

VZC Democratic Party

Election Forms



Information in this training section is sourced from Poll Worker Training 103, presented by the Van Zandt County Clerk's Office

# Welcome to Poll Worker Training 103

## Forms, how and when to use them

The goal of the Van Zandt County Clerk's Office is to provide you with the training necessary to feel confident while working the polls. To do this we are always trying to come up with innovative tools to assist with that goal.

Our Decision Tree is one of those tools.

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

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

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

### Voter Identification Procedures

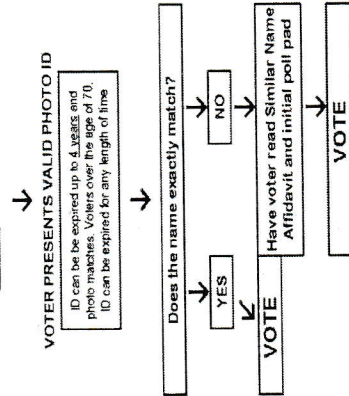
#### LISTA - Photo ID's

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

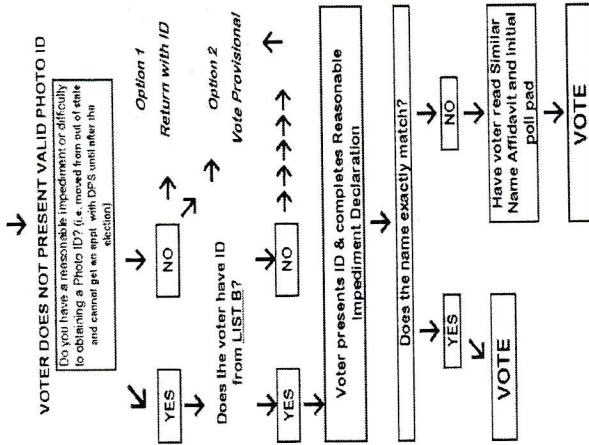
#### LISTB - Supporting ID's (non-photo)

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.

#### LISTA Procedure:



#### LISTB Procedure:



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

# STATEMENT OF RESIDENCE- Change of Address

When checking in a voter on the poll pad you will first scan their acceptable ID.

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

They DO NOT have to match.

However, you are required to confirm with the voter that the address on the poll pad is correct. (§63.0011)

You can do that by turning the poll pad towards the voter and ask: "Is this your correct residence address?" that is listed on the Voter Confirmation screen.

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

## Instructions for Voting by Mail on Back

(A) Deseo: Instrucciones al voto por correo.

TX 8 (12/21)  
Precinct and Ballot  
Secretary of State

For persons whose residence address does not match voter registration address.

### STATEMENT OF RESIDENCE

CONSTANCIA DE DOMICILIO PERMANENTE

Para personas cuya dirección no concuerde con la que aparece en la lista oficial de votantes inscritos.

Last Name (Last Name) Apellido (Apellido)		First Name Nombre de pila		Middle Name (if any) Segundo nombre (si aplica)	Former Name Apellido anterior
Residence Address: Street Address and Apartment Number, City, State, and Zip. Domicilio residencial: Número y Calle, y número de apartamento, Ciudad, Estado, y Código Postal (no se permite un código correo en el código postal). Si tiene un apartamento, indique también el número de apartamento. (If -, St., #)		City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas		City, State, and Zip, and Apartment Number, City, State, and Zip. Ciudad, Estado, y Código Postal (no se permite un código correo en el código postal). Si tiene un apartamento, indique también el número de apartamento.	

Mailing Address: Address, City, State, and Zip. If mail cannot be delivered, include street address, city, state, and zip, and apartment number, city, state, and zip. Dirección de correo: Ciudad, Estado, y Código Postal (no se permite un código correo en el código postal).	Date of Birth: month, day, year Fecha de nacimiento: mes, día, año
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City and County of Current Residence in Texas Ciudad y condado de residencia actual en Texas	Telephone Number (Optional) Include Area Code Teléfono (Opcional) - Incluya código de área
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Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal (emitido 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. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.
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I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.  
No he sido emitido una Licencia de Conducir de Texas/Cédula de Identificación Personal de Texas o Número de Seguro Social.

