting the election.

3. Presiding Judge shall also keep up with any Supplemental Ballot deliveries to make sure they are accounted for on the form.
4. When Polls Close, Presiding Judge shall fill out the following information:
  - Record the Public Count of voted ballots from the Ballot Scanner Results Tape.
  - Record the Number of voted Provisional Ballots. (The number of voted Provisional Ballots sealed in the Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.)
  - Record the Number of Spoiled Ballots + Number of Thrown Out Ballots + Unused blank ballots signed by the Presiding Judge. (The number of spoiled ballots that was recorded on the "Register of Spoiled Ballots" form and placed in the "Envelope for Spoiled Ballots" + the number of Thrown out Ballots that were placed in the "Envelope for Thrown Out Ballots" (Example: Voter left their voted ballot somewhere other than the ballot scanner.) + any unused blank ballots signed by the Presiding Judge but not issued to voters.)
  - Record the Number of Unused Ballots. (Prepare unused ballots for transfer to the general custodian of records.)
  - Add Lines B + C + D + E for Total number of ballots accounted for. (If this number is higher than Line A, the ballots are to be transferred to the Central Counting Station to be counted.)
  - Subtract Line A – Line F, include Supplemental ballots issued, if applicable.) (Regular ballots issued but not deposited in the ballot box.)
  - Record Total number of names on the Poll List or Combination Forms or ePollbook. (Record the total number of voters who received ballots including Provisional Voters.)
  - Subtract Lines H – Line G for the Number of Ballots in the transfer case. (If there is a difference of 4 or more between this line and Line B, the ballots are to be transferred to the Central Counting Station to be counted.)
8. Presiding Judge shall record the seal number that was used to seal the transfer case to transport to election night headquarters.
9. Presiding Judge shall read the Affidavit, record date and sign; verifying the information is correct.
10. Presiding Judge should have at least a minimum of one Election Clerk and not more than two Poll Watchers witness the form being filled out.
11. Presiding Judge shall allow the Election Clerk and or (up to 2) Poll Watcher(s) sign the form if they were part of witnessing the process.
12. Presiding Judge will file the White copy in **Envelope No. 1**, Yellow copy with the **Unused Ballots** and Pink Copy is for the **Election Judge**.



**REGISTER OF OFFICIAL BALLOTS/  
BALLOT AND SEAL CERTIFICATE**

Election Title:  Location Name:   
Date:  Ballot Scanner Identification Number(s):

**INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!**  
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

	Initial Ballots Issued	Supplemental Ballots Issued
<b>A. Number of Blank Ballots Received</b>	X	X
<b>B. Public Count of voted ballots from Ballot Scanner Results Tape</b>	X	
<b>C. Number of voted Provisional Ballots</b> The number of voted Provisional Ballots sealed in Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.	X	
<b>D. Number of Spoiled Ballots + Number of Thrown Out Ballots + Unused blank ballots signed by the Election Judge</b> The number of ballots recorded on the "Register of Spoiled Ballots" form and placed in "Envelope for Spoiled Ballots" + the number of Thrown Out Ballots that were placed in the "Envelope for Thrown Out Ballots" + any unused blank ballots signed by the Election Judge but not issued to voters.	X	
<b>E. Number of Unused Ballots</b> Prepare unused ballots for transfer to the general custodian of records.	X	
<b>F. Total number of ballots accounted for (Add Lines B + C + D + E)</b> If this number is higher than Line A, the ballots are to be transferred to the Central Counting Station to be counted.	X	
<b>G. Total number of ballots unaccounted for (Line A minus Line F, include Supplemental Ballots issued, if applicable.)</b> Regular ballots issued but not deposited into the ballot box	X	
<b>H. Total number of names on the Poll List or Combination Forms or ePollbook.</b> Record the total number of voters who received ballots including Provisional Voters	X	
<b>I. Number of Ballots in the transfer case (Line H minus Line G)</b> If there is a difference of 4 or more between this line and line B, the ballots are to be transferred to Central Counting Station to be counted.	X	

Record the serial number of the seal used on the transfer case : **X**

**AFFIDAVIT**

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this 1 day of 1 2011

Presiding Judge: <input checked="" type="checkbox"/>	Clerk: <input checked="" type="checkbox"/>
Alternate Judge: <input checked="" type="checkbox"/>	Clerk: <input checked="" type="checkbox"/>
Poll Watcher (if present): <input checked="" type="checkbox"/>	Clerk: <input checked="" type="checkbox"/>
Poll Watcher (if present): <input checked="" type="checkbox"/>	Clerk: <input checked="" type="checkbox"/>

**White copy (Envelope #1), Yellow copy (Unused ballots), Pink copy (Election Judge)**

Print

Reset







### Registration Omissions List:

**Purpose:** To document voters who voted with a certificate who were not on the list (but who had required documentation); to advise the registrar of these omissions for further review by the registrar.

