



# Election Inspector Handbook

ISSUED BY

SECRETARY OF STATE  
STATE OF TEXAS  
ELECTIONS DIVISION

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OR

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## **I N T R O D U C T I O N**

The Elections Division of the Secretary of State’s office has prepared this handbook for use by all appointed election inspectors. This handbook is intended to be a reference for all inspectors which includes duties, expectations, and information resources. It should be used in conjunction with the handbook for judges and clerks and/or any other informative materials provided by this office.

The Elections Division of the Secretary of State’s office is open during the hours that the polls are open for voting on all uniform election dates. Answers to questions on election law and procedures may be obtained by calling the Elections Division toll-free at 1-800-252-8683 or direct at (512) 463-5650.

## ELECTION INSPECTORS

### APPOINTMENT

The Secretary of State may appoint one or more state inspectors for an election location. Additionally, the Secretary of State **must** appoint one or more inspectors if a written request from 15 or more voters in the political subdivision is received by the Secretary of State no later than the fourth business day before the election in which inspectors are requested. (Tex. Elec. Code § 34.001)

### DUTIES AND RIGHTS

A state election inspector:

- **Is** entitled to be present at a polling place, and observe the functions and activities of the central counting station, ballot board meetings, place of canvass, or other places at which official elections or voter registration activities take place. An inspector may take reasonable steps to obtain information regarding a function or activity being performed at a polling place.
- **May not** observe the preparation of a voter's ballot, unless the voter is being assisted by an election officer.
- **Shall** report to the Secretary of State any violations of law that the inspector observes.

### CERTIFICATION

All election inspectors must be certified by the Office of the Secretary of State. In order to be certified, each inspector must complete a training seminar and receive a score of 70% or higher on the [Online Inspector Exam](#). The certification is valid for a two year period. Certification can be renewed through a training seminar attendance and testing.

### ASSIGNMENT

The Office of the Secretary of State will assign certified election inspectors to designated polling locations. Certified election inspectors will be notified of their assigned location and polling place(s) approximately one week prior to the date of the election.

### PREPARING FOR THE ASSIGNMENT

In preparation for an election inspecting assignment, each inspector should:

- Finalize the travel itinerary. Refer to the detailed travel information provided to secure all travel arrangements.
- Know the location(s). Locate each polling place on a map and secure detailed driving directions to ensure a timely arrival.
- Become familiar with all reference material(s). Inspectors are not expected to know all the materials or to know the answer to every question. However, the materials included in the election inspector packet will provide valuable information as questions may arise.
- Secure all necessary reference materials, inspection packet, and travel information prior to departure.
- Be sure to vote during the early voting period as there will not be time on election day.

## **ELECTION DAY**

On the day of the election, each inspector should:

- Dress professionally. The appropriate attire is business casual. Please refrain from wearing blue jeans. However, be prepared for weather as needed.
- Arrive at the designated polling place approximately 15 minutes early. All inspectors should be present prior to the opening of the polling place at 7:00 a.m.
- Make introductions to the election judge and election officials upon arrival. All inspectors **MUST** wear their name badge at all times.
- Present a positive demeanor and maintain a professional distance from all election workers.
- Observe all activities at the polling place. Point out any irregularities or concerns to the election judge. **Remember**, the election judge is in charge of all activities. Election inspectors are only there to observe. If any questions arise that cannot be resolved with the reference materials, please contact the Office of the Secretary of State.
- Refer all questions presented to the election judge and/or election officials.
- Refrain from speaking with the media. Please refer all questions to the election judge.
- Review the inspection report. All reports should be completed and necessary notations made prior to leaving the polling place.
- Keep all information in the inspection report confidential. The results will not be official until the day after the election. If anyone ask for information, please encourage them to contact the Office of the Secretary of State the day following the election.
- If assigned multiple polling locations, inform the election judge and election officials prior to your departure from a polling location. A minimum of thirty minutes should be spent at each polling location.
- Allow for meals and adequate travel time between polling locations.

- Remain at the last polling location until the polls close at 7:00 p.m. If the assignment includes a central counting station, the inspector **MUST** remain present until all votes are tabulated.
- Always contact the Office of the Secretary of State with questions and/or concerns as needed.

## **T H I N G S   N O T   T O   D O**

While on assignment, inspectors should **NOT**:

- Take sides on any issue or disagreement.
- Become too familiar with anyone in the polling place. You should keep a respectful distance from all polling place personnel and participants.
- Talk to anyone in the polling place, except the election officials. This is not a time to engage in social conversation or field questions from anyone other than the election judge.
- Contact anyone connected with the petitioners.
- Allow anyone connected with the election to pay for your meal or hotel. All expenses will be reimbursed by the state as appropriate.
- Argue or bring embarrassment with the election judge in any way. Should the need to contact the Office of the Secretary of State arise, please do so discreetly.

