

VZC Democratic Party

Qualifying Voters



Information in this training section is sourced from Poll Worker Training 102, presented by the Van Zandt County Clerk's Office

Welcome to Poll Worker Training 102

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

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

The goal of the Van Zandt County Elections Department is to provide you with the training necessary to feel confident in every step of this process including:

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

REQUIRED IDENTIFICATION


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

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

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

First step is knowing which forms of ID are acceptable.

The Van Zandt County Clerk's Office provides every polling location with the Voterready flier you see here to help the voter determine if they have the correct ID. This flier is located on the display board with all other notices.



**ARE YOU
VOTEREC**

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

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

- TEXAS STATE Teacher License
- TEXAS STATE Post Office ID Card
- TEXAS STATE U.S. Citizenship Certificate and Photo
- TEXAS STATE Post Primary ID Card
- TEXAS STATE Post Adult ID Card
- U.S. Military ID Card
- U.S. Passport (Book or Card)

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

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

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

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

And if you're eligible to vote by mail,
learn about the requirements and how to identify
yourself on your ballot by mail materials.

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REQUIRED IDENTIFICATION

When a voter arrives at a polling location, you will ask them to present one of the seven (7) acceptable forms of photo ID that is current OR, for voters aged 18-69, expired no more than four years.

Voters aged 70 or older may present one of the seven (7) acceptable forms of photo ID that is expired for any length of time that is otherwise valid.

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

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

"LIST A" IDENTIFICATION

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

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

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

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

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

"LIST B" IDENTIFICATION

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

ADDRESSES DO NOT HAVE TO MATCH

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

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

- ▶ Turn the poll pad towards the voter and ask “Can you confirm this address is still correct?”

If the address on the poll pad is different than the voters current address, have the voter complete a Statement of Residence which will correct their voter registration.

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

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

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

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

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

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

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

Types of Ballots?

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

- ▶ A Regular ballot
- ▶ A Provisional ballot
- ▶ A Limited Ballot; only during early voting.

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

Voter Identification Procedures

LIST A - Photo ID's

- Texas Driver License issued by DPS
- Texas Election Identification Cert. (DPS)
- Texas Personal Identification Card (DPS)
- Texas License to carry a handgun (DPS)
- US military identification card
- US citizenship certificate
- US passport

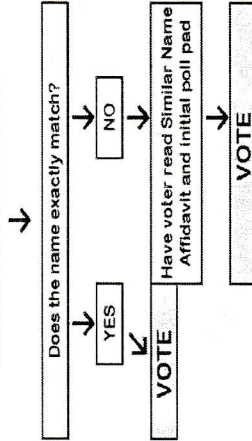
LIST B - Supporting ID's (non-photo)

- Valid voter registration certificate
- Certified birth certificate (original w/ seal)
- Copy/Original - Current utility bill
- Copy/Original - Bank Statement
- Copy/Original - Government check
- Copy/Original - Paycheck
- Copy/Original - Government document w/name addr.

LIST A Procedure:

VOTER PRESENTS VALID PHOTO ID

ID can be expired up to 4 years and photo matches. Voters over the age of 70, ID can be expired for any length of time

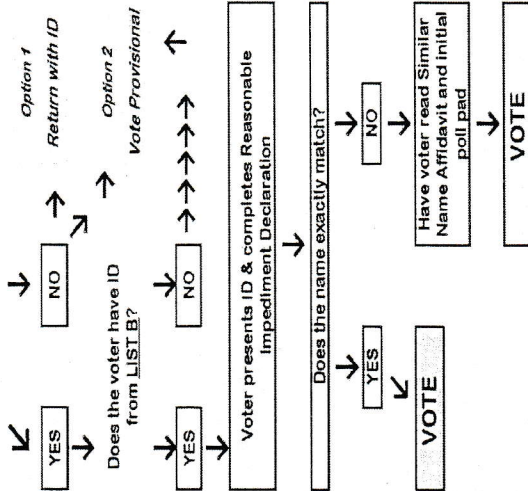


Place the Reasonable Impediment Declaration in the Gray envelope for the Statement of Residence and similar correspondence.