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

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

- My residence de este condado y condado de los Estados Unidos, y
- no he sido legalmente condenado por un delito grave, o si soy un delincuente, he pagado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado, y
- no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción probataria que estoy totalmente o parcialmente incapacitado o parcialmente incapacitado sin derecho a voto.

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.	Date
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Print



# STATEMENT OF RESIDENCE- Suspense Voter

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

This can happen for several reasons, some examples are;

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

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

Always confirm that their residence is still in Van Zandt County. If it is not, they should be guided to vote in their current county of residence. If they insist on voting in Van Zandt County, they must vote a **Provisional Ballot**.

## Instructions for Voting by Mail on Back

(Al Donde: Instrucciones de voto por correo)

### STATEMENT OF RESIDENCE

For persons whose residence address does not match voter registration address.

CONSTANCIA DE DOMICILIO PERMANENTE

Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos

<b>TXS (12/21)</b> Secretary of State	<b>Last Name</b> (include suffix, if any) Apellido (incl. sufijo si lo hay) (Jr., Sr., III)	<b>First Name</b> Nombre de pila	<b>Middle Name (if any)</b> Segundo nombre (si aplica)	<b>Former Name</b> Apellido anterior
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<b>Residence Address: Street Address and Apartment Number, City, State, and Zip.</b> Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describe dónde vive (no incluya apartados postales, rutas curvas o dirección del trabajo)	<b>Gender (Optional)</b> Sexo (Opcional) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
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<b>Mailing Address: Address, City, State, and Zip; if mail cannot be delivered to this address, provide actual Number and Name of apartment, building, or other address, including City, State, and Zip.</b> Dirección de correo: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial)	<b>Date of Birth: month, day, year</b> Fecha de nacimiento, mes, día, año / / / / / /
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<b>City and County of Former Residence in Texas</b> Ciudad y condado de residencia anterior en Texas	<b>City and County of Current Residence in Texas</b> Ciudad y condado de residencia actual en Texas	<b>Telephone Number (Optional) Include Area Code</b> Teléfono (Opcional) - Incluye código de área
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<b>Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)</b> No. de licencia de conductor de Texas o no. de identificación personal de Texas (Emitidos 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. Si no tiene licencia de conductor de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.
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I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.  
 No he recibido una Licencia de conductor de Texas/Cédula de identificación personal de Texas o Número de Seguro Social

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

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

My residence in this county is exclusive of the State of Texas, and I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned, and I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

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

Firma del solicitante o su agente (acompañado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha



# Provisional Ballot

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

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

52 U.S.C. § 21082

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

2021 Precinct No. where voter lives. (See Precinct Map at Amendment 1A	Precinct No. where registered voter lives. (See Precinct Map at Amendment 1A	Date of Election / Fecha de la Elección 11-02-2021	County / Condado Van Zandt County
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**Affidavit of Provisional Voter (Declaración Jurada de Volante Provisional) (Ballot number if using DRE)**

**TO BE COMPLETED BY VOTER:** I am a registered voter of this precinct and I am attempting to vote and have not already voted in this election (either in person or by mail). I am a voter of this precinct and I have not been duly convicted of a felony or if a felony I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know am not eligible.

**PARA QUE EL VOTANTE LO LLENE:** Estoy inscrito como votante en esta subdivisión política y en el momento de emitir este voto no he sido declarado culpable de un delito grave o si lo he sido, he cumplido con todas las condiciones de mi sentencia o he sido absuelto de un delito grave. He comprendido que dar información falsa sobre mi estado de ánimo, mi conducta o mi historial de antecedentes penales puede constituir un delito. Entiendo que dar información falsa sobre mi estado de ánimo, mi conducta o mi historial de antecedentes penales puede constituir un delito de 2do grado. Entiendo que dar información falsa sobre mi estado de ánimo, mi conducta o mi historial de antecedentes penales puede constituir un delito de 2do grado. Entiendo que dar información falsa sobre mi estado de ánimo, mi conducta o mi historial de antecedentes penales puede constituir un delito de 2do grado.

