

Federal Post Card Application (FPCA) FORWARDING FORM
for use by Counties, Cities, and School Districts

To the Early Voting Clerk of: _____
(Political Subdivision to which FPCA is being Forwarded)

From: _____, Early Voting Clerk for _____
(Early Voting Clerk Forwarding FPCA) (Political Subdivision Forwarding FPCA)

We have received an FPCA, attached, from the following voter:

(Name of Voter)

This FPCA was received on the following date: _____

It appears from our records that the above-named voter may be eligible to vote in elections held by your political subdivision in _____.
(Year)

Please keep the attached copy of the FPCA and send to the voter named above a ballot for each election for which you are the early voting clerk and in which you determine that the named voter is eligible to vote.

Forwarding Official, check if applicable:

This voter has previously submitted an FPCA this calendar year, and the following information was updated or altered by the voter (check all applicable changes):

Voter's Residence Address

Voter's Mailing Address

Other: _____

NOTE to County Election Official ONLY: If the voter has marked that he or she is permanently away (new FPCA form) or indefinitely away (old FPCA form), the voter is eligible to receive a federal ballot ONLY. Thus YOU DO NOT HAVE TO FORWARD to the city or school district early voting clerks an FPCA from a voter who has indicated he or she is permanently/indefinitely away.

NOTE to City and School District Early Voting Clerks: If the voter has marked that he or she is permanently away (new FPCA form) or indefinitely away (old FPCA form), the voter is eligible to receive a federal ballot ONLY. Thus YOU WILL NOT SEND THE VOTER A BALLOT, and must forward the FPCA to the COUNTY OFFICIAL ONLY.

Instructions to Forwarding Official:

- 1) If you receive an FPCA from a voter, make a determination whether the voter is registered in any of the political subdivisions noted in Texas Election Code Section 101.054 (county, city, or school district).

County Early Voting Clerk: Check your county voter registration records to determine the city and school district in which the voter is registered, if any.

School District Early Voting Clerk: You may need to check with local county voter registrar(s) to determine in which county and city (if any) the voter is registered.

City Early Voting Clerk: You may need to check with local county voter registrar(s) to determine in which county and in which school district (if any) the voter is registered.

- 2) Send a copy of the voter's FPCA, along with this form, to each of the other applicable early voting clerks, as follows:

County Early Voting Clerk: Send the form and a copy of the FPCA to the city secretary of the city in which the voter is registered (if any) and to the secretary of the school board for the school district in which the voter is registered (if any).

School District Early Voting Clerk: Send the form and a copy of the FPCA to the city secretary of the city in which the voter is registered (if any) and to the appropriate County Early Voting Clerk.

City Early Voting Clerk: Send the form and a copy of the FPCA to the early voting clerk of the school district in which the voter is registered (if any) and to the appropriate County Early Voting Clerk.

- 3) You do not need to forward more than one FPCA submitted by a voter in a given calendar year to the other early voting clerks, unless information on a subsequently submitted FPCA is different from the original FPCA.
- 4) If a subsequently submitted FPCA has different information from the original FPCA, send the subsequently submitted FPCA to the appropriate early voting clerk(s). Make an attempt to highlight the altered information on the subsequent FPCA by noting the updated or altered information in the checkboxes provided on the form.
- 5) You may forward this form and the accompanying copy of the voter's FPCA by hand, regular mail, common or contract carrier, fax, or email.
- 6) Keep in your file for this voter a copy of this form (and any subsequent forms sent to the appropriate early voting clerks), along with the original FPCA(s) submitted by the voter, so that if you receive multiple FPCA's from a single voter in a calendar year, you are able to determine whether you have already forwarded a copy of the voter's FPCA to the applicable early voting clerks and whether it is necessary to forward any subsequently submitted FPCA, due to a change in the information on the subsequently submitted FPCA(s).