

Ballot By Mail

IMPORTANT NOTE: An annual application for a ballot by mail should be submitted in the calendar year for which the applicant wishes to receive ballots. During a primary election year, you must indicate the party's primary for which you wish to receive a ballot. A Ballot by Mail Application is required to receive a ballot for an election. When calling to request an application by phone, remember to allow enough time for the application to be mailed to you and returned in order to be in the office by the deadline. (must be received by the posted date, not postmarked)

To be eligible to vote early by mail in Texas, you must:

1. be 65 years or older; or
2. be disabled; or
3. be confined in jail, but otherwise eligible; or
4. be out of the county on election day and during the period for early voting by personal appearance.

In order to claim number 4 as the reason for voting by mail, a voter must expect to be absent from the county on election day and during the period of early voting by personal appearance or for the remainder of the period after their application is submitted. The ballot must be mailed to an address outside the county. **IMPORTANT:** Give date you can begin to receive mail at the address given.

Voters are reminded that both during early voting and on Election Day, if they are physically unable to enter the poll, they may vote curbside. If the voter wishes to vote curbside during early voting, it would be helpful for them to call the Election Office at 659-6541 to advise the office that they wish to vote in this manner.

An application must be submitted to the early voting clerk by:

1. Mail [113 W. Beauregard Ave., San Angelo, Texas, 76903]
2. Common or contract carrier
3. Telephonic facsimile machine, if a machine is available in the clerk's office (325-657-9226) or
4. Electronic transmission of a scanned application containing an original signature (email: elections@co.tom-green.tx.us).

NEW: For ballot by mail applications submitted by fax or email the original application must be mailed to the early voting clerk and received no later than the 4th business day after the faxed or emailed application was received.

Solicitud por Boleta por Correo (revisado 01/03/2018)

NOTA IMPORTANTE: Solicitudes para boletas por correo anual deberán presentarse en el año que el solicitante desea recibir las boletas. Durante un año de elección primaria, uno debe indicar el partido primario para el cual quiere recibir una boleta. Una solicitud de boleta por correo es requerida para recibir una boleta para la elección. Cuando llame para solicitar una aplicación, acuérdesese de permitir bastante tiempo para que la aplicación sea enviada y devuelta a esta oficina antes de la fecha límite (las solicitudes deben ser recibidas antes de la fecha publicada, no matasellada).

Para ser elegible para votar anticipadamente por correo en Texas, usted debe:

1. 65 o mas años de edad; o
2. Minusvalidez; o
3. Encarcelamiento, pero por lo demás ser elegible; o
4. Expectativa de estar fuera del condado durante el Día de Elecciones y durante la votación adelantada en persona.

Para ser elegible para votar temprano por correo usando la opción numero 4, el votante debe esperar estar fuera del condado durante el Día de Elecciones y durante la votación adelantada en persona o por el resto del período, después de que su aplicación sea sometida. La boleta debe ser enviada a una dirección fuera del condado. **IMPORTANTE:** Indique la fecha en que puede comenzar a recibir correo en la dirección indicada.

Votantes son recordados que si son físicamente incapacitado a entrar al lugar de votación durante votación adelantada y en el Día de Elecciones, usted puede votar en la acera. Si el votante desea votar en la acera durante votación adelantada, es útil llamar la Oficina de Elecciones a (325)659-6541 para avisarnos que usted quiere votar en esta manera.

Una solicitud puede ser enviada a la secretaria de votación adelantada por medio de:

1. Correo [113 W. Beauregard Ave., San Angelo, Texas, 76903]
2. Portador común o portador de contrato
3. Fax telefónica, si esta disponible en la oficina de la secretaria [325-657-9226] o
4. Transmisión electrónica de una solicitud escaneada con firma original (correo electrónico: elections@co.tom-green.tx.us).

NUEVO: Para las solicitudes de voto por correo enviadas por fax o correo electrónico, la solicitud original debe enviarse por correo al secretario de votación anticipada y debe recibirse a más tardar el cuarto día hábil posterior a la recepción de la solicitud enviada por fax o por correo electrónico.

