To: Election Judge

This Election Procedures Handbook has been prepared to assist you in running a smooth, successful election in your Polling Location. Please read it carefully prior to each election. This handbook is a comprehensive guide and is divided into sections as indicated in the preceding Table of contents.
This handbook contains the information you will learn when attending an election judge training session or lab prior to every election. It will provide you with the knowledge and confidence to conduct any election at your precinct. It will help you answer any questions or doubts on how to perform any Election Day task.

Throughout this handbook are references (in parentheses) to the applicable section numbers of the Texas Election Code that governs the conduct of the election process. Should you need assistance on Election Day, please call one of the following numbers at the Elections Department.

**VOTING EQUIPMENT WAREHOUSE:** To resolve mechanical problems with voting equipment, to request additional election supplies and to resolve polling disturbances such as violations of electioneering and loitering laws.

**VOTER REGISTRATION DIVISION:** 214.819.6389 OR 214.637.7937- When you are using this number you will need to press six (6) to take you directly to an operator. To get information on voter registration including whether or not a person is a current registered voter or to report voter registration problems. Election Judge Hotline: 214.819.6310

**ELECTIONS DIVISION:** 214.819.6308- To receive answers to provide assistance with Spanish language interpretation.

We greatly appreciate your service as an election official. If you have any questions or suggestions, do not hesitate to call.

Sincerely,

Toni Pippins-Poole, CERA, CCPA
Elections Administrator
IMPORTANT PHONE NUMBERS

Early Voting ....................................................... 214-819-6337

Early Voting by Mail .......................................................... 214-819-6364

Election Department .......................................................... 214-819-6300
to verify proper precinct polling place

Election Judge Hotline .......................................................... 214-819-6310
Problems with equipment and missing supplies

Voter Registration Department ................................................. 214-819-6389/ 214-637-7937

Supplies and Equipment Warehouse ........................................ 972-225-7323

Bilingual Hotline .......................................................... 214-819-6308

Website .......................................................... www.dallascountyvotes.org

Online Training ......................................................... https://dallas-tx-new.training.clarityelections.com/

Thank you for your service as an
Election Day Official!
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BEFORE THE POLLS OPEN
### BEFORE ELECTION DAY SUGGESTED TIME TABLE

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<th>SUGGESTED PLAN</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6-8 Weeks before Election Day</strong></td>
<td><strong>CONFIRMATION OF SERVICE:</strong> Approximately six (6) weeks before Election Day, you will receive a letter from the Elections Department requesting your service as an Election Judge for the upcoming election. Included with the letter will be a postage paid 4&quot; x 6&quot; card. Fill out and return it to the Elections Department indicating whether or not you can hold this election. Written confirmation of your intention to serve as Election Judge is required no later than three (3) weeks prior to the Election.</td>
</tr>
<tr>
<td><strong>3-4 Weeks before Election Day</strong></td>
<td><strong>HIRE ELECTION CLERKS:</strong> After sending in the 4&quot; x 6&quot; card confirming your willingness to serve as an Election Judge for a given Election you must hire the Election Clerks who will assist you in operating the polling place on Election Day (the number of clerks authorized in your Vote Center will be included in the Election Judge appointment letter requesting your service. Every Vote Center is required to have at least one clerk that is bilingual (English/Spanish))</td>
</tr>
<tr>
<td><strong>1-3 Weeks before Election Day</strong></td>
<td><strong>ELECTION JUDGES TRAINING SESSIONS OR LABS:</strong> Weeks prior to Election Day, a number of Election Judge training sessions will be offered by the Elections Department to review the current Election laws pertaining to the operation of a precinct polling place, to demonstrate the operation of the Optical Scan and Direct Record Voting Systems and to become familiar with the required paperwork at the polling place. Attending at least one of these: Election Judges/Clerks Training Sessions or Labs is required in order to serve as Election Judge. It is recommended that you invite the clerks who will assist you to attend also.</td>
</tr>
<tr>
<td><strong>1-2 Days before Election Day</strong></td>
<td><strong>PICK UP ELECTION SUPPLIES:</strong> The election judge is responsible for picking up the election supplies at the designated Regional Site, between 2:00-7:00 p.m., and as noted in the Election Judge letter, on the Thursday preceding a Saturday Election. If the Election Day is a Tuesday, supplies will be picked up at the designated Regional Site on the Sunday from 2:00pm-7:00pm preceding the Tuesday Election. You will pick up the blue Shoulder Bag which contains: the necessary forms to be completed, EPB Manual and Express Vote Quick Operation guides, the required signs to be posted inside, outside, DS200 and ExpressVote, yellow folder Statement of Expense forms. You will also pick up the Blue Pouch (containing the counter keys, red envelope, and 2 anti-static bags). You will pick up the Electronic Poll Book, Express Vote Printers, Epson Printers and Cradle Point.</td>
</tr>
<tr>
<td><strong>1-2 Days before Election Day</strong></td>
<td><strong>CHECK YOUR POLLING PLACE:</strong> Check your Vote Center polling place to determine if your Express Vote Ballot Marking devices and DS200 Ballot Counter equipment has been delivered, see if there are electrical outlets, sufficient tables and chairs for setting up your polling place, and to reconfirm with the building’s janitor/custodian that the building will be opened at 6:00 a.m. on Election Day. Check Grey Supply Box for surge protectors and extension cords. <strong>FILL OUT VOTER ROSTER:</strong> Find in the shoulder bag the Voter Roster Forms (they are carbon copies so please do not stack voter roster forms while writing on them. You will need to fill out a voter roster and fill in each precinct-ballot style for each voter at your location. This will allow you to get correct totals when filling out the Official Ballot and Seal Certificates (line 5) at the end of the Election Day. Please view “How to fill out the voter roster on page# ____ of this handbook.”</td>
</tr>
</tbody>
</table>
CHECK OFF EACH ITEM AS YOU LOCATE THEM

Delivered to your Polling Location

☐ DS-200 Ballot Counter
☐ Ballots inside the Blue Ballot box inside the DS200

Delivered to your polling location The ESC will contain

☐ ExpressVote Marking Device
☐ Blue Cone Distance Marker
☐ Metal Distance Marker

Delivered to your polling location inside the ESC

Grey Supply box

☐ Voter Roster
☐ Complaint Forms (English and Spanish)
☐ Left and Arrow Signs (Official Polling Place)
☐ Party Signs (if Needed)
☐ Photo ID Posters
☐ Surge Protectors and Extension Cords

供应

Supply Check-off List
☐ Blue Pouch
  ☐ Keys (RED, YELLOW, & GREEN TAB KEY)
  ☐ Security Seals
  ☐ Red Envelope with two (2) grey antistatic bags
☐ Yellow Folder with Statement of Expense
☐ Vote Center Location List
☐ Final Reminders
☐ Ballot & Seal Certificate of Official Ballots
☐ Sample Ballot

EQUIPMENT PICK UP

☐ Blue Case with EPB Express Vote Printer
☐ Orange/ Grey Case with Cradle Point and Epson Printer

☐ Signs-Packet #3 Blue Cover Sheet
☐ Signs- Packet #2 Yellow Cover Sheet
☐ Statement Of Residence Cards
☐ Voter Similar Name Correction Forms
☐ Zip Lock Bag With Other Supplies (Scissors, Pens, Scotch Tape, Paperclips, etc.)
☐ Voter Registration Applications

You will pick up at your regional site BLUE Shoulder Bag Election Forms & Guides

☐ List of Declared Write-In Candidates (If Applicable)
☐ Items to Post on voting equipment (D200 and Express Vote in Plastic Bag)
☐ Total Number of Voters (Yellow)
☐ Oath of Office form (Green)
☐ Envelopes #1, 2, 3, 4 (White, Yellow Pink, and Green)
☐ Bond Book (If applicable)
☐ EPB Procedure Guide
☐ Poll Watcher’s Guide
☐ DS200 Quick Op
☐ Express Vote Quick Op
☐ Cell Phone (If Applicable)
**PREPARING YOUR POLLING PLACE**
(check off task when complete)

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect Cradle Point, make sure all lights are green and receiving power.</td>
<td></td>
</tr>
<tr>
<td>Set up Electronic Poll Books making sure they are connected and ready to check voters in.</td>
<td></td>
</tr>
<tr>
<td>Set up Express Vote Ballot Printer and Epson Printer.</td>
<td></td>
</tr>
<tr>
<td>Set up the DS200- Ballot Counter – DO NOT set up DS200 Ballot Counter until election morning.</td>
<td></td>
</tr>
<tr>
<td>Set up the ExpressVote Marking Device – Arrange the ExpressVotes to create a private voting space for the voters. The ExpressVotes should be in full view of Election officials. Must be at least six (6) feet from voters waiting in line to vote.</td>
<td>Instructions on Page #</td>
</tr>
<tr>
<td>The Election Judge administers the Oath on the Statement of Expense to himself and clerks.</td>
<td></td>
</tr>
<tr>
<td>The Election Judge then administers the Oath of Assistance/Interpreter</td>
<td></td>
</tr>
<tr>
<td>The Election Judge reviews assignments with clerks and gives out name tags for workers to wear for identification. (Sec. 32.072)</td>
<td></td>
</tr>
<tr>
<td>Retrieve supplies from ESC and set up the Qualifying table.</td>
<td></td>
</tr>
<tr>
<td>- Place qualifying table(s) and chairs at the entrance for the qualifying of the voters.</td>
<td></td>
</tr>
<tr>
<td>- The law requires that signs be posted inside and outside. They can be posted the night before or on Election Day.</td>
<td></td>
</tr>
<tr>
<td>- There has to be an area set up for voters with disabilities to sit and vote in private.</td>
<td></td>
</tr>
<tr>
<td>- There needs to be an area for provisional voting that allows for privacy. The disability area can be used for provisional voting as long as there is enough space and seating.</td>
<td></td>
</tr>
</tbody>
</table>

**Introduction to the New Equipment & Order of Setup**

*For a successful set up, please follow the equipment setup in this order.*

1. Remove the Cradlepoint from case and plug it into the power source and then power on the Cradlepoint.
2. Remove Touchboard from case connect orange power cord to the white USB Power Book, plug into power source and power on. Press the orange power button on the top of the ExpressVote to power the EPB tablet.
3. Locate the Epson™ printer and connect the power cords. Plug the printer USB into the EPB/Tablooo. Plug the brick into a power outlet. Push the power button on left to turn on, blue light will indicate printer is on.
4. Remove the printer from the case (1 per case). Connect the power cords to the printer then connect to power source. Push the button to turn on light, make sure light turns on.
5. Set up the Express Vote (Ballot Marking Device).
6. Set up the DS200 (BALLOT COUNTER).
A. Opening the Election Supply Cart – ESC (what it contains)

OPENING THE ELECTION SUPPLY CART (ESC)
THE ESC WILL BE DELIVERED TO THE POLLING LOCATION LOCKED

- Use the Blue Tab Key
- Unlock the ESC
- Pull the latch out toward you and twist to the left to release lock.
- Open each door all the way until each is lying flat against the left and right side of the ESC.
- Once you have unloaded your EpressVote, election signs and supplies and distance markers you need to close the ESC. It is not necessary that you lock it at this point.

GREY SUPPLY BOX – INSIDE OF THE ESC

- Name Tags (for Election Judges, Clerks and Poll Watchers to wear)
- Voter Registration Applications (blank cards to give to persons who cannot vote because they are not registered or to give to voters for name and/or address changes)
- Statement of Residence
- Voter Roster
- Combination Forms
- Signs to be Posted
- Power surge protectors and extension cords.

PLASTIC ZIP LOCK BAG CONTAINING:

- Black Pens for signing back of Ballot
- Paper Clips, Scissors, Page Magnifiers, Scotch Tape (For Posting Signs) And Masking Tape, Brass Clips binders)

THE DS200 BALLOT COUNTER WILL BE DELIVERED TO THE POLLING LOCATION LOCKED
2. PHYSICALLY ARRANGE THE POLLING PLACE

A. Arrangement of tables and chairs.
   1. Place tables and chairs near the entrance to the polling place for the clerks who will be accepting the voters.
   2. Establish a voting area.
      - Arrange the ExpressVote Markers in such a way that the individuals who are voting are separated by six (6) feet from the other voters who are waiting to vote. {Sec. 51.032}
      - Establish an area convenient to the voting positions, and in view of the election officials, for placement of the ballot counter in which voters will deposit their ballots. {Sec. 61.005}
      - Each ExpressVote Marker shall be placed so that it will be in full view of election officials and poll watchers, but will permit a voter to mark their ballot in secret. {Sec. 62.004}
      - Place the voters’ demonstration station in such a way that it is the first thing the voter encounters when he enters the polling location. Explain to the voter how to properly mark the optical scan ballot by showing the voter the “How to Mark Your Ballot Demonstration Card.” **DO NOT USE OFFICIAL BALLOTS.**

B. Prepare the table(s) for accepting and qualifying voters.
   - To speed up the qualifying process, divide the list of registered voters into sections of the alphabet, for example A-G, and H-Z. (if necessary)
   - For heavy turnout elections you may wish to set up a “**Solution Table**” and assign one or two clerks to be in charge of it. Direct voters to the “solution table” who are unprepared or who need assistance for other reasons, i.e., having moved into or out of the precinct; they are not on the list of registered voters, or Provisional Voters. Using this system, your line of voters will move more efficiently.

C. Post all required signs inside and outside, “**POLLING PLACE**” cardboard signs and the Texas Photo ID Requirement with “**Button**” sign on the entrance to your polling place.

D. Post a sample ballot near the voting booths. {Sec. 62.012}

E. Post distance markers **100 feet** in each direction, from the entrance to the building where the polling place is located. {Sec. 62.010}

F. Post Voting instructions {Sec. 62.011}, and the list of declared write-in candidates (if applicable) on the wall near the sample ballot.

G. Remove ExpressVote Marking Device from the **ESC** and verify intact. Follow instructions on setting up the Express Vote on page #_______. Any questions or concerns please contact the Elections Warehouse immediately at **972.225.7323**.
## Qualifying Table

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<th>Express Votes</th>
<th>Provisional Solution Table</th>
<th>Disability Voter Station</th>
</tr>
</thead>
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<tr>
<td>DS200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifying Table</td>
<td></td>
<td></td>
</tr>
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</table>
3. PREPARE THE BALLOTS

a. Find in your blue shoulder bag the “Official Ballot and Seal Certificates” form. Verify that the number of Ballot Activation Cards is the same number stated on the “Official Ballot and Seal Certificate and Register of Official Ballots” and confirm that you have the correct ballots. If the ballots do not match the Ballot and Seal, immediately notify the Elections Warehouse 972.225.7323.

b. Inspect the official ballots in black ink insuring they are properly printed in sequential number order.

c. Initial the back of the ballot, 25 ballots at a time before issuing to a voter.

d. Find the “Register of Spoiled or Mutilated Ballots” in your supply box. Any mutilated ballot returned by a voter for a new one, ballot must be registered in this form. Then deposit in green envelope #4. {Sec. 64.007}

e. This form will assist in completion of the “Official Ballot and Seal Certificate and Register of Official Ballots” at the end of the day.
4. PERSONS ALLOWED INSIDE POLLING PLACE

1. Election judges and clerks. {Secs. 32.071, 32.0721}
2. Poll watchers and inspectors. {Secs. 33.052, 34.002}
3. Peace officers summoned or appointed by the presiding judge to preserve order. In order to be appointed as a special peace officer at a polling place by a presiding judge, one must be licensed as a peace officer by the Texas Commission on Law Enforcement. {Sec. 32.075}
4. Persons admitted to vote. {Sec. 63.001}
5. Children under 18 years old who are accompanying a parent who is admitted to vote. {Sec. 64.002(b)}
6. Persons admitted to provide assistance to or to interpret for a voter who is entitled to assistance or to an interpreter. {Secs. 61.032, 64.032(c), and 42 U.S.C.A. 1973aa-6.}
7. Secretary of State and Staff. {Sec. 34.004}
9. Persons accompanying a disabled voter (curbside voting). {Sec. 64.009}
10. Election staff people delivering necessary supplies. {Sec. 51.004}
11. Sheriff delivering election supplies at the request of the county election officer. {Sec. 51.009}
12. Persons approved to assist with electronic voting equipment. {Secs. 125.004, 125.006}
13. Emergency personnel, if needed.
14. Student participating in student election. {Sec. 276.007}
15. Officers specially appointed to assist in running student elections. {Sec. 276.007}
16. Voting system technicians. {Sec. 125.010}
17. No other person is authorized to be inside the polling place. The NEWS MEDIA ARE NOT ALLOWED inside the polling place.
1. POLLWATCHER AND ELECTION INSPECTOR INSTRUCTIONS

POLL WATCHERS
A. Appointed by:
   1. Candidate who is on the ballot for a public or party office. {Sec. 33.0021}
   2. Declared write-in candidate. {Sec.33.0021}
   3. Candidate’s campaign treasurer for multi-county office. {Sec. 33.0021}
   4. Political party {Sec. 33.003}
      A. With nominee on ballot
      B. County chair or 3 members of executive committee
   5. Group of registered voters {Sec. 33.004}
      A. For write-in candidate in election in which declarations are not required
      B. Minimum of 15 or 5% of registered voters of territory
   6. Specific-purpose political committee’s campaign treasurer which must support or oppose measure on ballot. {Sec. 33.005}

B. Requirements
   1. Eligibility
      A. Registered voter of the territory; {Sec. 33.031}
      B. Not a candidate for public offices in an election on same day; {Sec. 33.032}
      C. Not a public officer; {Sec. 33.034}
      D. Not employed or related to an election judge or clerk at that polling place;{Sec. 33.033}
      E. Not been finally convicted of an election offense. {Sec. 33.035} and
      F. Not be related within the second degree of consanguinity or affinity to an election judge or clerk serving at that polling place. {Sec. 33.033}
   2. Must present certificate of appointment to judge. {Sec. 33.051}
      Must be in writing and Must include:
      • name and residence address of poll watcher;
      • voter registration number of poll watcher;
      • signature of poll watcher;
      • election and precinct number;
      • signature(s) of person(s) making appointment and indication of capacity in which signing;
      • an election on measure, identity measure, and written side supported; and
• Must contain an affidavit executed by the Watcher that he or she does not have in his or her possession a **device capable of recording images or sound or that the appointee will disable or deactivate the device while serving as a watcher**.

3. Presiding Judge must require poll watcher to **countersign certificate, compare signatures.** {Sec. 33.051}
4. If accepted, retain certificate in Envelope No. 2 {Sec. 66.023}
5. If the watcher is not accepted, the certificate shall be returned to the Watcher with a signed statement stating the reason for rejection.
6. A watcher may not be accepted for service if the watcher has possession of a **device capable of recording images or sound unless the watcher agrees to disable or deactivate the device**. The presiding judge may inquire whether a watcher has possession of any prohibited recording device before accepting the watcher for service.

C. **Identification**

A poll watcher must wear a form of identification prescribed by the Secretary of State and provided by the presiding judge or other election officer. {Sec.33.051(f)}

D. **Services, Duties, and Privileges**

1. Number of poll watchers
   
   A. Two per polling place or early ballot board meeting
   
   B. Seven per early voting branch, only two at a one time

2. Leaving the polling place on election day {Sec. 33.052}

   A. With election judge’s permission. MAY leave for:
      
      • Meals, and
      
      • “Necessary activities”

   B. **Permission MUST be granted:**
      
      • To allow poll watcher to vote (within first two hours after arrival, if residence is in another precinct and he/she did not vote early); and other similar privileges (i.e., leaving for meals, necessary activities) are granted to the clerks.

   C. Without election judge’s permission, a poll watcher may leave:
      
      • During voting hours, and may be re-admitted **only after serving five (5) consecutive hours.**
      
      • After polls close, watcher may leave without obtaining permission, and must be re-admitted on request.
      
      • Other hours of service:
         
         A. Early Voting - hours the poll watcher chooses
         
         B. Early Voting Ballot Board – hours poll watcher chooses, except may not leave once counting begins.
3. **MUST** be allowed to:
   A. Observe ALL election activities;
   B. Sit or stand conveniently near officers;
   C. Sit or stand conveniently near counting team;
   D. Inspect returns and other records;
   E. Make written notes (though judge may require poll watcher to leave notes during temporary absences);
   F. Talk, BUT ONLY to an election judge or clerk when pointing out an observed irregularity, or asking permission to come or go;
   G. Observe voter voting, if assisted by an election officer;
   H. Accompany delivery of election records;
   I. Observe securing of voting machine; and
   J. Receive an English translation of any communication spoken other than English between a voter and an election official.

4. Preventing a poll watcher from observing activity is a **Class A misdemeanor**. {Sec. 33.061}

5. **MAY NOT** be allowed to:
   A. Talk with an election officer regarding the election except to call attention to an irregularity or violation.
   B. Converse with a voter
   C. Converse with other watchers
   D. Communicate in any manner with a voter regarding the election.
   E. A watcher may not leave the polling place without serving for **five (5) continuous hours**. If the watcher leaves without first serving five hours, the presiding judge may not readmit the watcher.
   F. Reveals the following information before the polls close:
      - How a voter has voted.
      - The number of votes that have been received for a candidate or for or against a measure.
      - A candidate’s position relative to other candidates in the tabulation of the votes.
      - Whether a measure is passing or failing
      - The names of persons who have or have not voted in the election.
   G. **Possess a device capable of recording images or sound or that the Appointee will disable or deactivate the device while serving as a Poll Watcher.**
      - A poll watcher is considered to have served continuously if the watcher leaves the polling place for the purpose of using a wireless communication device prohibited from use in the polling place and promptly returns. {Secs. 33052(b), 62.011}
2. ELECTION INSPECTORS

A. Appointed by the Secretary of State
   1. MUST appoint on timely request of 15 or more registered voters of the appropriate territory; received not later than fifth day before election. {Sec.34.001}
   2. May appoint in all other cases
B. Must show identification to election judge.
   • May arrive and leave at any time.
   • Must be allowed to:
     1. Observe all election activities
     2. Observe voter if assisted by an election officer
C. Must wear identifying nametag while on duty at polling place. {Sec. 61.010(b)}
D. Inspectors are not required to take the Oaths.

3. FEDERAL OBSERVERS

A. Federal observers may also be appointed under 42 U.S.C.A. § 1973f. These observers must produce appropriate identification and credentials. Federal observers must also wear a name badge.
INSTRUCTIONS TO THE VOTER
B. GENERAL INSTRUCTIONS TO VOTERS

1. INFORMATION AND DEMONSTRATION
   - Any voter may ask Election Official information on voting procedures within the polling place and how to prepare the ballot. {Sec. 61.009}
   - On the request of a voter an Elections Officer shall instruct the voter on the proper procedure for casting a ballot. {Sec. 61.009}
   - Poll watchers and inspectors should be allowed to observe any instructions given by the election officials. {Sec. 33.057}
   - The Demonstration Station: Upon being qualified to vote, every voter must be offered a demonstration on how to use the ExpressVote Ballot Marker and the DS200 Ballot Counter. Several voters can be given a demonstration at one time.

   A suggested demonstration is as follows:
   1. **Clerk to Voter:** “You will select one ballot Activation Card insert card into Express Vote Printer and then proceed to the ExpressVote marking device.
   2. **Instruct the Voter as follows:** “To mark the ballot, select the name of the candidate or issue of your choice. Use the “How to Mark Your Ballot” demonstration card provided with your materials to demonstrate to the voter(s) how to make their selections.

   **Explain to the voter, how they can review their selections before ballot is printed and they can deselect any candidate and select the one of their choice. If you make a mistake or damage the ballot card, return it to the Election Official for replacement.**

   3. Instruct the voter that after printing the voted ballot they should deposit the ballot into the DS200 ballot counter. The ballot may be inserted into the ballot counter in any direction (face up head first, face up bottom first, face down head first, etc.) Do not insert the ballot into the counter for the voter unless the voter requires assistance.