## **A F T E R   T H E   A S S I G N M E N T**

After the day of the election assignment, each election inspector should:

- Complete the electronic inspector report and return to the Office of the Secretary of State as instructed. The office will email you a copy of the electronic report the day after the election. The inspection report is due within five days of the election assignment.
- Turn in all necessary paperwork and receipts for travel as required to the Office of the Secretary of State.
- Refrain from speaking with the media. All media requests should be directed to the Office of the Secretary of State.

## **I N S P E C T I O N   R E P O R T**

All election inspectors should complete the election report in its entirety. While onsite, please be sure to keep adequate notes and detailed comments to ensure understanding. Every check box must be filled with a response. An electronic copy of the report will be sent to you the day following the election. Please transfer all responses carefully. Review all questions to verify that a response has been provided. Carefully review all written comments at the end and make sure that all observations are written professionally and constructively. Prior to submission to the Office of the Secretary of State, thoroughly review the report in its entirety for complete and accurate information. The inspection report is due within five days of the election assignment.

If a central counting station was observed, include all observations in the note area on the back of the inspection report. Election inspectors required to attend an early voting ballot board meeting will be provided an additional report regarding ballot board procedures.

The inspection report is not public information until it is received and reviewed by the Office of the Secretary of State on the day following the election. Though the inspection report is public information, the information recorded on the day of the election should remain confidential. Election inspectors may instruct interested parties to request the information in writing from the Office of the Secretary of State the following day.

## FREQUENTLY ASKED QUESTIONS

### **A. INSPECTING AN ELECTION**

**1. Is an inspector there to answer questions?**

*No. However, if the election judge asks an inspector an election question, the inspector may serve as a resource and provide as much assistance as possible.. If the answer cannot be identified in the reference material(s) provided, please contact the Office of the Secretary of State for assistance.*

**2. If an inspector gets asked why the inspector is present, what should the response be?**

*The inspector may refer to the Election Inspecting Handbook for reasons for appointment. For more specific information, please refer all inquiries to the Office of the Secretary of State on the day following the election.*

### **B. POLLING PLACE ACCESSIBILITY (Sec. 43.034 TEC)**

**1. Must polling places be accessible to voters with disabilities?**

*Yes.*

**2. Who is responsible for ensuring that a polling place meets all accessibility specifications?**

*The commissioners court is responsible for providing a polling place that complies with all requirements specified in Sec. 43.034 of the Texas Election Code. (Tex. Elec. Code § 43.034)*

**3. Should election inspectors take actual measurements of facilities?**

*No. Concerns should be addressed to the election judge and notated on the inspection report. If questions persist, please contact the Office of the Secretary of State.*

### **C. ELECTIONEERING AND LOITERING (QVH pg. 50)**

**1. What is electioneering?**

*Electioneering includes promoting a candidate, measure, or political party through verbal or written communications. This includes buttons, t-shirts, and bumper stickers. (Tex. Elec. Code § 61.003)*

**2. What is the distance limitation for electioneering?**

*Electioneering is prohibited inside the polling place and with the 100-ft. distance markers of any entrance into building in which the polling place is located. (Tex. Elec. Code § 61.003)*



**3. What should the election judge do if electioneering is taking place within 100 ft.?**

*The election judge should ask the violators to move outside the distance marker. If the individuals continue to disobey the election judge, the judge may contact a peace officer to maintain order.*

**4. Who can provide rides to polling places?**

*Anyone may provide a ride to the polling place (candidates, campaign workers, etc.) However, these individuals are still prohibited from electioneering within the 100-foot area outside the door to the building in which the polling place is located.*

**D. PAPERWORK (QVH – pg. 5-11)**

**1. What voter information should be posted in the polling place?**

*The Secretary of State’s voter information poster, voter complaint poster, Notice of Certain Devices Within 100 Feet of Voting Station, Notice of Voting Order Priority, Notice of Total Numbers Who Have Voted (if it is Election Day), instructions on how to cast a vote, and the sample ballot must be posted in a prominent location in the voting area. The notice of acceptable identification must be posted on the outside door of the polling place. Also, the list of declared write-in candidates (if applicable) should be posted in each voting booth.*

**2. Should instruction posters be printed in English and Spanish?**

*All election materials used in the polling place must be printed in English and Spanish. In some counties, additional languages may be required.*

**3. Combination form: What does the form look like? Result of failure to sign form?**

*The form combines all of the forms necessary to qualify a voter, including most of the affidavits needed by the election officials. It is a legal size paper in four parts with a signature roster on one side and the poll list on the opposite side, in reverse direction, so the voter can sign the roster without the form having to be turned around. If the form is inadvertently not signed, the result is an inaccurate total for the number of voters who voted; however, the voter’s ballot is still counted. (Refer to Attachment A).*