**Note:** Presiding Judge shall contact the Voter Registrar immediately for further instruction.

## How To:

1. Presiding Judge shall fill out the following:
  - Type of Election
  - Precinct Number of the Assigned Polling Location
  - Date of Election
  - Authority Conducting the Election
2. The Election Worker shall write the following when processing the voter:
  - Precinct No. (From the Voter Registration Certificate/or determined from the Voter Registrar)
  - VUID No.
  - Voters Full Name (Last, First & Middle)
  - Complete Residence Address
  - Date of Birth
3. The Voter shall sign the combination form/ePollbook and be allowed to vote regular.
4. Presiding Judge will file in **Envelope No. 4** to return to the Voter Registrar at the same time other election records are delivered.

**Notes:**

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.

**1. 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.

**2. 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.

[illegible]



**Return Sheet:** (see Texas Election Codes 65.014, 66.053)

**Purpose:** To be used in canvassing the official returns of the election.

**Note:** This form is only to be used at the polling location if instructed by the authority conducting the election.

**How To:** 1. Presiding Judge will need to fill out the following items:

- Precinct No.
  - Authority Conducting Election
  - Date of Election
  - Type of Election
  - Name of Candidate (or "For" and "Against")
  - Office Sought or Proposition
2. Once the polls close and all voters have voted, votes have been tallied and recorded on the tally sheet, the Presiding Judge shall write the following information on the form:
  - Total Number of votes tallied for each Name of Candidate (or "For" and "Against")
  - Total Number of voters who voted as indicated by poll list (paper or ePollbook)
3. Presiding Judge shall read the affidavit to certify the information recorded is true and correct and will date and sign.
4. Presiding Judge will file the Original copy in **Envelope No. 1** addressed to the Presiding Officer of Canvassing Authority; One copy in **Envelope No. 2** to the general custodian of election records or other secured container with voted ballots; One copy in **Envelope No. 3** addressed to the Presiding Judge.

**Note:** If the presiding judge determines that the returns cannot be timely delivered to the county clerk or elections administrator, the presiding judge must call the county clerk or elections administrator between 12:00 a.m. and 1:00 a.m. to inform the county clerk or elections administrator of the total number of voters who voted, the tally for each candidate and/or proposition at the time of notification, and the expected time of finishing the count.

[illegible]



## Envelopes Review:

Follow your Authority of Conducting the Election for instructions; Envelopes supplied may be different, and the ACE shall provide further instructions on how to file the forms.

### Envelope #1 — (see Texas Election Code 66.022)

**Purpose:** Distribution of election records.

**To:** (Title of Presiding Officer of Canvassing Authority)

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope 1:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

2. Presiding Judge will file the following items in Envelope 1:

- Precinct Election results tape(s) or Tally List

Election Only

AW8-4  
Prescribed by Secretary of State  
Section 66.022, Texas Election Code  
3/07

Returns and Tally List of X  
Election held on the X day of X,  
20 X in Election Precinct No. X  
in X County, Texas.

## ENVELOPE 1

TO: X  
(Title of Presiding Officer of Canvassing Authority)

NOTE TO PRECINCT PRESIDING JUDGE  
Enclose in this envelope for retention in your custody:

1. Precinct Election results tape(s) or Tally List

### Envelope #2 — (see Texas Election Code 66.023)

**Purpose:** Distribution of election records.

**To:** (Title of General Custodian of Election Records)

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope 2:

- Name of Election
- Date of Election
- Precinct Number of Polling Place



- County Name

2. Presiding Judge will file the following items in **Envelope 2**:

- Printout of results tape(s) or Tally List
- Poll List (original) or Combination form
- Signature Roster or Combination form
- Precinct Early Voting List
- List of Provisional Voters (original)
- Poll Watcher Certificates of Appointment (if presented)
- Affidavit of Voter Without Registration Certificate Who Is on the Registration List
- Statement of Compensation (original)
- Notice of No. of Voters Who Voted During the Day, and
- Notices of Defective Delivery
- Oaths of Election Officers
- Oath of Assistants and Oath of Interpreters

AW8-5  
Prescribed by Secretary of State  
Section 66.023, Texas Election Code  
3/7

Records of X Election  
held on the X day of X,  
20 X in Election Precinct No. X  
in X County, Texas.