2. SELECTION OF BALLOT ACTIVATION CARD

   - The presiding judge must initial their name on the back of each ballot activation card with Black Ink. {Sec. 62.008} Use the Black Ink provided in your supply kit to initial the back of each ballot.
   - Mix the initialed ballots so that they are not in numerical order.
   - Place these mixed ballots on the acceptance table so that the voter has a choice of ballots to choose from. {Sec. 62.009}
   - Once the voter is finished marking their ballot, the voter is to insert the voted ballot into the DS200 - ballot counter for tabulation. {Sec. 125.008} Make sure the counter accepts the ballot. If the counter does not count a ballot it will make a “beeping” sound. This sound will alert the election official that the ballot is not processed for one reason or the other. The most common reasons for a ballot not to be processed is a blank ballot, an over-voted ballot, or a paper jam. If any of these should occur, simply read the LCD screen display message, and follow instructions given.
3. SPOILED BALLOTS

- Should the voter make an incorrect mark, the voter is entitled to another ballot. The voter must return the “spoiled” ballot in order to receive another ballot. A voter is allowed three (3) ballots. [Sec. 64.007] A voter may spoil up to 2 ballots and vote a third ballot.
- The spoiled ballot should be marked “SPOILED” with a felt tipped pen and placed in Envelope #4 (green). **DO NOT THROW THESE AWAY.** These ballots must be accounted for on two (2) forms: the green register of mutilated and defaced ballots form and Section 4 of the Ballot and Seal Certificate and Register of Official Ballots.
4. WRITE-IN VOTING PROCEDURE

Write-in voting is permitted in General Elections for persons on the List of Declared Write-in Candidates only. Write-in votes, like absentee votes, are tabulated at the Central Count Station.

Each Election Judge is responsible for administering the following write-in procedure at the polling location:

a. If a voter wishes to cast a write-in vote, the Election Judge instructs the voter to select and literally “write-in” the name of the candidate of the voter’s choice.

b. The voter proceeds to the Express Vote Marking Device and makes the selections of their choice, including the write-in candidate names.

c. Once the voter has finished voting they will proceed to the ballot counter as normal and insert the ballot to be counted. The machine will automatically make notation that there was a write-in vote that has been cast.

5. RENDERING ASSISTANCE TO VOTER

A. DEFINITION: Assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter’s ballot or carrier envelope:

- Reading the ballot to the voter;
- Directing the voter to read the ballot;
- Marking the voter’s ballot; or
- Directing the voter to mark the ballot.

B. Voters who are eligible for assistance.

- Any voter who cannot read the ballot. {Sec. 64.031}
- Any voter who is physically unable to mark ballot. {Sec. 64.031}
- Any voter who can not speak English or communicates only with sign language and requires assistance in communicating with the Election Officials.

C. Manners of rendering assistance.

A voter may select any person to assist them except the voter’s employer, or an officer or agent of a labor union to which the voter belongs. A person may be chosen as an assistant notwithstanding the number of voters already assisted by the person chosen, or the residence, citizenship, age or voter registration status of the person chosen.

- No other person beside the person rendering assistance is permitted to be present while the voter prepares their ballot. A poll watcher can watch when a voter is being assisted by an election official.

- The person who is to provide assistance must first take an Oath of Assistance administered by one of the election officials. Oath forms are provided in your supply kit. {Sec. 64.034}
• The name and address of the person rendering assistance must be entered next to the voter’s name on the signature roster. {Sec. 64.032}

• Election officials must ask the voter if they want to have the entire ballot read, and if they do, the official must instruct the person who is rendering assistance to read the entire ballot to the voter. {Sec. 64.033}

A Voter who is eligible for assistance but does not have a person to assist them may receive assistance from two (2) election officials. (Article 8.13, sub .1) If the Election is a General Election, officials providing assistance should be of different political parties, if possible.

• Election officials must be administered an oath of assistance before rendering assistance to a voter, this should be done before the polls open.
   NOTE: This can be accomplished by administering the oath of assistance along with the oaths of election officers. {Sec. 64.034}

• When two (2) election officials assist a voter, the entire ballot must be read to the voter unless the voter informs the officials otherwise. {Sec. 64.033}

• Poll watchers and inspectors may observe the assistance rendered by election officials. {Sec. 33.057}

• Election officials are not limited as to the number of voters they may assist.

• Rendering oral assistance to Spanish-speaking voters through interpretation of the language is not considered the same as assisting the voter in marking their ballot. {Sec. 64.033}

Manners of rendering assistance.

B. Taking a ballot to and assisting a disabled voter.

• If a voter is physically unable to enter the polling place without assistance, an election official may deliver a ballot to the voter at the entrance or curb of the polling place. {Sec. 64.009}

• Poll watchers and inspectors must be allowed to accompany these election officials. {Sec. 33.057}

• The election officials must qualify the voter before the voter can receive the ballot. On the voter’s request, a person accompanying the voter shall be permitted to select the voter’s ballot and deposit the ballot in the ballot counter. {Sec. 64.009}

• Once the voter has marked their ballot, the election officials cast the ballot for the voter. {Sec. 64.009}

• If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in marking their ballot;

• Two (2) election officials may assist the voter. {Sec. 64.032}

• The voter may select a person of their choice to assist them. {Sec. 64.032}

A person commits an offense, if the person knowingly assists a voter who is not eligible for assistance. {Sec. 64.036}
6. USE OF INTERPRETERS

1. All election officials, while on duty at the polling place, must use English, except when helping a voter who does not understand English. Whenever English is not used either by a voter or by an election official, any election official or poll watcher, upon request, must receive an English translation of anything spoken. {Sec. 61.031}

2. An interpreter is also an assistant; if an assistant is serving as an interpreter, the person is BOTH an interpreter and an assistant, and must take Oath of Interpreter and the Oath of Assistance. An interpreter may be used when the voter and the election officials attending the voter cannot speak the same language or if they use sign language. {Sec. 61.032}
   - The voter may select any person to act as their interpreter. {Sec. 61.032}
     a. An interpreter may interpret for any number of voters. For each voter, the interpreter must take the oath of interpreters and oath of assistant. {Sec. 61.035}
     b. Interpreters do not have to be a registered voter or a citizen.
     c. Can reside in a different county.
   - The interpreter may be an election official or be provided by the authority conducting the election. {Sec. 61.031}

3. Several interpreters will be “on call” to render assistance as necessary. Call the Elections Department at 214.819.6308 if you require assistance in Spanish language interpretation.

**Notice to Dallas County Voters**

Need a Spanish Translator Call

214-819-6308

If you are still in need of a Spanish translator, please contact the Dallas County Elections Department at (214) 819-6308.

**Aviso a los Votantes del Condado Dallas**

Si necesita un traductor en español llame al

214-819-6308

Si tiene alguna pregunta o necesita un traductor en español, por favor llame al (214) 819-6308.

Remember to post the sign to inform voters they can get Interpreter Assistance.
7. MISCELLANEOUS PROVISIONS
Written communication is permitted in the actual possession of a voter while marking the ballot. A voter may not share, exchange, or display any form of campaign material.

8. ELECTIONEERING, LOITERING, AND SOUND TRUCK
• It is unlawful for any person to do any electioneering or loitering within the 100 feet boundary established by the distance markers. {Sec. 61.003}
• It is the duty of the presiding judge to prevent unlawful electioneering or loitering. {Sec. 61.003}
• A special peace officer may be appointed by the presiding judge to preserve order. {Sec. 32.075}
• It is unlawful for a person to use any sound amplification device (e.g., loudspeaker) for political speech or electioneering within 1000 feet of a polling place. {e.g. 61.004}

9. POSTING NUMBER OF VOTERS
• Beginning at 9:00 a.m. and at each subsequent two-hour interval until 5:30 p.m., the presiding judge shall post written notice of the total number of voters who have voted in the Vote Center. The notice shall be posted on an outside door through which a voter may enter the building in which the polling place is located. {Sec. 61.007(c)}

10. REVEALING INFORMATION
No one connected with the conduct of the election may reveal any of the following information while the polls are open:
• The names of voters who have or have not voted in the election. {Sec. 61.007(a)(4)}
• The number of votes cast that have been received by individual candidates and/or for or against propositions. {Sec. 61.007(a)(1)}
• A candidate’s position relative to other candidate’s in the tabulation of the votes or whether a measure is passing or failing. {Sec. 61.007(a)(2) and (3)}
• Unlawfully revealing the above information is a Class A misdemeanor.

11. INFLUENCING THE VOTER
No one connected with the conduct of the election may indicate by sign, symbol, word, or writing to any voter how he or she should or should not vote. {Sec. 61.008} This includes:
• Interpreters;
• Assistants; {Sec. 64.034}
• Poll watchers; and {Sec. 33.058(a)}
• Inspectors.
• An offense under this section is a Class B misdemeanor. {Sec. 61.008(b)}
12. UNLAWFUL USE OF CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES WITHIN 100 FEET OF THE ENTRANCE

- The Election Judge must post notices that the use of wireless communication devices (e.g., cell phones, cameras, tablets) is prohibited in the polling place where voters are waiting to vote, except as used by polling place officials and persons employed in the building where the polling place is located. A poll watcher must swear by affidavit that he or she either does not possess a device capable of recording images or sound or that the watcher will disable or deactivate the device while serving as a watcher, and prohibits the watcher from serving until he or she has done so. {Secs. 33.051, 62.011, 61.014}
13. PROCESSING THE VOTER

Ask Voters to Provide an Acceptable Form of Photo Identification or Permanent Disability Exemption: An Election Officer at the acceptance table should ask the voter to whether the voter possesses an acceptable form of photo identification that is either current or, if the voter is aged between 18-69 years, not expired more than four years, or, if the voter is aged 70 or older, may be expired for any length of time as long as it is otherwise valid. {Sec. 63.001(b)}

The acceptable forms of identification are: (See Page #____ to view images of the acceptable Photo ID’s)

A. 

1. Texas Driver License issued by the Department of Public Safety (“DPS”);
   **NOTE:** This form of ID should not be used if “Limited Term” or “Temporary Visitor” appears on the face of the card as this indicates the person is not a U.S. Citizen.
2. Texas Election Identification Certificate issued by DPS;
3. Texas Personal Identification Card issued by DPS;
   **NOTE:** This form of ID should not be used if “Limited Term” or “Temporary Visitor” appears on the face of the card as this indicates the person is not a U.S. Citizen.
4. Texas Handgun License issued by DPS;
5. United States Military Identification Card containing the person’s photograph;
6. United States Citizenship Certificate/Certificate of Naturalization containing the person’s photograph; or
   **NOTE:** A “passport card” which is also issued by the U.S. Department of State, is acceptable.

B. **Updated Procedure:** This is a change from previous statute. Prior statute required that the photo ID not be expired for more than 60 days. With the exception of the U.S. citizenship certificate, which does not expire, the identification now must be current or, for voters aged 18-69, 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 for any length of time if the identification is otherwise valid.

   **NOTE:** If the presiding judge reasonably determines that the voter is not the person whose photo appears on the acceptable form of photo identification presented by the voter, the presiding judge will follow the procedure prescribed in Situation 7.

   **NOTE:** The authority conducting the election may authorize an election officer to access electronically readable information on a driver’s license or personal identification card for proof of identification when determining whether a voter shall be accepted for voting. [Sec. 63.0102]
14. PERMANENT DISABILITY EXEMPTION

Permanent Disability Exemption: If the voter presents the voter’s current voter registration certificate that has a notation of an “(E)” after the VUID number, it is not necessary for the voter to present one of seven forms of photo identification listed above or follow with the Reasonable Impediment Declaration procedure. The notation means the voter is exempt from showing one of the seven forms of photo identification or following the Reasonable Impediment Declaration procedure referenced below because the voter has a disability and has applied for and received a disability exemption from the voter registrar in accordance with the Texas Election Code.

15. PROCESSING VOTER WITHOUT PHOTO IDENTIFICATION

If a voter indicates that the voter does not possess an acceptable form of photo ID, the election officer will need to follow the guidelines below depending on the situation:

If the voter states that they do not possess an acceptable form of photo ID, but has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of photo ID to the polling place and/or left it, for example, at home or in their car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, if the voter states that they possess an acceptable form of photo ID, but they did not bring it to the polling place, the election officer should explain that the voter may take one of two actions:

a) The voter may leave the polling place and return with their acceptable form of photo ID before the polls close on Election Day and vote then.

b) The voter may cast a provisional ballot, and “cure” by appearing at the county voter registrar’s office within 6 calendar days of Election Day and presenting an acceptable form of photo ID, or completing a natural disaster affidavit because the voter’s acceptable photo ID is inaccessible due to certain natural disasters. The presiding judge will follow the Provisional Process procedures.

If a voter indicates that the voter does not possess an acceptable form of photo ID, the election officer will need to follow the guidelines below depending on the situation:

a. If the voter states that they do not possess an acceptable form of photo ID, the poll worker should ask the voter if they cannot reasonably obtain an acceptable form of photo ID. If the voter says “yes,” they cannot reasonably obtain an acceptable form of photo ID, the election officer should inform the voter that the voter may show a supporting form of ID and execute a Reasonable Impediment Declaration. The election officer should then provide the voter with a Reasonable Impediment Declaration, and ask the voter to complete the form by writing their name, indicating at least one reasonable impediment, and signing and dating the Declaration.
b. After the Declaration is completed by the voter, the voter should return the Declaration to the poll worker, and the poll worker should ask the voter to present one of the forms of supporting ID of the voter. The election judge should enter the date and then sign on the space provided on the Declaration. Either the poll worker or the election judge should indicate on the Declaration which supporting form of Identification was presented. Either the poll worker or the election judge shall fill in the voter’s VUID in the appropriate box or affix a sticker that contains the information across the box, and note on the combination form that the Declaration was used by the voter. Either the poll worker or the election judge should fill in the Date of Election and Location fields.

Here is a list of the supporting forms of ID that can be presented if the voter does not possess, and cannot reasonably obtain, one of the forms of acceptable photo ID:

1. copy or original of a government document that shows the voter’s name and an address, including the voter’s voter registration certificate (other examples of government documents include, but are not limited to: driver’s licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and, for voters aged 18-69, expired Texas DPS-issued driver license or personal ID cards (over 4 years));
2. copy of or original current utility bill;
3. copy of or original bank statement;
4. copy of or original government check;
5. copy of or original paycheck; or
6. copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter’s identity (which may include a foreign birth document).

**NOTE:** If the voter states that they do not possess and cannot reasonably obtain an acceptable form of photo ID, the election officer should not question the voter as to why. The election officer should simply state that if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, they can show a supporting form of ID and execute a Reasonable Impediment Declaration.  

**NOTE:** The election officer may not question the reasonableness of the voter’s reasonable impediment. For example, if the voter checks “lack of transportation”, the election officer may not challenge how the voter came to the polling site, or the voter’s access to a bus route or other means of transportation. A signed reasonable impediment declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.
c) If the voter states that they do not possess an acceptable form of photo ID, and the voter can reasonably obtain an acceptable form of photo ID, or if the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID, but has not brought a supporting form of ID to the polling place, the voter should be offered a provisional ballot. The voter may “cure” by appearing at the county voter registrar’s office within 6 calendar days of Election Day and presenting an acceptable form of photo ID, or qualifying for one of the exemptions (disability, natural disaster, or religious objection to being photographed). The presiding judge will follow the procedure prescribed in Situation 7.
QUALIFYING THE VOTER
C. QUALIFYING THE VOTER

As an Election Judge, you will encounter most if not all of the situations listed below. Use this section to clarify what you should do in various situations described. Call the Elections Department at 214.819.6310 or Voter Registration at 214.819.6389 if you need further assistance.

1. Voter **Provides an Acceptable Form of Photo Identification or a Permanent Disability Exemption**: An election officer at the acceptance table should ask the voter, whether the voter possesses an acceptable form of identification that is either current or not expired more than four years. [Sec. 63.001(b)].

2. **Locate Voter on the Electronic Poll Book/List of Registered Voters**: When presented with an acceptable form of photo identification, or presented with a supporting form of identification (presented when a voter does not possess an acceptable form of photo identification and cannot reasonably obtain an acceptable form of photo identification and executes a Reasonable Impediment Declaration), or the voter’s current voter registration certificate with an “E” notation, the election officer checks the list of registered voters for:
   1) the voter’s name;
   2) the voter’s registration status; and
   3) any special annotations.

3. **Compare Voter’s Name**: If the voter’s name on Electronic Poll Book / official list of registered voters does not exactly match the name as it appears on the form of identification provided.

   **Ask Voter if their Residence Address has changed**: After determining that the voter is registered, the voter must be asked if the residence address on the list of registered voters has changed. “Statement of Residence” notation by a voter’s name means that the voter may have moved. If the voter has moved within the county, or is on the S-list, the voter must sign the Statement of Residence before being permitted to vote.

   **NOTE**: If the election is conducted for a city, school district, or other local political subdivision, in addition to residing in the county, the voter must still reside in the city, school district, or other local political subdivision in order to be eligible to vote.
NOTE: The address on an acceptable form of ID or a supporting form of ID should not be compared to the address on the list of registered voters. These two addresses do NOT have to match.

5. At this point, determine which of the following SITUATIONS applies to the voter and follow the steps outlined after the particular situation to process the voter.

SITUATION 1
Voter presents an acceptable form of ID, or voter registration certificate with a notation of (E) after VUID number. The voter is found on the Official List of Registered Voters and is identical to the name on ID presented. Name and address are the same on both the list of registered voters and the voter registration certificate.

SITUATION 2
Voter who does not possess and cannot reasonably obtain an acceptable form of Photo Identification.

SITUATION 3
Voter’s Name on Acceptable Form of Identification Does Not Match Voter’s Name on List of Registered Voters.

SITUATION 4
Voter has moved or has “Statement of Residence required” next to his or her name on the Official List of Registered Voters.

SITUATION 5
Voter presents an acceptable form of Identification but Voter’s name is NOT on the Official List of Registered Voters.(section 63.006)

SITUATION 6
Voter without a Voter Registration Certificate and is NOT on Official List of Registered Voters.

SITUATION 7
Provisional Voting.

SITUATION 8
Early Voting - Cancellation for Ballots by Mail.

SITUATION 9
Early Voting- Notice of Defective Delivery.
SITUATION 1
Acceptable Photo ID or Voter Registration Certificate with (E) Notation Voter

Ideal Voter

1. HOW TO HANDLE EACH VOTER SITUATION

The voter presents an acceptable form of identification listed on or a voter registration certificate that has a notation of an “(E)” after the VUID number on their voter registration certificate.

NOTE: The photo identification provided by the voter will be current or, for voters aged 18-69, not have expired more than 4 years before the voter is presenting it at the polling place. Voters aged 70 and older may use an acceptable form of photo identification, which is expired for any length of time, so long as it is otherwise valid.

At this point, the voter should be checked-in by using the following steps:

Confirm that the voter is on the EPB / Official List of Registered Voters and the names are identical;

1. Ask the voter if the address on the Electronic Poll Book (EPB) / Official List of Registered Voters is the current address;
2. Ask the voter to sign the Electronic Poll Book in the space provided; and
3. Allow Voter to Select a Ballot Activating Card and insert into ExpressVote Ballot Printer.
   (Stamp the voter’s registration certificate, if presented, confirming the voter voted.)
4. A Voter Ticket will print –
5. Using the Voter Ticket the Election judge/clerk enters the name of the voter on the Voter Roster legibly and include Vote Center Name and Precinct-Ballot Style; Return all identification documents to the voter;
7. Direct the voter to the Express Vote Ballot Marking Device, voting area.
8. Instruct the Voter when he has printed the completed ballot, he must deposit into the DS200 Ballot Counter.
The voter states that they do not possess an acceptable form of photo identification, and the voter is asked whether they cannot reasonably obtain an acceptable form of photo ID, and states that they cannot reasonably obtain an acceptable form of photo ID. [Docket No. 895]

In this situation, the election officer should provide the voter with a Reasonable Impediment Declaration, (RID) and ask the voter to complete the form by writing their name, indicating at least one reasonable impediment, and signing and dating the Declaration.

After the Declaration is completed by the voter, the voter should return the Declaration to the election officer, and the election officer should ask the voter to present one of the forms of supporting ID (listed below). The election officer should indicate on the Declaration which supporting form of ID was presented.

Here is a list of the supporting forms of ID that can be presented if the voter does not possess, and cannot reasonably obtain one of the forms of acceptable photo ID:

1. copy or original of a government document that shows the voter’s name and an address, including the voter’s voter registration certificate (other examples of government documents include, but are not limited to: driver’s licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and, for voters aged 18-69, expired Texas DPS-issued driver license or personal ID cards (over 4 years));
2. copy of or original current utility bill;
3. copy of or original bank statement;
4. copy of or original government check;
5. copy of or original paycheck; or
6. copy of or original of (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).
NOTE: If a voter has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of photo ID to the polling place and/or left it, for example, at home or in their car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, if the voter states that they possess an acceptable form of photo ID, but they did not bring it to the polling place, the election officer should explain that the voter may take one of two actions:

a) The voter may leave the polling place and return with their acceptable form of photo ID before the polls close on Election Day and vote then.
b) The voter may cast a provisional ballot, and “cure” by appearing at the county voter registrar’s office within 6 calendar days of Election Day and presenting an acceptable form of photo ID, or completing a natural disaster affidavit because the voter’s acceptable photo ID is inaccessible due to certain natural disasters. The presiding judge will follow the procedure prescribed in Situation 7. (Provisional Voter)

NOTE: If the voter states that they do not possess and cannot reasonably obtain an acceptable form of photo ID, the election officer should not question the voter as to why. The election officer should simply state that if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, they can show a supporting form of ID and execute a Reasonable Impediment Declaration.

NOTE: The election officer may not question the reasonableness of the voter’s reasonable impediment or the truth of the declaration. For example, if the voter checks “lack of transportation”, the election officer may not challenge how the voter came to the polling site, or the voter’s access to a bus route or other means of transportation. A signed reasonable impediment declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

NOTE: A voter who does not possess an acceptable form of photo ID includes a voter who does not possess a valid form of acceptable photo identification. Accordingly, a voter with a lost, stolen, suspended, or, if the voter is aged 18-69, expired more than four years, or, if the voter is aged 70 or older, is not otherwise valid (for these voters acceptable photo IDs may be expired for any length of time and still be used for voting so long as they are otherwise valid), form of photo ID listed above does not possess one of the acceptable forms of photo ID, and the voter could execute the Reasonable Impediment Declaration and present a supporting form of identification if the voter cannot reasonably obtain a replacement of the identification that was lost, stolen, suspended, revoked, expired or another form of acceptable form of photo ID.

The voter will be located in the precinct’s list of registered voters/electronic poll book, and the name found on the list of registered voters will match exactly to the name listed on the voter’s identification.

After verifying the voter’s identification, the voter is asked if the voter’s residence address on the precinct list of registered voters/electronic poll book is current and whether the voter has changed residence within the county. [Sec. 63.0011] In this situation, the voter’s address will be current and the voter will not have changed residence within the county.
At this point, the voter should be checked-in by using the following steps:
Confirm that the voter is on the Official List of Registered Voters and the names are identical;

1. Ask the voter if the address on the Electronic Poll Book (EPB) / Official List of Registered Voters is the current address;
2. Voter must fill out the Reasonable Impediment Declaration (RID)
3. Ask the voter to sign the **Electronic Poll Book** in the space provided; and
4. Allow Voter to Select a Ballot Activating Card and insert into the Express Ballot Printer. (Stamp the voter’s registration certificate, if presented, confirming the voter voted.)
5. A Voter Ticket will print
6. Using the Voter Ticket the Election judge/clerk enters the name of the voter on the Voter Roster legibly and include Vote Center Name and Precinct-Ballot Style; Return all identification documents to the voter;
7. Place voter ticket into Brown Manilla Envelope
8. Direct the voter to the Express Vote Ballot Marking Device, voting area.
9. Instruct the Voter when he has printed the completed ballot, he must deposit into the DS200 Ballot Counter.
SITUATION 3

VOTER’S NAME ON ACCEPTABLE FORM OF IDENTIFICATION DOES NOT MATCH VOTER’S NAME ON LIST OF REGISTERED VOTERS.

The voter presents their acceptable form of photo identification, or does not possess, and cannot reasonably obtain an acceptable form of photo identification, and presents a supporting form of identification (presented when a voter executes a Reasonable Impediment Declaration), or has a notation of an “(E)” after the VUID number on their voter registration certificate and presents that. [Secs. 63.001, 63.0101; Docket No. 895]

If the voter’s name on the Electronic Poll Book is not identical to the voter’s name as it appears on the voter’s identification, the election officer will determine, under standards adopted by the Secretary of State, if the names are “substantially similar.” If the names are substantially similar, the voter shall be accepted for voting. The voter must initial an affidavit, which is part of the combination form, stating that the voter is the person on the list of registered voters.