**E. POLLING PLACE PROCEDURES (QVH – pg. 12-53)**

**1. What is a “zero” tape?**

*A “zero” tape is a report or printed receipt tape signifying that no ballots have been cast before voting commences.*

**2. Are voting booths required?**

*Yes. However, a divider placed on a table will suffice, as long as a voter's privacy is maintained.*

**3. Are election officials required to check voting booths for election-related materials discarded by previous voters?**

*Yes. The law requires election officials to periodically check each voting station and common areas of the polling place for sample ballots or other written election materials pertaining to the election that may have been left by previous voters.*

**4. Who has authority at the polling place?**

*The election judge is in charge of and responsible for the management and conduct of the election at the polling place. If the election judge orders the inspector to leave, the inspector should do so and then call our office.*

**5. How many seals and locks are the ballot boxes required to have?**

*Only one lock is required. The ballot box must, in addition to being locked, be sealed before the box is delivered to the central counting station either with a wire seal or paper seal (depending on the design of the ballot box). If optical scan ballots are used, "pre-locked, pre-sealed" ballot boxes must be used during the time the polls are open. These boxes are locked and sealed before the polls open and are not opened until delivered to the central counting station.*

*During early voting, two locks plus a wire hasp seal are required, and, if necessary, the paper seal, which covers the slot through which voters deposit their ballots.*

**6. Are election judges, clerks, poll watchers, and state or federal inspectors required to wear an ID badge?**

*Yes. All authorized personnel **must** wear a form of identification prescribed by the Secretary of State and provided by the presiding judge or other election officer.*

**7. Who is allowed in the polling place?**

*Only authorized persons may be in the polling place. Authorized persons include the following: election judges and clerks, voters who are voting, poll watchers, inspectors, authorized federal observers, secretary of state and staff, peace officers requested by the judge, interpreters/assistants, children under the age of 18 accompanying the parent, students participating in a student election, a voting system technician who is there to work on voting system equipment, persons approved to assist with electronic voting equipment, persons accompanying a disabled voter (curbside voting), sheriffs or other staff delivering supplies, emergency personnel (if needed), officers specially appointed to assist in running student elections. Note that in primary elections only, the county chair may be present in a polling place in order to perform administrative functions connected to the election.*

**8. When must a voter be registered in order to vote in an election?**

*The person must submit an application at least thirty days prior to an election. A voter's registration certificate will indicate the effective date of registration, which must be by election day for the voter to be eligible to vote a regular ballot.*

**9. What must a voter bring to be accepted for voting?**

*Pursuant to Senate Bill 5 (85<sup>th</sup> Legislative Session, 2017), if a voter possesses an acceptable form of photo ID, from the list below, the voter will be allowed to vote a regular ballot. If a voter has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of approved photo ID to the polling place and/or left it, for example, at home or in their car, the voter may either go and retrieve their ID and return to the polling location to vote a regular ballot, or vote a provisional ballot and present an acceptable ID to the Voter Registrar within six days following the election for their ballot to count, or if they cannot produce an acceptable ID then complete a Reasonable Impediment Declaration with a supporting document as listed below. Voters who do not possess one of the forms of acceptable photo identification listed below and cannot reasonably obtain one, may present a supporting form of identification (listed below) of the voter and execute a Reasonable Impediment Declaration, stating that the voter faces a reasonable impediment to procuring an acceptable form of photo identification, noting the voter's reasonable impediment to obtaining an acceptable form of photo identification, and stating that the voter is the same person personally appearing at the polling place to sign the declaration.*

*Acceptable Forms of Photo ID:*

1) *Texas Driver License issued by the Department of Public Safety ("DPS");*

2) *Texas Election Identification Certificate issued by DPS*

*NOTE: If a voter does not have a valid form of photo identification, they may apply for a free election identification certificate at their local Texas Department of Public Safety office.*

3) *Texas Personal Identification Card issued by DPS;*

4) *Texas Handgun License issued by DPS;*

5) *United States Military Identification Card containing the person's photograph;*

6) *United States Citizenship Certificate containing the person's photograph; or*

7) *United States Passport (book or card).*

*With the exception of the U.S. Citizenship Certificate, which has no expiration date, for voters aged 18-69, the acceptable photo identification must be current or 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.*

**NOTE:** *This is a change from the previous statute. The previous statute required that an acceptable form of photo identification not be expired for more than 60 days.*

**If a voter does not possess one of the forms of acceptable photo identification listed above, and the voter cannot reasonably obtain such identification, the voter may execute a Reasonable Impediment Declaration and present one of the following supporting documents:**

