

## **Federal Post Card Application (FPCA) Checklist for Use by Early Voting Clerks**

**NOTE:** Please review the election law calendar for this election for variations in the dates noted in steps 5, 7, 9, & 10.

1. Receive and review FPCA.
  - Note that unless applicant indicates that s/he is permanently/indefinitely away or is not certain that s/he will return to the U.S., you should retain a copy of the FPCA for your records and forward the original FPCA to the voter registrar for any necessary processing for registration purposes, except as noted directly below.
  - If you are NOT the correct early voting clerk to receive this FPCA, forward the original FPCA to the correct early voting clerk. If applicant is currently registered in your county but the residence address on the FPCA indicates the applicant now lives in another county, send a copy of the FPCA to your county voter registrar.
  - If you ARE the correct early voting clerk, continue to step 2 below.
2. Did applicant complete all necessary information on the FPCA? [Note, applicant should complete Block 1, Block 2 (if applicant wants a primary ballot), Block 3, Block 4 (if applicant has no ID #'s, must also complete Block 9), Block 5 (optional but strongly recommended), Block 6 (if not completed, ballot will be mailed and not emailed to applicant), Block 7, Block 8, and if necessary, Block 9. Applicant must sign and date form]. If applicant did not complete all necessary information, reject FPCA and send applicant notice using Form AW5-15-FPCA, "Notice of Defective FPCA." If applicant completed all necessary information, go to step 3.
3. If applicant indicated that s/he is a National Guard member on State Orders or has never resided in the U.S., do not send applicant a ballot; such persons are not entitled to receive a ballot under current Texas law. If applicant made no such indication, go to step 4.
4. Is applicant currently registered to vote in your political subdivision? If YES, go to step 5. If NO, go to step 7.
5. Did you receive the FPCA on or before the 7<sup>th</sup> day before Election Day? If YES, go to step 6. If NO, go to step 13.
6. Did applicant indicate s/he is permanently/indefinitely away or has an uncertain intent to return to the U.S.? If YES, applicant receives federal ballot only; go to step 12. If NO, go to step 11.
7. Did you receive the FPCA no later than the 20<sup>th</sup> day before Election Day? If YES, go to step 8. If NO, go to step 9.
8. Does the FPCA contain information sufficient to register applicant in your political subdivision? If YES, go to step 11. If NO, inform applicant by email or regular mail of that fact and go to step 10.
9. Did applicant submit the FPCA between the 19<sup>th</sup> and the 7<sup>th</sup> day before Election Day? If YES, go to step 12. If NO, do not send applicant a ballot for this election. Applicant will receive a full ballot for future elections held in the calendar year if information on the FPCA is sufficient for registrar to register applicant to vote; otherwise applicant will receive a federal ballot only (if any) in future elections.
  - **Note:** If there is no postmark on the FPCA, you must still send applicant a full ballot, if the FPCA indicates applicant meets eligibility requirements to be registered to vote and if the FPCA is received by the 15<sup>th</sup> day before Election Day (see step 11).
10. If applicant submits additional information indicating s/he is eligible to register to vote no later than the 20<sup>th</sup> day before Election Day, go to step 11. If applicant submits the missing information after that time, go to step 13.
11. Send a full ballot:
  - If this is an election with a federal office on the ballot AND applicant requested balloting materials by email, email the applicant the full scanned ballot and the accompanying balloting materials (or an SOS-approved link to the ballot and such materials), including the ballot secrecy envelope, carrier envelope or signature sheet, and other necessary materials or information. Go to step 14.
  - If this is not a federal election OR applicant did not request materials to be sent by email, use regular mail to send applicant the full ballot and accompanying balloting materials. Go to step 14.
12. Send applicant a federal ballot (i.e., a ballot listing only the federal offices up for election) and accompanying balloting materials. Go to step 14.
  - **Note:** If you do not have a federal office on your ballot in this election, then do not send the applicant a ballot for this election; go to Step 13.
13. Applicant does not receive a ballot for this election, but you should retain a copy of the FPCA for use in sending applicant ballots in future elections conducted in the calendar year. Go to step 15; perform step 15 if applicable.
14. Indicate on the "Roster for Early Voting by Mail" (form AW 5-10) that applicant has been sent a ballot. Also indicate ballot has been returned by the voter, when applicable. Go to step 15; perform step 15 if applicable.
15. **FOR COUNTIES, CITIES, AND SCHOOL DISTRICTS ONLY:** If applicant is a registered voter, determine whether voter is registered in other political subdivisions (county, city, or school district only), and forward the FPCA to the early voting clerk(s) of such political subdivision(s), using Form AW5-36a, "Federal Post Card Application (FPCA) Forwarding Form."

Required for all federal elections and recommended for other elections: ballots and the accompanying balloting materials must be sent to applicants with FPCAs on file no later than the 45<sup>th</sup> day before Election Day.