A voter’s name on the presented identification form is considered substantially similar to the name on the official list of registered voters and a voter’s name on the official list of registered voters is considered substantially similar to the name on the presented identification form if one or more of the circumstances in paragraphs (1) - (4) of this subsection are present. In determining whether one or more of those circumstances are present, election workers should consider whether information on the presented identification form matches elements of the voter’s information on the official list of registered voters such as the voter’s residence address or date of birth, which may be strong indicators that the name on the presented identification form is substantially similar to the name on the official list of registered voters and vice versa if:

1. **Slightly Different:** The name on the presented identification form is slightly different from one or more of the name fields on the EPB/official list of registered voters, or one or more of the name fields on the official list of registered voters is slightly different from the name on the presented identification form;

2. **Customary Variation:** The name on the presented identification form or on the official list of registered voters is a customary variation of the formal name such as, for illustrative purposes only, Bill for William, or Beto for Alberto, that is on the document or list that must match, as the case may be;

3. **Initial, Middle Name or Former Name:** The voter’s name on the presented identification form contains an initial, a middle name, or a former name that is not on the official list of registered voters or the official list of registered voters contains an initial, a middle name, or a former name that is not on the presented identification form;

4. **Different Field:** A first name, middle name, former name, or initial of the voter’s name that occupies a different field on the presented identification form other than a first name, middle name, former name, or initial of the voter’s name on the EPB/official list of registered voters.
After verifying the identity of the voter, follow these steps:

At this point, the voter should be checked-in by using the following steps:
Confirm that the voter is on the Official List of Registered Voters;

- Election Judge/clerk must determine if the names are substantially similar for the voter to be accepted for voting;
- If yes, ask the voter to initial the box for The Similar Name Affidavit and enter his or her signature in the EPB;
- If the voter cannot sign his or her name, an election officer shall enter the voter’s name with a notation of the reason for the voter’s inability to sign the roster (or combination form). [Sec. 63.002(c)]
- Election Judge/clerk enters the voter’s name on the Voter Roster for that Vote Center precinct-ballot style and checks the box for Similar Name;
- Offer the voter the Voter’s Similar Name Correction Request Form to update the Official List of Registered Voter to the ID presented;
- If the voter agrees to complete the form, place the completed form in the green envelope #4;
- Return all identification documents to the voter;
- Allow the voter to vote a regular ballot, and continue processing the voter under standard procedures to receive a regular ballot.

*VOTERS SIMILAR NAME AFFIDAVIT: If it is determined that the name on the form of identification provided under § 63.0101 is substantially similar per § 63.001(c), and by initializing the square labeled “Similar Name,” I swear and affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same as person named on the identification provided.
Voter presents an acceptable form of Photo ID from “List A” or supporting documentation from “List B” and executes a RID.

- Compare the name found on the Official List of Registered Voters/ Electronic Poll Book with the Photo ID.
- The name must be identical or be substantially similar. The voter is Exempt from this requirement if the voter presents a voter registration certificate with Photo Exemption noted. An “E” will be after the Voter ID number.

After verifying the identity of the voter and that the voter has moved from one precinct to another within the county, the voter may now vote a regular ballot in the precinct of former residence if:

- Voter registration has not become effective in the voter’s new precinct; and
- Has not been cancelled from the voter file; and
- The voter still resides in the county covered by the election, regardless of how long ago the voter moved.

1. Moved To Another Precinct Within County (Voter shows up to vote in old precinct): The voter’s name and address are on the list of registered voters, but the voter says that he or she has moved within the county or is in Suspense and is no longer a resident of the precinct. [Sec. 11.004] He or she may vote a full ballot in this precinct if:

   1) He or she completes and signs a Statement of Residence;
NOTE: A registered voter who changes his or her residence to another election precinct within the same county may vote a full ballot in his or her former precinct, if otherwise qualified, regardless of how long ago the voter moved, as long as voter lives in the same political subdivision conducting the election. The voter must still reside in the county.

2. Moved From another Precinct within County (Voter shows up to vote in new precinct): The voter says he or she is a resident of the precinct, but he or she did not transfer his or her voter registration to the new precinct of residence by the 30th day before the election. Further, the voter’s name is not on the list of registered voters, and the voter does not present a current voter registration certificate which shows the voter registered to vote in The presiding judge should direct the voter to vote in his or her previous precinct if the voter is registered there. If polling location information is available from a computer at the polling place, the election officer shall provide that information to assist voters in finding his or her correct polling place.

- If the voter declines to go to the correct precinct, the election judge must inform the voter of his or her right to cast a provisional ballot. (Follow the procedures for Provisional Voters in Situation 7.)

3. Moved to Another County: A voter who has moved from one county to another may NOT vote on Election Day in the county of his or her new residence, unless the voter has an effective registration in the new county. If the voter insists on voting in their new county of residence on Election Day, the election judge must inform the voter of the voter’s right to cast a provisional ballot.

NOTE: A voter who has moved from one county to another may, under some circumstances, be eligible to vote a limited ballot in the new county of residence before his or her registration in the new county is effective, but voting under this procedure may only be done by personal appearance or by mail during the early-voting-in-person period. The voter must be a registered voter in his or her county of former residence or was registered in the former county of residence when the voter applied to register in the new county of residence. [Sec. 112.001, et seq.] If the election officer determines that a voter has qualified to vote in the precinct where the voter has presented himself or herself, use the following procedures for processing the voter:

- Some voters have “Statement of Residence Required” by their name on the EPB/Official List of Registered Voters. “Statement of Residence required” means those voters have been placed on the Suspense List because they have probably moved.
- Before voting, these voters must complete and sign a Statement of Residence form.
- Follow the remaining procedures as indicated for the Situation 1 for processing and allowing the voter to vote.
SITUATION 5
VOTER PRESENTS AN ACCEPTABLE FORM OF IDENTIFICATION NOT ON THE OFFICIAL LIST OF REGISTERED VOTERS

The voter presents their acceptable form of photo identification, or if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, presents a form of supporting identification (presented when a voter executes a Reasonable Impediment Declaration), or has a notation of an “(E)” after the VUID number on the voter’s voter registration certificate and presents that, BUT the voter’s name does not appear on the precinct’s list of registered voters. [Sec. 63.001; Docket No. 895] A voter who presents a form of identification, whose name is not on the list of registered voters, shall be accepted for voting, if the voter also presents a valid voter registration certificate indicating that the voter is currently registered either:

Call Voter Registration Department at (214) 819-6310 to investigate the status of the voter.

1. Voter Registration will determine if changes need to be made to the record and will give you a Precinct and Ballot Style, to use in the E-Pollbook to issue and process voter with a Regular Ballot or Provisional Ballot

2. If it is determined that the voter is registered to vote and was accidently omitted from the list of registered voters, voter can vote a regular ballot. Follow steps of Ideal Voter on Situation-1.

3. If it is determined that the voter is not registered and not eligible to participate in the election voter must vote a Provisional Ballot. Follow steps of the Provisional Voter on Situation -7.
   a. When the voter can’t be found on the voter registration list, call Voter Registration at 214.819.6310 to have the record researched. If the voter is not on the voter registration file, the election official may not refuse to accept the voter without first explaining the voter’s rights under the Provisional Voter Procedure.

4. After Voter Registration makes changes you will have to wait 6-7 minutes to make INCREMENTAL UPDATES
5. OPTIONS, select INCREMENTAL UPDATES To Bring Voter Information into E-Pollbook.
**SITUATION 6**

**VOTER WITHOUT VOTER REGISTRATION CERTIFICATE AND NOT ON OFFICIAL LIST OF REGISTERED VOTERS**

- Verify voter registration status by looking them up in the Electronic Poll Book.
- If unable to locate voter information, call the Voter Registrar at 214-819-6310 to get correct ballot style for the voter.
- If voter registration department cannot verify voter’s eligibility, they must be offered to vote a provisional ballot.
- Election Judge/clerk asks the voter to complete the affidavit for provisional voter prior to voting provisional ballot, making certain to indicate the reason;
- Voter signs the provisional combination roster and initials “Not on List”.
- Continue to process voter under standard procedures to vote a Provisional Ballot. (Situation 7)

1. Place ballot into ballot secrecy envelope and seal it.

2. Place ballot secrecy envelope with ballot inside Affidavit Envelope and seal it.

3. Fold and Place affidavit envelope in ballot bag.

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**Dallas County Elections**

**Ballot Sececy Envelope**

**El Sobre del Secreto de la Votación**
At all Elections, the following individuals are eligible to vote a provisional ballot:

1. A voter who states they do not possess an acceptable form of photo ID, and that they can reasonably obtain an acceptable form of photo ID;
2. A voter who states that they do not possess an acceptable form of photo ID, and that they cannot otherwise reasonably obtain an acceptable form of photo ID, but they did not bring their form of supporting ID to the polling place.
   **NOTE:** A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a form of supporting ID to the polling place may opt to leave the polling place, and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration.

3. A voter who states they possess an acceptable form of photo ID, but do not have it with them to present at the polling place.
   **NOTE:** This voter may opt to leave the polling place, and return at a later time with their acceptable form of ID and vote a regular ballot.

4. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief. [Sec. 65.054(b)(2)(B)]

5. A voter does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure because of a natural disaster that was declared by the president of the United states or the Texas governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter’s identification. [Sec. 65.054(b)(2)(C)]

6. A voter whose name on the form of identification presented (acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the supporting form of identification presented in connection with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the election precinct list of registered voters.

7. A voter who presented a form of identification (acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the supporting form of identification presented in connection with a Reasonable Impediment Declaration) but whose identity cannot be verified by the identification presented.

8. A voter who has received a disability exemption under 13.002(i) of the Code, but does not have or otherwise fails to present the voter’s voter registration certificate at the polling place indicating such exemption, or a voter who is eligible for a disability exemption under 13.002(i) of the Code, but has not yet submitted the documentation required to receive a disability exemption under 13.002(i) of the Code.

9. Under section 63.009 of the Code (Situation 6), a voter who claims to be properly registered and eligible to vote at the election precinct where the voter presents himself or herself
to vote, but whose name does not appear on the list of registered voters on the Electronic Poll Book and who does not present a voter registration certificate indicating that the voter is currently registered (as described in Section 63.006 of the Texas Election Code).

10. A voter who has applied for a ballot by mail, but has not yet cancelled the mail ballot application with the early voting clerk at the main early voting location or cancelled the mail application by returning the ballot to be voted by mail to the election judge at the voter’s election day precinct polling place.

11. A voter who votes during the polling hours that are extended by a state or federal court.

12. A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.

13. A voter who is on the election precinct list of registered voters, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote.

14. Other: (with an explanation). [See, e.g., Sec. 63.011; 1 T.A.C. §§81.172—81.176; Texas Water Code § 49.1025]

**NOTE: Update Procedure**-If the provisional voter indicates he or she is registered, election officer must ask the voter if they registered at DPS if they state yes, ask the voter if he or she know the approximate date they went to DPS. The election officer must note on the Provisional Affidavit Envelope other line the approximate date.

**IMPORTANT NOTICE FOR SITUATIONS 1-7**
The Election Judge MUST advise the voter that to have their Provisional Ballot accepted, the voter must present an acceptable form of photo ID to the voter registrar, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, or, if applicable, qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed), **within 6 calendar days of election day**. The election judge must also provide a Notice to Provisional Voter (ID Voter) to the voter, and inform the voter that they must present acceptable form of Photo ID to our office within 6 days from the election.

**IMPORTANT NOTICE FOR SITUATION 8-14**
These Voters should present an acceptable form of photo ID or if the voter does not possess an acceptable form of photo ID and cannot reasonably obtain an acceptable form of photo ID present a form of supporting ID after completing RID to the judge, checking YES Box on the Affidavit. **And Election Judge must provide a Notice to Provisional Voter to the voter and inform the voter that they will receive a notice in the mail about Whether the provisional ballot was counted.**
PROVISIONAL VOTING PROCEDURE

• When the voter cannot be found on the voter registration list, call Voter Registration at 214.819.6310 to have the record researched. If the voter is not on the voter registration file, the election official may not refuse to accept the voter without first explaining the voter’s rights under the Provisional Voter Procedure.

• While on the phone with the voter registration office, get the correct precinct number and ballot style number for the new registration address.

The Election Judge must request that the voter present a valid acceptable form of Voter ID from List A or List B and voter executes a RID to vote a Provisional Ballot (if voter has no I.D. they may still be permitted to vote a Provisional Ballot, but ballot may not be approved for counting). Judge must check “Yes” or “No” if presented with an acceptable form of Photo ID. From List A or List B

1. Voter shall be required to sign an Affidavit for Provisional Ballot, which also registers the voter, if the voter is proven unregistered. Judge shall make clear to voter that in order for the Provisional Ballot to be evaluated by the Early Voting Ballot Board, voter must print name, address and sign the completed affidavit.

2. Judge shall enter the Provisional Voter’s name on the List of Provisional Voters form and enter the voter’s name on the Combination Form/Poll List marked “Provisional”.

3. Provisional Voter signs the Combination Form/Poll List.

4. Judge shall check reason under which voter voted provisionally and sign the Provisional Ballot Envelope.

5. Election Judge shall direct the voter to choose a ballot from a stack of pre-designated “Provisional” ballots.

6. Judge shall inform the voter that they will receive notice in the mail, within ten days after the election, as to whether or not their ballot has been counted.

7. Judge shall review the map, directions, address, phone number and hours of operations of Dallas County Voter Registrar with the voter.

8. Judge shall inform the provisional voter that he or she has up to six (6) days after Election Day to present the appropriate identification documentation to the Dallas County Voter Registrar.

9. After the Provisional Ballot has been voted, the Judge should instruct the voter to:

   ➢ Seal the Provisional Ballot inside the Ballot Secrecy Envelope
   ➢ Seal the Ballot Secrecy Envelope inside the Provisional Ballot Affidavit Envelope
   ➢ Deposit the Provisional Ballot Envelope into the Provisional Ballot Bag.
PROVISIONAL PROCESS GUIDE

are not able to qualify.
1. If helps you ask the right questions when you call the Elections Department.
2. The answers will help you determine how best to serve the voter so they are satisfied.
3. The judge may or may not use this form but should have no problem if you want to use it if you are working the trouble table.

Voter Registration Inquiry Form

After Speaking with Voter Registration, process voter in the Electronic Poll Book as recommended by Voter Reg.

2a. Election Judge Completes
2b. Voter Completes
2c. Election Judge or Clerk completes making sure judge signs section
2d. Voter Registrar Completes
2e. Ballot Board Judge Completes

Affidavit for Provisional Voter

Voter initials the “Not on List” box or Similar Name Affidavit box and signs the Provisional Combination Form.

List of Provisional Voters

Election worker logs voter’s name.

Election worker prints voter’s name.

Provisional Combination Form

Voter will be instructed to insert his Provisional envelope in the Provisional Bag. Only the Voter should do this, unless being assisted.

NOT FOLLOWING THESE PROCEDURES CAN RESULT IN THE VOTER’S BALLOT NOT BEING COUNTED EVERY ONE MUST BE GIVEN THE OPPORTUNITY TO VOTE!
These procedures apply to voters who:

1. Want to vote on Election Day,
2. Are marked in the poll book as having already voted early, but
3. Dispute that and say that they have NOT Voted Early.

1. If the E-POLL BOOK shows that the voter has already voted early in person, then the voter can only be offered a Provisional Ballot.
2. If the E-POLL BOOK shows that a mail ballot was sent to the voter, ask the voter whether he or she has the mail ballot with them. If the voter has the mail ballot with them, follow the steps below.
3. If the voter has the mail ballot somewhere else, tell the voter to go get it and bring it back to the polling place. If the voter has the mail ballot somewhere else, but is not willing or able to bring the mail ballot back to the polling place, then the voter can only be offered a Provisional Ballot or ask the voter to go to the Elections Department to cancel their mail ballot request. If the voter chooses to cancel their request with the Elections Department, he or she will receive a “Notice to Presiding Judge” stating that the request for a mail ballot has been cancelled. Once the voter surrenders this notice to the Election Judge, he or she may receive an Election Day ballot. 
   - If the voter has the mail ballot with them, the voter can give the mail ballot to the Election Judge, the voter can sign a REQUEST TO CANCEL APPLICATION FOR A BALLOT BY MAIL, and then the voter can vote a regular ballot.
   - The Election Judge writes “VOID” on the mail ballot and puts it and the voter’s REQUEST TO CANCEL APPLICATION FOR A BALLOT BY MAIL in the green envelope #4.
   - Follow Steps from Situation-1
4. 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 Request to Cancel Ballot By Mail that their ballot was returned, If yes voter votes a Regular Ballot.
5. IF No, voters votes Provisional Ballot.
6. If the E-POLL BOOK shows that the mail ballot has been returned to the Elections Department on a certain date, then the voter can only be offered a Provisional Ballot, and advise the voter it will not count.
7. If the E-POLL BOOK shows that the mail ballot has not been returned to the Elections Department, call 214.819.6359 for further instructions. The Elections Department will determine whether the voter is eligible to come to the Elections Department to receive a certificate that will permit the voter to receive a regular ballot back at the polling place.
   If the voter is not eligible, able, or willing to go to the Elections Department to get the certificate, then the voter can only be offered a Provisional Ballot.
2. Notice of Defective/ Improper Delivery

If a voter whose name appears on the Poll Book of early voters who have been sent an early voting ballot by mail presents himself or herself for voting at the polling place, the election Officer may allow the voter to vote a regular ballot if the voter presents a “Notice of Defective Delivery.” This form indicates that the voter attempted to vote by mail and the mail ballot was rejected because it was delivered to the early voting clerk improperly.

If the voter presents you with this Notice, you should qualify the voter and allow him or her to vote in the normal manner. (Situation - 1) The Notice is placed in Envelope No. 2 and returned to the general custodian of election records. (Sec. 86.006(h))
A physical copy of the notice of Photo ID requirements must be posted in English and Spanish at front entrance of each polling location.

Voters are still required to present approved form of photo identification.
Voter Identification Required for Voting in Person

1. Texas driver license issued by the Texas Department of Public Safety (DPS)
2. Texas Election Identification Certificate issued by DPS
3. Texas personal identification card issued by DPS
4. Texas license to carry a handgun issued by DPS
5. United States military identification card containing the person’s photograph
6. United States citizenship certificate containing the person’s photograph
7. United States passport

With the exception of the U.S. citizenship certificate, the identification must be current or have expired no more than 4 years before being presented for voter qualification at the polling place.

Election Identification Certificates are available from DPS driver license offices during regular business hours.

Here is a list of the supporting forms of ID that can be presented if the voter does not possess one of the forms of acceptable photo ID and cannot obtain one due to a reasonable impediment

1. Valid voter registration certificate
2. Certified birth certificate (must be an original)
3. Copy of or original current utility bill
4. Copy of or original bank statement
5. Copy of or original government check
6. Copy of or original paycheck
7. Copy of or original government document with your name and an address (original required if it contains a photograph) (examples of government documents include, but are not limited to: driver’s licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and expired Texas DPS-issued driver licenses or personal ID cards (over 4 years)).

After presenting a supporting form of ID, the voter must execute/complete a Reasonable Impediment Declaration. If a voter possesses an acceptable form of photo ID but does not have it at the polling place, the voter will still be permitted to vote provisionally. The voter will have six (6) days to present an acceptable form of photo identification to the county voter registrar, or fill out the natural disaster affidavit referenced in the Exemption/Exceptions section below, or the voter’s ballot will be rejected. Alternatively, a voter who possesses an acceptable form of photo ID but does not have it at the polling place may choose to leave the polling place and return before the close of the polls on election day with said acceptable form of photo ID to, if the voter would otherwise qualify, vote a regular ballot at that time.
English – Reasonable Impediment 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 63.0013(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

☐ Lack of transportation
☐ Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
☐ Work schedule
☐ Lost or stolen Identification
☐ Other or state’s Identification

The reasonableness of your impediment cannot be questioned.

X

Signature of Voter

Date

Sworn to and subscribed before me this ______ day of ______ 20____

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 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: ____________________________

Spanish – Reasonable Impediment Declaration

DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE

Una persona está sujeta a una sanción por perjurio de la Sección 37, Código Penal, o la Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirma bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que apareció personalmente en la estación electoral para firmar esta declaración, y que enfrento un impedimento razonable para presentar una forma de identificación apropiada (con fotografía), tal como se establece en la Sección 63.0013(a) del Código Electoral de Texas.

Mi impedimento razonable se debe a las siguientes razones:

(El más al menos una de las razones que aparecen a continuación)

☐ Falta de transporte
☐ Discapacidad o enfermedad
☐ Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía apropiada
☐ Historial de trabajo
☐ Responsables familiares
☐ Identicación perdida o robada
☐ Identificación con fotografía apropiada ha sido solicitada pero no recibida.

La razón de su impedimento no puede ser cuestionada.

X

Firma del votante

Fecha

Sworn to and subscribed before me this ______ day of ______ 20____

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 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: ____________________________
Exemption/Exceptions:

Voters with a disability who do not have an acceptable form of photo ID may also apply with the county voter registrar for a permanent exemption. The application must contain written documentation from either the U.S. Social Security Administration evidencing he or she has been determined to have a disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. In addition, the applicant must state that he or she has no acceptable form of photo identification. Those who obtain a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption, and will not need to execute a Reasonable Impediment Declaration. Please contact your county voter registrar for more details.

Voters who have a consistent religious objection to being photographed and voters who do not present any form of acceptable photo identification as a result of certain natural disasters as declared by the President of the United States or the Texas Governor, may vote a provisional ballot, appear at the voter registrar’s office within six (6) calendar days after election day, and sign an affidavit swearing to the religious objection or natural disaster, in order for your ballot to be counted. Please contact your county voter registrar for more details.

### REQUEST FOR DISABILITY EXEMPTION

To the Voter Registrar:

Pursuant to Section 103.022 of the Texas Election Code, I hereby request a permanent exemption from the requirement to present photo identification when I vote. I understand that if I fail to present photo identification at the polling place on more than one election date, my permanent exemption will be rescinded.

I have attached written documentation from the U.S. Social Security Administration evidencing that I have been determined to have a disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The documentation must include written documentation from the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Name: [Name]

Address: [Address]

Signature: [Signature]

Date: [Date]

County: [County]

### Request for Temporary Exemption to Photo Identification Requirement

For Local County Voter Registration Office:

Pursuant to Section 103.022 of the Texas Election Code, I hereby request a temporary exemption from the requirement to present photo identification when I vote. I understand that if I fail to present photo identification at the polling place on more than one election date, my temporary exemption will be rescinded.

Name: [Name]

Address: [Address]

Signature: [Signature]

Date: [Date]

County: [County]
What does “substantially similar” mean?

A voter’s name is considered substantially similar if one or more of the following circumstances applies:

1. The name on the ID is slightly different from one or more of the name fields on the official list of registered voters.
2. The name on the voter’s ID or on list of registered voters is a customary variation of the voter’s formal name. For example, Bill for William or Beto for Alberto.
3. The voter’s name contains an initial, middle name, or former name that is either not on the official list of registered voters or on the voter’s ID.
4. A first name, middle name, former name or initial of the voter’s name occupies a different field on the presented ID document than it does on the list of registered voters.

In considering whether a name is substantially similar, election officials will also look at whether information on the presented ID matches elements of the voter’s information on the official list of registered voters such as the voter’s residence address or date of birth.

EXAMPLES OF SUBSTANTIALLY SIMILAR

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Customary Variation

Different Fields
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<td>Renata</td>
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<td>Renatus</td>
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<td>Robertus</td>
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<td>Spes</td>
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<td>Stanley, Stanislav</td>
<td>Stanislaus</td>
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<td>Stephania</td>
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<td>Stephen, Steven,</td>
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<td>Suenius</td>
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<td>Theresa, Teresa,</td>
<td>Theresia</td>
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<td>Therese (French)</td>
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<td>Tobias</td>
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<td>Vergilius</td>
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<td>Victoria</td>
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<td>Vincent</td>
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<td>Violet</td>
<td>Viola</td>
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<td>Virgil</td>
<td>Virgilius</td>
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<tr>
<td>Guy</td>
<td>Vitus</td>
</tr>
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<td>Vivian, Vivienne</td>
<td>Viviana</td>
</tr>
<tr>
<td>(French)</td>
<td></td>
</tr>
<tr>
<td>Vivian</td>
<td>Vivianus</td>
</tr>
<tr>
<td>Xavier</td>
<td>Xaverus</td>
</tr>
</tbody>
</table>
ELECTION EQUIPMENT GUIDES
1. ExpressVote Printer with Power Cable
2. Electronic Pollbook
3. Charging Power Cords

1. Cradlepoint
2. Epson Printer
Setting up the Cradlepoint & Epson Printer

Follow the steps below for a complete set up of all the different components that will assist the E-PollBook successful functionality.