- *copy or original of a government document that shows the voter’s name and an address, including the voter’s voter registration certificate;*
- *copy of or original current utility bill;*
- *copy of or original bank statement;*
- *copy of or original government check;*
- *copy of or original paycheck; or*
- *copy of or original of (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 the voter’s identity (which may include a foreign birth document).*

**NOTE:** *The address on either an acceptable photo identification or a supporting form of ID (if applicable) does not need to match the address on the list of registered voters.*

**NOTE:** *The entity conducting the election may authorize an election officer to access electronically readable information on a driver’s license or personal identification card for proof of identification when determining whether a voter shall be accepted for voting. (Tex. Elec. Code § 63.0102).*

**10. What is a permanent exemption to the requirement to presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county, and how does a voter show that he or she has received a permanent exemption?**

*Voters with a disability may apply with their 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. In addition, the applicant must state that he or she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption.*

*The voter’s registration certificate will have an “(E)” next to the VUID number on their voter registration certificate.*

**11. Are there are other exemptions to presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county?**

*Yes. A voter may apply for a temporary exemption if the voter has a consistent religious objection to being photographed OR does not present an acceptable form of photo*

*identification 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.*

*A voter that wishes to obtain a temporary exemption should vote provisionally and then appear in person at the county voter registrar's office to execute an affidavit for the temporary exemption.*

**12. What is the six day “cure period” and what does it mean for voters?**

*A voter who (a) does not possess one of the seven (7) acceptable forms of photo identification, which is not expired for more than four years, and can reasonably obtain one of these forms of identification or (b) possesses, but did not bring to the polling place, one of the seven forms of acceptable photo identification, which is not expired for more than four years, or (c) does not possess one of the seven forms of acceptable photo identification, which is not expired for more than four years, could otherwise not obtain one due to a reasonable impediment, but did not bring a supporting form of identification to the polling place at the time they offer to vote, may cast a provisional ballot at the polls and then will have **until the sixth calendar day** after election day to appear before the voter registrar and cure by (1) present an acceptable form of photo ID, or, (2) if the voter does not possess and cannot reasonably obtain one of the acceptable forms of photo ID, present one of the supporting forms of ID and execute a Reasonable Impediment Declaration in the presence of the county voter registrar, or (3) qualify for the permanent or one of the temporary exemptions. If the voter appears at the voter registrar's office and cures, the voter's provisional ballot will be counted.*

*Voter Seeking a Permanent Exemption:* *A voter may submit an application for a permanent exemption to presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county in person at the voter registrar. A voter may also submit the application via facsimile or regular mail, but the application must be completed with the requisite paperwork attached, and received by the voter registrar no later than the **sixth calendar day** after election day.*

*Voter Seeking a Temporary Exemption:* *If a voter has a consistent religious objection to being photographed, or a voter does not present an acceptable form of photo identification 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, the voter may vote a provisional ballot, and then appear at the voter registrar's office by the **sixth calendar day** after election day to apply for a temporary exemption to presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. If the voter fills out the form for a temporary exemption, their provisional ballot will be counted.*

**13. If a voter's name does not appear on the precinct's list of registered voters, may the voter still vote?**

*Yes, if the voter has a current voter registration certificate, showing the voter is registered in the precinct in which the voter is appearing, and (1) possesses and presents an acceptable form of photo identification, or (2) does not possess an acceptable form of photo identification, and cannot reasonably obtain one, and presents an acceptable form of supporting identification and executes a Reasonable Impediment Declaration or (3) the voter registration certificate has an "E" notation on it. Also, if the voter has a current voter registration certificate showing the voter is registered in a different precinct, and 1) possesses and presents an acceptable form of photo identification, or (2) does not possess an acceptable form of photo identification, and cannot reasonably obtain one, and presents an acceptable form of supporting identification and executes a Reasonable Impediment Declaration or (3) the voter registration certificate has an "E" notation on it, the voter may execute an affidavit stating that the voter is a resident of the precinct and entitled to vote, was a resident of the precinct in which the voter is offering to vote at the time the information on the voter's residence address was last provided to the voter registrar, did not deliberately provide false information to secure registration in a precinct in which I do not reside, and is voting only once in the election. This affidavit is entitled the "Affidavit for Voter Not on List" and appears on the Combination Form.*

*If the voter is not on the list of registered of voters and does not have a valid voter's registration certificate, the voter should be advised of the right to vote a provisional ballot.*

