

Reviewing Applications for Ballot by Mail, Federal Postcard Applications, and Canceling Ballots by Mail



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>

- **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)



Eligibility to Vote by Mail



A qualified voter may vote by mail if the voter:

- Will be 65 or older on Election Day (Annual or Regular ABBM)
- Has a Disability (Annual or Regular ABBM)
- Is Expecting to Give Birth Within Three Weeks Before or After Election Day (Regular ABBM)
- Is Civilly Committed Under Chapter 841, Health and Safety Code (Regular ABBM)
- Expects to be Absent from County during Early Voting and on Election Day (Regular ABBM)
- Is Confined in Jail (Regular ABBM)
- In Address Confidentiality Program (Regular ABBM)
- Is Military or Dependent of Military & Outside of Home Texas County (FPCA)
- Is Temporarily Living Outside the United States (FPCA)
- Is Living Outside the United States and Voter has Indicated their Intent to Return is Uncertain (FPCA)
- Is a member of the National Guard or Dependent (FPCA)

Chapters 82 and 101, Texas Election Code



Reviewing Applications for Ballot by Mail



Reviewing an ABBM

1. Voter Information: Please print all information clearly and legibly	YOU MUST PROVIDE ONE of the following numbers
<p>Name: _____ <small>Last, First, Middle Suffix (Jr., Sr.)</small></p> <p>Residence Address as shown on your Voter Registration Certificate</p> <p>Address: _____ <small>Street Apt. # (if any) City State Zip Code</small></p> <p>Optional Information: Providing this information is helpful to the Early Voting Clerk to clarify any information on this application and/or your voted mail ballot.</p> <p>Date of Birth: ____/____/____ VUID #: _____ Pct #: _____</p> <p>Email: _____ Tel. #: _____</p>	<p>Texas Driver's License, Texas Personal Identification Number or Election Identification Certificate Number issued by the Department of Public Safety (NOT your voter registration VUID#)</p> <p>_____</p> <p>If you do not have a Texas Driver's License, Texas Personal Identification Number or a Texas Election Identification Certificate Number, give the last 4 digits of your Social Security Number</p> <p>XXX-XX-_____</p> <p><input type="checkbox"/> I have not been issued a Texas Driver's License/Texas Personal Identification Number/Texas Election Identification Certificate or Social Security Number</p>

Must include:

- Voter's name;
- Residence address;
- Personal identification number (or provide an indication that they have not been issued either number)

Sec. 84.002, Texas Election Code



Reviewing an ABBM

2. Mail my Ballot to:

My Residence Address (as listed on my Voter Registration Certificate)

Other Address - You may use the Other Address line only if the other address fits one of the categories below.

Address	Apt. # (if any)	City	State	Zip Code

My Other Address is: (Check one)

The mailing address listed on my Voter Registration Certificate

Address Outside the County (voters absent from the county)

Hospital, Nursing Home, Long-Term Care Facility, Retirement or Assisted Living Center or a Relative _____ (Indicate Relationship)

Address of the Jail/Civil Commitment Facility or a Relative _____ (Indicate Relationship)

Must include:

- Address as required under Section 84.002, Texas Election Code



Reviewing an ABBM

3. Reason For Voting by Mail:

- 65 Years of Age or Older
- Disability (as defined in Texas Election Code 82.002(a), see instructions on reverse) By checking this box, I affirm that, "I have a sickness or physical condition that prevents me from appearing at the polling place on election day without a likelihood of needing personal assistance or injuring my health."
- Expected to give birth within three weeks before or after Election Day
- Expected Absence from the County (You may apply for a ballot for one election and its resulting runoff, if your dates of absence from the county include both elections)
Date you can begin to receive mail at your out of county address: _____ / _____ / _____ Date of return to residence address: _____ / _____ / _____
- Confined in Jail or Involuntary Civil Commitment (You may only apply for a ballot for one election and any resulting runoff)

Must include:

- An indication of the ground of eligibility for early voting



Reviewing an ABBM

4. Send me a Ballot for the Following Elections:

Annual Application

Send me a ballot for all Elections in this voting year (January – December) Annual Applications only available for voters 65 and older and voters with disabilities. You must select a party if you wish to vote in a primary. Select only one party's primary and its resulting runoff.

