

HELPFUL TIPS IN ASSISTING THE VOTING-BY-MAIL PROCESS

WITNESS TO COMPLETE BOX 11 ON APPLICATION

If a voter is unable to sign their name (due to a physical disability or illiteracy), the application may be signed at Box #11 for the voter by a Witness. Voter must affix their mark to the application in Box #10 or, if they are unable to make a mark, then the Witness must check the appropriate box #11 indicating the inability to make a mark. The Witness must state his/her name in printed form and indicate his/her relationship to voter or, if unrelated, state that fact. The Witness must sign and provide his/her printed name and residence address. Unless the Witness is a close relative of the voter (parent, grandparent, spouse, child or sibling), it is a Class B misdemeanor for a person to witness more than one application for ballot by mail (Election Code Section 84.004 (a)).

ASSISTANT TO COMPLETE BOX 11 ON APPLICATION

If a person (other than a close relative or person registered to vote at the same address) assists voter in completing this application in voters presence or mails, faxes, e-mails this application on voters behalf, then that person must complete Box #11. The Assistant must sign; provide his/her printed name; and his/her residence address. A person commits a Class A misdemeanor if the person provides assistance without providing the information described above unless a close relative or registered at your address. There is no limit to the number of applicants that a person may assist.

SUBMITTING APPLICATION

Applications for a ballot by mail must be submitted to the Elections Department by mail common or contract carrier, fax machine **or an e-mail of a scanned application containing an original signature** (Election Code Section 84.007). Only the voter may deliver his or her own application in person to the Elections Department and only if submitted prior to the first day of early voting (Election Code Section 84.008). There is no prohibition on mailing multiple applications in a single envelope with assisting information

WITNESS/ASSISTANT

A witness/assistant may possess the completed application from one or more voters for the purpose of mailing the applications to the Elections Department. The Witness/Assistant must complete and sign the Witness/Assistant portion of the application unless the Witness/Assistant is related to the applicant or is registered at the same address as the applicant.



ASSISTING A VOTER WITH READING OR MARKING THE BALLOT

A voter may receive assistance with marking and/or reading the ballot if the voter has a physical disability or an inability to read that prevents the voter from voting his/her own ballot. An assistant must sign the written oath that is part of the certificate on the official carrier envelope and must include the assistant's printed name and residence address. There is no limit to the number of voters that a person may assist, however it is a criminal offense for a person to be compensated for assisting a voter in marking a ballot if the compensation is in any way based upon the number of voters assisted (Election Code Section 86.0105).

On the voter's request, the voter may be assisted by any person selected by the voter 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 (Election Code Section 86.010, 64.032(c)).

POSSESSION OF ANOTHER VOTER'S BROWN CARRIER ENVELOPE (VOTED BALLOT)

A person may possess someone else's brown carrier envelope (containing a marked ballot) only if the person:

- Is related to the voter, **OR** is registered to vote at the same address as the voter, **OR**
- Has possession of the brown carrier envelope in order to deposit it in the mail or with a common/contract carrier and who has provided his

signature, printed name, and residence address on the brown carrier envelope as an assist, required by Election Code Section 86.0051 (Election Code Section 86.006(f))

It is a criminal offense for a person to be compensated for collecting and depositing brown carrier envelopes (containing marked ballots) into the mail or with a common/contract carrier if the compensation is in any way based on the number of ballots deposited (Election Code Section 86.0052).

Brown carrier envelopes containing ballots may not be collected and stored at another location prior to placement in the mail or with a common/contract carrier (Election Code Section 86.006(e)).

A brown carrier envelope may not be returned in an envelope or package containing another brown carrier envelope unless the persons are registered to vote at the same address (Election Code section 86.006(b)). **If a brown carrier envelope contains more than one marked ballot, these ballots will be rejected.**

NEW LEGISLATION: A VOTER CAN DELIVER THEIR MAIL BALLOT IN PERSON TO THE ELECTION DEPARTMENT WITH ID ON ELECTION DAY BY 7:00PM.