**14. What does the "S" notation on the list of registered voters indicate?**

*An "S" notation means a voter has been placed on the Suspense List because he or she has probably moved. If a voter with an "S" notation desires to vote, the voter must sign the Statement of Residence (Refer to Attachment C) on which they must provide their current residence address, which must be located within the same county. The voter must vote in his or her old precinct. If the voter submits a Statement of Residence for a different county, the county voter registrar shall forward the Statement of Residence form to the voter's new county voter registrar. If the voter's new address is in the county, then they will need to fill out a Statement of Residence and vote a regular ballot.*

*NOTE that once a voter has moved to another county, the voter may not return to the previous county of residence to vote (but may be able to vote a limited ballot in the new county during the early voting period (only), if there are offices or propositions in common between the old and the new county).*

**15. What does the "ID" notation on the list of registered voters indicate?**

*The "ID" notation alerts the judge to the fact that a voter has either not been issued a Texas Driver's License or personal ID number or a social security number or the numbers provided could not be verified, and the voter must comply with voter ID procedures; i.e., if the voter possesses one, present an acceptable form of photo identification, or, if the voter does not possess an acceptable form of photo identification and cannot reasonably obtain one, the voter must present an acceptable supporting form of identification and execute*

*a Reasonable Impediment Declaration, or the voter must present a voter registration certificate with an “E” notation on it.*

**16. What does an election official do if the name on the ID (the acceptable form of photo identification, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, the acceptable form of supporting identification) presented by the voter does not match the voter’s name as it appears on the official list of registered voters?**

*The voter may still be accepted for voting a regular ballot if the election official determines that the voter’s name on the ID is “substantially similar” to the name on the list of registered voters. A voter’s name is considered substantially similar if one or more of the following circumstances applies:*

- a. The name on the ID is slightly different from one or more of the name fields on the official list of registered voters.*
- b. The name on the voter’s ID or on list of registered voters is a customary variation of the voter’s formal name. For example, Bill for William, or Beto for Alberto.*
- c. The voter’s name contains an initial, middle name, or former name that is either not on the official list of registered voters or on the voter’s ID.*
- d. A first name, middle name, former name or initial of the voter’s name occupies a different field on the ID than it does on the list of registered voters.*

*In considering whether a name is substantially similar, election officials should also look at whether information on the ID matches elements of the voter’s information on the official list of registered voters such as the voter’s residence address or date of birth.*

*If the election official determines the name is substantially similar, the voter may be accepted for voting after initialing the Similar Name Affidavit on the Combination Form.*

**F. ELECTRONIC VOTING SYSTEMS (QVH – pg. 52)**

**1. What is the difference between paper ballots and optical scan ballots?**

*Paper ballots are ballots hand-counted by the election officials. Optical scan ballots are paper ballots electronically counted by a machine.*

**2. What should the election worker do if a voter walks away without “casting” a ballot?**

*When a voter begins the process of making ballot selections but leaves without casting a vote on a DRE, also known as a “fleeing voter,” a polling place official must cancel the electronic ballot and document the cancellation.*

**G. ASSISTANCE TO VOTER (QVH – pg. 47-48)**

**1. How many election officials should assist a voter if the voter requests assistance from the election officials?**

*A voter who is qualified to receive assistance must be assisted by two election officials. Instead of being assisted by election officials, a voter may also be assisted by any person of the voter’s choice, as long as the assistant is not an agent of the voter’s employer, or an officer or agent of the voter’s labor union, if any, and they take the oath of assistance. **During early voting, a voter may be assisted by one election official.***

**H. BILINGUAL ASSISTANCE (QVH – pg. 49)**

**1. Are interpreters allowed in the polling place?**

*Yes. The voter may communicate through an interpreter selected by the voter or provided by the political subdivision if the voter does not provide his or her own interpreter, regardless of whether an election officer who attempts to communicate with a voter understands the language used by the voter. Before serving as an interpreter, the person selected as the interpreter must take the “Oath of Interpreter” administered by an election officer. The interpreter may be any person selected by the voter other than the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs.*

***NOTE:** This is a change in prior law, due to Court Orders issued on August 12 and 30, 2016, the relevant parts of which were affirmed by an appellate Court Opinion and an appellate Court Judgment filed on August 16, 2017.*

**I. PROVISIONAL VOTING (QVH –pg. 38-42)**

**1. What does an Affidavit of Provisional Voter look like?**

*It is an envelope with the Affidavit of Provisional Voter on the front for the voter to complete their information. On the back is an area for the Election Judge to state why the voter is voting a provisional ballot and a place for the Voter Registrar to complete the review of the voter’s registration status during the “cure period. (Refer to Attachment B). There is an area for “Other” on the Affidavit for scenarios not explicitly covered on the form.*

**2. What is a Notice to Provisional Voter?**

*This notice is provided to each provisional voter. The presiding judge shall give the voter the “Notice to Provisional Voter” form, which explains that the voter will receive notice in the mail informing the voter whether the provisional ballot was counted and contains the following additional information if the voter casts a provisional ballot due to lack of identification:*