1. Very carefully remove the Cradlepoint from case.

2. Plug it into the power source and then power on the Cradlepoint. Note, **Allow 20 minutes** for cradle point to connect to VPN.

3. Locate the Epson TM printer and connect the power cords. Place Epson printer on the left side of the EPB. Plug the printer USB into the EPollbook; Plug the brick into a power outlet. Push the power button on the top right to turn on; blue light will indicate printer is on.
1. Connect the power supply to the router and then plug the other end into an electrical outlet.

REMEMBER TO WAIT TWENTY (20) MINUTES BEFORE CONNECTING YOUR TOUCHPADS AFTER YOU PLUG IN THE CRADLEPOINT

UNDERSTANDING THE LEDS

LED LIGHTS

Green= Powered ON.

2. Signal Strength: blue LED bars indicate the active modem’s signal strength.
Assembly of Electronic Poll Book (EPB)

1. The Carrying case containing the Electronic Poll Book (EPB) Tablet. Should be placed on the Check-in table.

2. Open the case by unlatching the two orange latches at the top of the case.

3. When opened you will see one (1) ExpressPoll Electronic Pollbook (EPB), ExpressVote Printer and Charging Power Cords.

4. Remove the EPB and the ExpressVote Printer from case and set them on the table.

Powering on ExpressPoll (EPB)
Connect the orange power cord to the white USB-C power block. Plug the power block into an AC Power outlet.

Press the orange power button on the top left of the ExpressPoll stand to power the EPB tablet on.

If disconnected from AC power outlet, the tablet’s battery will supply all connected components with power for up to four (4) hours.
The Express Poll terminal integrates all necessary peripheral devices into the stand. This intuitive design of the stand securely houses the tablet in the locked enclosure and includes two external USB hubs and an infrared bar code scanner. Once the tablets are installed in the stands, no additional setup or configuration is required to use all features of the Express Poll electronic poll book. When connected to power, the tablet will charge, and power will be supplied to all devices within the stand.
Launching the EPB
Once the tablet is powered on, the initial launch screen will be displayed.

Choosing Vote Center
If this is the first time you have launched ExpressPoll, the system will prompt you to select the correct poll place. Tap the Poll Place field to activate the keyboard and begin typing the name of your Vote Center. As you type, a list of available Vote Center’s places appears. Select your vote center from the list. **When polling place appears make sure you select the right one. Remember- Election Day locations begin with ED and Early Voting Locations begin with EV.**

Inserting PQC
To get to the initial launch screen, touch the Launch button. When prompted, enter the **Pollbook Qualification Code (“PQC”)** then touch Submit.

Signing In #1
Once the correct poll place is selected; you will need to complete the dual sign in process. First Poll Worker will enter the user name and password on the **Sign In User #1** screen and then touch **Sign In**.

Remember- Cradlepoint must be fully on line before you turn on the EPB.
NOTE: PASSWORDS WILL BE SUPPLIED INSIDE ELECTRONIC POLLBOOK CASE (BLUE CASE)

**Signing In #2**
You will need to complete the dual sign in process.
Second Poll Worker will enter the user name and password on the Sign In User #2 screen and then touch **SIGN IN**

**Monitor Poll**
Details of the Election. Make sure you see **ALL ZEROS** under the sections Ballots and Voters

Remember- Election Day locations begin with ED and Early Voting Locations begin with EV.

Push **OPEN POLL** to open the election.
This is your Home Search Screen, after every check-in you should arrive back at this screen.

1. Name of Voting Location
2. How many ballots have been issued in this Election
3. How many ballots have been reissued
4. How many have been checked on this device
5. Name of Election
6. Search for Voter Button
7. Options – The status of the E-Pollbook if Incremental updates needs to be refreshed this icon will appear next to options. You must go in to options menu and press on Incremental Updates. SEE NEXT PAGE.
8. Monitor Poll – Details of the Election
9. How long until the Polls close-Time remaining to Vote
10. Downloading Data and it will periodically appear.
   - Connected to internet
   - Connected to Express Poll Connect to Dallas County Data Base.
   - Sideways communication Green connected & Red Not Connected
Voter files need to be updated and refreshed throughout Election Day, touch the **Options** button on the main screen. You will see a red icon next to **OPTIONS**, which is asking you to do the **Incremental Updates** if any updates need to be made. If so, touch **Incremental Updates**. A message will appear showing the updates are complete. Touch **Done**.
You can search for voters by scanning their driver’s license using the built-in scanner. There is also an option to search manually.

If searching for a voter manually, begin typing the voter Last Name, First Name, birth date, or a combination of these items. Matching results display as you type. Select the correct voter from the results to view voter information.

**Voter Details & Status**

Voter results will appear using a red, yellow, green color-coding system.

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Voter May Vote a Standard Ballot</td>
</tr>
<tr>
<td>Yellow</td>
<td>Some action is required before voter can be issued a standard ballot or voter may vote a provisional ballot.</td>
</tr>
<tr>
<td>Red</td>
<td>Voter may only vote a Provisional Ballot.</td>
</tr>
</tbody>
</table>
CHECKING IN AN IDEAL VOTER

Verifying Voter Identification & Issuing a Standard Ballot

The Voter is required to provide identification (ID) from List A if so, touch Yes. IF no, Touch No and verify if the voter has any ID from List B.

If so, touch YES then select which identification from List B was provided. Touch Next.

For a Voter that needs no other verifications, you must select NONE and then press NEXT.

AT THIS POINT HAVE VOTER SELECT BALLOT ACTIVATION CARD AND INSERT INTO THE EXPRESSVOTE PRINTER.
Allow Voter to Sign-In and press **DONE SIGNING**

The Poll Worker **ACCEPTS** their signature.

**CONGRATULATIONS! YOU HAVE SUCCESSFULLY CHECKED IN A VOTER**

Continue with the Steps Below to complete the Voting Process.
As soon as a voter selects an activation card Judge/Clerk must insert Ballot Activation Card into the ExpressVote printer IMMEDIATELY. Press **COMPLETE CHECK-IN**, then provide ballot activation card to Voter.
1. If Voter presents an ID from List B. Select and press YES

2. Select what type of ID from LIST B the voter is presenting. Then press NEXT

3. Judge must Sign RID and make sure the voter fills out the required sections and signs form.

Continue processing voter from STEP 7 of Checking in an Ideal Voter

Voter must be provided the Reasonable Impediment Declaration. Press YES

Then press NEXT
VOTER DID NOT PRESENT LIST A OR LIST B DOCUMENTS

1. Confirm that the voter does not have LIST A and LIST B ID – Push NEXT

2. Select NONE on Capture Voter Verifications screen

3. Select Failed to present Acceptable Photo ID

4. Voter’s Party and Precinct Screen will appear. Select Precinct and Party and touch NEXT

5. Always Call Voter Registration if you have any questions.

6. FOLLOW THE PROVISIONAL BALLOT MANUAL STEPS
PROVISIONAL BALLOT MANUAL STEPS

Provide Voter Notice to Provisional Voter Receipt

VOTER AUTHORITY DOCUMENT
ELECTION: Early Voting Primary
POLLING PLACE:
Poll 1
CR23
DALLAS, TX 68111
DEVICE: 2846PB00166
01/11/2020 10:23AM

ELECTION DATE: 1/14/2020
NAME: FLETCHER, BRENT
ADDRESS: 117 N 2nd ST RM L4
DALLAS, TX 68111
DOB: 6/10/1993
PARTY: DEM
PRECINCT: 1000-5100
BALLOT STYLE: 001
PROV. ID: 2846PB00293435698

Judge fills out the Provisional Ballot Section and gives instructions on voting a Provisional Ballot to Voter

Provisional ID # from voter should be placed here

Voter will vote provisional ballot on the ExpressVote Ballot marking device

Insert Completed Ballot inside the Ballot Secrecy Envelope

Insert Secrecy Envelope into Affidavit Envelope

Insert into the Blue Provisional Bag
In some cases, a voter cannot be found in the E-PollBook, and may not be eligible to vote a standard ballot. Follow the steps below to process those voters.

1. Collect all information from voter using the Voter Inquiry Form
2. Call Voter Registration Department at (214) 819-6310
3. Voter Registration will give you a Precinct and Ballot Style, to use in the EPollbook to issue a provisional ballot add to the Voter Inquiry Form for reference.
4. Judge will add Voter information to the Poll Book, by selecting **VOTER NOT FOUND** on the Main Search Screen

4. Enter Voter Details including Voter Precinct that was provided to you by Voter Registration Department.
5. Press Issue a Provisional Ballot button
6. Enter Voter Precinct and Ballot Style that was provided to you by Voter Registration Department.
In some cases, a voter can participate in the current election, and may not be eligible to vote a standard ballot. Follow the steps below to process those voters.

1. Call Voter Registration Department at (214) 819-6310
2. Voter Registration will determine if changes need to be made to the record and will give you a Precinct and Ballot Style, to use in the E-Pollbook to issue a provisional ballot.
3. After Voter Registration makes changes will have to wait 6-7 minutes to make INCREMENTAL UPDATES
4. Follow steps below to complete the processing of the provisional voter.

**OPTIONS**, select INCREMENTAL UPDATES To Bring Voter Information into E-pollbook as A Provisional voter.

Voter will show up as NOT PARTICIPATING VOTER NOT PARTICIPATING IN ELECTION

PRESS - ISSUE A PROVISIONAL BALLOT

Allow sufficient amount of time for voter information to download into EPollbook

Voter can only vote a Provisional Ballot

**NOTE:** It will take about 6-7 minutes to update voter status.

**FOLLOW THE PROVISIONAL BALLOT MANUAL STEPS**
Sometimes, the name listed on a voter’s registration does not match the one on their ID and needs to be updated. To update the name on a voter’s registration, the voter must fill out a Similar Name Correction Request form.

For a Voter that needs to update their name because it is not a precise match, Select Similar Name Affidavit and then press NEXT.

Voter must initial in the Similar Name Box.

If the voter fills out a Voter Similar Name Correction Form, you must check the box on the Voter Roster that they were voted with a similar name. Voters may be offered the Similar Name Correction Request Form in order to assist the voter in updating their name at the Voter Registration Office.

Completing this form is not required to vote. Place completed form in Green Envelope #4.

Continue processing voter from STEP 7 of Checking in an Ideal Voter.
1. **Suspense Eligible**
   - **SOR Required** message will appear then Press Issue Standard Button.


3. Please present the voter with the following form(s)
   - This message will appear to remind you to ask the Voter to fill out the Green Statement of Residence.
   - After the Voter completes the SOR press COMPLETE and then NEXT.

4. **The Statement of Residence** should be filled out even if the voter says he/she has not moved. **Voter must still reside in Dallas County** to vote a Standard Ballot.
   - Place completed form in Green Envelope #4.
VOTER REQUESTING ASSISTANCE

Some voters may need additional assistance to vote. Once you have looked up your voter and determine the voter requires assistance or an interpreter follow the below steps:

1. Press Issue Standard

2. Capture Voter Verifications Screen will appear. You must select Vote Assistance/Interpreter

3. Please present the voter with the following form(s): This message will appear to remind you to have the voter complete the required forms.

After the Assistant completes the Oath of Assistance and/or Oath of Interpreter press COMPLETE and then NEXT.

Continue processing voter from STEP 7 of Checking in an Ideal Voter.
Voters who cannot vote a regular ballot on Election Day can vote a provisional ballot.

**Election Judge Responsibilities**
- Completes the Heading, Date, Location, Precinct Number, Judge’s Name on the Affidavit of Provisional Voter.
- Verifies that all information is filled out correctly and legible.
- Completes the second part of the form, checks reason, dates and signs the form.
- Enters Affidavit information from Provisional Receipt.
- Enters the Provisional Voter’s name on the List of Provisional Voters.
- Informs voter that a Notice to Provisional Voter will be mailed stating whether or not his/her ballot has been counted or not.
- Give voter a copy of the Notice to Provisional Voters.

**Voter’s Responsibilities**
- Voter will complete the first section of the Affidavit for Provisional Voter and sign it.
- Places voted ballot into Ballot Secrecy Envelope and Seal It.
- Places Ballot Secrecy Envelope inside the Affidavit for Provisional Voter.
- Places the Affidavit for Provisional Voter in the Provisional Blue Ballot Bag.

**Once confirmed from Voter Registration that voter will need to vote a provisional**

1. Follow the steps on the Touchpad for the Provisional voter. Remember, there are different types of Provisional voters.
2. Once processed- you will need to confirm and Print the Provisional Receipt.
3. From the Provisional Ballot Style list, select the correct ballot for voter. Put several disarranged ballots on the table and let the voter choose their own ballot activation card. NEVER hand the voter the ballot.
4. Voter will complete the Affidavit for Provisional Voter Envelope. Make sure voter signs his/her name on the correct line.
5. Election Judge will complete their portion on the Affidavit of the Provisional Voter Envelope and checks reason voter is voting under the procedure for provisional voting and signs the Affidavit.
6. Check the box stating if voter presented Acceptable Form of ID or not.
7. Election Judge records ballot access code from the Provisional Receipt on to the Affidavit for Provisional Voter.
8. Election Judge instructs the voter how to insert his/her ballot in the secrecy envelope and then the secrecy envelope into the Affidavit for Provisional Voter.
9. Voter places (drop) the Affidavit for Provisional Voter into the Provisional Blue Bag.
10. Election Judge provides a Notice to Provisional Voter to the voter.
After voter has been checked in on EPB
Continue with the Manual Provisional Ballot Steps below

Voter will vote Provisional ballot on the ExpressVote Ballot marking device

Insert Completed Ballot inside the Ballot Secrecy Envelope

Insert Sealed Secrecy Envelope into Affidavit Envelope

Insert into the Blue Provisional Bag

Voter Authority Document
ELECTION: Election Day Primary
POLING PLACE: Poll1 C23
Dallas TX 75247
Device: 2846PB00166
01/11/2020 11:3 AM
ELECTION DATE
1/14/2020
NAME: BURNS, TIMOTHY
Once a voter is identified as having requested an absentee ballot, Refer him/her to the solution table.

1. If the voter arrives at the polling place on Election Day without their mail ballot:
   - Voter Must Have a notice of defective delivery or surrender mail ballot in order to Request to Cancel Ballot By Mail that their mail ballot was returned
     - Mail ballot surrendered = ISSUE STANDARD
     - No Mail ballot surrendered = ISSUE PROVISIONAL

2. Upon arrival if the voter declares they did not receive or request to vote a ballot by mail.
   1. Fill out a BBM Complaint Form.
   2. Vote a Provisional Ballot.

After checking-in the voter, continue with the Provisional Ballot Manual Process.
If Voter’s name appears as **ACTIVE EARLY BALLOT ISSUED**, call the Elections Department at 214-819-6310 to verify their status. If they in fact have voted, they will have to vote a provisional ballot. Voter Registration will advise what precinct and ballot style will be issued to the voter.

**Continue with the Provisional Ballot Steps**
**PRIVACY VOTER**

Certain individuals are classified as confidential Voters and will not have their address displayed on the voter Eligibility Screen like other voters.

For a Confidential voter, confirm that you have pulled up the correct voter. **DO NOT ASK THE VOTER IF THEY STILL LIVE AT THEIR REGISTERED ADDRESS.** Proceed to process the voter as a regular voter.

**PROCEED WITH THE “CHECK –IN A VOTER”**

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**EXEMPT FROM SHOWING ID FROM LIST-A OR LIST-B**

Certain voters may have an exemption from providing a Photo ID to confirm their identification. Voter must provide Voter Registration Certificate with (E) notation behind the VUID number.

If you are faced with an exempt ID Voter, continue to process the voter as a regular voter and issue a regular ballot.

**PROCEED WITH THE “CHECK –IN A VOTER” STEPS 4-9 FOR IDEAL VOTER**
SPOILING A BALLOT

After you identify the voter wants to spoil the ballot and ballot already has been issued. You press the **Reissue Standard** Ballot Button.

Capture Voter Verifications, if NONE is required, select NONE. And Push NEXT.

**PROCEED WITH THE “CHECK–IN A VOTER” STEPS 7– FOR IDEAL VOTER**

Ballot MUST Be Voided

Add to Register of Ballots Mutilated or Defaced

Register and ballot MUST be put in Green Envelope #4
CLOSING REPORTS AND WHERE TO PUT THEM

Throughout the day, a log is kept of all of the voters that have been checked-in on a particular EPB or in a location. These logs allow you to account for all voters checked-in, as well as spoiled and provisional ballots.

On the Main Page of the EPB
Push Monitor Polls

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Totals</td>
<td>Details about ballots issued including: ballots issued, reissued, canceled, net ballots, and types of ballots issued.</td>
</tr>
<tr>
<td>Vote Totals</td>
<td>List of voters who have voted including their names, parties, and precincts. The Voted List can be filtered by party, roster status, and the date &amp; time.</td>
</tr>
<tr>
<td>Reissue</td>
<td>Provides a list of reissued ballots in the election</td>
</tr>
<tr>
<td>Spoiled Ballot</td>
<td>Provides a count of spoiled ballots in the election</td>
</tr>
</tbody>
</table>

1. Print **3 Ballot Totals Report** to help you fill out the Ballot & Seal Report and attach to Voter Roster. Place in White Envelope #1
2. Print **3 Voted List Report** and attach to the Voter Roster. Place in White Envelope #1
3. Print **3 Spoiled Ballot Report** and attach to Green Register of Ballots for Mutilated and Defaced. Place in Green Envelope #4
4. Print **3 Provisional Check-in Totals** from your Voted List for Provisional Ballot & Seal Report Place in clear pouch on the front of Blue Provisional Bag.
CLOSING REPORTS

To access the ExpressPoll reports, touch the Vote Reports button on the Monitor Poll screen. There are Four (4) report options:

**VOTED LIST REPORT**

**PROVISIONAL REPORT**

**BALLOT TOTAL REPORT**

BALLOT TOTALS REPORT
ELECTION: Election Day
Primary
POLLING PLACE:
Poll 1
CR23
DALLAS, TX 68111
DEVICE: 2846PB00166
01/11/2020 10:23AM

Issued: 9
Reissued: 0
Canceled: 0
Net: 9
Paper Issued: 0
ExpressVote Issued: 7
Prov Paper Issued: 0
Prov ExpressVote Issued: 2

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END OF DAY CLOSING REPORTS

**REISSUE REPORT**

- **Burns, Timothy**: DLM 5209-6013
- **Duggin, Karen**: DFM 5309-6013

**SPOILED REPORT**

- Issued: 11
- Paper Issued: 6
- ExpressVote Issued: 5
- Rejected: 0
- Paper Rejected: 0
- ExpressVote Rejected: 0
- Canceled: 0
- Paper Canceled: 0
- ExpressVote Canceled: 0

Count of Spoiled Ballots: 0
VOTING HAS ENDED FOR THE DAY
FINAL CLOSING INSTRUCTIONS

When it’s time for you to close your poll, follow steps 1-5

1. Monitor Poll from the main screen To close the Poll

2. Touch the red Close Poll button in the bottom right corner of the screen

3. A prompt will appear providing the option to sign out, select YES, you will be signed out of the system when you

4. After returning to the Launch screen, touch SHUT DOWN to power the tablet off.
Start the opening process on Election Morning by 6:00AM

Any equipment issues contact the Elections Warehouse at 972-225-7323

DS 200 uses two different keys A standard RED Tab Key and Yellow Tab Barrel Key
1. Retrieve Keys from Blue Pouch.
2. Unlock door #2 on back of DS200 and uncoil power cord.
3. Plug DS200 into power strip into the wall and make sure the power strip is ON. Leave door #2 Open.
4. Lock the front 2 wheels to keep the DS200 machine steady.
5. Open Door #1 using RED Tab Key by breaking seal on door. This door should contain Blue Ballot Box with Ballot Cards. Take Ballot Cards out. Open both lids while box is inside the DS200.
6. Relock door #1 with RED Tab Key
8. Unlock door #3 with RED Tab Key

Unlatch the clamshell latches and open the lid.
*The lid has hydraulic hinges – handle with ease. Guide with one hand while opening. PLEASE DO NOT FORCE THE LID TO OPEN OR CLOSE. Place latches, in upwards position*

9. Unlock door #4 with YELLOW tab barrel key. Flip up the LCD screen on the DS200 *(The unit should power up automatically after 15-20 seconds)*.

*Note: If the DS200 does not power up within 20 seconds, Open door 6A with YELLOW tab barrel key. Make sure the power button is on, if not press power button to turn the DS200 on.*
1. Display SCREEN WILL PROMPT YOU TO ENTER AN ELECTION CODE: (Code is found on top of the DS200 when you open screen)  

2. Press Accept GREEN BUTTON to unlock.
3. The configuration report will automatically print.
4. Press the Open Poll GREEN BUTTON.
5. 3 Zero Reports will automatically print. ONLY if you have any issues with the report printing, call the warehouse at; 972-225-7323
6. Verify it is zero, Tear off and have Judges/Clerks sign it. Place tapes;
   - 1 Copy in Red Envelope in Blue Pouch;
   - 1 Copy in White Envelope #1;
   - 1 Copy in Pink Envelope #2

**FIGURE 2**
After the machine boots and loads the Election Definition, the Open Poll screen should appear and a Configuration Report prints automatically.

Verify the Election definition is found and the unit is plugged into electricity (two green checkmarks).

**Emergency Ballot Bin** (door #5) If ballot counter is not working instruct voters to insert their voted ballots in the Emergency Ballot bin. To Open the Emergency bin, unlock door #5 with RED tab key. Open and flip down the emergency slot flap. Close and relock Door #5. If you had to use the Emergency Bin, remember to close slot flap after the ballot counter becomes operational again, any voted ballots will need to be scanned.
1. Press the Go to Voting Mode GREEN BUTTON to open the polls.

2. Verify that the LCD screen appears as below and that the animated ballot is moving. Verify the Election Name, Voter Center Number and Name is accurate and Public Count is ZERO.

IF IT IS NOT CALL THE ELECTIONS WAREHOUSE AT 972-225-7323
Check for Ballots

1. Confirm the last voter has inserted their ballot and you can begin to close the polls.

**FIGURE 1**

2. Open Door #5 with RED tab key for the Emergency Ballot Bin and check for ballots. If any ballots need to be scanned, put them through the counter to be counted. Close and Lock door #5

**FIGURE 2**

3. Unlock and open Door #6A the USB Stick Compartment with Yellow Barrel Key on the scanner.

**FIGURE 3**

4. Press AND Hold Down the “Close Poll” button (about 3 seconds) The Close Poll button will quickly flash red and then turn off

---

Warning: At this point

DO NOT REMOVE Flash Drives.

It is not time yet.
CLOSING THE DS200

This display screen will appear to confirm you are ready to close the poll.

**FIGURE 1**

1. Press the **RED Close Poll** button on the closing screen.

*Note: The machine may take several minutes to tabulate all results, depending on the number of ballots and number of races.*

**FIGURE 2**

2. **Close Door #6A the USB Stick Compartment** and wait for the tabulator to close the polls.

**INSIDE THE ACCESS DOOR**

1. POWER BUTTON
2. CLOSE POLL BUTTON
3. MEDIA STICK
1. Once the polls are closed, the results tape will begin to print. 3 copies of the Official “Voting Results Report” will automatically print.

2. Once the results tape has printed, the Write-in Report (if applicable) will process and print on the same tape.

3. Once all of the reports are printed, Judges/Clerks sign the results tape.
   - 1 Copy in Red Envelope in BLUE Pouch;
   - 1 Copy in White Envelope #1;
   - 1 Copy in Pink Envelope #3

4. Record the “Total Sheets Processed” number from the Report onto the Ballot & Seal Certificate
TURNING OFF THE DS200

Press the **RED Finished-Turn Off** button to power off the machine.