## ENVELOPE 2

TO: X  
(Title of General Custodian of Election Records)

**NOTE TO PRECINCT PRESIDING JUDGE**  
Enclose in this envelope:

1. Printout of results tape(s) or Tally List
2. Poll List (original) or Combination form
3. Signature Roster or Combination form
4. Precinct Early Voting List
5. List of Provisional Voters (original)
6. Poll Watcher Certificates of Appointment (if presented)
7. Affidavit of Voter Without Registration Certificate Who Is On the Registration List
8. Statement of Compensation (original)
9. Notice of No. of Voters Who Voted During the Day, and
10. Notices of Defective Delivery
11. Oaths of Election Officers
11. Oath of Assistants and Oath of Interpreters



**Envelope #3** — (see Texas Election Code 66.024)

**Purpose:** Distribution of election records.

**To:** (Presiding Judge keeps this Envelope)

**How To:** 1. Presiding Judge will need to fill out the following items on **Envelope 3**:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

2. Presiding Judge will file the following items in **Envelope 3**:

- Printout of results tape(s) or Tally List
- Poll List (original) or Combination form
- List of Provisional Voters (copy)
- Ballot Register (copy)
- Ballot & Seal Certificate (copy)
- Statement of Compensation (copy)

Election Only

AWB-6  
Prescribed by Secretary of State  
Section 66.024, Texas Election Code  
3/07

Records of **X** Election  
held on the **X** day of **X**,  
20**X** in Election Precinct No. **X**  
in **X** County, Texas.

## ENVELOPE 3

### PRESIDING JUDGE KEEPS THIS ENVELOPE

**NOTE TO PRECINCT PRESIDING JUDGE**

Enclose in this envelope for retention in your custody:

1. Printout of results tape(s) or Tally List
2. Poll List (original) or Combination form
3. List of Provisional Voters (copy)
4. Ballot Register (copy)
5. Ballot & Seal Certificate (copy)
6. Statement of Compensation (copy)



**Envelope #4** — (see Texas Election Code 66.027)

**Purpose:** Distribution of election records.

**To:** (Voter Registrar)

**How To:** 1. Presiding Judge will need to fill out the following items on **Envelope 4**:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

2. Presiding Judge will file the following items in **Envelope 4**:

- Precinct List of Registered Voters and Supplemental List (if any)
- Registration Corrections List (if applicable)
- Affidavits of Voter With Incorrect Certificate Who Is Not on List
- Statements of Residence (completed)
- List of ID Voters
- Copy of Combination Form, if used instead of individual affidavits

**VOTER REGISTRATION MATERIAL OF**

**X** \_\_\_\_\_ Election held on the **X**

day of **X** \_\_\_\_\_, 20 **X**

in Election Precinct No. **X** \_\_\_\_\_

in **X** \_\_\_\_\_ County, Texas.

AW8-7 (1-12)  
Prescribed by Secretary of State  
Section 66.027, Texas Election Code

**ENVELOPE 4**

**TO VOTER REGISTRAR**

**NOTE TO PRECINCT PRESIDING JUDGE**  
Enclose in this envelope:

1. Precinct List of Registered Voters and Supplemental List (if any)
2. Registration Corrections List (if applicable)
3. Affidavits of Voter With Incorrect Certificate Who Is Not on List
4. Statements of Residence (completed)
5. List of ID Voters
6. Copy of Combination Form, if used instead of individual affidavits



**Envelope #5** — (see Texas Election Code 32.094)

**Purpose:** Distribution of election records.

**To:** (County Chair)

**How To:** 1. Presiding Judge will file the following items in Envelope 5:

- Both copies of the statement of compensation

**Note:** (For use in Primary Election)

AW8-8  
Prescribed by Secretary of State  
Section 32.094, Texas Election Code  
3/07

**ENVELOPE NO. 5**

**(For use in Primary Election)**

**TO: County Chair**

**Enclose in this envelope both copies of the statement of compensation.**

Only

Approved for May 6,



## Envelope for Requests to Cancel Application for Ballot by Mail and Cancelled Ballots –

(see Texas Election Code 84.033 (c))

**Purpose:** To keep requests to cancel applications for ballot by mail and unmarked ballots separate from election day ballots.