LIST B Procedure:

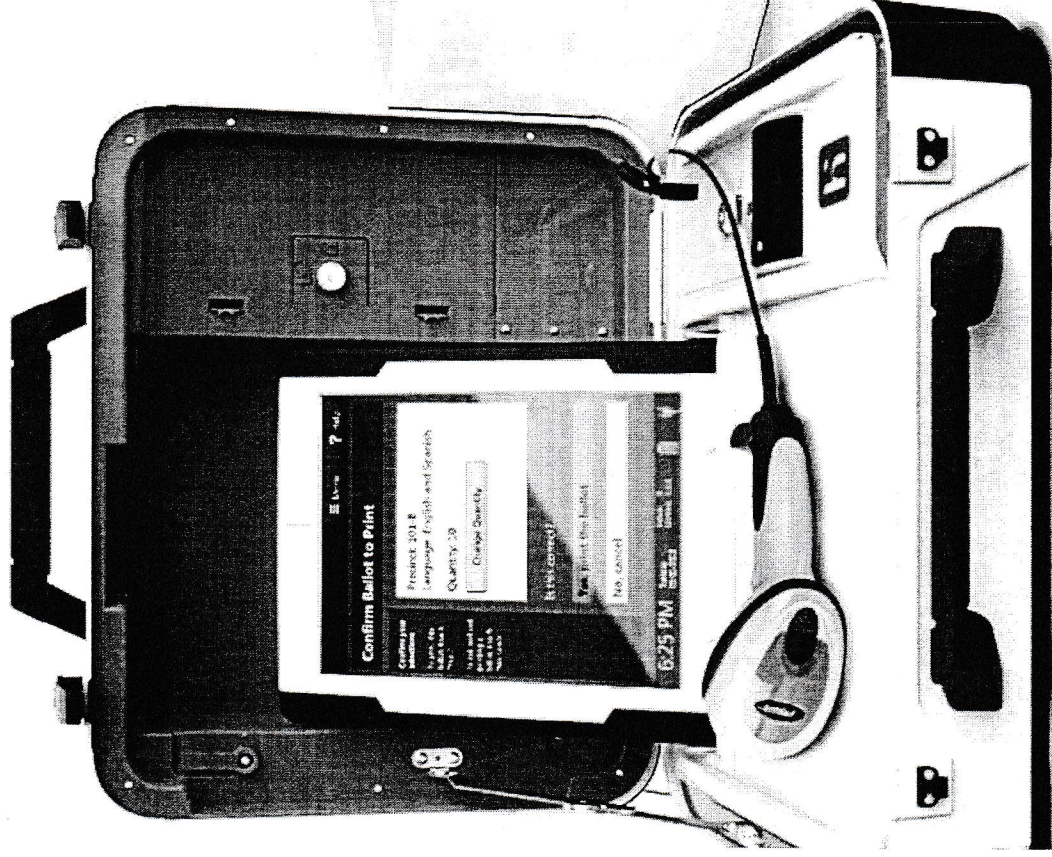
VOTER DOES NOT PRESENT VALID PHOTO ID

Do you have a reasonable impediment or difficulty to obtaining a Photo ID? (i.e. moved from out of state and cannot get an apt. with DPS until after the election)



Regular Ballot

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



Processing Voters with Similar Names

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

The voter should fill out an affidavit stating that they are the same person on the list of registered voters. You can select the Similar Name Affidavit option at the bottom of the Voter Confirmation screen on the poll pad.

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

- Address
- Date of Birth
- Photograph

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

SLIGHTLY DIFFERENT

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

EXAMPLE:

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

CUSTOMARY VARIATION

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

EXAMPLE:

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

Initial, Middle, Former Names

- ▶ Initial
- ▶ Middle
- ▶ Former name

EXAMPLE:

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

SLIGHTLY DIFFERENT

- ▶ Maiden names
- ▶ Hyphenated names

EXAMPLE:

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

Qualifying Voters Do's and Don't's

DO

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

Verify the voter's identity with their approved identification.

Verify the address on the poll pad is correct.

Ensure the voter completes the necessary forms for their situation.

Complete your part of the paperwork.

Print the ballot and have the Election Judge sign the back before handing it to the voter.

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

DON'T

Election Official **MAY NOT** swear to the personal knowledge of the voter's identity, even if they are a relative/spouse.

You **MAY NOT** verify their address with their ID.

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

You **MAY NOT** question the reasonableness of the voter's reasonable impediment.

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

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

Important Take A-ways

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

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

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

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