Primary Election (even numbered years only)

- Democratic Primary Any Resulting Runoff
 Republican Primary Any Resulting Runoff
 Do Not Send me a Primary Ballot

OR

Uniform Election Dates

- November Election May Election (not a primary runoff)
 Any Resulting Runoff Other Special Election: _____
(Name or Date of Special Election, if known)

Primary Election (even numbered years only)

- Democratic Primary Any Resulting Runoff
 Republican Primary Any Resulting Runoff

(Voters who are absent from the county or confined in jail/civilly committed may only apply for one election and its resulting runoff.)

Must include:

- An indication of each election for which the applicant is applying for a ballot.
- There are some exceptions to this.



Reviewing an ABBM

5. Sign Here:

"I certify that the information given in this application is true, and I understand that giving false information in this application is a crime."

X _____

Date: / /

If applicant is unable to sign or make a mark (in the presence of a witness), the witness must complete the witness portion in Box 6 below. The signature or mark of the voter in the blank above must be an original signature made with a pen and ink. Electronic signatures are not permitted.

Application must be:

- Signed by the voter
- Electronic signature is not permitted



Reviewing an ABBM

6. If someone helps you complete this form or mails, emails or faxes the form for you, that person must complete the section below.

Instructions for Witnesses and Assistants: See back of this form for the definitions of Witness and Assistant.
Check one or both boxes below if you served as a Witness, an Assistant or both. All information below must be completed!

If the applicant is unable to make a mark, you must check this box and complete all information below. Do not sign for the voter in Box 5.

Witness – If you are acting as a Witness to the applicant’s signature or mark or signing on the applicant’s behalf, you must state your relationship to the applicant here: _____ (Indicate Relationship)

Assistant – If you assisted the applicant in completing this application in the applicant’s presence or mailed/emailed/faxed the application on behalf of the applicant.

Failure to complete this section is a Class A Misdemeanor if applicant’s signature was witnessed or applicant was assisted in completing this application.

X _____
Signature of Witness/Assistant

_____ Printed Name of Witness/Assistant

_____ Apt. # (if any) _____ City _____ State _____ Zip Code

Street Address

Application may be:

- Signed by a witness
- If voter receives assistance, assistant must complete Box 6 as well.



Informal ABBMs

For information regarding informal ABBMs provided to voters by campaigns, candidates, or political parties:

- See Advisory No. 2021-24



Best Practices When Reviewing ABBMs

Review for:

- Timeliness
- Proper Delivery (mail, common/contract carrier, fax, in person by voter, email)
- Correct Clerk (if not, forward)
- **Registration Status**
- **Residence and Mailing Address**
- Additional Considerations
 - Outside county, disability, 65 or older
 - Ensure ALL required information was provided
- Date-stamp on the date received



Attorney General Address Confidentiality

Voters in this program can only vote by mail.

- **Advisory No 2023-13-** Senate Bill 1599 and Changes to the Corrective Action Process
- **Advisory No. 2023-23** - Registering a Voter who is part of a Confidentiality Program



Applicable Forms

- **Form 6-2:** Notice of Rejected Application for Ballot by Mail
- **Form 6-3:** Notice of Rejected Application for Ballot by Mail Containing a Defect that May be Corrected Online
- **See Advisory No. 2023-13:** Changes to the Corrective Action Process



Reviewing Federal Postcard Applications



Federal Postcard Application

Dual function:

- Registers the individual onto the permanent voter rolls 30 days after receipt by the county
- Functions as an application for ballot by mail



Federal Postcard Application

Application must:

- Be submitted on official Federal Postcard Application form
 - Prescribed by the Federal Voting Assistance Program
- Include information indicating the applicant is eligible to vote in the election for which ballot is requested



Federal Postcard Application

1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND: I am on active duty in the Uniformed Services or Merchant Marine **-OR-** I am an eligible spouse or dependent.

I am a U.S. citizen living outside the country, and I intend to return.

I am a U.S. citizen living outside the country, and my intent to return is uncertain.

I am a U.S. citizen living outside the country, I have never lived in the United States.

