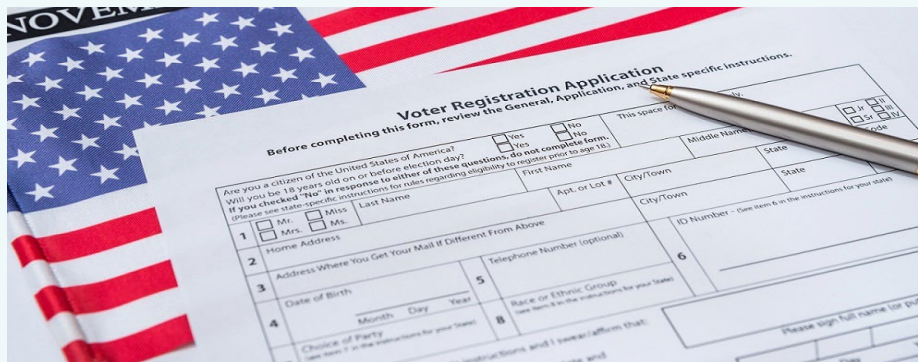


Voter Registration



January 2024



Basic Resources

- **Elections Forms Index**

<https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml>

- **Conducting Your Elections Page**

<https://www.sos.state.tx.us/elections/conducting/index.shtml>

- **Voter Registration Resources Page**

<https://www.sos.state.tx.us/elections/laws/voter-registration-resources.shtml>

- **Texas Election Code**

<https://statutes.capitol.texas.gov/>

- **Texas Administrative Code**

[https://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](https://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

- **VoteTexas.gov**



Advisories

- **No.2023-07** - Volunteer Deputy Registrars
- **No.2023-10** - Changes to Early Voting by Personal Appearance – House Bill 1217
- **No.2023-21** - March 5, 2024 Primary Election Law Calendar and May 28, 2024 Primary Runoff Election Law Calendar
- **No.2023-23** - Registering a Voter who is Part of a Confidentiality Program
- **No.2023-25** - May 4, 2024 Election and June 15, 2024 Runoff Election Law Calendar
- **No.2023-26** - Voter Registration List Maintenance Under the National Voter Registration Act of 1993 (NVRA) and the Texas Election Code as it Pertains to the Primary Election and Primary Runoff Election



Eligibility to Register

(TEC 13.001)

To be eligible to register to vote:

- is 18 years of age;
- is a U.S. Citizen;
- has not been determined by a final judgment of a court exercising probate jurisdiction to a totally mentally incapacitated, or partially mentally incapacitated without the right to vote;
- has not been finally convicted of a felony. If a person has a felony conviction, they can regain their right to vote when the person's sentence is fully discharged, including any term of incarceration, parole or supervision or completed a period of probation or if the person has been pardoned or released from the resulting disability to vote;
- is a resident of the county in which the application for registration is made;
and
- must be 17 years and 10 months of age at the time registration.



Designated Voter Registrars

- County Role
 - Voter Registrar in County (12.001)
 - County Clerk (12.031)
 - Election Administrator (31.031)
- Volunteer Deputy Registrars (13.031)
- High School Deputy Registrars (13.046)
- Chapter 20 Agencies (20.001)



Designated Voter Registrars

- Chapter 20 outlines the requirements and designates the following state agencies as voter registration agencies:
 - Health and Human Services Commission (HHSC);
 - Texas Workforce Commission (TWC);
 - Department of Public Safety (DPS);
 - Each public library, including any branch or other service outlet; and
 - Any other agency or program as determined by the Secretary of State that primarily provides public assistance or services to persons with disabilities.



Applications

- If not already registered but have a drivers license or state ID card:
 - DPS Web Portal
- Can update VR Information online at [Texas.gov](https://www.texas.gov)
- Voter may submit an FPCA as well



Effective Date of Registration



Effective Date of Registration

(TEC 13.143)

If an application is approved, the registration becomes effective the 30th day after the date the application was submitted to the registrar or on the date the applicant becomes 18 years of age.

- **County** – Date of submission is date of in person delivery or mailed postmark date. If no postmark date, the submission date is the date of receipt. (TEC 13.143)
- **Chapter 20 Agency** - Date the application was submitted to the agency employee.
- **High School Deputy Registrar** – Date the application was submitted to the High School Deputy Registrar.
- **Volunteer Deputy Registrar** - Date the application was submitted to the VDR.



Registration Deadlines and Postmark Information



Voter Registration Deadlines

Deadline to Register to Vote or Make a Change of Address Effective is:

- Monday, February 5, 2024 (March 5, 2024 Primary Election)
- Thursday, April 4, 2024 (May 4, 2024 Uniform Election)
- Monday, April 29, 2024 (May 28, 2024 Primary Runoff Election)
- Thursday, May 16, 2024 (June 15, 2024 Runoff Election)



Postmark Information

If voter registration application is not postmarked but sent directly to the county:

- A postmark directly on the voter application or accompanying envelope.
- Date written in by the applicant next to their signature.
- If none of these exist, then the date received by the voter registrar's office should be used.



