

**Name of Form:**

Carrier Envelope and Instructions for Early Voting Ballot by Mail

**Section Reference:**

Section 86.013, Texas Election Code

**Purpose:**

To hold and transport the voter's voted mail ballot until it is examined by the Early Voting Ballot Board.

**Number of Copies Required:**

One per voter

**Completed by:**

The voter and any witness or assistant that may help the voter complete the ballot by mail process.

**Filing Date:**

See election law calendar for dates applicable for a given election.

**Filed with:**

Early Voting Clerk

**Comments:**

**Printing Notes:**

- The Secretary of State prescribes the wording of the Carrier Envelope, but vendors are responsible for creating their own template based on SOS design recommendations.
- **Size:** The prescribed form should be printed on an approximately 6" x 9 envelope; however, vendors may adjust the envelope size as necessary to provide lower costs in printing and postage, but may not make any other alterations to the text of the envelope. Printers may adjust the design to allow for a larger envelope if the modifications are approved by the Secretary of State.
- **Color:** The envelope should be white with a color bar across the front (See design)
  - Specifications for the Color bar: PMS 7659 c57 m76 y35 k15 r116 g76 b110 Hex 744c6e (or similar color)
- **Required Secrecy Flap:** The carrier envelope must contain a place for the voter to include certain personal identifiers (Texas Driver's License Number, Texas Personal Identification Number or Election Identification Certificate Number, AND Last 4 digits of the voter's Social Security Number). These personal identifiers **MUST** be covered by a secrecy flap that is able to be opened without opening the part of the envelope containing the voter's marked ballot.
  - The current carrier envelope design contains a flap with perforation lines to allow the signature verification committee/early voting ballot board to remove the secrecy flap to reveal the voter's personal identifiers. The flap contains glue lines above the top perforation and below the bottom perforation to ensure that the envelope remains sealed when the secrecy flap is removed.
- **USPS:** The Secretary of State recommends that all vendors work with the USPS to determine whether their specific design meets postal regulations.

**You may continue to use your existing stock for upcoming elections.**

**Version:**

Current form is dated 9/2023\*.

*\*Previous version of the form dated 7/2022 may still be used.*