**ANY QUESTIONS CONTACT
Dallas County Elections Department
2377 Stemmons Freeway #820
Dallas, TX 75207
Fax-214-819-6303
Phone-214-819-6359
Email- evapplications@dallascounty.org**



CONSEJOS ÚTILES PARA EL PROCESO DE VOTACIÓN POR CORREO

TESTIGO DEBE COMPLETAR CAJA NUMERO 11 EN LA APLICACIÓN

Si un votante no puede firmar su nombre (debido a una discapacidad física o analfabetismo), la aplicación puede ser firmada en la caja #11 por un testigo. El votante deberá estampar su huella a la aplicación en la caja #10, si no puede hacer una marca, entonces el testigo debe marcar la caja #11 indicando la incapacidad para hacer una marca. El testigo debe indicar su nombre con letra de molde e indicar su relación con el votante, o, si no relacionado, declarar ese hecho. El testigo debe firmar y proporcionar su nombre y domicilio. A menos que el testigo sea un pariente cercano del votante (padres, abuelos, esposo/a, hijo/a, o hermano/a), es un delito Clase B para una persona ser testigo de más de una solicitud por correo. (Sección del Código Electoral 84.004 (a)).

ASISTENTE PARA COMPLETAR LA CAJA 11 EN LA APLICACIÓN

Si una persona (que no sea un pariente cercano o persona registrada para votar en la misma dirección) asiste al votante en completar esta solicitud en persona o envía la solicitud por correo, fax, o correo electrónico en el nombre del votante debe completar la caja #11. El asistente debe firmar; proporcionar su nombre con letra de molde; y su dirección de residencia. Una persona comete un delito menor Clase A si la persona presta asistencia sin proporcionar la información descrita anteriormente, a menos que sea un cercano pariente o registrado en la misma dirección del votante. No hay límite en el número de solicitantes que una persona puede ayudar.

SOMETIMIENTO LA APLICACIÓN

Solicitudes para una boleta por correo debe enviarse al Departamento de Elecciones por correo común o transportista de contrato, un fax o un correo electrónico de una solicitud escaneada con firma original (Sección del Código Electoral 84.007). Solo el votante puede entregar su solicitud en persona al Departamento de Elecciones y solo si presenta antes de primer día de votación adelantada (Sección del Código Electoral 84.008). No está prohibido enviar múltiples aplicaciones en un solo sobre con la información del asistente.

ASISTENTE O TESTIGO

Un testigo/asistente puede tener la solicitud completada de uno o varios votantes con el propósito de enviar las solicitudes al departamento de elecciones. El testigo /asistente debe completar y firmar la parte de la aplicación a menos que el testigo/asistente está relacionado/a con el solicitante o se registra en la misma dirección como el solicitante.



ESCRIBIENDO O MARCANDO LA BOLETA

Un votante puede recibir asistencia con la marca y/o la lectura de la boleta si el votante tiene una discapacidad física o una incapacidad para leer que evita que el votante vote en su boleta electoral. Un asistente debe firmar el juramento escrito que forma parte del certificado en el sobre del transportista oficial y debe incluir nombre del asistente y la dirección de la residencia. No hay límite en el número de votantes que una persona puede ayudar, sin embargo es delito que una persona sea compensado/a por asistir a un votante en la marca de una votación si la compensación es de algún modo basado en el número de votantes asistidos. (Sección del Código Electoral 86.0105). Por la solicitud del votante, al votante le puede asistir cualquier persona seleccionada por el votante además del empleador del votante, un agente de empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece. (Sección del Código Electoral 86.010, 64.032(c)).