Postmark Information

Applications sent from the SOS:

- The date postmarked on the envelope sent to you by the Secretary of State's office.
- If the date postmarked on an envelope sent to you by the Secretary of State's office is **after** the deadline, we will **include a note** stating that the applications were received on or before the deadline.



Postmark Information

- If an envelope containing applications is mailed from a source other than the Secretary of State and the manila envelope bears a post office cancellation mark, then:
 - all of the VR applications contained in the envelope should be treated as having been postmarked on the same day.
 - If the manila envelope is unmarked and there is no indication as to when the envelope was sent, the voters may be treated as having registered on the date the applications were received.



Postmark Information

- Do not stop processing registration applications just because the voter registration deadline has passed for a given election!



Voter Registration List Maintenance Under the National Voter Registration Act of 1993 (NVRA)



National Voter Registration Act of 1993

- Counties are now within the 90-day list maintenance period for the March 2024 primary election and the May 2024 primary runoff election.



National Voter Registration Act of 1993

Under the NVRA, the only permissible voter removal programs that counties may undertake during this period until after the primary, and any subsequent primary runoff, are:

- to remove voters who voluntarily cancel their voter registration
- voters who are deceased
- voters who are finally convicted of a felony; or
- adjudicated mentally incapacitated without the right to vote.



National Voter Registration Act of 1993

- Counties **must** continue to process voter registration applications during this 90-day period and should not stop processing voter registration applications
- **No.2023-26** - Voter Registration List Maintenance Under the National Voter Registration Act of 1993 (NVRA) and the Texas Election Code as it Pertains to the Primary Election and Primary Runoff Election



Voter Registrar Office Hours



Voter Registrar Office Hours

(TEC 12.004)

New Law: House Bill 1217 (2023, R.S.)

- Modified the required weekend days and hours for early voting by personal appearance at the main early voting polling place for counties.
- Removed the population threshold that required only counties above a certain population to provide extended weekday early voting hours.
- Means the voter registrar's office must remain open to provide voter registration information during the extended hours or weekend hours that the main early voting polling place is open for voting



Voter Registrar Office Hours

House Bill 1217 (2023, R.S.)

- If the registrar's county has a population of less than 55,000, the county may use Chapter 19 funding to defray the cost to the registrar's county of keeping the polling places in the county open during the early voting period
 - Questions about Chapter 19 funding should be directed to our office's Election Funds Management team.
- Email: EFMAdmin@sos.texas.gov
- Phone: 512-463-5966



Voter Registrar Office Hours

(TEC 12.004)

Election day hours are 7:00 am – 7:00 pm!



Voter Registration Application Records



Voter Registration Applications

- Instead of keeping the original registration applications and supporting documentation, a voter registrar **may** record the applications and documentation on an optical disk or other computer storage medium approved by the SOS. However, Texas Administrative Code Rule 81.412 provides that:
 - A voter registrar who records voter registration data for storage purposes on optical disk or other computer storage medium, **shall** follow the procedures for such storage as set forth in the rules under Title 13 of the Texas Administrative Code, Chapter 7, Subchapter C, concerning Standards and Procedures for Management of Electronic Records.

Section 13.104



Voter Registration Applications

- Title 13, Texas Administrative Code Rule 7.75 provides the following:
 - (a) Local governments must implement and maintain an electronic records security program for office and storage areas that:
 - (1) ensures that only authorized individuals have access to electronic records;
 - (2) provides for backup and recovery of records to protect against information loss;
 - (3) ensures that authorized individuals are trained to safeguard confidential electronic records; and
 - (4) minimizes the risk of unauthorized alteration or erasure of electronic records.
 - **(b) A duplicate copy of essential records and any software or documentation required to retrieve and read the records must be maintained in a separate storage area.**



Voter Registration Applications

- So what does all of this mean?
 - The voter registrar **must** keep a duplicate copy of voter registration applications, whether originals of the documents or in another computer storage medium, in a separate storage area from the electronic records.
 - We recommend reviewing the Active and Inactive File Storage Policy in DocShare which addresses this matter in further detail.



Voter Registrar and Local Elections



Local Elections

Don't forget about the May 4, 2024 Uniform Election!

- Send the list of registered voters (and supplemental list)
- Confirm receipt of the Notice of Election
- Request original FPCAs from local entities
- Review provisional ballot affidavits



Resources

Questions?

Legal Team (800) 252-2216, Option 2
TEAM Team (800) 252-2216, Option 1

We are here to help!

Thank you!