- a. *Information relating to voter identification requirements and instructions to appear at the county voter registrar’s office within 6 calendar days of the date of the election to (1) present an acceptable form of photo ID; or (2) if the voter does not possess and cannot reasonably obtain one of the acceptable forms of photo ID, execute a Reasonable Impediment Declaration and present one of the forms of supporting ID; or (3) submit one of the temporary forms (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar; or (4) qualify for a permanent disability exemption.*
  - b. *a map to the voter registrar’s office; and*
  - c. *notice that if all procedures are followed and the voter is found to eligible to vote and is voting in the correct precinct, the voter’s provisional ballot will be accepted.*
- 3. Are provisional ballots placed in a separate box?**  
*Yes. The provisional ballots are sealed in a ballot secrecy envelope and then in the provisional ballot envelope. The provisional ballots must be placed in a secure container separate from the regular voted ballots and may only be deposited by the voter.*

**J. GENERAL QUESTIONS (QVH – pg. 15-17)**

**1. Who are poll watchers?**

*A poll watcher is a person appointed to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure.*

**2. Is a poll watcher required to report to the polling place by 7:00 a.m.? Is a poll watcher required to stay at the polling place from 7:00 a.m. to 7:00 p.m.?**

*A poll watcher is not required to be at the polling place by 7:00 a.m. A poll watcher that serves for more than five continuous hours may serve at the polling place during the hours the watcher chooses, except that if the watcher is present when ballots are counted, the watcher may not leave until the counting is complete; if the poll watcher leaves before the counting is complete, the presiding judge may not allow them to return. A poll watcher may not be accepted for service if he or she possesses any mechanical or electronic means of recording images or sound unless the poll watcher disables or deactivates the device. The election judge may inquire whether a watcher has possession of any prohibited recording device before accepting the watcher for service.*

**3. Is a poll watcher allowed to take notes while serving in a polling place?**

*Poll watchers may take notes, but if the poll watcher leaves the polling place while the polls are open, the election judge may require that the poll watcher leave the notes with another election official of the poll watcher’s choice if the poll watcher plans to return. This person must retain the notes until the poll watcher returns to duty. If the poll watcher does not plan to return they may take their notes with them.*

**K. PAPER BALLOTS (QVH – pg. 73-82)**

**1. May ballots be counted prior to 7:00 p.m. when the polls close?**

*Yes. As long as there are at least 10 ballots in the box each time counting begins, and as long as it is past 8 a.m. This is for “regular” paper ballot jurisdictions only. Optical scan ballots are sent to the central counting station after the polls close to be counted.*

**2. How often should the total number of voters be posted on the door outside the polling place?**

*Election officials should post the number of people who have voted every two hours, beginning at 9:30 a.m. and ending at 5:30 p.m.*

**L. ADDITIONAL QUESTIONS**

**1. What if a voter picks up the wrong ballot?**

*If the voter does not walk away from the table with the wrong ballot, it can simply be placed with the new ballots to be given to another voter. If the voter walks to the voting booth with the wrong ballot before the voter realizes it is the wrong ballot and returns the ballot to the Election Judge, the ballot should be treated as a spoiled ballot, regardless of whether the voter marked the ballot.*

**2. What if the voter incorrectly marks the ballot?**

*If the ballot has already been deposited into the ballot box, it’s too late for the voter to receive another ballot. If the ballot has not been deposited, the voter may ask for another ballot. The voter is entitled to ask for up to three ballots.*

**3. Should voters select their own ballot?**

*Yes. For paper ballot voting, the voter should always select the voter’s own ballot.*

**4. Should there be instructions on ballots?**

*Yes. Instructions are required to appear on the ballot or ballot label depending on the type of voting system used.*

**5. What is the proper display of ballots?**

*Ballots should be placed faced down and signed by the election judge, but they should not be in numerical order. There is no minimum number of ballots required to be displayed as long as the voter has a choice of several. Also, there should be an additional set of provisional ballots for voters from which to select. The provisional ballots should also have “provisional” stamped on the back, along with the election judge’s signature.*

**6. What should the election officials do if they run out of ballots?**

*First, if the judge sees that the quantity of ballots is getting low, the judge should call the authority responsible for ordering the ballots (e.g., county clerk, city secretary, school superintendent) to obtain additional ballots or have more reproduced. In an emergency situation, they may make copies of a ballot or if no ballots are remaining, have the voter provide their vote choices on a blank sheet of paper. For emergency ballot procedure please refer to [Election Advisory](#) or contact the Office of the Secretary of State.*

**7. What should the election judge do if the supply of combination forms runs out?**

*Contact the person in charge of the election (e.g., county clerk, city secretary, school superintendent) to obtain additional forms. If necessary, make copies of the form before the supply is completely exhausted.*