**WAIT UNTIL SCREEN IS BLACK**

1. Once the screen has turned off (approx. 30 sec.), open the USB Drive Compartment but.

   **DO NOT TOUCH THE USB STICKS 6A – 6B**

   ![Image of USB stick with red 'X' and green checkmark]

2. Look in door #6A unlock with YELLOW barrel key. Check that the Power button is **UNLIT**. If the button is unlit, **you can remove the USB Stick**.  
   *(Note: Removing the USB Stick before shutdown is complete, could damage the equipment.)*

3. Unlock door 6B with YELLOW barrel key and THEN remove USB Stick 6B
4. Place USB Stick from 6A into primary anti-static bag.
5. Place USB Stick 6B into back up anti-static bag.
6. Place static bag inside Red Envelope
7. Place Red Envelope inside blue Pouch.

![Image of USB and envelope process]

**BLUE RETURN POUCH**
1. Close and lock doors 6A & 6B using the YELLOW tab barrel key.
2. Close LED display screen and lock door #4 using the YELLOW tab key.
3. Close Clamshell lid and lock the latches in place; use the RED tab key to lock door #3.
4. Unplug DS200 from power strip and wrap the cord. Place power cord to the left of battery pack behind DS200. Lock door #2 compartment by using the RED tab key.
5. Open Door #1 with RED tab key.
6. Close flaps on blue ballot box and remove from DS200.
7. Place blue copies of Voter Rosters inside Blue Ballot Box. Lock both ends of the Blue Box with RED tab key and seal both ends of the Blue Ballot Box.
8. Record Seal numbers on the Ballot & Seal Certificate.
9. Return all required items to your designated Regional Site. Refer to your Supply Drop off list in your material.
Express Vote
Voting System
Ballot Marking Device
EXPRESS VOTE COMPONENTS

ExpressVote Components

1. Access compartment
2. Power Source indicator
3. Battery status indicator
4. Accessibility device port
5. Headphone Jack
6. Paper Ballot Feed
7. Touch Screen
8. Paper Path Access Compartment

Access Compartment Components

1. Mode Switch
2. Power Switch
3. USB Ports
4. Audio-Tactile Keypad jack
5. Sliding protective USB Port Cover

Secured Access Compartment (on left side)
Door #2A

Power Source Indicator

Battery Status Indicator

Headphone Jack

Activation Card Slot
SETTING UP THE EXPRESS VOTE

Step one
(This can be done the day prior to voting if room is secure)
The ExpressVote voting machine will be delivered to the polling place and can be found inside the ESC.

1. Remove the ExpressVote, power cord and head phones from the Gray Supply Box.
2. Plug the power cord into power strip extension cord, then into the wall outlet.

Remember to place cords so no voter has to walk over them.

Daisy Chaining Multiple Express Votes

Power cords will be already attached to the ExpressVotes, but if they are not, retrieve Power Cords, Power Strip and headphones from the Gray Supply Box.
SETTING UP THE EXPRESS VOTE

Setting up the EXPRESSVOTE is easy. For Safety purposes, it requires two people to successfully set it up.

The EXPRESSVOTE will be inside the ESC.

- Remove from ESC and Set it up on an even floor surface while maintaining a good grip and balance of the ExpressVote.
- Gently pull out the four (4) legs of the ExpressVote and lock them.

After all legs are secured and ready to stand, using two clerks gently raise and stand up the EXPRESSVOTE.

- Open the latches on the back of the EXPRESSVOTE machine, prop the back, and stand up straight.
- The power cord should already be connected inside the ExpressVote. (If it is not you can find it inside the Gray Supply box)
- Using the Green Tab Silver Key Open front doors to the ExpressVote.
- Your ExpressVote is now ready for opening.
Step Two – Election Day

1. Using the barrel key, unlock and open the secured access compartment #2A located on the left side of the Express Vote. Verify the Election Definition media stick is plugged in.
2. Push the Power Switch to the ON Position, AND confirm The Mode switch is set to Voter. Flip if needed. (Fig. 3) **NOTE: The system startup can take several minutes.**
3. Close and re-lock door #2A. **DO NOT REMOVE SEAL**
HANDICAP ACCESSIBILITY SET UP

- Handicap Accessible voting should be set up on all ExpressVote devices.
- Plug the headphones into the front of the device;
- Confirm the keypad is plugged in, un-velcro the keypad and place on table in front of ExpressVote;
- Verify volume is low by listening to the headphone voice so it is not heard while not in use.

**Lock the Secured Access Compartment.**

AUDIO-TACTILE KEPAD CONTROLS

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up Arrow</td>
<td>Moves the cursor up the screen menu.</td>
</tr>
<tr>
<td>Back Arrow</td>
<td>Moves to the previous screen.</td>
</tr>
<tr>
<td>Select</td>
<td>Selects the voter’s contest choices.</td>
</tr>
<tr>
<td>Forward Arrow</td>
<td>Advances to the next screen.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Moves the cursor down the screen menu.</td>
</tr>
<tr>
<td>Home</td>
<td>Opens screen with voting instructions.</td>
</tr>
<tr>
<td>Pause</td>
<td>Stops the audio message momentarily; press to pause and press again to resume the audio.</td>
</tr>
<tr>
<td>Screen</td>
<td>Darkens the monitor for privacy viewing; press again to return to normal display.</td>
</tr>
<tr>
<td>Repeat</td>
<td>Repeats the last spoken phrase of the audio.</td>
</tr>
<tr>
<td>Tempo</td>
<td>Adjusts the audio speed.</td>
</tr>
<tr>
<td>Volume</td>
<td>Adjusts the audio level.</td>
</tr>
</tbody>
</table>
ACTIVATING THE VOTING SCREENS

Step Three – Opening Procedures

FIG 1. Enter the Election Code when prompted. (Fig. 1) After the election loads, press “OK” to complete opening the ExpressVote for voting.

- Election Code is found

FIG 2. On the Welcome Voting Screens Confirms the unit is plugged into AC power. When plugged in the GREEN indicator light will be lit on the front of the unit (near the headphone jack).

- Confirm the date, time (can be -3 or +3) are accurate. Call your technician if needed.
- Any issues call Election Warehouse - Hot Line at 972-225-7323

FIG 3. Confirm unit is plugged into AC Power when plugged in, there will be a Gray icon at the top of screen and the greenlight will be lit on the front of the unit.
VOTING SESSION INITIATION CONTROLS

1. PREVIOUS – Returns To Previous Screen
2. ZOOM – Increases And Decreases The Size Of Text
3. EXIT – Opens The Exit Screen
4. CONTRAST – Changes The Display To White Text On Black Background
5. NEXT – Enters The Selection And Opens The Next Screen
6. LANGUAGES – Changes Language To English To Spanish
7. i HELP – Summary Of How To Use The ExpressVote To Exit, Hit Next

On the voting screens, Voter can touch the candidate or other contest choice to select. If there are more candidates than fit in the screen, a Yellow More bar appears at the bottom of the screen. Touch this to see the remaining candidates.

To navigate between contests, touch the Next or Previous buttons in the navigation Bar.

If you want to do a write-in vote, touch the write-in option and use the on-screen keyboard to enter your write-in name. Touch accept.
CURBSIDE VOTING

- Once the voter has been qualified on the EPB, return inside and retrieve the voter’s activation card/ballot.
- A designated ExpressVote device will be used for Curbside Voting. Remove the privacy shield, unplug the headphone, lay it face down & unplug the power cord from the rear.
- Carry it to the car. Do not forget the paper ballot, voter ticket and secrecy envelope.
- Have the voter vote the ballot in privacy unless needing assistance. (Always have the voter’s assistant sign the Oath form if being assisted.)
- Have voter place the voted ballot into secrecy envelope.
- Allow the assistant or the poll worker to deposit the ballot into the DS200.
- If possible, having two people assist with curbside voting will make the process easier but it is not mandatory.
- However; ballot deposit **MUST** be completed by two (2) officers.

CLOSING THE POLLS ON EXPRESSVOTE

- Confirm the last voter has finished voting.
- Retrieve the key, Unlock and open Door 2A the left side secured Access Compartment.
- Flip the Power Switch to the **Off** Position. (Fig. 1)
  
  *Note: The system shutdown may take several minutes.*
- Remove and fold down the privacy screen
- Unplug the unit power cords & head phones and place back into the gray supply box.
**JAMMED BALLOT CARD**

**PROBLEM:** The card is jammed inside the ExpressVote equipment.

**CAUSE:** Although causes vary, the most common reasons for card jams are:
- The card was inserted incorrectly, or
- The ExpressVote rollers are not functioning properly.

**SOLUTION:**

Open the security compartment on the left side of the machine. (Door #2A - (Fig 1)

Change the Mode Switch to OFFICIAL. (Fig 2)

From the Main Menu screen

Press the EJECT CARD BUTTON (Fig 3)

If the card does not eject, follow these instructions to retrieve the card from within the ExpressVote.

- Retrieve the large barrel key from the Security Seal and Key Bag. Then open the security panel on the right side of the machine. (Door #4A) (Fig 4)
- Locate the card and GENTLY pull the card out of the machine. (If the card is not removed gently the card can be torn causing the voter to have to spoil the card and be reissued another card.)
- Remove the card jam being careful to not rip the paper.
- Inside door #2A, switch back to “Voter”, then close and relock the security panel.
- Follow the procedures for spoiling and issuing a new ballot card if necessary.
- If a jammed ballot issue cannot be resolved, close down the machine, lock the security panels and call the Elections Department for assistance.
**TROUBLE SHOOTING THE EXPRESSVOTE (CONTINUED)**

**IDLE ERROR MESSAGE**


**CAUSE:** This Error Message Appears After The Expressvote Has Been Idle, With A Card Inserted For 5 Minutes.

**SOLUTION:** If A Voter Is Still Using The Expressvote, The Poll Worker Will Need To Advise The Voter To Touch The Word ‘Previous’ To Go Back To Their Ballot To Proceed To Make Their Selections.

**NOTE:** The Option To Go Back To Previous Screen In Voter Mode Only Exists After 5 Minutes Of Inactivity. If The Terminal Is Inactive For Another 5 Minutes, You Will Get Another Error Message.
IDLE ERROR MESSAGE

PROBLEM: After Ten minutes, this error message will appear on the ExpressVote screen:

alert - “the ExpressVote requires attention” - next steps- “ask an election official for help” (Fig 1)

CAUSE: this error message appears after the ExpressVote has been idle, with a card inserted for 10 minutes.

SOLUTION: if a voter is still using the ExpressVote, the poll worker will need to open the left access compartment and switch the mode to OFFICIAL. (Fig 2) . Press the EJECT CARD BUTTON (Fig 3). The card can be returned to the voter and be reinserted. Reinsert the card or follow spoiling procedures and issue a new card if activation card is damaged.

If the voter has left the polling place, follow the steps above to retrieve the card and follow the spoil procedures.

NOTICE: if you switch to official mode, to eject card, you must switch back to voter mode for voters to reinsert their activation card to make their selections and to print out their ballot.

FIG 1

FIG 2

FIG 3

FIG 4
Not Accepting Ballot Card

PROBLEM: When the voter feeds their card, the ExpressVote is not accepting the card.

CAUSE: There are various issues that could cause the card to not be accepted by the ExpressVote including feed path is obstructed and feeding the card incorrectly. These issues can cause different error messages including “Card not recognized”.

SOLUTION: Depending on the problem, one or more of these suggestions may help:

- Check the ballot to assure there is no damage. If damaged, spoil the ballot and issue another.
- If the ExpressVote machine continues to have problems accepting ballot cards, close down the machine, lock the security panels and call the Elections Department for assistance.
- Try re-feeding the card into the card tray, being careful to feed it as straight as possible.

Election Definition Not Found

PROBLEM: The Election USB drive is not installed.

SOLUTION: Open the secured access compartment to the left side of the machine. (Door # 2A) Inside the compartment there are 2 USB ports. The Election Definition Media drive can be inserted into either port. Do not force the drive into the equipment. The drive should go in with gentle force. If the drive does not go in with a gentle push, turn the drive over and try again. Excessive force can cause damage to the equipment and make the corresponding USB port inoperable. Call the Elections Office if assistance is needed.

Screen Calibration Issue

PROBLEM: The voter pushes the oval for one candidate and another candidate is selected. What’s wrong?

CAUSE: The alignment of the touch screen with the point of touch is not adjusted correctly. This alignment process is called calibration.

SOLUTION: Make sure you call the technician immediately and let them know what is happening. Calibration of the touch screen is completed by following these steps:

- Open with the key the security door on the left side of the machine.
- Change the Mode switch to OFFICIAL.
- From the Main Menu, choose CALIBRATE TOUCH SCREEN.
- Choose CALIBRATE to confirm the action.
- Align the touch points by pressing and releasing the center of each cross-hair that appears on the screen.
- If satisfied with the actions, press anywhere on the screen to continue. Repeat if necessary.
Protecting Privacy While Assisting Voters

**PROBLEM:** As a poll worker, I do not want to invade the voter’s privacy when answering their questions. How can I preserve their privacy?

**SOLUTION:** The ExpressVote Keypad is equipped with a privacy key, which will turn the screen black when viewing. The diamond shaped key at the top-right of the keypad allows the screen to be un-viewable. Poll workers can easily access the button when approaching the ExpressVote from behind only if the keypad is connected. Make sure you tell the voter who is using a visual card to press the button again to resume the card on the screen.

Dirty ExpressVote Screen

**PROBLEM:** The touch screen on the ExpressVote has many fingerprints and smudges. How do I clean the equipment?

**SOLUTION:** The ExpressVote touch screen and exterior can be cleaned with isopropyl alcohol wipes or isopropyl alcohol on a soft cloth.
CLOSING THE POLLING LOCATION
V. CLOSING THE POLLING PLACE

Officially close and lock the door to the polling place at 7:00 p.m. {Sec. 41.031}

A. HANDLING THE “LAST VOTER”
   1. Voters who have not voted and are inside or waiting to enter the polling place at 7:00 p.m., must be allowed an opportunity to vote. {Sec. 41.032}
   2. If there are people waiting in line outside the polling place:
      A. Have all the people enter the polling place, if possible, and lock the door. {Sec. 41.032}
      B. If it is not possible to get all voters inside the polling place, position an election official after the last person in line at 7:00 p.m.; or
      C. Distribute numbered identification cards to the waiting voters and permit entry into the polling place for voting after closing time only by those possessing a card. {Sec. 41.032}

B. SECURING THE POLLING PLACE
   Gather all used forms, rubber stamps, pads, pens, pencils and other supplies from the area and place into supply kit. (Gray Tub)
   Gather the unused ballots and place them back into the M100. (Door #1)
   Take down ALL POLLING LOCATION SIGNS, the distance markers and sample ballots, gather up instruction card and list of declared write-in candidates (if applicable), and place in the supply kit. (Gray Tub){Sec. 66.063}
C. **COMPLETING THE ELECTION FORMS**

**A. VOTER ROSTER** – Used to track all voters that are coming in to vote. Complete a Voter Roster for the Vote Center. Next to voters name track the precinct-ballot style in the designated column. There are four (4) copies of the Voter Roster, distribute copies according to the color-coded instructions on the bottom of the form, i.e., white copies in envelope #1 (County Judge), yellow copies in envelope #2 (Elections Administrator), pink copies in envelope #3 (Presiding Election Judge), blue copies in the Blue Ballot box with voted ballots.

**B. OFFICIAL BALLOT AND SEAL CERTIFICATE** – This form is used when ballots are counted at polling place by a ballot counter to account for all ballots that are being used. Complete the Official Ballot and Seal Certificates of Ballots for each Vote Center. Identify precinct-ballot style in the column provided next to each voter. There are four (4) copies of it to be distributed according to the form: place Original copy Blue Pouch inside Blue Shoulder Bag and bring in-hand to the designated Regional Drop-off Site. Second Copy in Envelope #1, Third Copy in Envelope #2, and Fourth Copy in Envelope #3. See **Informational sheet for Instructions on Completion.** (on page #76)

**C. EXPENSE STATEMENT.** This form is used to record every clerk’s hours worked on Election Day. Every clerk must complete one. Put all completed copies together in the Yellow Folder and bring back to your Regional Site.

1. Make sure each clerk **signs his or her name in the space provided. Checks cannot be issued without each clerk’s signature plus name, address, social security number and number of hours worked.** Checks will be mailed to each individual election judge and clerk as soon as possible after the election.
2. Judge must sign form certifying the hours worked for all workers including self. Make sure clerks receive a copy for their records.
3. **Yellow copy is given to Student Clerk for attendance purposes.**
4. Judge keeps pink copy for his/her records.
5. Put copies into correct color envelopes

**D. Oath of Office Form** – This form is used to swear in election clerks, poll watchers, interpreters, and persons assisting voters. This form is green and is placed in the large green envelope #4.

**Oath of Office Statement of Expense and Oath of Interpreter/ Assistance**

**E. Affidavit of a Provisional Voter Envelope** – The provisional ballot affidavit is completed by a voter who is voting provisionally;

The affidavit is a part of the provisional ballot envelope. The affidavit states that the individual is a registered voter of the political subdivision and in the precinct in which he is attempting to vote, did not already cast a ballot in the election, and is eligible to vote in the election. *(Return inside Blue Provisional Bag)*

**F. Statement of Residence** – This form is completed to allow a voter to vote when the voter’s name appears in suspense in the Electronic Poll Book. Which allows the voter to update their address in the voter registration files. This form is green, upon completion; place the statement in the large **green envelope #4.** This form is also used when a voter is voting in a precinct of their former residence. *(Sec. 11.04)*

**G. Register of Mutilated/Defaced Ballots** – This green form is used to record ballots returned due to voter error or defect. Place mutilated/defaced ballot and this register into the large green envelope #4. Fill out this number on the Official Ballot & Seal Certificate, Line #4.
C. End of Day Closing Reports

The below reports are to be printed from Electronic Poll Book, printed reports are used to assist you at the end of the night when you are filling out the Ballot and Seal Report.

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DESCRIPTION</th>
<th>How Many to Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Totals</td>
<td>Details about ballots issued including: ballots issued, reissued, canceled, net ballots, and types of ballots issued.</td>
<td>3</td>
</tr>
<tr>
<td>Voted List Totals</td>
<td>List of voters who have voted including their names, parties, and precincts. The Voted List can be filtered by party, roster status, and the date &amp; time. Attach to your voter roster.</td>
<td>3</td>
</tr>
</tbody>
</table>

**BALLOT TOTALS REPORT**

**ELECTION: 2020 PRIMARY**

**POLLING PLACE: SAM TASBY MIDDLE SCHOOL**

7001 FAIR OAKS AVENUE  
DALLAS, TX 75231  
DEVICE: 2846PB1006  
303020- 7:08 PM

- Issued: 323
- Reissued: 0
- Canceled: 1
- Net: 322
- Paper issued: 323
- Express vote issued: 322
- Prov paper issued: 0
- Prov expressvote issued: 2
<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DESCRIPTION</th>
<th>How Many to Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reissue</td>
<td>Provides a list of reissued ballots in the election</td>
<td>0</td>
</tr>
<tr>
<td>Spoiled Ballot</td>
<td>Provides a count of spoiled ballots in the election- This report goes inside the Green Envelope #4.</td>
<td>0</td>
</tr>
<tr>
<td>Provisional Check-in Totals</td>
<td>Voted List for Provisional Ballot &amp; Seal Report. Place in clear pouch on the front of Blue Provisional Bag. This report is printed from the Voted List Report, under Provisional Tab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>1</td>
<td>Total Number of Ballots for this Vote Center – (This number is Determined by the Elections Department.)</td>
<td>1500</td>
</tr>
<tr>
<td>2</td>
<td>Number of Voted Ballots Counted from DS200 results tape (The ballots in the DS200 Blue Ballot Box will be delivered to the Elections Department)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Voted Provisional Ballots (the number of voted and sealed affidavit envelopes stored in the Blue Provisional Ballot Bag which you will deliver to your Regional Site.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Number of Spoiled Ballots (Ballots returned by voters for replacements; Recorded on “Register of Spoiled Ballots” form and placed in Green #4 envelope)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total Number of Ballots Accounted For (Lines 2 + 3 + 4)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total Number of Regular Electronic Pollbook check-ins for this location</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total Number of Provisional Electronic Pollbook Check-ins for this Location- (The number should also match the names on the List of Provisional Voters)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total Number of Spoiled Electronic Pollbook Check-ins for this Location</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Number of Unused Ballots (Subtract Line 5 from Line 1)</td>
<td></td>
</tr>
</tbody>
</table>
**IMPORTANT:** Information about filling out the Official Ballot and Seal Certificate form with the DS 200 Official Vote Center Results Report

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**Example of DS200 Results Report**

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**Example of Ballot and Seal Certificate for Vote Center**

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**Example of EPB Check-In Total**

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### OFFICIAL BALLOT AND SEAL CERTIFICATE/Register of Official Ballots

- **Election Name:** 2020 Democratic Primary
- **Date:** March 3, 2020

**Vote Center:** V1001 - SAM TASBY MIDDLE SCHOOL

**DS200 SN:** 7001 FAIR OAKS AVE

**DALLAS, TX 75231**

- **ELECTION PROCEDURE:**
  - **Polling Place:** SAM TASBY MIDDLE SCHOOL
  - **DEVICE:** 28456PB00365
  - **03/03/2020 07:08AM**

<table>
<thead>
<tr>
<th>BALLOT TOTALS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTION: 2020 Primary</td>
</tr>
<tr>
<td>POLLING PLACE: SAM TASBY MIDDLE SCHOOL</td>
</tr>
<tr>
<td>7001 FAIR OAKS AVE</td>
</tr>
<tr>
<td>DALLAS, TX 75231</td>
</tr>
<tr>
<td>DEVICE: 28456PB00365</td>
</tr>
<tr>
<td>03/03/2020 07:08AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BALLOT TOTALS REPORT</th>
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</thead>
<tbody>
<tr>
<td>Issued: 323</td>
</tr>
<tr>
<td>Reissued: 0</td>
</tr>
<tr>
<td>Canceled: 1</td>
</tr>
<tr>
<td>Net: 322</td>
</tr>
<tr>
<td>Paper Issued: 0</td>
</tr>
<tr>
<td>Express Vote Issued: 0</td>
</tr>
<tr>
<td>Re-Vote Issued: 0</td>
</tr>
<tr>
<td>Total Paper Issued: 320</td>
</tr>
<tr>
<td>Total Express Vote Issued: 2</td>
</tr>
</tbody>
</table>

**Total Number of Voted Regular Ballots should match the Total Number of Regular Check-ins for this Vote Center.**

**Lines 3 and 7 Should match the number of names on List of Provisional Voters.**

**Lines 4 and 8 Should match the number of Spoiled Ballots in Green #4 Envelope.**
D. Colored Envelopes

ALL FORMS TO BE PLACED IN THIS ENVELOPE ARE WHITE

Records of ____________________________
Election, held on the _______________ day of  
______________________________, in Election
Vote Center Name: _______________________, in  
Dallas County, Texas

TO: COUNTY JUDGE/ COUNTY CHAIRMAN 
MAYOR/BOARD PRESIDENT

☐ WHITE COPY OF VOTER ROSTER
☐ PRECINCT VOTING RESULTS REPORT AUDIT TAPE

The Presiding Judge of the Precinct Polling Place uses this envelope to return to the County Judge/County Chairman/Mayor/ Board President one copy of all White forms.

IMPORTANT: Be Sure to Sign All Forms Before Sealing This Envelope.

THIS MUST BE PRESERVED FOR 22 MONTHS
ALL FORMS TO BE PLACED IN THIS ENVELOPE ARE YELLOW

SEAL THIS ENVELOPE!