Last Name (Apellido) / Nombre de familia Smith	First Name (Nombre) / Segundo nombre (de línea) John	Former Name / Nombre anterior (None)
Residential Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (do not include PO Box, Rural Rt. Or Business Address) / Dirección política: Ciudad, Estado y Código Postal. (Si es imposible proporcionar como mail, la dirección comercial) 123 Main St., Canton TX 75103	Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address, / Dirección postal: Ciudad, Estado y Código Postal. (Si es imposible entregarle como mail, la dirección comercial) PO Box 999, Canton TX 75103	Social Security No. (last 4 digits required if you do not have a driver's license or ID number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) XXX-XX-9999

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? / Marque el cuadro apropiado: Soy ciudadano de los Estados Unidos  
 Yes  No

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION  
 Yes  No

REASON FOR VOTING PROVISIONAL

1. Failed to present acceptable form of identification or voter certificate with exemption.
2. Voter not on list of registered voters.
3. Voter not on list, registered in another precinct.
4. Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.
5. Voter on list, but registered residence address outside the political subdivision.
6. Other: (Please explain)

Sworn and subscribed to before me this date: 11-02-21  
 Jane Smith  
 Signature of Election Judge

**TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:**

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was/were:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. Voter presented acceptable form of identification within 6 days of election day.
2. Voter met disability exemption within 6 days of election day.
3. Voter executed religious objection affidavit within 6 days of election day.
4. Voter executed natural disaster affidavit within 6 days of election day.
5. Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. Not a registered voter or registration not effective in time for this election.
7. Registered to vote, erroneously listed in wrong precinct.
8. Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
9. Voter erroneously removed from the list.
10. Other: (Please explain)
11. Voter is not registered to vote in \_\_\_\_\_ political subdivision.
12. Other: \_\_\_\_\_

Signature of Voter Registrar \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Ballot Board Judge: \_\_\_\_\_

Action taken by the Early Voting Ballot Board:  REJECTED  ACCEPTED

Judge (must be completed)

Voter (must be completed)

Judge (Choose only one reason)







# Provisional Ballot

A provisional ballot must be offered to:

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

County of Bexar Precinct of 44A Ballot Number 11-02-2021	County of Bexar Precinct of 44A Ballot Number 11-02-2021	County of Bexar Precinct of 44A Ballot Number 11-02-2021
Provisional Ballot I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail, in a regular or special election, or by absentee ballot) and I am not a voter in another precinct of this political subdivision, have not been finally convicted of a felony or if a felon, have completed all of my punishment including probation or parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally incompetent or partially incompetent without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the third degree to vote in an election in which I am not permitted to vote.	Provisional Ballot I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail, in a regular or special election, or by absentee ballot) and I am not a voter in another precinct of this political subdivision, have not been finally convicted of a felony or if a felon, have completed all of my punishment including probation or parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally incompetent or partially incompetent without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the third degree to vote in an election in which I am not permitted to vote.	Provisional Ballot I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail, in a regular or special election, or by absentee ballot) and I am not a voter in another precinct of this political subdivision, have not been finally convicted of a felony or if a felon, have completed all of my punishment including probation or parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally incompetent or partially incompetent without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the third degree to vote in an election in which I am not permitted to vote.
Signature of Voter: _____ Date: _____	Signature of Voter: _____ Date: _____	Signature of Voter: _____ Date: _____

**Affidavit of Provisional Voter (Declaration of Volante Provisional) (Ballot number if using ORE)**

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail, in a regular or special election, or by absentee ballot) and I am not a voter in another precinct of this political subdivision, have not been finally convicted of a felony or if a felon, have completed all of my punishment including probation or parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally incompetent or partially incompetent without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the third degree to vote in an election in which I am not permitted to vote.