**To:** General Custodian of Records

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Requests to Cancel Application for Ballot by Mail and Cancelled Ballots:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

### **Notes:**

1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on election day.
2. The election judge shall write "canceled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Place this envelope in Ballot Box No. 4 before delivering the ballot box to the general custodian of records.

AWB-10  
Prescribed by Secretary of State  
Section 84.033(c), Texas Election Code  
3/07

Envelope for Requests and Canceled Ballots

for the **X** \_\_\_\_\_

\_\_\_\_\_ Election held on

**X** \_\_\_\_\_ **X** \_\_\_\_\_, 20 **X** \_\_\_\_\_

Election Precinct No. \_\_\_\_\_

**X** \_\_\_\_\_ County, Texas.

### **ENVELOPE FOR REQUESTS AND CANCELED BALLOTS**

1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on election day.
2. The election judge shall write "canceled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Place this envelope in Ballot Box No. 4 before delivering the ballot box to the general custodian of records.



## Envelope for Spoiled Ballots — (see Texas Election Code 66.026)

**Purpose:** To keep spoiled ballots separate from other ballots that are returned in Ballot Box No. 4.

**To:** General Custodian

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Spoiled Ballots:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

### **Notes:**

1. This envelope contains all spoiled ballots which were returned by voters for another ballot.
2. The ballots contained in this envelope have been registered on the Register of Spoiled Ballots and on the Official Ballot Register.
3. Place in Ballot Box No. 4 with ballots and supplies not used which is delivered to the general custodian.

AWB-9  
Prescribed by Secretary of State  
Section 66.026, Texas Election Code  
3/07

Envelope for Spoiled Ballots for the **X** \_\_\_\_\_

**X** \_\_\_\_\_ Election held on

**X** \_\_\_\_\_, 20 **X** \_\_\_\_\_

Election Precinct No. \_\_\_\_\_

**X** \_\_\_\_\_ County, Texas.

### **SPOILED BALLOTS**

This envelope contains all spoiled ballots which were returned by voters for another ballot. The ballots contained in this envelope have been registered on the Register of Spoiled Ballots and on the Official Ballot Register. Place in Ballot Box No. 4 with ballots and supplies not used.

## Envelope for Damaged Ballots — (see Texas Election Code 127.034)

**Purpose:** To Separate valid yet damaged ballots for duplication at the Central Counting Station.

**To:** Central Counting Station

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Damaged Ballots:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name



**Notes:**

1. Enclose in this envelope perfect ballot cards that have been torn, crumpled or otherwise damaged to the extent that they cannot be counted by the Electronic Tabulating Equipment.
2. These Ballots will be Duplicated at Central Counting Station prior to counting on Electronic Tabulating Equipment.
3. Record the Number of Ballots placed in this envelope on the Ballot and Seal Certificate Form under Damaged Ballots.
4. Presiding Judge will place in transfer case and delivered to Central Counting Station with other voted ballots.
5. This Envelope is not necessary when ballots are counted at the polling place by precinct ballot counters. Please follow required guidelines for precinct ballot counters at the polling place.

AWB-11  
Prescribed by Secretary of State  
Section 127.034, Texas Election Code  
3/07

Envelope for Damaged Ballots for the ☐ \_\_\_\_\_

☐ \_\_\_\_\_ Election held on

☐ \_\_\_\_\_, 20 ☐ \_\_\_\_\_

Election Precinct No. ☐ \_\_\_\_\_

☐ \_\_\_\_\_ County, Texas.

**ENVELOPE FOR DAMAGED BALLOTS**

ENCLOSE IN THIS ENVELOPE PERFECT BALLOT CARDS THAT HAVE BEEN TORN, CRUMPLED, OR OTHERWISE DAMAGED TO THE EXTENT THAT THEY CANNOT BE COUNTED BY THE ELECTRONIC TABULATING EQUIPMENT. THESE BALLOTS WILL BE DUPLICATED AT CENTRAL COUNTING STATION PRIOR TO COUNTING ON ELECTRONIC TABULATING EQUIPMENT.

RECORD THE NUMBER OF BALLOTS PLACED IN THIS ENVELOPE ON THE BALLOT AND SEAL CERTIFICATE UNDER DAMAGED BALLOTS.



## Envelope for Partially-Invalid Ballots — (see Texas Election Code 127.034)

**Purpose:** To Separate partially invalid ballots for duplication at the Central Counting Station.

**To:** Central Counting Station

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Partially-Invalid Ballots.

