

Name of Form: Request for Updated Annual ABBM.

Form Number: 5-16(b)

Section Reference: 86.0015, 86.003, 87.041 Texas Election Code.

Purpose: To request updated address information on the Annual ABBM when a voter has updated voter registration address information with the voter registrar but has not sent in a new Annual ABBM.

Number of Copies Required: One sent to the voter. Additionally, a copy should be maintained by the EV clerk in the voter's jacket envelope; alternatively, the early voting clerk may make a notation in TEAM or other by-mail tracking system that this Request has been sent to the voter.

Completed by: The early voting clerk; sent to the voter along with a new ABBM form

Filing Date: As soon as possible after the early voting clerk learns that the voter has updated his or her voter registration residence or mailing address information.

Comments: See "Instructions to Early Voting Clerk," below.

Version: Form created in 10/2022.

### **Request for Updated Annual ABBM - Instructions to Early Voting Clerk:**

- This form must be sent to a voter who is on the list of Annual ABBM voters, who has provided updated address information to the Voter Registrar, but who has not yet submitted new address information on a new ABBM.
- A ballot may not be sent to a voter until the voter has submitted an updated ABBM.
- Complete the blanks for the deadline to return the form and your mailing, fax (if available) and email addresses.
  - The deadline is the 11th day before election day unless that day is a Saturday, Sunday, or legal state or national holiday, in which case the last day is the first preceding regular business day.
- Send the voter The Request for Updated Annual Application for a Ballot by Mail form **along with a new blank ABBM.**
- When the voter returns the updated ABBM, you should update the List of Annual ABBM voters with the new address.
  - If the voter does not return an updated ABBM, then the voter is not provided a ballot.
- If the voter returns the updated ABBM on or before the 11th day before Election Day (or the preceding business day, if the 11th day falls on a legal state or national holiday), send the voter a ballot for that election.
- For information about recording this information in TEAM, please refer to provided training resources or contact our office.