(RETURN TO REGIONAL SITE)

TO: ELECTION ADMINISTRATOR
CITY OR BOARD SECRETARY

☐ YELLOW COPY OF VOTER ROSTER
☐ YELLOW COPY OF EXPENSE STATEMENT
☐ YELLOW COPY OF BALLOT AND SEAL CERTIFICATE
☐ YELLOW NOTICE OF TOTAL NUMBER VOTERS
☐ YELLOW COPY OF PROVISIONAL VOTERS
☐ PRECINCT VOTING RESULTS REPORT AUDIT TAPE
☐ ONLINE TRAINING
☐ RESONABLE IMPEDIMENT FORMS
☐ COMPLAINT FORMS
☐ CERTIFICATES OF APPOINTMENTS OF POLL WATCHERS
☐ IMPROPER DELIVERY
☐ OATH OF ASSISTANCE/INTERPRETER FORMS
☐ INQUIRY FORMS

The Presiding Judge of the Precinct Polling Place uses this envelope to return to the Elections Administrator/City or Board Secretary, one copy of all YELLOW forms.

IMPORTANT: Be Sure to Sign All Forms Before Sealing This Envelope.

THIS MUST BE PRESERVED FOR 22 MONTHS
ALL FORMS TO BE PLACED IN THIS ENVELOPE ARE PINK

Records of __________________________
Election, held on the ______________________ day of
_______________________________, in Election
Vote Center Name: __________________________, in
_______________________________, Dallas County, Texas

SEAL THIS ENVELOPE!
(ELECTION JUDGE KEEPS THIS ENVELOPE)

TO: PRESIDING JUDGE OF PRECINCT

☐ PINK COPY OF EXPENSE STATEMENT
☐ PINK COPY OF BALLOT AND SEAL CERTIFICATE
☐ PINK COPY OF TROUBLE CALL FORM FROM TECHNICIAN
☐ COPY OF PRECINCT AUDIT REPORT TAPE
☐ PINK COPY OF LIST OF PROVISIONAL VOTERS

The Presiding Judge of the Precinct Polling Place uses this envelope to retain in his/her custody one copy of all PINK Forms.

IMPORTANT: Be Sure to Sign All Forms Before Sealing This Envelope.

RETAIL THIS ENVELOPE FOR YOUR PERSONAL RECORDS

THIS MUST BE PRESERVED FOR 22 MONTHS
ALL FORMS TO BE PLACED IN THIS ENVELOPE ARE GREEN

Records of ____________________________
Election, held on the ___________________________ day of
________________________, in Election
Vote Center Name: ___________________________, In

________________________
Dallas County, Texas

SEAL THIS ENVELOPE!

RETURN TO REGIONAL SITE

☐ GREEN OATH OF OFFICE FORM
☐ GREEN REGISTER OF MUTILATED/DEFACED BALLOTS FORM
☐ GREEN MUTILATED OR DEFACED BALLOTS – WITH REPORT FROM EPB
☐ GREEN STATEMENT OF RESIDENCE – WITH WHITE EPB SOR RECEIPT
☐ VOTER REGISTRATION APPLICATIONS
☐ GREEN REQUEST TO CANCEL MAIL BALLOT
☐ GREEN SIMILAR NAME CORRECTION REQUEST FORM
☐ ABSENTEE MAIL BALLOT COMPLAINT FORM
☐ COPY OF VOTER ROSTER
☐ REG CORRECTION LIST

The Presiding Judge of the Precinct Polling Place uses this envelope to return to Elections Department one copy of all GREEN Forms.

IMPORTANT: Be Sure to Sign All Forms Before Sealing This Envelope.

THIS MUST BE PRESERVED FOR 22 MONTHS
DELIVERING SUPPLIES TO REGIONAL SITE
E. DELIVERING SUPPLIES

1. SECURING THE BALLOT BOX
   Place the following items into the sealed BLUE BALLOT BOX along with the voted ballots:
   A. Blue copies of Voter Roster/Poll List
   B. Voted Activation Ballots
   Seal the Ballot Box with the seal found in your Blue Pouch. Log the Seal Number on the Official Ballot & Seal Certificate line for return seal.

2. DELIVERING THE TRANSFER CASE AND OTHER ELECTION SUPPLIES
   Drive up to the Regional Site drop-off point and Elections Department staff members will unload your equipment. Place Election Judge Sign in the dashboard for identification and return the sign to the election worker. Bring the following items in the blue shoulder bag to your designated Regional Site:

   Blue Shoulder Bag containing:

   Blue Pouch 1 that contains:
   1. Official Ballot and Seal Certificates (gold copy)
      - Keys on red key ring for Express Vote, DS200 Counter and ESC
      - Red Envelope with:
        - 2 USB Sticks in Anti-Static bag - YOU MUST BRING
        - Broken Seal from Door 1
        - Official Audit VOTED ZeroTape of the election results
   2. Bond Binder –if applicable
   3. Four Envelopes:
      - Three Envelope with:
        - White Envelope
      - Yellow Envelope #2
      - Pink Envelope #3 - Judge retains election records for 22 Month
      - Green Envelope #4
   4. Yellow Folder containing the Statement of Election Expense
   5. Cellphone (if applicable)
   6. Provisional Ballot Bag containing Voter Affidavits;
      - Provisional Combination Form/Poll List
      - List of Provisional Voters
      - Unused Affidavits
   7. Seal Blue Transfer Case (with un-voted activation cards / ballots)
   8. Poll Watchers and clerks may accompany, or follow in vehicles, the election judge delivering the ballots. {Sec. 33.060}
   9. A signed receipt will be given to the election judge delivering the ballots and supplies alleviating the election judge from further responsibility. {Sec. 127.068}

Failure to Return Items Above
YOU MUST RETURN TO YOUR POLLING LOCATION TO RETRIEVE THEM
Multi-Colored Envelopes, White, Yellow and Green
Yellow Folder with Statement of Expense for each Clerk
Fill out before the polls open and sign each statement
Have all clerks and student clerks verify Social Security, address and sign
Bond book if applicable with signed affidavit
Cell Phone if applicable
Blue Pouch should have
- Two (2) USB Sticks in anti-static bag inside Red Envelope 6A & 6B
- Keys
- Ballot & Seal Report - Express Poll Reports
- Zero Tape & Voted Audit Tape from DS200

**RETURN ELECTION NIGHT**

**BLUE SHOULDER BAG**

**WITH THE FOLLOWING ITEMS**
REGIONAL SITE SUPPLY DROP OFF LIST

BRING THESE ITEMS BACK TO YOUR ASSIGNED REGIONAL SITE OR YOU WILL BE REQUIRED TO RETURN TO YOUR POLLING LOCATION TO RETRIEVE THEM.

- EXPRESSVOTE PRINTER
- CRADLE POINT LAPTOP
- ELECTRONIC POLL BOOK
- SEALED BLUE BALLOT BOX WITH VOTED BALLOTS
- SEALED BLUE TRANSFER CASE WITH UNVOTED BALLOTS
- CELL PHONE IF APPLICABLE
- BLUE ROVISIONAL BAG WITH VOTED BALLOTS
- BLUE SHOULDER BAG WITH BLUE POUCH INSIDE
- YELLOW FOLDER WITH STATEMENT OF EXPENSE SHEETS FILLED OUT
- MULTI COLORED ENVELOPES
- BOND BOOK IF APPLICABLE

BLUE SHOULDER BAG WITH THE FOLLOWING ITEMS

- Multi-Colored Folders, White, Yellow and Green
- Yellow Folder with Statement of Expense for each Clerk
  Fill out before the polls open and sign each statement
- Have all clerks and student clerks verify Social Security, address and sign
- Bond book if applicable
- Cell Phone if applicable
- Blue Pouch should have:
  - Two (2) USB Sticks in anti-static bag inside Red envelope
  - Keys
  - Ballot & Seal Report
  - Zero Tape Audit Tape from DS200
  - Audit Report from DS200
1. Look in door #6A unlock with YELLOW barrel key. Check that the Power button is **UNLIT**. If the button is unlit, **you can remove the USB Stick**. *(Note: Removing the USB Stick before shutdown is complete, could damage the equipment.)*

2. Unlock door 6B with YELLOW barrel key and remove USB Stick 6B
3. Place USB Stick from 6A into primary anti-static bag.
4. Place USB Stick 6B into back up anti-static bag.
5. Place static bag inside Red Envelope.
6. Place Red Envelope inside Blue Pouch.
7. Place Blue Pouch inside Blue Schoulder Bag and take to Regional Site.

Blue transfer cases with Electronic Poll Books assigned to your location.

Orange or Grey cases with Cradle point and printers

SEALED BLUE BALLOT BOX WITH VOTED BALLOTS

SEALED BLUE TRANSFER BOX WITH UNVOTED BALLOTS

Blue transfer cases with Electronic Poll Books assigned to your location.

Orange or Grey cases with Cradle point and printers

SEALED BLUE BALLOT BOX WITH VOTED BALLOTS

SEALED BLUE TRANSFER BOX WITH UNVOTED BALLOTS
ELECTION FORMS
### Official Ballot and Seal Certificate

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

- **Election Name:**
- **Date:** 02/09/2020
- **Vote Center:**

**INSTRUCTIONS:** This is the most important form to be completed by the ELECTION JUDGE. Please fill in each of the lines below, sign the form, have each clerk and poll watcher (if present) sign the form, and then place this form into the designated Return Pouch.

#### OFFICIAL BALLOT REPORT

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Total Number of Ballots for this Vote Center</td>
<td>1500</td>
<td>Beginning</td>
</tr>
<tr>
<td>2. Number of Voted Ballots Counted from DS200 results tape (The ballots in the DS200 Blue Ballot Bin will be delivered to the Elections Department)</td>
<td></td>
<td>Ballot Number:</td>
</tr>
<tr>
<td>3. Number of Provisional Ballots (The number of Voted and Seal and Signed Affidavit Envelopes stated in the Blue Provisional Ballot Bag which you will deliver to Elections Department, should match Line 7)</td>
<td>801501</td>
<td>Ending</td>
</tr>
<tr>
<td>4. Number of Spoiled Ballots (Ballots retained by voters for replacements, recorded on Register of Spoiled Ballots form and placed in Green N envelope)</td>
<td></td>
<td>Ballot Number:</td>
</tr>
<tr>
<td>5. Total Number of Ballots Accounted For</td>
<td>820900</td>
<td></td>
</tr>
<tr>
<td>6. Total Number of Regular Electronic Pollbook: Check-off for this Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Total Number of Provisional Electronic Pollbook: Check-off for this Location (The number should also match the names on the List of Provisional Voters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Total Number of Spoiled Electronic Pollbook: Check-off for this Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Number of Unused Ballots (Subtract Line 5 from Line 1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEAL REPORT**

Seals filled out by Elections Staff and Verified by Election Judge:

- Delivery Seal Number placed on Door #4, Remove all supplies before voting.

Sealed and returned by Election Judge:

- Return Seal Number placed on Blue Ballot Box to secure the voted ballots. (Don’t forget to lock all doors on the DS200 to secure for pickup.)

Comments, if needed:

- AFFIDAVIT: I, the undersigned Presiding Election Judge, do hereby certify that the above foregoing statement of Official Ballots of said Election is true and correct, and that all voted ballots were locked and sealed in the Blue Ballot Box and then returned to me and/ or one of the clerks to the Elections Department.

**WITNESSED AND HAND SIGN**

- Dept: 20
- Presiding Judge: [Signature]
- Alternate Judge: [Signature]
- Poll Watchers: [Present]

**DISTRIBUTION:**

- Gold Original - (Designated Return Pouch), White Copy - (Envelope #2), Yellow Copy - (Envelope #2), Pink Copy - (Envelope #3)

---

### Ballot and Seal Certificate

**Example of Ballot and Seal Certificate for Vote Center**

**Important:** Information about filling out the Official Ballot and Seal Certificate form with the DS 200 Official Vote Center Results Report

- **Total Number of Voted Regular Ballots:** should match the Total Number of Regular Checks in Lines 1, 2, 3, and 4. Should match the number of names on the List of Provisional Voters.
- **Total Number of Voted Provisional Ballots:** should match the number of Provisional Ballots in Green N Envelope.
### Statement of Residence

#### VOTING BY MAIL:

The residence address on your application for ballot by mail does not match the residence address at which you are registered to vote or the voter registrar has received information which indicates that you may have moved. You must complete the enclosed statement of residence and return it in the carrier envelope with your marked (voted) ballot.

If the statement of residence is not returned, your ballot will not be counted.

Your statement of residence will be reviewed to determine that your permanent residence address is still in the political jurisdiction before your ballot is counted. The residence address on the application for ballot by mail must be the same as the residence address on the statement of residence. The statement of residence will be forwarded to the voter registrar to change your voter registration records. You will be mailed a new voting certificate indicating your new precinct (if applicable) and residence address.

If it is determined that your residence address listed on this form is in a different county, this form will be forwarded to the voter registrar of the new county to get your voter registration transferred. You will receive a new voting certificate from the voter registrar in your new county.

You must sign the card. If you have any question you may call **469-627-VOTE**.

### SI VOTA POR CORREO:

Ya que su solicitud de una boleta electoral postal contiene un domicilio o dirección permanente distinto al domicilio bajo el cual está inscrito para votar, o ya que la Oficina del Registro Electoral tiene información que indica que usted se ha mudado, será necesario que complete la Constancia de domicilio permanente aquí incluida, y que la devuelva con su boleta electoral completada (o sea, en la que ha marcado su voto) en el sobre proporcionado.

Si no nos envía la Constancia de domicilio permanente, su voto no se incluirá en el conteo final.

Antes de incluir sus votos en el conteo final, se verificará que su nuevo domicilio permanente aún queda dentro de la jurisdicción apropiada. El domicilio postal indicado en la solicitud de una boleta postal tiene que ser el mismo que aparece en la Constancia de domicilio permanente. Esta Constancia será enviada a las Oficinas del Registro Electoral para que las actas de inscripción electoral sean modificadas y Ud. recibirá una cédula electoral nueva que indicará el número de su nuevo recinto electoral, si esto fuera a cambiarse, y su nuevo domicilio permanente.

Si se determina que su residencia anotada en este formulario se ubica en otro condado, este formulario se enviará a la Oficina del Registro Electoral del nuevo condado para que se inscriba en el mismo. Ud. recibirá una cédula electoral de la Oficina del Registro Electoral de su nuevo condado.

Es necesario que firme la tarjeta. Para mayor información o para aclarar cualquier duda, por favor llame al **469-627-VOTE**.

---

### Instructions for Voting by Mail on Back VUID:________________________

<table>
<thead>
<tr>
<th>Statement of Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>For persons whose residence address does not match voter registration address.</td>
</tr>
<tr>
<td><strong>CONSTANCIA DE DOMICILIO PERMANENTE</strong></td>
</tr>
</tbody>
</table>

#### Last Name
Include suffix if any
(Apellido incluye sufijo si lo hay)

#### First Name
Nombre de pila

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

#### Former Name
Apellido anterior

#### Residence Address
Street Address and Apartment Number, City, State, and Zip.
If none, describe where you live.
(Do not include P.O. Box, Rural Route, or Business Address)

#### Date of Birth
Fecha de Nacimiento: mes, día, año

#### Mailing Address
Address, City, State, and Zip.
If it cannot be delivered to your residence address, Direction postal, número y calle, y número de apartamento, Ciudad, Estado, y Código postal.
Si no puede entregarse en su domicilio residencial.

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

#### Telephone Number
(Telefóno – 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 número de identificación personal de Texas (Expidiida por el Departamento de Seguridad Pública)

#### If no Texas Driver’s License or Personal Identification Number, give last 4 digits of your Social Security Number. No tiene una licencia de conducir de Texas/Cédula de identidad personal de Texas/Número de Seguro Social.
Si no tiene una licencia de conducir de Texas o número de identificación personal, proporcione los últimos 4 dígitos de su número de Seguro Social.

#### I have not been issued a Texas Driver’s License/Personal Identification Number or Social Security Number.
No he recibido una licencia de conducir de Texas/Cédula de identidad personal de Texas/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 180 days, a fine up to $1,000, or both. Please read all three statements to affirm full compliance.

1. I am a resident of this county and a U.S. citizen; and

2. I have not been convicted of theft, or if I have, I have completed all of my punishment including any of the following: incarceration, parole, suspension, period of probation, or I have been pardoned; and

3. 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.

---

<table>
<thead>
<tr>
<th>Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante o nombre en letra de rúbrica del solicitante si la firma es la de un testigo y fecha.</td>
</tr>
</tbody>
</table>

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**469-627-VOTE**
English - Notice of Improper Delivery

NOTICE OF IMPROPER DELIVERY

Name of Voter: ____________________________ VUlD Number: ____________________________

Precinct Number: ________________________

This is to serve as notice that your ballot for the ____________________ Election was received by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot voted by mail will not be counted.

Check Reasons:

1. ____ Your ballot was not returned in the official carrier envelope.
2. ____ Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be registered to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.
3. ____ It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:
   - a) headquarters of a political party or candidate in the election
   - b) candidate in the election unless that is your address
   - c) specific or general purpose political committee involved in the election
   - d) an entity that requested the election
4. The common or contract carrier who delivered your carrier envelope did not provide a receipt for delivery or the receipt provided did not meet with requirements prescribed by state law.
5. ____ Your ballot was hand-delivered by someone other than you, the voter. Note that carrier envelopes may only be returned by mail, common or contract carrier, or by hand-delivery by the voter who voted the ballot.

You may vote during the remainder of the early voting period or at your regular election day polling place by presenting and surrendering this Notice to the presiding election officer at the early voting polling place or at your election day polling place.

If you have any questions regarding this matter, please call my office at ____________________________

Signature of Early Voting Clerk:

Date: __________________

Note to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word “Cancelled” on this Notice and return it in envelope #2 with other election records.

Spanish - Notice of Improper Delivery

AVISO DE ENTREGA DEFECTUOSA

Nombre del Votante: ____________________________ Número único de identificación de votante (VULD) por sus siglas en inglés: ____________________________

Número de Precinto: ____________________________

Por medio de este se informa que el (la) Secretario/a de Votación Temprana recibió su boleta para las elecciones de _____________________________.

Para poder emitir su boleta válido, debe ser entregado a la oficina de entrega oficial dentro de un plazo de tiempo establecido por las leyes estatales y municipales.

Menciones la falta cometida:

1. ____ Su boleta electoral fue devuelta dentro del sobre de entrega oficial requerido.
2. ____ Su boleta electoral fue devuelta dentro de un sobre que contenía otros sobres de entrega oficiales. Para poder emitir su boleta, debe ser entregado a la oficina de entrega oficial dentro de un plazo de tiempo establecido por las leyes estatales y municipales.
3. ____ Su boleta electoral fue devuelta dentro de un sobre que contenía otros sobres de entrega oficiales. Para poder emitir su boleta, debe ser entregado a la oficina de entrega oficial dentro de un plazo de tiempo establecido por las leyes estatales y municipales.
4. ____ Su boleta electoral fue devuelta dentro de un sobre que contenía otros sobres de entrega oficiales. Para poder emitir su boleta, debe ser entregado a la oficina de entrega oficial dentro de un plazo de tiempo establecido por las leyes estatales y municipales.
5. ____ Su boleta electoral fue devuelta dentro de un sobre que contenía otros sobres de entrega oficiales. Para poder emitir su boleta, debe ser entregado a la oficina de entrega oficial dentro de un plazo de tiempo establecido por las leyes estatales y municipales.

Si tiene preguntas, por favor comuníquese con mi oficina marcando el número de teléfono: ____________________________

Firma del Secretario/a de Votación Temprana:

Fecha: __________________

Nota al oficial electoral: Si un votante desea votar y presenta este aviso, devuélvalo al oficial antes de votar. Si el votante está calificado para votar, el votante puede utilizar una boleta regular para votar en el sitio electoral. Escriba la palabra “Cancelada” en este aviso y envíelo al oficial con los otros documentos electorales en el sobre #2.
## ELECTION DAY VOTER ROSTER

**ELECTION NAME:**

**ELECTION DATE:**

**VOTE CENTER NAME:**

This form is to be used only by the election official. Instructions: The election official shall print the Voter’s name.

<table>
<thead>
<tr>
<th>CLERKS PRINT VOTER’S NAME</th>
<th>PUT A BALLOT STYLE</th>
<th>BALLOT AFFIDAT. NOT ON LST</th>
<th>CLERKS PRINT VOTER’S NAME</th>
<th>PUT A BALLOT STYLE</th>
<th>BALLOT AFFIDAT. NOT ON LST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>24.</td>
<td></td>
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<td>50</td>
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<td></td>
</tr>
</tbody>
</table>

**REGISTER OF BALLOTS MUTILATED OR DEFACED**

**PROVISIONAL**

At the Election held on the day of ______, 20___ in Texas, the undersigned, Presiding Judge of the election named hereon, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

(Presiding Judge’s Signature)

<table>
<thead>
<tr>
<th>NUMBER OR BALLOT</th>
<th>GIVEN TO WHOM</th>
<th>MANNER OF MUTILATION OR DEFACEMENT</th>
</tr>
</thead>
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</table>

DISTRIBUTION: WHITE COPY ENVELOPE #1 / YELLOW COPY ENVELOPE #2 / PINK COPY ENVELOPE #3
BLUE COPY IN TRANSFER BOX WITH VOTED BALLOTS

NOTE: RETURN IN ENVELOPE NO. 4

Page 152 of 187
English - Request to Cancel Application for Ballot by Mail

REQUEST TO CANCEL APPLICATION FOR A BALLOT BY MAIL

INSTRUCTIONS:
All Voters MUST complete Part A.
Cancelling on or after 37th day before election - Complete Part A and B
Cancelling on election day at polling place - Complete Part A and return unmarked ballot or provide a copy of the notice under Section 86.009(b) that returned mail ballot will not be counted.

To be completed by all voters intending to cancel their application for ballot by mail.

PART A

1. 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

PART B

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

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 or never received a ballot to be voted by mail.

   X __________________________

   Signature of Voter

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

PART C

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 cancelled.

   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.

File Number of Voter __________________________

   Box: _______ Date: __________

   Filing Number: __________

   Name: __________________________

   Address: __________________________

Spanish - Request to Cancel Application for Ballot by Mail

PETICIÓN PARA CANCELAR UNA SOLICITUD PARA UNA BOLETA QUE SE VOTARÁ POR CORreo

INSTRUCCIONES:
Para una cancelación antes del tercer día anterior a la fecha de la elección – Llene las partes A y B de la forma
Para una cancelación a partir del tercer día anterior a la fecha de la elección – Llene las partes A y B de la forma
Para una cancelación el día de la elección en el sitio de votación – Llene la parte A de la forma y devuélva la boleta no marcada o presente una copia del aviso bajo la Fracción 86.009(b) que la boleta entregada no se contará.

PARTE A

Yo, __________________________, un votante calificado para la Elección __________________________ que se llevará a cabo el __________/________/__________, pido que se cancele mi solicitud para una boleta por correo.

   X __________________________

   Firma del Votante

Declaración
Por lo presente le deseo al secretario de votación adelantada o al juez electoral quien persa (encerrar con círculo el oficial apropiado) la boleta que yo debo de haber votado en ausencia por correo.

   X __________________________

   Firma del Votante

Declaración jurada
Yo, __________________________, por la presente y bajo juramento que no he recibido la boleta que se debe de votar en ausencia por correo y que se canceló mi solicitud para una boleta por correo.

   X __________________________

   Firma del Votante

Notas: Sólo se utiliza el affidavit o declaración jurada en caso de votantes que cancelen su solicitud con el secretario de votación adelantada después del tercer día anterior a la fecha de la elección.

PARTE C

Affidavit
Solamente será ejecutado en persona en la oficina del secretario de voto adelantada. Debe ser ejecutado antes de que el sobrec de entrega sea enviado a la mesa de votación adelantada.

Por este medio solicito que mi aplicación para boleta por correo sea cancelada.

   __________________________, afirmo que no recibí mi boleta que me fue enviada a mi por correo.

   X __________________________

   Firma del Votante

Jurado y asistido ante mí, este ______ dia de __________, 20____.

   X __________________________

   Firma del oficial tomando el juramento

To be completed by early voting clerk or election judge.

File Number of Voter __________________________

   Box: _______ Date: __________

   Filing Number: __________

   Name: __________________________

   Address: __________________________

Page 153 of 187
Reasonable Impediment Declaration

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 63.0013(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 63.0013(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 unreasonableness of any claimed impediment. The election judge should enter the date and then sign on the same provided on the declaration.

4. Either you or the election judge shall fill in the voter’s Voter Unique Identification Number (“VID”) in the appropriate box or affix a sticker that contains that information across the box, and note the completion 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 63.0013(c) of the Texas Election Code, 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.

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 have a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0013(a) of the Texas Election Code.