POSESIÓN DEL SOBRE DEL TRANSPORTE (CAFÉ) DE OTRO VOTANTE (BOLETA MARCADA)

Una persona puede poseer el sobre del transportista (café) de alguien más (contienen una votación marcada) solo si la persona:

- Está relacionado con el votante, **O** está registrado para votar en la misma dirección que el votante, **O**
- Tiene posesión del sobre del transportista (café) a fin de depositarlo en el correo o con un transportista común/ transportista del contrato y que ha proporcionado su firma, nombre en letra de molde y dirección de la residencia en el sobre como un

asistente, requerido por Sección del Código Electoral 86.0051 (Sección del Código Electoral 86.006(f))

Es un delito criminal que una persona sea compensado por recoger y depositar sobres del transportista (café) (conteniendo votaciones marcadas) en el correo o con un transportista común/transportista del contrato si la compensación es de algún modo basado en el número de votaciones depositadas (Sección Del Código Electoral 86.0052).

Sobres cafés que contengan votos no pueden ser coleccionados y almacenados en otra ubicación antes de la colocación en el correo o con un transportista común/transportista de contrato. (Sección del Código Electoral 86.006(e))

Un sobre (café) no puede ser devuelto en un sobre o paquete que contenga otro sobre de transportista (café) a menos que las personas sean registradas para votar en la misma dirección. (Sección del Código Electoral 86.006(b)). **Si un sobre (café) contiene más de una votación marcada, estas votaciones serán rechazadas.**

NUEVA LEGISLACIÓN: UN VOTANTE PUEDE ENTREGAR SU BOLETA POR CORREO EN PERSONA EN EL DEPARTAMENTO DE ELECCIONES CON LA IDENTIFICACION EN EL DIA DE ELECCION HASTA LAS 7:00PM.

CUALQUIER DUDA CONTACTAR
Departamento de Elecciones del Condado de Dallas
2377 Stemmons Freeway #820
Dallas, TX 75207
Fax-214-819-6303
Phone-214-819-6359
Email- evapplications@dallascounty.org



Ballot by Mail during Early Voting

- A voter is allowed to cancel his or her application for Ballot by Mail at any Early Voting location by surrendering ballot by mail and completing “Ballot Cancellation Form/ Affidavit”
- The surrendered ballot will be canceled by the Presiding Election Officer and the voter will be allowed to vote.
- If they received and failed to bring it to the polling location they will be advised to go back home and retrieve it.
- If they did not receive their ballot or if something happened to it, they can sign the “Ballot Cancellation Affidavit” and after it is filled out they will be allowed to vote a regular ballot.
- If voter says they did not request one; the voter will be advised to fill out a Complaint Form and will be allowed to vote a regular ballot.

All of these instances will be verified by the Presiding Election Officer by contacting the Dallas County Elections Department. Allowing the Department to research the status of unique Ballot by Mail.

Ballot By Mail

REVISED INSTRUCTIONS

2 options for a voter who has been mailed a ballot who attempts to vote in person on election day

1. If they have their ballot

- If the voter arrives at the polling place on election day with their mail ballot:
 - Execute affidavit "A" from form AW5-17
 - Voter returns mail ballot to election worker
 - Voter votes a regular ballot

AW5-17
Prescribed by Secretary of State
Section 84.002, 86.001E Texas Election Code
9/2015

REQUEST TO CANCEL APPLICATION FOR A BALLOT BY MAIL

INSTRUCTIONS:
Canceling prior to 3rd day before election – Complete Part A
Canceling on or after 3rd day before election – Complete Part A and B
Canceling on election day at polling place – Complete Part A and return unmarked ballot or provide a copy of the notice under Section 86.006(f) that returned mail ballot will not be counted.

PART A

I, _____, a qualified voter for the _____
Election to be held on ____/____/____ request that my application for a ballot by mail be cancelled. .

X _____
Signature of Voter

Statement
I am returning my ballot to be voted by mail to the early voting clerk or to the presiding election judge (circle the appropriate officer) and canceling my application for a ballot by mail.

X _____
Signature of Voter

PART B

Affidavit
I, _____ do hereby affirm that I have not received my ballot to be voted by mail at the time of making my request to cancel my application for a ballot by mail.