Last name	<input type="text"/>	Suffix (Jr., II)	<input type="text"/>	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss
First name	<input type="text"/>	Previous names (if applicable)	<input type="text"/>	
Middle name	<input type="text"/>	Birth date (MM/DD/YYYY)	<input type="text"/>	
Social Security Number	<input type="text"/>	Driver's license or State ID#	<input type="text"/>	

Voter must:

- Select the category;
 - Provide current name;
 - Provide date of birth; and
 - Provide Texas issued ID number or last four digits of SSN.
- If they do not have this information, should include information in Box 6 that they do not have one of these numbers



FPCA Affirmation Reasons as they Relate to Voter Registration and Ballot by Mail

<p>"I am on active duty in the Uniformed Services or Merchant Marine."</p>	<ul style="list-style-type: none">• Ballot is issued by the EV clerk.• VR registers the individual or updates a permanent voter record.
<p>"I am a U.S. citizen living outside the country, and I intend to return."</p>	<ul style="list-style-type: none">• Ballot is issued by the EV clerk.• VR registers the individual or updates a permanent voter record.
<p>"I am a U.S. citizen living outside the country, and my return is uncertain."</p>	<ul style="list-style-type: none">• FEDERAL BALLOT only is issued by EV clerk• NOT eligible for voter registration• CANCELS an existing registration
<p>"I am a U.S. citizen living outside the country, and I have never lived in the United States."</p>	<ul style="list-style-type: none">• NOT eligible to receive ballots• NOT eligible for voter registration• CANCELS an existing registration



Federal Postcard Application

2. What is your address in the U.S. state or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address. See instructions on the other side of form.

Street address	<input type="text"/>	Apt #	<input type="text"/>
City, town, village	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	ZIP	<input type="text"/>

Voter must:

- Provide street address of their voting residence
 - Cannot use a post office mailing address.



Federal Postcard Application

3. Where are you now? You MUST give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)

Your mail forwarding address. (If different from mailing address)

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Voter must:

- Provide current mailing address.
- If voter wants their ballot sent to a different address or have a forwarding address, must include that information in this space.



Federal Postcard Application

4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	<input type="text"/>	Phone:	<input type="text"/>
Alternate email:	<input type="text"/>	Fax:	<input type="text"/>

- Voter should:
- Provide contact information
- Provide email address if requesting to receive ballot via email.



Federal Postcard Application

5. What are your preferences for upcoming elections?

A. How do you want to receive voting materials from your election office? (Select One)

Mail
 Email or online
 Fax

B. What is your political party for primary elections?

Voter should:

- Select their preferred method of receiving voting materials.
- Provide email address if requesting to receive ballot by email.



Federal Postcard Application

6. What additional information must you provide?

Puerto Rico and Vermont require more information, see back for instructions. *Additional state guidelines* may be found at FVAP.gov. You may also use this space to clarify your voter information.

Voter should:

- Provide any additional information that may assist the EV clerk in accepting application.



Federal Postcard Application

7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here

X

Today's date
(MM/DD/YYYY)

Voter should:

- Sign and date the form.
- May be signed by a witness, if voter cannot sign because of a physical disability or illiteracy. If voter cannot make a mark, witness must state that fact.
- Person who assisted the voter must also provide their information.



Intent to Return / Timeliness

- Applicant is entitled to receive a full ballot (federal and nonfederal offices) if submitted on or before the 20th day before Election Day and application contains information for registering to vote
- Applicant receives a full ballot if submitted after the 20th day and by the 11th day deadline and the **applicant is already registered to vote**
- If the FPCA does not have a postmark, it is timely if received by the EV clerk by the 15th day before the election
- If the FPCA is postmarked after the 20th day but received no later than the 11th day before the election with a postmark, FPCA voter gets federal ballot only.