My reasonable impediment is due to the following reasons:

[Check at least one box below]

☐ Lack of transportation
☐ Disabilty or illness
☐ Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
☐ Work schedule
☐ Family responsibilities
☐ Lost or stolen identification
☐ Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

Signature of Voter __________________________ Date __________

To be completed before me this __________ day of __________, 20__

Voter Unique Identification Number __________________________

City/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: __________

Page 154 of 187
OATH OF ELECTION JUDGES AND CLERKS OR QUALIFIED VOTER ASSISTING VOTERS. (Section 64.034 Texas Election Code)

"I solemnly swear (or affirm) that I will not suggest, by word or sign or gesture, how a voter shall vote and I will confine my assistance to answering the voter’s questions, to stating the propositions to be voted on, and to naming candidates and the political party to which they belong and I will prepare the voter’s ballot as such voter directs."

<table>
<thead>
<tr>
<th>Cert No.</th>
<th>Voter Name</th>
<th>Voter Assistant</th>
<th>Address</th>
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</table>

The above oaths were sworn and subscribed to before me this ______ day of ______, 20____.

ELECTION OFFICER (OFFICIAL ELECTORAL)

Sworn to and subscribed before me this the ______ day of __________________, A.D. 20____.

Presiding Judge

Voting Location
Oath of Office is administered by the Election Judge and must be signed before the Election Polls Opens. All information must be filled out completely by all election clerks.
English Voter Registration Application

Texas Voter Registration Application
For Circulation Only

Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.

These Questions Must Be Completed Before Proceeding (Check one):

☐ New Application  ☐ Change of Address, Name, or Other Information  ☐ Request for a Replacement Card

Are you a United States Citizen?
Yes  ☐ No

Will you be 18 years of age or before election day?
Yes  ☐ No

If you checked "No" in response to either of the above, do not complete this form.

Are you interested in serving as an election worker?
Yes  ☐ No

Last Name Include Suffix if any (Dr., Sr., Jr.)
First Name
Middle Name (if any)
Former Name (if any)

City  TEXAS
County
Zip Code

Mail Address:
Street Address and Apartment Number. If name, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address.)

City
State
Zip Code

City and County of Former Residence in Texas

Date of Birth: (mm/dd/yyyy)

Guardian (Optional)

Telephone Number (Optional) Include Area Code

Texas Driver’s License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)

If no Texas Driver’s License or Personal Identification, give last 4 digits of your Social Security Number

XXX-XX-

☐ I have not been issued a Texas Driver’s License/Personal Identification Number or Social Security Number.

☐ I am a resident of this county and a U.S. citizen;
☐ 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 fine or have been pardoned, and;
☐ I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

☐ Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness

Date / /

DALLAS COUNTY
REGISTRAR OF VOTERS
1520 ROUND TABLE DR.
DALLAS TX 75247-9903

Qualifications
☐ You must register to vote in the county in which you reside.
☐ You must be a citizen of the United States.
☐ You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.
☐ You must not be finally convicted of a felony, or if a felon, you have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or have been pardoned; and
☐ You must not have 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.

☐ All voters who register to vote in Texas must provide a Texas driver’s license number or personal identification number issued by the Texas Department of Public Safety. If you don’t have such a number, simply provide the last four digits of your social security number. If you don’t have a social security number, you need to state that fact.
☐ Your voter registration will become effective 30 days after it is received on or your 18th birthday, whichever is later. Your voter registration must be effective on or before an election day in order to vote in that election.
☐ If you move to another county, you must re-register in the county of your new residence.

Please visit the Texas Secretary of State website, www.sos.state.tx.us, and for additional election information visit www votetexas.gov.

Filling out the Application
☐ Review the application carefully, fill it out, sign and date it and mail it to the voter registrar in your county or drop it by the Voter Registrar’s office.

☐ Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español.
**Spanish Voter Registration Application**

**Solicitud de registro electoral en Texas**

Al señor/a registrador/a de votantes:

Favor de llenar cada sección con letra de molde LEGIBLE. Si tiene preguntas sobre cómo llenar este formulario, por favor comuníquese con su registrador de votantes local.

1. **Debe contestar estas preguntas antes de proseguir (Marque un recuadro)**
   - [ ] Nueva solicitud
   - [ ] Cambio de domicilio, nombre y/o otra información
   - [ ] Reemplazo de tarjeta

2. ¿Es usted ciudadano de los Estados Unidos?
   - [ ] Sí
   - [ ] No

3. ¿Tendrá 18 años cumplidos antes o el día de la elección?
   - [ ] Sí
   - [ ] No

4. Si marcó No como respuesta a cualquier de las preguntas anteriores no tiene esta solicitud.

5. ¿Tiene interés en participar como trabajador electoral?
   - [ ] Sí
   - [ ] No

### Apellido

Incluya sufijo si lo hubiere

<table>
<thead>
<tr>
<th>Nombre</th>
<th>Segundo nombre</th>
<th>Nombre anterior</th>
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</table>

### Dirección postal:

Número y calle, y número de apartamento o interior (como sea que pueda integrar al mismo en su domicilio residiendo).

<table>
<thead>
<tr>
<th>Ciudad</th>
<th>Estado</th>
<th>Código postal</th>
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</thead>
</table>

### Ciudad y condado de residencia anterior en Texas

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<thead>
<tr>
<th>Fecha de nacimiento:</th>
<th>SEXO</th>
<th>Teléfono (Optativo)</th>
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<tr>
<td>MM/DD/AAAA</td>
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<td>Incluya código de área</td>
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</table>

**Requisitos**

- Debe registrarse para votar en el condado donde reside.
- Debe ser ciudadano de los Estados Unidos.
- Debe tener al menos 17 años con 10 meses de edad o más para registrarse, y debe tener 18 años de edad para el Día de Elecciones.
- Debe haber sido condonado por un delito grave, o en caso de ser ejecutante, haber purgado la pena por completo, incluyendo cualquier periodo de encarcelamiento, libertad condicional, supervisión, periodo de prueba, o haber obtenido un indulto.
- Debe haber sido declarado total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.

**Llenar la solicitud**

- Revisar la solicitud detenidamente, llenarla, firmarla, esquilar la fecha y enviarla por correo al registrador de votantes de su condado o llevarla en persona a la oficina del Registrador de Votantes.

**NOTA:** Es importante que el formulario sea completado correctamente y legible.
**English - Certificate of Appointment by Candidate**

<table>
<thead>
<tr>
<th>Name of Poll Watcher</th>
<th>Name of Candidate</th>
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<tbody>
<tr>
<td>Residence Address of Poll Watcher</td>
<td>Name and Date of Election</td>
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<tr>
<td>Voter Registration VUID Number of Poll Watcher</td>
<td>Precinct or other location Poll Watcher is to serve</td>
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</tbody>
</table>

**INSTRUCTIONS**

The following persons have the authority to appoint a poll watch on behalf of a candidate whose name appears on the ballot:

- a. In an election for an office of the state government that is filled by voters of more than one county, by the candidate’s campaign treasurer.
- b. In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate’s principal campaign committee or by a designated agent of the chair or treasurer.

---

**Spanish - Certificate of Appointment by Candidate**

**NOMBRAMIENTO DE OBSERVADOR(A) POR CANDIDATO EN LA BOLETA O CANDIDATO DECLARADO ELEGIBLE PARA RECIBIR VOTO POR INScriPCION ESCRITA**

<table>
<thead>
<tr>
<th>Nombre del(a) Observador(a)</th>
<th>Nombre del Candidato</th>
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<tbody>
<tr>
<td>Domicilio Residencial del(a) Observador(a)</td>
<td>Lugar y Fecha de Elección</td>
</tr>
<tr>
<td>N°. de VUID del(a) Observador(a)</td>
<td>Firmas en otra ciudad en que servirá el Observador(a)</td>
</tr>
</tbody>
</table>

**INSTRUCCIONES**

Las siguientes personas están autorizadas para nombrar a un observador a favor del candidato cuyo nombre aparece en la boleta:

- a. En una elección en que se ocupa un puesto oficial del gobierno estatal por los votantes de más de un condado, el/la observador(a) de la campaña electoral de cualquier candidato podrá nombrar a un observador.
- b. En una elección en que se ocupa un puesto oficial del gobierno federal por los votantes de más de un condado, un observador podrá nombrarse por el presidente o el tenor del comité principal de la campaña electoral de cualquier candidato o por un agente designado de dicho presidente o tenor.
**Certificate of Appointment by Political Party**

**APPOINTMENT OF POLL WATCHER BY POLITICAL PARTY**

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 3.003, V.E.C.A., Election Code:

<table>
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<tr>
<th>Position of Poll Watcher</th>
<th>Name of Political Party</th>
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Signature of County Chair

Signature of Candidate

Signature of Chairperson

Signature of Candidate

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Signature of the Chair

**AFFIDAVIT OF POLL WATCHER**

I, (full name of poll watcher), do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic device capable of recording images or sound while serving as a poll watcher, and if used, I will be able to operate it while serving as a poll watcher.

Signature of Poll Watcher

Signature of Executive Judge

Signature of Elector

Printed Name of Executive Judge

**Certificate of Appointment for Poll Watchers**

**CERTIFICATE OF APPOINTMENT FOR POLL WATCHER FOR PROPOSITIONS OR ISSUES**

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 3.003, Texas Election Code:

<table>
<thead>
<tr>
<th>Position of Poll Watcher</th>
<th>Name of Proposition on Ballot</th>
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</table>

Signature of Poll Watcher

Signature of Candidate

Signature of the Chair

Printed Name of Election Judge

**AFFIDAVIT OF POLL WATCHER**

I, (full name of poll watcher), do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic device capable of recording images or sound while serving as a poll watcher, and if used, I will be able to operate it while serving as a poll watcher.

Signature of Poll Watcher

Signature of Elector

Printed Name of Election Judge

**CERTIFICADO DE NOMBREAMIENTO PARA UN OBSERVADOR PARA PROPOSICIONES O PUNTOS EN CUENTAS**

Al jefe de la oficina electoral:

La siguiente persona ha sido nombrada observadora(a) de acuerdo con la Sec. 3.003, Cód. Elecc.

<table>
<thead>
<tr>
<th>Nombre del Observador(a)</th>
<th>Nombre del Partido Político</th>
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</table>

Firmas del Jefe de la Oficina

Firmas del Jefe de la Oficina

Si el secretario del jefe no hace un nombramiento autorizado, cualquier tres miembros del comité ejecutivo del condado podrán hacer el nombramiento.

Firmas del Comité Ejecutivo

**DECLARACIÓN JURADA DE OBSERVADOR(a)**

Yo, (nombre del observador(a)), de observación designado(a) por la autoridad designada, por el jefe del jefe, o por quien se hubiera designado en mi lugar, declaro que no tengo ni permito que nadie en mi poder, disposición o control, ni ningún dispositivo, dispositivo, dispositivo que pueda ser utilizado para la grabación de imágenes o sonido, a menos que esté autorizado para su uso por el comité ejecutivo o el comité de campaña como observador(a).

Firma del(ja) Observador(a)

Firma del(ja) Observador(a)

Firma del jefe de la Oficina

Firma del jefe de la Oficina
PROVISIONAL VOTER FORMS
PROVISIONAL PROCESS GUIDE

2. Voter initiates the "Not on List" box or Similar Name Affidavit Box and Signs Section.
3. Election worker enters voter's name.
4. Election worker logs voter's name.
5. Voter verifies ballot and places in secrecy envelope, seals envelope.
6. Voter seals and places secrecy envelope in provisional affidavit envelope.
7. Voter will be instructed to insert his Provisional envelope in the Provisional Bag. Only the voter should do this, unless being assisted.

THE FINAL 4 STEPS MUST ONLY BE DONE BY VOTER – VOTE
INSERT INTO SECRECY ENVELOPE
INSERT INTO AFFIDAVIT ENVELOPE
INSERT INTO PROVISIONAL BALLOT BAG

NOT FOLLOWING THESE PROCEDURES CAN RESULT IN THE VOTER’S BALLOT NOT BEING COUNTED. EVERY ONE MUST BE GIVEN THE OPPORTUNITY TO VOTE!
This is a useful tool when you have a voter that you are not able to qualify.

1. It helps you ask the right questions when you call the Elections Department.
2. The answers will help you determine how best to serve the voter so they are satisfied.
3. The judge may or may not use this form but should have no problem if you want to use it if you are working the trouble table.
Affidavit for Provisional Voter

Date of Election (Fecha de la Elección) __________________________

Type of Election (Tipo de Elección)

Authority Conducting Election (Administración de la Elección):

Presidio No. where voted (Num. de Precintos/Ubicación de la mesa):

Reported vote (Voto reportado)

Bail Style: __________________________

Access Code: __________________________

I, the undersigned voter, do hereby submit this affidavit in compliance with the laws of the State of Texas which authorize the temporary suspension of the disqualification incurred by the person making this affidavit because of the person's non-citizen status.

This affidavit is submitted under penalty of perjury.

Affiant (rubber stamp)

Signature of Voter

I, the undersigned voter, do hereby submit this affidavit in compliance with the laws of the State of Texas which authorize the temporary suspension of the disqualification incurred by the person making this affidavit because of the person's non-citizen status.

This affidavit is submitted under penalty of perjury.

Affiant (rubber stamp)

Signature of Voter

To Make Sure Your Vote Counts....

Voting Instruction Check List

☐ All information on the front of the Affidavit must be completed and signed.

☐ The most effective way to mark your ballot: Darken the oval beside your choice

☑ Oval before ☐ Oval after ☐

☐ If you updated your registration at the Department of Public Safety (DPS), make sure it is indicated on Reason #7 with the approximate date you went to DPS

☐ After marking your ballot, fold your ballot and insert into White Ballot Secrecy Envelope

☐ Seal your White Ballot Secrecy Envelope and place inside the Provisional Voter Envelope

☐ Seal your Provisional Voter Envelope

☐ Place your Provisional Voter Envelope in the BLUE Provisional Ballot Box

☐ Failure to follow the above instructions will invalidate your ballot.

Para asegurarse de que su voto cuenta...

Lista de verificación de instrucciones para votar

☐ Todas la información en la cara delantera de la Declaración jurada debe estar llenada y firmada.

☐ La manera más eficaz de marcar su papeleta:

Ocúrbales el óvalo al lado de su elección

☑ Oval antes ☐ Oval después ☐

☐ Si ha actualizado su solicitud en el Departamento de Seguridad Pública (DPS), asegúrese de que esté indicado en la razón #7 con la fecha aproximada que fue a la oficina DPS

☐ Después de marcar su boleta, doble su boleta e inserte en el sobre blanco de votación secreta

☐ Selle el sobre blanco secreto (con su boleta) inserte dentro el sobre de votante provisional. (Provisional Voter Envelope)

☐ Selle su sobre para el votante provisional

☐ Inserte su sobre para votante provisional en la caja AZUL para boletas provisionales

Si no se siguen las instrucciones anteriores invalidará su boleta electoral.
Table: List of Provisional Voters

<table>
<thead>
<tr>
<th>Voter #</th>
<th>Name of Provisional Voter</th>
<th>Accepted for Counting</th>
<th>Rejected for Counting</th>
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<td>25</td>
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</tbody>
</table>

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

Signature of Precinct Presiding Judge: ____________________________

Signature of Custodian receiving ballots from Presiding Judge: ____________________________

Date: ___________
NOTICE TO PROVISIONAL VOTER

You Do NOT need to come to the Elections Office to cure the ballot.

A determination whether your ballot will be counted will be made by the early voting 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 and the reason your ballot was not counted. Any questions regarding your provisional ballot please contact the Dallas County Elections Department at (214) 819-6344.

NOTICE TO PROVISIONAL ID VOTER RECEIPT

You MUST come to the Elections Office to cure the provisional ballot.

For provisional voter who DID NOT: (1) present an acceptable form of photo ID, and (2) complete a reasonable Impediment Declaration

Completed by Polling Place Official:

Voter’s Last Name: ____________________________
Voter’s First Name: ____________________________

DATE: ____________________________

Voter Must Appear Before Voter Registrar by: ____________________________

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 (below) within six days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) 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 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
- United States Passport

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

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 certified document from the U.S. state or territory birth certificate or (b) a document confirming birth admittance in a court of law which establishes your identity (which may include a foreign birth document). The address on acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

Exemptions to Photo ID

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply for a permanent exemption in presenting an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from the U.S. Social Security Administration evidencing the applicant’s disability, or from the U.S. Department of Veteran Affairs evidencing a disability rating of at least 30 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 98.101 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 possess 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 Governor.

Curing your Ballot at the Dallas County Elections Department

In order to have your provisional ballot accepted, you will be required to visit our office (below) within six days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits.

Dallas County Elections Department
1520 Round Table Drive, Dallas, TX 75247
Phone: 214-819-6344
Fax 214-819-6301
Hours of Operation
Monday-Friday 8:00am-4:30pm
Saturday 10:00 am - 2:00 pm
Sunday 10:00 am - 2:00 pm

Note: If weekend falls within your 6th day cure period, you may present your photo ID to our office during our extended hours of operation.

For Office Use Only
Completed By Voter Registrar
Type of Exemption: ___________
ID Presented: ___________
No Type of ID: ___________
Exemption Requested: ________ No ___________
Voter Reg Dept Initials: ________ N
WILL ATTACH RECEIPT TO PROVISIONAL BALLOT AFFIDAVIT
AVISO PARA EL VOTANTE PROVISIONAL

La junta de votación adelantada determinará si su boleta será contada o no, después de la elección. Se le enviará un aviso por correo a la dirección que proporcionó en la declaración jurada, para informarle del resultado provisional dentro de los 30 días después de la elección indicando si (1) su voto fue contado o (2) si fue rechazado, y la razón por la cual su voto fue rechazado. Cualquier pregunta acerca de su boleta provisional por favor comuníquese con el Departamento de Elecciones del Condado de Dallas al: 214-819-8344

RECIBO PARA EL VOTANTE PROVISIONAL SIN IDENTIFICACION CON FOTO

Para el votante provisional que no: (1) presentó una forma aceptable de identificación con foto, y (2) completo una declaración de impedimento razonable

Nombre del Votante: 
Fecha: 
Núm. de Preocinto: 
Lugar de Votación:

Si usted está votando en el predio correcto para que su boleta provisional sea aceptada, tendrá que presentar en la oficina local del registrador de votantes de su condado (más información a continuación) dentro de los seis días de la fecha de la elección para presentar una de las siguientes formas de identificación con fotografía o si no y posse no puede razonablemente obtener una de las siguientes formas de identificación con fotografía, presentar una declaración de impedimento razonable y una de las siguientes formas de identificación adicionales o presentar uno de los formularios temporales (la declaración religiosa o exención por desahogo natural) en presencia del registrador de votantes del condado o entregar la documentación requerida para obtener una exención permanente por discapacidad. El proceso se puede acelerar si el votante presenta una identificación con foto en el momento de presentar su forma de identificación aceptada con fotografía (presentar si declaraciones jurada temporal o proporcionar su documentación para su exención permanente).

Formas de identificación Aceptables con fotografía:
- Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS);
- Tarjeta de identificación personal de Texas expedida por el DPS;
- Tarjeta de identificación personal de Estados Unidos con fotografía;
- Certificado de Ciudadanía de los Estados Unidos con fotografía;
- Pasaporte de los Estados Unidos (libro o tarjeta);
- Certificado de nacimiento de Texas expedido por el DPS

Si no tiene otra forma de identificación aprobada con fotografía puede solicitar gratuitamente un Certificado de Identificación Electoral en su oficina local del Departamento de Seguridad Pública de Texas.

Declaración de impedimento razonable: Si no posee una de las formas de identificación aprobadas con fotografía nombradas anteriormente, y no posee razonablemente obtenido tal identificación, usted puede solicitar una declaración de impedimento razonable y presentar una copia o el original de uno de los siguientes documentos adicionales: (1) documento del gobierno con su nombre y dirección, indicando su certificado de registro de voto; (2) factura reciente de servicios públicos; (3) estado de cuenta bancaria; (4) cheque del gobierno; (5) cheque de pago o (6) (a) acta de nacimiento certificada nacional (de un estado o territorio de 15, UIA) o (b) un documento que confirme el nacimiento admisible en un tribunal de justicia que establezca su identidad (que puede incluir un documento de nacimiento extranjero). La dirección en una identificación aprobada con fotografía o un documento adicional no tiene que coincidir con su dirección en la lista de votantes registrados.

Exenciones a Identificaciones con Foto

Para que su boleta provisional sea aceptada se requiere que visite nuestra oficina (Información a continuación) dentro de los seis días siguientes a la fecha de la elección para presentar una de las siguientes formas de identificación con foto o presentar una de las declaraciones jurada temporales.

Departamento de Elecciones del Condado de Dallas
1520 Round Table Drive, Dallas, TX 75247
Teléfono: 214-819-8344
Fax: 214-819-8301
Horario de Servicio
Lunes a Viernes 8:00 a.m. a 5:00 p.m.
Sábado 8:00 a.m. a 2:00 p.m.
Domingo 1:00 a.m. a 5:00 p.m.

AVISO: Si el fin de semana cae dentro de su periodo de curación del voto de la elección, usted puede presentar su identificación de la boleta a nuestra oficina durante nuestras horas extendidas de la apertura.

Jet Office Use Only. Completed by Voter Registrar

<table>
<thead>
<tr>
<th>ID Present:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter Reg. Date:</td>
<td></td>
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<tr>
<td>Type of Exemption:</td>
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<td></td>
</tr>
<tr>
<td>Exemption Request:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Page 168 of 187
Use this form to record all Provisional Ballots that have been mutilated, spoiled or defaced.

PROVISIONAL
REGISTER OF BALLOTS MUTILATED, SPOILED OR DEFACED
(REGISTRO DE BOLETA DAÑADAS)

<table>
<thead>
<tr>
<th>Type of Election</th>
<th>Vote Center Name and Precinct No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(tipo de elección)</td>
<td>(nombre del centro de votación)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Election</th>
<th>Authority Conducting Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fecha de la elección)</td>
<td>(autoridad administrando la elección)</td>
</tr>
</tbody>
</table>

Dallas County, Texas

<table>
<thead>
<tr>
<th>NUMBER ON BALLOT</th>
<th>GIVEN TO WHOM</th>
<th>MANNER OF MUTILATION OR DEFACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(numero en la boleta)</td>
<td>(persona que lo recibió)</td>
<td>(muestra que fue dañada)</td>
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I, the undersigned, Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.
(Yo, el abajo firmado Juez Presidente de la elección nombrada aquí dentro, por lo presente certifico que el documento precedente señalado arriba es un Registro de Boletas Dañadas para la elección mencionada arriba.)

Given under my hand, this ___________ day of ____________________________, 20__

(Ejecutado bajo mi firma, este día ___________ de ____________________________, 20__)
SIGNS TO POST INSIDE
Signs To Post

English - TX ID Requirements

ID required for Texas Voters

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:

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

Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- A government document that shows your name and an address, including your voter registration certificate;
- Current utility bill;
- Bank statement;
- Government check;
- Paycheck; or
- (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).

Exceptions: Voting law is disabled may apply with the county voter registrar for a permanent exemption following enrollment in the following disabled persons programs: (1) Persons on Social Security Disability Insurance or Supplemental Security Income; (2) Persons using a carrier pigeon or non-division (i.e., vision impairments) program; or (3) Persons who are visually impaired.

Exemptions: Voters with any disability may apply with the county voter registrar for a temporary exemption following enrollment in the following programs: (1) Persons on Social Security Disability Insurance or Supplemental Security Income; (2) Persons using a carrier pigeon or non-division (i.e., vision impairments) program; or (3) Persons who are visually impaired.