TO BE COMPLETED BY COUNTY CLERK: I am a registered voter of this political subdivision and in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail, in a regular or special election, or by absentee ballot) and I am not a voter in another precinct of this political subdivision, have not been finally convicted of a felony or if a felon, have completed all of my punishment including probation or parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally incompetent or partially incompetent without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the third degree to vote in an election in which I am not permitted to vote.

County of Bexar, Precinct of 44A, Ballot Number 11-02-2021

Signature of Voter: John Smith Date: 11/02/21

Signature of County Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION  
 Yes  No

REASON FOR VOTING PROVISIONAL  
Failed to present acceptable form of identification or voter certificate with exemption:  
1. Voter not on list of registered voters.  
2. Voter on list, registered in another precinct.  
3. Voter on list of people who voted early by mail, and voter has not completed mail ballot application.  
4. Voting after 7:00 p.m. due to court order.  
5. Voter on list, but registered residence address outside the political subdivision.  
6. Other: \_\_\_\_\_ (Please explain)

Signature of Election Judge: \_\_\_\_\_  
Date: 11-02-21

Sworn and subscribed to before me this date: 11-02-21

Jane Smith  
Signature of Election Judge

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

Action taken by the Early Voting Ballot Board:  ACCEPTED  REJECTED  Signature of Ballot Board Judge: \_\_\_\_\_

**TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:**

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was/were made:  
FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE  
1. Voter presented acceptable form of identification within 6 days of election day.  
2. Voter not on list of registered voters within 6 days of election day.  
3. Voter presented religious objection affidavit within 6 days of election day.  
4. Voter presented natural disaster affidavit within 6 days of election day.  
5. Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.  
FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS  
6. Not a registered voter or registration not effective in time for this election.  
7. Registered to vote, erroneously listed in wrong precinct.  
8. Registered to vote in a different precinct within the county.  
9. Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.  
10. Voter erroneously removed from the list.  
11. Voter is not registered to vote in \_\_\_\_\_ (Please explain)  
12. Other: \_\_\_\_\_ (Please explain)





### NOTICE TO PROVISIONAL VOTER

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

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

If you are voting in the correct precinct, **in order to have your provisional ballot accepted**, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. This 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 (if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

**YOUR MUST APPEAR BEFORE YOUR REGISTRAR BY:**  
\_\_\_\_\_  
Date

#### Acceptable Forms of Photo Identification

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

**"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) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

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

#### PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0103 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

#### TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

(CONTINUED ON REVERSE)

# Provisional Ballot

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

If a voter is casting a provisional ballot due to lack of an acceptable or supporting ID, the election worker should provide the voter the Notice to Provisional Voter form 7-15c. Provide a date that is 6 days after election day in the box on the right side of the form. The voter will then have until that date the opportunity to provide their acceptable or supporting ID to the County Clerk's Office.







# Affidavit of Provisional Voter

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

AW-124  
Provisional Voters of State  
(Form 6887) (Rev. 10/11)

AW-124  
Provisional Voters of State  
(Form 6887) (Rev. 10/11)

Type of Election (Type of Election)	County Number (County Number)
Name of Election (Name of Election)	County Name (County Name)

## Early Voting List of Provisional Voters

To be Completed by the Early Voting Clerk		To be Completed by the Ballot Board Judge Accepted for Counting	
Name of Provisional Voter	Presnet Number	Accepted for Counting	Re
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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### Notice to Provisional Voter

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

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

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

### Notificación al Votante Provisional

La junta de votación (empresario) tomará una determinación, después de la elección, de si su voto provisional se contará o no. Dentro de 30 días después de la elección, se le enviará un boleto de notificación que le indicará si (1) su boleto se contó o (2) si no se contó.

En dicha notificación se le indicará si (1) su boleto se contó o (2) si no se contó.

El registrador de votantes actualizará su declaración jurada y, si usará la información para actualizar la información de su registro electoral o si usará la información para actualizar la información de su declaración jurada para votar provisionalmente, la declaración jurada se le entregará al registrador de votantes de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secrel VOTER687.