Canceling a Mail Ballot



Canceling a Mail Ballot

The process to cancel a ballot by mail depends on

- What the voter does and does not have; and
- When the voter requests to cancel

Tex. Elec. Code 84.032



Mail Ballot Cancellation Form for Use in EV Clerk's Office

- Form 6-6

Prescribed by Secretary of State (6-6)
 Sections 84.032, 84.033, 84.038, 86.0015, 86.011 Texas Election Code
 9/2023

Print

Reset

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE EARLY VOTING CLERK'S OFFICE

84.032(b), 84.032(c)(1) 86.011(d)	I, _____, a qualified voter for the _____ (print name of voter) (name of election) Election to be held on ____ / ____ / ____ request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled. I <u>did/did not</u> surrender my ballot by mail or present a Notice of Improper Delivery. (circle one) _____ VUID (required) Signature of Voter
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To be Completed, in Person, at the Office of the Early Voting Clerk

84.032 (c)(2)(A) Voter Did Not Receive Mail Ballot	I, _____, do hereby affirm that I have not received my (printed name of voter) mail ballot at the time of making my request to cancel my Application for Ballot by Mail or Federal Post Card Application. _____ Signature of Voter
84.032 (c)(2)(B) Voter Did Not Apply for Mail Ballot	I, _____, do hereby affirm that I have not requested a (printed name of voter) mail ballot for this election. _____ Signature of Voter
84.032 (c)(2)(C) Voter Received a Notice of Carrier Defect	I, _____, do hereby affirm that I received a Notice of (printed name of voter) Carrier Defect for a Carrier Envelope containing my marked ballot and that I wish to cancel my Application for Ballot by Mail or Federal Post Card Application. _____ Signature of Voter



Mail Ballot Cancellation Form for Use in the Polling Place

- Form 6-7

6-7
 Prescribed by Secretary of State
 Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code
 09/2023

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b) This Section Must Be Completed by Every Voter	<p>I, _____, a qualified voter for the _____ (printed name of voter) (name of election)</p> <p>Election to be held on ____ / ____ / ____ request that my Application for Ballot by (month) (day) (year)</p> <p>Mail or Federal Post Card Application be cancelled.</p> <p>_____ VOID (required) Signature of Voter</p>	
	To be Completed at an Early Voting or Election Day Polling Place	
84.032 (d) Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.</p> <p>_____ Signature of Voter</p>	
63.011 (a-1) Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.</p> <p>_____ Signature of Voter</p>	



Canceling a Mail Ballot

If voter does not:

- surrender a ballot;
- present a Notice of Improper Delivery; or
- present a Notice of Surrendered Ballot to an early voting clerk, deputy early voting clerk, or presiding judge, then voter can only vote using a provisional ballot.

Secs. 84.032, 84.035, Texas Election Code



Notice of Improper Delivery

- Form 6-5

6-5
Sections 84.033(c), 86.006(h), Texas Election Code
Prescribed by Secretary of State
9/2023

NOTICE OF IMPROPER DELIVERY

Name of Voter _____ VUID Number _____
Precinct Number _____

This is to serve as notice that your ballot for the _____ Election was received by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot voted by mail will not be counted.

Check Reason:

- Your ballot was not returned in the official carrier envelope.
- Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be registered to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.
- It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:
 - a) headquarters of a political party or candidate in the election
 - b) candidate in the election unless that is your address
 - c) specific or general purpose political committee involved in the election
 - d) an entity that requested the election



Notice of Surrendered Ballot

- Form 6-13

6-13
Prescribed by Secretary of State
Section 84.031 Texas Election Code
9/2023

Prescrito por el Secretario de Estado
Sección 84.031, Código Electoral de Texas

NOTICE OF SURRENDERED BALLOT BY MAIL AVISO DE BOLETA POSTAL RENUNCIADA

To the Presiding Judge or Deputy Early Voting Clerk:
(*Para el Juez Presidente o el Secretario Adjunto de Votación Adelantada*):

This is to certify that (*Se certifica que*)

Name of voter (*Nombre del votante*) VUID # (*Número del votante*) Precinct Number (*Número de precinto*)

has surrendered their Ballot by Mail (ABBM) or Federal Post Card Ballot by Mail (FPCA) at the Office of the Early Voting Clerk, and has not voted by mail. The voter is eligible to vote a regular ballot.

(*ha renunciado a su Boleta Postal (ABBM por sus siglas en inglés) o a su Boleta Postal de Tarjeta Postal Federal (FPCA por sus siglas en inglés) en la oficina del Secretario de Votación Adelantada y no ha votado por correo. El votante es elegible para votar una boleta regular.*)

Name of County
(*Nombre del Condado*)

Signature of Early Voting Clerk
(*Firma del Secretario de Votación Adelantada*)



Questions?

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