X _____
Signature of Voter

Note: The Affidavit is only used when the voter is canceling his or her application with the early voting clerk after the third day before election day.

Affidavit - Only executed in person at the early voting clerk's office. Must be executed before the carrier envelope is delivered to the early voting ballot board.

I hereby request my application for ballot by mail be canceled. I, _____
affirm that I did not mark my ballot that was sent to me by mail.

X _____
Signature of Voter

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

X _____
Signature of officer administering oath

To be completed by early voting clerk or election judge.

Printed Name of Voter: _____	Denied Date: _____
Precinct Number: _____	Reason: _____

Ballot By Mail

2. If the voter arrives at the polling place on election day without their mail ballot:

- Does the voter have a **notice of defective delivery** and completed **PART C** of the Request to **Cancel Ballot By Mail** that their mail ballot was returned?
 - If yes, voter votes a regular ballot
 - If no, voter votes provisionally

This procedure is different during early voting

AVISO 17
Prescribed by Secretary of State
Section 8482, 8483
9/2015

INSTRUCTIONS
Cancelling prior to election day
Cancelling on election day
under Section 8482, 8483

AVISO DE ENTREGA DEFECTIVA

NOTICE OF IMPROPER DELIVERY

PART A
Election to be held

Statement
I am returning my ballot to the appropriate office.

PART B
Affidavit
I, _____, voted by mail at the _____.

Note: The Affidavit is to be completed the third day before the election.

PART C
Affidavit - Only execute if envelope is delivered to voter.
I hereby request my ballot be cancelled and I affirm that I did not mark my ballot.

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

Signature of Voter

Signature of officer administering oath

To be completed by early voting clerk or election judge.

Printed Name of Voter: _____ Denied Date: _____
Precinct Number: _____ Reason: _____

Surrendering your Ballot by Mail



NEW LAW (HB 1927) – Hand-Delivery By Voter

- Delivered directly to EV Clerk's Office – Elections Department
2377 N.Stemmons Fwy #820 – Dallas, TX 75207
- By the Voter whose Ballot it is.
- During the Hours Polls are Open on Election Day (7am-7pm.)
- Voter must show one of the Acceptable ID's
- Cannot be delivered by Agent or Assistant
- Secure ballot just as you would a ballot delivered by any other method.

Upon arrival if the voter declares they did not receive or request to vote a ballot by mail.

1. Election Judge must call Early Voting Ballot By Mail to confirm the status of Ballot. 214-819-6359.
2. Fill out a BBM Complaint Form.
3. Vote a Provisional Ballot.

ABSENTEE MAIL BALLOT COMPLAINT FORM

TODAY'S DATE: _____ BALLOT BY MAIL ELECTION DATE: _____

PRECINCT NUMBER OF RESIDENCE: _____

COMPLAINANT NAME: _____

COMPLAINANT PHONE NUMBER: _____ BEST TIME TO CONTACT: _____

COMPLAINANT ADDRESS: _____

COMPLAINANT EMAIL: _____

WITNESS (if any) _____

WITNESS PHONE NUMBER: _____ BEST TIME TO CONTACT: _____

COMPLAINT: (Please describe your experience as detailed as possible)

COMPLAINANT SIGNATURE: _____

BY SIGNING THIS FORM , IT WILL CANCEL YOUR ANNUAL APPLICATION FOR BALLOT BY MAIL REQUEST.

Mail or fax form to the Elections Department
Elections Department c/o Early Voting Department
2377 N. Stemmons, Suite 820, Dallas, Texas 75207
Or Fax to 214-819-6303 Or email to evapplications@dallascounty.org
Contact us at 214-819-6359

USE BACK OF FORM IF ADDITIONAL SPACE IS NEEDED

For official use only

COMPLAINT TAKEN BY: _____

DATE COMPLAINT RECEIVED: _____