**8. Is it true that ballots should be marked with an indelible marker (non-erasable)?**

*Yes. The Election Code requires that an indelible marker be used to mark ballots, and is defined as an instrument that makes marks that cannot easily be removed or erased.*

## **E A R L Y V O T I N G B A L L O T B O A R D**

**1. What is an Early Voting Ballot Board?**

*The board is a group of individuals assigned the task of processing and, in some cases, counting early voting ballots. In some elections, the election judge and clerks serving a polling place may also serve as the early voting ballot board. The Early Voting Ballot Board will also be the authority on whether a provisional ballot is or is not counted when it reconvenes after election day to review provisional ballots.*

**2. Should signatures on the application for ballot by mail and the carrier envelope match?**

*The board must determine if the signatures could have been written by the same person. If it appears that the signatures are not by the same person, then the board rejects the ballot, unless one of the documents was witnessed because the voter could not sign.*

**3. What if there are no signatures?**

*The ballot should be rejected if the carrier envelope has no signature, unless signed by a witness indicating the voter could not sign the carrier envelope.*

**4. May EARLY VOTING BALLOTS be counted prior to 7 A.M. on election day when the polls open?**

*Yes. The Election Code allows the early voting ballot board in counties with a population of 100,000 or more (and political subdivisions holding joint elections in such counties) to begin counting after the before of the early voting period. These populated counties do not have to wait until after 7:00 a.m. on election day to begin counting. However, no vote totals may be released before 7:00 p.m. on election day.*

## CENTRAL COUNTING STATION

**1. What happens if a mark on a voter's ballot is unclear?**

*A team of ballot qualifiers (commonly referred to as the resolution board) will review the ballot. If they are able to determine the intent of the voter, the ballot should be duplicated, if necessary, so the ballot tabulating system will be able to accurately count the ballot.*

**2. If the voter's intent is unclear on a particular office or measure, is the entire ballot void?**

*No, each office and/or measure is considered independent of each other; only the unclear office(s) or measure(s) would be voided (not counted). The remainder of the ballot should be counted.*



# ATTACHMENT B FRONT SIDE

AWP-35-31, 363 Prescribed by Secretary of State Sec. 65.001, Election Code	Type of Election / Tipo de Elección	Precinct No. where voted Num. de Precincto/lugar de estación	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administradora Elección
<h2 style="margin: 0;">Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)</h2>				
<p><b>TO BE COMPLETED BY VOTER:</b> I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, 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. I have not been determined by a final judgment of a court exercising probable 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 I am not eligible.</p> <p><b>PARA QUE EL VOTANTE LO LLENE:</b> Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplado toda mi condena inclusive el periodo de encarcelamiento, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.</p>				
First Name / Su nombre de pila		Middle Name (if any) / Segundo nombre (si tiene)		Former Name / Nombre anterior
Residence 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) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)				
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 correspondencia a su domicilio).				
TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas.		Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social):		
Yes <input type="checkbox"/> No <input type="checkbox"/> SI <input type="checkbox"/> NO <input type="checkbox"/>		Signature of Voter / Firma del votante		
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano de los Estados Unidos		I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de Identidad personal de Texas ni un Número de Seguro Social.		

# ATTACHMENT B BACK SIDE

<p style="text-align: center;"><b>TO BE COMPLETED BY ELECTION JUDGE:</b></p> <p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>REASON FOR VOTING PROVISIONAL</b></p> <ol style="list-style-type: none"> <li>1. _____ Failed to present acceptable form of identification or voter certificate with exemption.</li> <li>2. _____ Voter not on list of registered voters.</li> <li>3. _____ Voter not on list, registered in another precinct.</li> <li>4. _____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.</li> <li>5. _____ Voting after 7:00 p.m. due to court order.</li> <li>6. _____ Voter on list, but registered residence address outside the _____ political subdivision.</li> <li>7. _____ Other: _____ (Please explain)</li> </ol> <p>Sworn and subscribed to before me this date: _____</p> <p>Signature of Election Judge _____</p>	<p style="text-align: center;"><b>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</b></p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p><b>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</b></p> <ol style="list-style-type: none"> <li>1. _____ Voter presented acceptable form of identification within 6 days of election day.</li> <li>2. _____ Voter met disability exemption within 6 days of election day.</li> <li>3. _____ Voter executed religious objection affidavit within 6 days of election day.</li> <li>4. _____ Voter executed natural disaster affidavit within 6 days of election day.</li> <li>5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.</li> </ol> <p><b>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</b></p> <ol style="list-style-type: none"> <li>6. _____ Not a registered voter or registration not effective in time for this election.</li> <li>7. _____ Registered to vote, erroneously listed in wrong precinct.</li> <li>8. _____ Registered to vote in a different precinct within the county.</li> <li>9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</li> <li>10. _____ Voter erroneously removed from the list.</li> <li>11. _____ Voter is not registered to vote in _____ political subdivision.</li> <li>12. _____ Other: _____ (Please explain)</li> </ol> <p>Signature of Voter Registrar _____ Date _____</p>
<p><b>Action taken by the Early Voting Ballot Board:</b>    <input type="checkbox"/> REJECTED    <input type="checkbox"/> ACCEPTED    Signature of Ballot Board Judge: _____</p>	