FAQS

Spanish - TX ID Requirements

Identificación requerida para votantes de Texas

Si posee una de las siguientes formas de identificación aprobadas con fotografía, debe presentarla al votar en persona:

- Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS, según sus siglas en inglés)
- Certificado de Identificación Electoral de Texas expedido por el DPS
- Tarjeta de Identificación Personal de Texas expedida por el DPS
- Licencia para Portar Armas de Fuego de Texas expedida por el DPS
- Cédula de Identificación Militar de los Estados Unidos con fotografía
- Certificado de Ciudadanía de los Estados Unidos con fotografía
- Pasaporte de los Estados Unidos (libro o tarjeta)

¿No posee y no puede razonablemente obtener una de estas identificaciones? Llene una declaración en la cabina electoral describiendo un impedimento razonable para obtenerla, y muestre una copia o el original de una de las siguientes formas de identificación adicionales:

- Documento del gobierno con su nombre y dirección, incluyendo su certifica do de registro de votante;
- Factura reciente de servicios públicos;
- Estado de cuenta bancaria;
- Cheque del gobierno;
- Cheque de pago; o

- (a) Acta de nacimiento certificada nacional (de un estado o territorio de EE. UU.) o (b) un documento que confirme el nacimiento admisible en un tribunal de justicia que establece su identidad (que puede incluir un documento de nacimiento extranjero).

Con la excepción del certificado de ciudadanía estadounidense, para los votantes entre 18 y 60 años, la identificación aprobada con fotografía debe estar actualizada o no haber estado más de 4 años antes de ser presentada para la calificación del votante en la cabina electoral. Una persona de 70 años de edad o más puede usar una forma de identificación aprobada con fotografía que haya venido si la identificación es por lo menos válida.

Votar con alguna discapacidad puede aplicar con el registro de votante del condado para una votación permanente a la presentación de una tarjeta de identificación con fotografía según el procedimiento de Identificación Electrónica de Votación en el sistema de votación de la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas y, en algunos casos, la ciudad de votación de Texas.
Voter Needs Translation

**Aviso a los Votantes del Condado Dallas**

Si todavía necesita un traductor en español, por favor llame al Departamento de traductores del Condado de Dallas al 214-819-6308.

214-819-6308

**Need a Spanish Translator Call**

Si necesita un traductor en español, por favor llame al Departamento de traductores del Condado de Dallas al 214-819-6308.

**Description of Poll Watcher**

**POLL WATCHERS**

NOTE: Preventing a watcher from observing any activity the watcher is entitled to observe is a Class A misdemeanor.

Admitting a Poll Watcher: Certificate of Appointment of Poll Watcher

An eligible poll watcher who presents himself or herself to the presiding judge with a Certificate of Appointment must be accepted for service unless the person is ineligible to serve or the number of appointees to which the appointing authority is entitled has already been accepted. (Sec. 33.051). To be eligible to serve as a poll watcher, a person must:

- Be a registered voter of the territory (e.g., city, school district).
- Be a registered voter of the county (ONLY IN COUNTYWIDE ELECTIONS).
- Not be a candidate for public office in an election held on the day the watcher seeks to serve.
- Not hold an elective public office.
- Not be an employee of an election judge or clerk serving at the same polling place.
- Not have been convicted of an offense in connection with conduct directly attributable to an election.
- Not be related within the second degree on consanguinity of affinity to an election judge or clerk serving at that polling place. They can be related to the candidate.
- Must wear an identification badge provided by election judge.

### MAY

<table>
<thead>
<tr>
<th>MAY NOT</th>
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</thead>
<tbody>
<tr>
<td>Come in at any time during the day as long as they have their Certificate of Appointment (SIGNED).</td>
</tr>
<tr>
<td>Enter the polling location with any mechanical or electronic means of recording images or sound.</td>
</tr>
<tr>
<td>Leave and come back to polling location as long as they have served 5 consecutive hours.</td>
</tr>
<tr>
<td>Use a wireless communication device (e.g., cell phone, tablet) in the polling place.</td>
</tr>
<tr>
<td>Leave the polling place in order to use a wireless communication device AND promptly return. This does not count against their 5 consecutive hours.</td>
</tr>
<tr>
<td>Talk with the judge, clerk, or voter regarding the election while it is in progress, except to point out to the judge and/or clerk of an observed irregularity or violation of law. *****</td>
</tr>
<tr>
<td>Observe all election activities performed by the judge and clerks.</td>
</tr>
<tr>
<td>Converse with any voter, or communicate with or signal to any voter in any manner regarding the election.</td>
</tr>
<tr>
<td>Sit or stand conveniently near the election officials conducting the observed activity.</td>
</tr>
<tr>
<td>Watch a voter vote except when a voter is being assisted by election officials. (They are not allowed to watch if the voter is being assisted by their own assistant.)</td>
</tr>
<tr>
<td>Make written notes while on duty. They can leave their notes with another person selected by the watcher, as long as they are on duty.</td>
</tr>
<tr>
<td>Participate in electioneering including wearing or exhibiting a badge, insignia, emblem, or other similar communicative device item relating to a candidate, measure, or political party. (Sec. 61.010).</td>
</tr>
<tr>
<td>Accompany the election official to deliver supplies.</td>
</tr>
</tbody>
</table>

***If a watcher points out to an election clerk an occurrence that the watcher believes to be irregular and the clerk refers the watcher to the presiding judge, the watcher MAY NOT discuss the matter further with the clerk unless the presiding judge invites the discussion. (Sec. 33.050).***
Using New Equipment
NEW VOTING EQUIPMENT IN DALLAS COUNTY
THE EXPRESS VOTE & DS200
NUEVO EQUIPO DE VOTACIÓN EN DALLAS
EL EXPRESS VOTE Y EL DS200

1. INSERT YOUR BALLOT CARD
   INSERTE SU PAPEL PARA LA BOLETA

2. MAKE SELECTIONS
   HAGA SU SELECCIONES

3. VERIFY YOUR SELECTIONS
   VERIFIQUE LAS SELECCIONES

4. PRINT BALLOT CARD
   IMPRIMA SU BOLETA

5. INSERT BALLOT CARD INTO DS200
   INSERTE SU BOLETA AL DS200

Thank You For Voting!
Gracias Por Votar!

Dallas County Elections Department - Toni Pippins-Poole, CERA, CPL, CCPA – Elections Administrator
WWW.DALLASCOUNTYVOTES.ORG – DALLASCOUNTYVOTES@DALLASCOUNTY.ORG – 214-819-6300
Website  E-Mail  Phone

Voting Order Priority

NOTICE OF VOTING ORDER PRIORITY

Pursuant to Section 63.003, Election Code:
An election officer may give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritis, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge will determine whether the voter and the voter's assistant, if applicable, will be brought forward to the front of the line.

AVISO de PRIORIDAD de ORDEN de VOTACIÓN

De conformidad con la Sección 63.003, Código Electoral:
Un oficial de elecciones puede dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas o ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones determinará si el votante y el asistente del votante, si es aplicable, serán adelantados al frente de la línea.
ATTENTION VOTER’S
CHECK YOUR BALLOT

PLEASE REVIEW AND CONFIRM YOUR SELECTIONS ON YOUR PRINTED BALLOT BEFORE YOU CAST YOUR BALLOT IN THE DS200 BALLOT COUNTER

Spanish- Insert Voted Ballot
¡Atención Votantes ¡
Después que imprima su boleta
por favor revise y confirme sus selecciones antes de emitir su boleta en el DS200- contador de boletas
ATTENTION VOTER

DO WE HAVE YOUR CURRENT ADDRESS?

For a successful set up, please follow the equipment setup in this order:

1. Remove the equipment from the case.
2. Connect the power cord to the equipment.
3. Press the power button on the top of the equipment.
4. Connect the power cord to the power source.
5. Press the power button on the top of the equipment.
6. Remove the equipment from the case.
7. Connect the power cord to the power source.
8. Connect the equipment to the power source.
Voter’s Rights

VOTER INFORMATION

You Have:

1. The right to a ballot with written instructions on how to cast the ballot.
2. The right to cast your vote in person and from home.
3. The right to receive up to two more ballots if a mistake is made while marking the ballot.
4. The right to ask the polling place official for instructions on how to cast the ballot, but not for suggestions on how to vote.
5. The right to be an interpreter to assist you, so you qualify to vote if you do not understand the language.
6. The right to assist non-English speaking ballots if you cannot read or speak English. See the ballot understand the language in which it is written.
7. The right to report a possible voting rights abuse to the Secretary of State or to your local election official.
8. The right to ask a provisional ballot if you name does not appear on the list of registered voters.
9. The right to ask a provisional ballot if you are not registered to vote.
10. The right to ask a provisional ballot if your name does not appear on the list of registered voters.

Spanish-Voter’s Rights

INFORMACIÓN PARA VOTANTES

Usted tiene:

1. El derecho a llevar una boleta electoral con instrucciones para saber cómo ejercer su voto.
2. El derecho a ejercer su voto en secreto y sin intimidación.
3. El derecho a llevar una boleta de votación si ha sido emitiendo la boleta.
4. El derecho a recibir instrucciones del funcionario de la casilla electoral sobre cómo ejercer su voto, pero no para pedir sugerencias sobre por quién es para votar.
5. El derecho a tener un intérprete para que le traduzca durante el proceso de verificación en la casilla si usted no entiende inglés.
6. El derecho a asistir inmigrantes ejercen su voto si usted no puede escribir, ver la boleta, entender el idioma en el cual está escrita, o no puede hablar inglés, y quien asistir para comunicarse con las funciones electorales.
7. El derecho a reportar posibles abusos en contra de sus derechos electorales con el Secretario de Estado o con su funcionario electoral local.
8. El derecho a ejercer su voto presencial si su nombre no se aparece en la lista de votantes registrados.
9. El derecho a (a) ejercer su voto provisional (es) si no posee una de las cinco (5) formas de identificación aprobadas con fotografía, que, si tiene menos de 70 años de edad, ha tenido más de cuatro años antes, y puede razonablemente obtener una de estas formas de identificación (b) posesión de una de las cinco (5) formas de identificación aprobadas con fotografía, que, si tiene menos de 70 años de edad, ha tenido más de cuatro años antes, de lo contrario no podría obtener una razonablemente, pero no tiene una de estas formas de identificación con fotografia, que, si tiene menos de 70 años de edad, no tiene necesidad de más de cuatro años antes, el contraste no podría obtener una razonablemente, pero no tiene una de estas formas de identificación con fotografía, que, si tiene menos de 70 años de edad, no tiene necesidad de más de cuatro años antes.
10. El derecho a presentar una de las formas de identificación aprobadas con fotografía, que, si tiene menos de 70 años de edad, no tiene necesidad de más de cuatro años antes, el contraste no podría obtener una razonablemente, pero no tiene una de estas formas de identificación con fotografía, que, si tiene menos de 70 años de edad, no tiene necesidad de más de cuatro años antes.

Your Rights include:

1. Texas Driver’s License issued by the Department of Public Safety (DPS).
2. Texas Election Identification Certificate issued by DPS.
3. Texas Permanent Identification Card issued by DPS.
5. United States Military Identification Card containing the person’s photograph.
6. United States Passport issued by the Department of State containing the person’s photograph.
7. United States Passport card or card.

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 have the right to execute a Reasonable Impediment Declaration and present a copy of it or one of the following supporting documents: (i) government-issued document that shows your name and has a photograph of you; (ii) water bill, utility bill, check, cancelled check, or government payment; (iii) as a certified or ministered there is a U.S. state or Territory birth certificate; (iv) document containing both your name and photo issued by a government entity; (v) a driver’s license or identification card; (vi) a government-issued document containing both your name and photo issued by a government entity. We encourage you to obtain the identification that works for you, and make sure it is current. You must also have a photo identification or birth certificate.

Voter’s Rights:

1. Spanish-Voter’s Rights

Spanish-Voter’s Rights

INFORMACIÓN PARA VOTANTES

Usted tiene:

1. El derecho a llevar una boleta electoral con instrucciones para saber cómo ejercer su voto.
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3. El derecho a llevar una boleta de votación si ha sido emitiendo la boleta.
4. El derecho a recibir instrucciones del funcionario de la casilla electoral sobre cómo ejercer su voto, pero no para pedir sugerencias sobre por quién es para votar.
5. El derecho a tener un intérprete para que le traduzca durante el proceso de verificación en la casilla si usted no entiende inglés.
6. El derecho a asistir inmigrantes ejercen su voto si usted no puede escribir, ver la boleta, entender el idioma en el cual está escrita, o no puede hablar inglés, y quien asistir para comunicarse con las funciones electorales.
7. El derecho a reportar posibles abusos en contra de sus derechos electorales con el Secretario de Estado o con su funcionario electoral local.
8. El derecho a ejercer su voto presencial si su nombre no se aparece en la lista de votantes registrados.
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Voter Complaint Information

You may report any complaint about the conduct of this election, including voting rights violations and complaints about local election officials administering the election, to:

**Any Election**

Texas Secretary of State’s Office

<table>
<thead>
<tr>
<th>By Calling:</th>
<th>By Writing:</th>
<th>By Emailing:</th>
<th>By Faxing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(800) 252-8688</td>
<td>Office of the Secretary of State</td>
<td><a href="mailto:elections@sos.texas.gov">elections@sos.texas.gov</a></td>
<td>(512) 475-2811</td>
</tr>
<tr>
<td>(512) 463-5650</td>
<td>P.O. Box 12060</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin, Texas 78711</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If you contact the Secretary of State in writing other than by mail, fax or email, include your contact information in case additional information is needed.

**Federal Elections**

U.S. Department of Justice

<table>
<thead>
<tr>
<th>By Calling:</th>
<th>By Writing:</th>
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<th>By Faxing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(800) 253-3931</td>
<td>Civil Rights Division</td>
<td><a href="mailto:voting.section@usdoj.gov">voting.section@usdoj.gov</a></td>
<td>(202) 307-2767</td>
</tr>
<tr>
<td>(202) 307-2767</td>
<td>U.S. Department of Justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 7254 - NWB</td>
<td>Room 7254 - NWB</td>
<td></td>
<td>950 Pennsylvania Ave., N.W., Washington, DC 20530</td>
</tr>
</tbody>
</table>

**Local Elections**

Local Contact Information for this Election

You may also file affidavits of potential criminal election violations involving local elections with your local county attorney or criminal justice attorney for investigation. Consult your local directories for phone numbers.

**Name of Election Official:**

**Phone Number:** 469-627-VOTEL

**Mailing Address:**

1520 ROUND TABLE DR

DALLAS, TX 75247

**Email Address:**

DALLASCOUNTYVOTE@DALLASCOUNTY.ORG

**Fax Number:** 214-681-7991

Información para denuncias de votantes

Usted puede presentar cualquier denuncia sobre el proceso de esta elección, incluso sobre delitos contra derechos electorales y denuncias sobre los funcionarios electorales locales encargados de administrar la elección, a:

**Todo tipo de elecciones**

Secretario de Estado de Texas

<table>
<thead>
<tr>
<th>Llame a:</th>
<th>Escribe a:</th>
<th>Por correo electrónico a:</th>
<th>Por fax a:</th>
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</tr>
</tbody>
</table>

* Si se comunica con el Secretario de Estado por escrito, bien sea por correo, fax a correo electrónico, favor de incluir su información de contacto en caso de que se requiera información adicional.

**Elecciones federales**

Departamento de Justicia de los Estados Unidos

<table>
<thead>
<tr>
<th>Llame a:</th>
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**Elecciones locales**

Información de contacto local para esta elección

También puede presentar denuncias judiciales al agente del contado o al procurador penal del distrito para la investigación de posibles crímenes electorales en elecciones locales. Consulte su directo para conocer detalles.

**Nombre del funcionario electoral:**

<table>
<thead>
<tr>
<th>Núm. de teléfono:</th>
<th>Dirección postal:</th>
<th>Dirección de correo electrónico:</th>
<th>Núm. de fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Casting Your Ballot

INSTRUCTIONS FOR CASTING A DIGITAL SCAN BALLOT

If you feel that you do not understand how to vote the optical scan ballot after reading the following instructions, an election official will give you further explanation.

Effective September 1, 2020 there will no longer be an option to cast a straight-party vote for all the nominees of one party.

VOTING FOR CANDIDATES AND PROPOSITIONS

1. Follow instructions printed on the front of the electronic ballot-marking device for inserting your ballot card for voting. Select your preferred language to start voting session. Make your selection by touching on the screen the name of the candidate or proposition indicating the way you wish to vote. Move to the next issue by selecting “Next” at bottom of screen. Once all selections are made select “Print Ballot Card”.
2. To vote “For” or “Against” a proposition on the ballot in any election, select the statement indicating the way you wish to vote by touching the screen.

REPLACING A SPOILED BALLOT

2. If you make a mistake or damage your ballot, return it to an election official and get another ballot. You may not receive more than three ballots.

WRITE-IN VOTING

3. To vote for a candidate who is not on the ballot when there is a blank line for write-in voting provided with the title of the appropriate office, you may cast your vote for the write-in and type the name of the candidate of your choice. In general, election for state and county offices, municipal elections, school board elections, or other elections when required by law, only votes for the candidates whose names appear on the list of Declared Write-in Candidates will be counted. Write-in voting is not permitted in runoff elections or other elections where the law expressly prohibits write-in voting.

DEPOSITING THE BALLOT

4. After marking your ballot, deposit it in the scanner. If you make a mistake marking your ballot, the scanner will send it back to you so that you will have an opportunity to correct the ballot. If you do not wish to correct the ballot, an election worker can assist in depositing your ballot into the scanner without returning it to you.

---

Spanish- Casting Your Ballot

INSTRUCCIONES PARA VOTAR CON UNA BOLETA DIGITAL ESCANEABLE

Si no entiende cómo votar su boleta después de leer las siguientes instrucciones, un oficial electoral le dará más explicaciones.

A partir del 1 de septiembre de 2020 ya no habrá una opción para emitir un voto directo por todos los nominados de un

PARA VOTAR POR CANDIDATOS Y PROPOSICIONES

1. Siga las instrucciones impresas en la parte frontal del dispositivo electrónico de marcado de papeletas para insertar su boleta para votar. Seleccione su idioma preferido para comenzar la sesión de votación. Haga su selección tocando en la pantalla el nombre del candidato o propuesta que indica la forma en que desea votar. Vaya al siguiente número seleccionando “Siguiente” en la parte inferior de la pantalla. Una vez realizadas todas las selecciones, seleccione “Imprimir tarjeta de votación”
2. Para votar “A FAVOR DE” o “EN CONTRA DE” una propuesta en la boleta electoral en cualquier elección, seleccione la declaración que indique la forma en que desea votar tocando la pantalla.

PARA REEMPLAZAR UNA BOLETA DAÑADA

3. Si comete un error o daña su boleta, devuélvála a un funcionario electoral y obtenga otra boleta. Es posible que no reciba más de tres papeletas.

PARA VOTAR POR INSECRION ESCRITA

4. Para votar por un candidato que no está en la boleta cuando hay una línea en blanco para la votación por escrito proporcionada con el título de la oficina apropiada, usted puede emitir su voto para el redacto y escribir el nombre del candidato de su elección. En las elecciones generales para oficinas estatales y del condado, elecciones municipales, elecciones de la junta escolar u otras elecciones cuando lo exija la ley, solo se contarán los votos para los candidatos cuyos nombres aparecen en la lista de Candidatos Declarados por Escrito. El voto por escrito no está permitido en las elecciones de escorrenta u otras elecciones en las que la ley prohíbe expresamente el voto por escrito.

PARA DEPOSITAR SU BOLETA

5. Después de marcar su boleta, déjela en el escáner. Si comete un error al marcar su boleta, el escáner se le enviará de vuelta para que tenga la oportunidad de corregir la boleta. Si no desea corregir la boleta electoral, un trabajador electoral puede ayudar a depositar su boleta en el escáner sin devolvérsela.
SIGNS TO BE POSTED OUTSIDE
**English- TX ID Requirements**

**ID required for Texas Voters**

*If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:*  

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

*Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:  

- A government document that shows your name and an address, including your voter registration certificate;  
- Current utility bill;  
- Bank statement;  
- Government check;  
- Paycheck; or  
- (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).  

**Spanish- TX ID Requirements**

**Identificación requerida para votantes de Texas**

*Sí posee alguna de las siguientes formas de identificación aprobadas con fotografía, debe presentársela al votar en persona:*  

- Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS, según sus siglas en inglés)  
- Certificado de Identificación Electoral de Texas expedido por el DPS  
- Tarjeta de Identificación Personal de Texas expedida por el DPS  
- Licencia para Portar Armas de Fuego de Texas expedida por el DPS  
- Cédula de Identificación Militar de los Estados Unidos con fotografía  
- Certificado de Ciudadanía de los Estados Unidos con fotografía  
- Pasaporte de los Estados Unidos (libro o tarjeta)

*Si no posee y no puede razonablemente obtener una de estas identificaciones? Llene una declaración en la casilla electoral describiendo un impedimento razonable para obtenerla, y muestre una copia o el original de una de las siguientes formas de identificación adicionales:*  

- Documento del gobierno con su nombre y dirección, incluyendo su certificado de registro de votante;  
- Factura reciente de servicios públicos;  
- Estado de cuenta bancaria;  
- Cheque del gobierno;  
- Cheque de pago; o  
- (a) Acta de nacimiento certificada nacional (de un estado o territorio de EE. UU.) o (b) un documento que confirme el nacimiento admisible en un tribunal de justicia que establece su identidad (que puede incluir un documento de nacimiento extranjero).
**WARNING**

**ADVERTENCIA**

**NO FIREARMS OR WEAPONS OF ANY TYPE ALLOWED AT THIS POLLING PLACE**

**NINGÚN ARMA DE FUEGO O CUALQUIER OTRO TIPO ES PERMITIDO EN LAS URNAS DE VOTACIÓN**

**WARNING:** ABSOLUTELY NO FIREARMS BEYOND THIS POINT

"Pursuant to Texas Penal Code Section 46.03(a)(2), a person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a) on the premises of a Polling Place on the day of an Election, or while Early Voting is in progress. Violators may be charged with a third-degree felony."

**ADVERTENCIA:** ABSOLUTAMENTE NINGÚN ARMA DE FUEGO MÁS ALLÁ DE ESTE PUNTO. "Según el Artículo 46.03 (a) (2) del Código Penal de Texas, una persona comete un delito si la persona intencionalmente, conscientemente, o imprudentemente posee o va con un arma de fuego, cuchillo ilegal, o arma prohibida identificada en la lista del Artículo 46.05 (A) dentro del Centro electoral durante el día de una Elección, o mientras que la Votación A adelantada está en proceso. Los infractores pueden ser acusados de un crimen de tercer grado."

**DISTANCE MARKER**

**NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE ENTRANCE TO THE POLLING PLACE**

Electioneering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed $500.

**MARCADOR DE DISTANCIA**

**SE PROHIBE ACCIONES EN PLAN DE CAMPAÑA ELECTORAL ENTRE ESTE PUNTO Y LA ENTRADA AL LOCAL DE VOTACIÓN ADELANTE**

Se prohíbe toda acción referente a campañas electorales dentro de los límites señalados por este marcador, siendo infracción de Categoría C, sancionable con una multa hasta de $500.

The distance marker shall be posted at least 100 feet from any entrance to the building. (Sec. 85.036, Texas Election Code).
NOTICE OF VOTERS WHO VOTED

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

FOR ELECTION DEPARTMENT USE ONLY
NUMBER OF VOTERS AT 9:00 A.M. ____________

(Number of Voters)
(Número de Votantes)

9:30 a.m. ____________________________
11:30 a.m. __________________________
1:30 p.m. ____________________________
3:30 p.m. ____________________________
5:30 p.m. ____________________________

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.

RETURN IN ENVELOPE NO. 2 YELLOW

OFFICIAL POLLING PLACE
LUGAR OFICIAL DE VOTACIÓN
NOTICE

Prohibition of Certain Devices
Within 100 Feet of Voting Stations

Persons are not allowed to use a wireless communications device within 100-feet of the voting stations. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. Said devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders. A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the cause of their employment.

NOTIFICACIÓN

DE PROHIBICIÓN DE CIERTOS DISPOSITIVOS
DENTRO DE CIEN (100) PIES
DE LA ESTACIÓN DE VOTACIÓN

No se permite usar dispositivos de comunicación inalámbrica dentro de cien (100) pies de la estación de votación. Adicionalmente, no se permite usar medios mecánicos o electrónicos que graban imágenes o sonido dentro de cien (100) pies de la estación de votación. Dichos dispositivos incluyen pero no se limita a teléfonos celulares, teléfonos digitales, cámaras, teléfono con cámara y grabadores. La estación de votación es el área donde el votante marca su boleta.

El juez de la elección tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los Observadores Electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarían o desactivarían al servir como Observador.

Si tiene alguna pregunta adicional o necesita clarificación, por favor diríjase al juez de la elección de su localidad.