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Name of Election (Name of Election)	County Name (County Name)

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**REASONABLE IMPEDIMENT DECLARATION**

**TO BE COMPLETED BY VOTER**

Name: \_\_\_\_\_

**VOTER'S DECLARATION OF REASONABLE IMPEDIMENT**

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(1) of the Texas Election Code.

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

(Check at least one box below)

- Lack of transportation  Disability 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.

X

Signature of Voter \_\_\_\_\_

Date \_\_\_\_\_

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

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

VOID (Notar Unique Identification Number)

**TO BE COMPLETED BY ELECTION OFFICIAL**

The voter provided a copy or original of one of the following forms of identification:

\_\_\_\_\_ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

\_\_\_\_\_ Current utility bill

\_\_\_\_\_ Bank statement

\_\_\_\_\_ Government check

\_\_\_\_\_ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

\_\_\_\_\_ Paycheck

Location: \_\_\_\_\_

Date of election: \_\_\_\_\_

## Reasonable Impediment Declaration (RID)

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

On the affidavit the voter will:

- Note their reasonable impediment to obtaining an acceptable form of photo identification.
- State that the information contained in the declaration is true.
- State that the voter is the same individual personally appearing at the polling place to sign the declaration.
- State that the voter faces a reasonable impediment to procuring an acceptable form of photo identification.

You **may not** question the reasonableness of the voter's reasonable impediment.

## 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 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.





## Limited Ballot (Early Voting Only)

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

- ▶ Limited ballots are only an option during early voting
- ▶ they cannot be used on election day

To vote a limited ballot, a voter must:

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





# Limited Ballot

Limited Ballot Procedures Personal Appearance

Step 1: Attempt to verify voter's registration status in Van Zandt county. You must call the County Clerk's Office to make this verification.

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

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

**Remember:** The voter can only vote in races that their old county has in common with Van Zandt County. A statewide district list is provided in your supplies to compare with Van Zandt County. Any race that the voter is not qualified to vote in (mainly local or countywide races), will need to be marked off of the ballot by drawing a line through all rectangles for those races. When the ballot is scanned, this will create an overvote and the ballot should be accepted for counting.

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

ANS-201-14  
 Provided by Secretary of State  
 November 12, 2014 (11:30 AM) Texas Election Code  
 (11/2014)

**APPLICATION FOR LIMITED BALLOT**  
**(SOLICITUD PARA UNA BOLETA LIMITADA)**  
**TO THE EARLY VOTING CLERK OF**  
**EL SECRETARÍA DE ESTADO, AGENCIA DE**  
 TEXAS

I am a new resident of this county, and currently registered in my former county.

I hereby apply for a limited ballot for the \_\_\_\_\_.

(Please do not print name.)

(Signature)

(Date)

(Address)

(City)

(State)

(ZIP)

(County)

(Mailing Address)

(City)

(State)

(ZIP)

(County)

(Mailing Address)

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# Limited Ballot

Limited Ballot Procedures Personal Appearance

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

Step 5: Give the limited ballot (with the ineligible races removed) to the voter for voting.

POLL LIST FOR LIMITED BALLOTS			
NO.	DATE	PRECINCT	PRINTED NAME OF VOTER
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			
21)			
22)			
23)			
24)			
25)			
26)			
27)			
28)			
29)			
30)			

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

## DO

- Use the Decision Tree to help you decide what forms you need.
- Use the instructions provided with the forms.
- Verify the address on the poll pad is correct.
- Ensure the voter completes the necessary forms for their situation.
- Complete your part of the paperwork.
- Call or ask for help if you are unsure how to proceed.
- Review that forms completed by voters are complete.

## DON'T

- Tell a Provisional Voter their vote will not count.
- You may not question the reasonableness of the voter's reasonable impediment.
- Do not deny any voter an opportunity to vote. This is what Provisional Ballots are for.
- If a voter is not on the OLRV, don't neglect to call the Election Office to verify where the voter is registered.

## Important Take A-ways

- Your goal is to apply the knowledge you learn here to protect the integrity of the election process.
- To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in filing out forms.
- Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process.
- We are depending on you to be responsible and reliable. The integrity of the election is a joint endeavor between you, as an election official, and our office.