# ATTACHMENT C FRONT SIDE

## Instructions for Voting by Mail on Back (Al Dorso: Instrucciones si vota por correo)

B3-1-41 (10/09)

### 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>Last Name</b> <small>Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III)</small>	<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> <small>If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address)</small> <b>Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal.</b> <small>Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo)</small>	<b>Gender (Optional)</b> Sexo (Optativo) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
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<b>Mailing Address: Address, City, State, and Zip:</b> <small>If mail cannot be delivered to your residence address.</small> <b>Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal</b> <small>(si no se puede entregar correo en su domicilio residencial)</small>	<b>Date of Birth: month, day, year</b> <b>Fecha de Nacimiento: mes, día, año</b> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </div>
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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 de Texas (Expedido por el Departamento de Seguridad Pública)

**If no Texas Driver's License or Personal Identification, 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.

XXX-XX-

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.  
 Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

- 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.
- soy residente de este condado y ciudadano de los Estados Unidos; y
  - no he sido condenado por un delito grave, o en caso de ser delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de prueba, o se me otorgó un indulto; y
  - no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.

X

Date      /      /     

**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 (apoderado) 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.

## ATTACHMENT C BACK SIDE

### VOTING BY MAIL:

The residence address on your application for ballot by mail does not match the residence address at which you are registered to vote or the voter registrar has received information which indicates that you may have moved. You must complete the enclosed statement of residence and return it in the carrier envelope with your marked (voted) ballot.

**If the statement of residence is not returned, your ballot will not be counted.**

Your statement of residence will be reviewed to determine that your permanent residence address is still in the political jurisdiction before your ballot is counted. The residence address on the application for ballot by mail must be the same as the residence address on the statement of residence. The statement of residence will be forwarded to the voter registrar to change your voter registration records. You will be mailed a new voting certificate indicating your new precinct (if applicable) and residence address.

If it is determined that your residence address listed on this form is in a different county, this form will be forwarded to the voter registrar of the new county to get your voter registration transferred. You will receive a new voting certificate from the voter registrar in your new county.

**You must sign the card. If you have any question you may call \_\_\_\_\_.**

### SI VOTA POR CORREO:

Ya que su solicitud de una boleta electoral postal contiene un domicilio o dirección permanente distinto al domicilio bajo cual está inscrito para votar, o ya que la Oficina del Registro Electoral tiene información que indica que usted se ha mudado, será necesario que complete la Constancia de domicilio permanente aquí incluida, y que la devuelva con su boleta electoral completada (o sea, en la que ha marcado su voto) en el sobre proporcionado.

**Si no nos envía la Constancia de domicilio permanente, su voto no se incluirá en el conteo final.**

Antes de incluir sus votos en el conteo final, se verificará que su nuevo domicilio permanente aún queda dentro de la jurisdicción apropiada. El domicilio postal indicado en la solicitud de una boleta postal tiene que ser el mismo que aparece en la Constancia de domicilio permanente. Esta Constancia será enviada a las Oficinas del Registro Electoral para que las actas de inscripción electoral sean modificadas y Ud. recibirá una cédula electoral nueva que indicará el número de su nuevo recinto electoral, si esto fuera a cambiarse, y su nuevo domicilio permanente.

Si se determina que su residencia anotada en este formulario se ubica en otro condado, este formulario se enviará a la Oficina del Registro Electoral del nuevo condado para transferir su inscripción electoral. Usted recibirá una nueva cédula electoral de la Oficina del Registro Electoral de su nuevo condado.

**Es necesario que firme la tarjeta.**

**Para mayor información o para aclarar cualquier duda, por favor llame al \_\_\_\_\_.**

A T T A C H M E N T D

Secretary of State

Pursuant to Texas Election Code Sec. 34.001

NAME

Is Designated as an Election Inspector  
For 2018 November General Election

A handwritten signature in black ink, appearing to read 'RBP', is centered on the page. The signature is written over a faint, circular seal of the State of Texas, which is partially visible in the background.

Rolando B. Pablos, Secretary of State

**T H A N K Y O U F O R Y O U R S E R V I C E .**