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

### **Notes:**

1. Enclose in this envelope all Partially Invalid Ballots.
2. Place in a **Ballot Container or Transfer Case with other voted ballots.**
3. Record the Total Number of Ballots placed in this envelope on the Ballot and Seal Certificate under Partially Invalid Ballots.
4. Deliver to Central Counting Station.
5. A partially invalid ballot is one that contains a write-in vote and a punched vote for a candidate in the same race that a write-in vote was cast. This is considered an over-vote and these ballots will need to be duplicated at central counting station prior to counting on electronic tabulating equipment.

AWB-12  
Prescribed by Secretary of State  
Section 127.034, Texas Election Code  
3/07

Envelope for Partially Invalid Ballots for the

X \_\_\_\_\_ Election held on

X \_\_\_\_\_, 20X \_\_\_\_\_

Election Precinct No. X \_\_\_\_\_

X \_\_\_\_\_ County, Texas.

### **PARTIALLY INVALID BALLOTS**

ENCLOSE IN THIS ENVELOPE ALL PARTIALLY INVALID BALLOTS. PLACE IN BALLOT CONTAINER OR TRANSFER CASE WITH OTHER VOTED BALLOTS. RECORD THE TOTAL NUMBER OF BALLOTS PLACED IN THIS ENVELOPE ON THE BALLOT AND SEAL CERTIFICATE UNDER PARTIALLY INVALID BALLOTS. DELIVER TO CENTRAL COUNTING STATION.

A partially invalid ballot is one that contains a write-in vote and a punched vote for a candidate in the same race that a write-in vote was cast. This is considered an over-vote and these ballots will need to be duplicated at central counting station prior to counting on electronic tabulating equipment.



## Envelope for Thrown out Ballots — (see Texas Election Code 127.032)

**Purpose:** To separate thrown out ballots which are not to be counted.

**To:** Central Counting Station

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Partially-Invalid Ballots:

- Name of Election
- Date of Election
- Precinct Number of Polling Place
- County Name

**Notes:**

1. Enclose in this envelope ballots that are thrown out.
2. These are voted ballots which were found outside the Ballot Box.
3. This envelope will be placed in the Transfer Case or Ballot Box No. 3.
4. These Ballots are not counted at the Central Counting Station.

AWB-13  
Prescribed by Secretary of State  
Section 127.032, Texas Election Code  
3/07

Envelope for Ballots Thrown Out for the

X \_\_\_\_\_ Election held on

X \_\_\_\_\_, 20X

Election Precinct No. X \_\_\_\_\_

X \_\_\_\_\_ County, Texas.

### THROWN OUT BALLOTS

ENCLOSE IN THIS ENVELOPE BALLOTS THAT ARE THROWN OUT. THESE ARE VOTED BALLOTS WHICH WERE FOUND OUTSIDE THE BALLOT BOX. THESE BALLOTS ARE NOT COUNTED AT CENTRAL COUNTING STATION.

\_\_\_\_\_  
NAME AND OFFICIAL TITLE OF CLERK



## Envelope for Irregularly-Marked Ballots — (see Texas Election Code 127.157)

**Purpose:** To Keep irregularly-marked ballots separate from properly-marked ballots.

**To:** Central Counting Station

**How To:** 1. Presiding Judge will need to fill out the following items on Envelope for Irregularly-Marked Ballots:

- Precinct No.
- Date of Election
- Political Subdivision
- Serial Number of Ballot
- List of offices/propositions irregularly-marked
- Signature of Election Judge
- Signature of Poll Watcher, If available

### **Notes:**

1. Place in a **Ballot Container** or **Transfer Case with other voted ballots**.
2. This procedure is only used when ballots are deposited by a voter into a unit of automatic tabulating equipment.
3. After the election judge at the central counting station receives this envelope, he/she will make adjustments to the returns printed at the polling place.

AWB-14  
Prescribed by Secretary of State  
Section 127.157, Texas Election Code  
3/07

### **ENVELOPE FOR IRREGULARLY-MARKED BALLOT**

**This envelope contains one irregularly-marked ballot voted at the precinct on election day.**

**Precinct No.** **X** \_\_\_\_\_

**Date of Election** **X** \_\_\_\_\_

**Political Subdivision** **X** \_\_\_\_\_

**Serial Number of Ballot** **X** \_\_\_\_\_

**List of offices/propositions irregularly-marked:**

**X** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**X** \_\_\_\_\_  
**Signature of Election Judge**

**X** \_\_\_\_\_  
**Signature of Poll Watcher, if available**