Application for Ballot by Mail		Prescribed by the Office of the Secretary of State of Texas A5-15e 08/15	For Official Use Only VUID #, County Election Precinct #, Statement of Residence, etc.
1	Last Name (Please print information)	Suffix (Jr., Sr., III, etc)	First Name
2	Residence Address: See back of this application for instructions.	City _____, TX Zip Code _____	
3	Mail my ballot to: If mailing address differs from residence address, please complete Box # 7.	City _____	State _____ Zip Code _____
4	Date of Birth (mm/dd/yyyy) (Optional) 		
5	Reason for Voting by Mail: ☐ 65 years of age or older. (Complete Box #6a) ☐ Disability. (Complete Box #6a) ☐ Expected absence from the county. (Complete Box #6b and Box #8) You will receive a ballot for the upcoming election only ☐ Confinement in jail. (Complete Box #6b) You will receive a ballot for the upcoming election only		
6a	ONLY Voters 65 Years of Age or Older or Voters with a Disability: If applying for one election, select appropriate box. If applying once for elections in the calendar year, select "Annual Application." ☐ Annual Application <u>Uniform and Other Elections:</u> ☐ May Election ☐ November Election ☐ Other _____ <u>Primary Elections:</u> You must declare <u>one</u> political party to vote in a primary: ☐ Democratic Primary ☐ Republican Primary ☐ Any Resulting Runoff 7 If you are requesting this ballot be mailed to a different address (other than residence), indicate where the ballot will be mailed. See reverse for instructions. ☐ Mailing Address as listed on my voter registration certificate ☐ Nursing home, assisted living facility, or long term care facility ☐ Hospital ☐ Retirement Center ☐ Address of the jail ☐ Relative; relationship _____ ☐ Address outside the county (see Box #8)		
6b	ONLY Voters Absent from County or Voters Confined in Jail: You may only apply for a ballot by mail for one election, and any resulting runoff. Please select the appropriate box. <u>Uniform and Other Elections:</u> ☐ May Election ☐ November Election ☐ Other _____ <u>Primary Elections:</u> You must declare <u>one</u> political party to vote in a primary: ☐ Democratic Primary ☐ Republican Primary ☐ Any Resulting Runoff		
8	If you selected "expected absence from the county," see reverse for instructions — Date you can begin to receive mail at this address Date of return to residence address		
9	Contact Information (Optional)* Please list phone number <u>and/or</u> email address: * Used in case our office has questions. 		
10	"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 SIGN HERE If applicant is unable to sign or make a mark in the presence of a witness, the witness shall complete Box #11.		
If someone helped you to complete this form or mails the form for you, then that person must complete the sections below.			
11	See back for Witness and Assistant definitions. If applicant is unable to mark Box #10 and you are acting as a Witness to that fact, please check this box and sign below. ☐ If you assisted the applicant in completing this application in the applicant's presence or e-mailed/mailed or faxed the application on behalf of the applicant, please check this box as an Assistant and sign below. ☐ *If you are acting as <u>Witness and Assistant</u>, please check <u>both boxes</u>. Failure to complete this information is a Class A misdemeanor if signature was witnessed or applicant was assisted in completing the application. X Signature of Witness /Assistant X Printed Name of Witness/Assistant Street Address City State Zip Witness' Relationship to Applicant (Refer to Instructions on back for clarification) 		

Instructions for Application for Ballot by Mail

Residence Address - Give full address as shown on your voter registration certificate. If you have moved within the county but not yet changed your voter registration address with the voter registrar, indicate your new residence address.

Mail Ballot To - Give full address where you wish to have ballot mailed, if the address is different from your residence address.

Mailing Ballot to a Different Address - Your ballot must be mailed to your home where you live or to your mailing address on your voter registration certificate. There are some exceptions that allow you to have your ballot mailed to a different location as specified below.

Reason for voting by mail	Location to mail ballot
65 or disabled	Nursing home, assisted living/retirement center, relative, hospital
In jail	Address of jail or relative
Absent from county	Address located outside of county

Expected Absence from County - If you chose expected absence from county, you must expect to be absent from the county on election day and during the hours of early voting in person or for the remainder of the early voting period after you submit your application. **Your ballot must be mailed to an address outside the county.** Important: Give date you can begin to receive mail at the address given.

Annual Application - If you are 65 years of age or older, or disabled you may apply to receive all ballots by mail for a calendar year. If you do not select any elections in Box 6a, your application will be considered an Annual Application.

If you submit an annual application for a ballot by mail, your application may be forwarded to other entities holding elections where you are a qualified voter. This means that you may receive a ballot for those elections in addition to the ballot(s) you requested with this application.

Submitting Application

1. Sign and date your application - If unable to sign, please go to Witness/Address boxes (11 on reverse) and have a person witness your mark. Witness/Assistant instructions follow below.

2. Deliver to Early Voting Clerk - You may submit your application via these methods:

In Person: Only the applicant may submit their application in person to the Early Voting Clerk until the early voting period begins. However, after the early voting period begins for an election, the applicant may only submit their application via mail, fax, common contract carrier, or e-mail.

By Mail: You may mail your application via the U.S. Postal Service.

By Fax: You may fax your application to the Early Voting Clerk. Please contact your Early Voting Clerk or the Secretary of State's Office for fax numbers.

By Common Contract Carrier: You may submit via a common or contract carrier which is a bona fide, for profit carrier.

By E-Mail: You may e-mail a signed, scanned image of your application to the Early Voting Clerk. Please contact your Early Voting Clerk or the Secretary of State's Office for e-mail addresses.

Deadline

Your application must be received by the early voting clerk of the local entity conducting the election not later than the 11th day before election day. If the 11th day is a weekend or holiday, the deadline is the first preceding business day. You may submit an application throughout the calendar year, beginning January 1. Please remember that the application must be received not later than the 11th day before the first election in which you seek to vote by mail.

If you submit an Annual Application for Ballot by Mail within 60 days before an election that takes place in the following calendar year, your application will be valid for any election that takes place in the following calendar year, regardless of the fact that your application was submitted prior to the end of the preceding calendar year. This applies to Annual Applications only and not to a regular application for ballot by mail.

Witness/Assistant Section

Witness: If you are unable to sign your name (due to a physical disability or illiteracy), the application may be signed at Box #11 for you by a Witness. You must affix your mark to the application in Box #10 or, if you are unable to make a mark, then the Witness must check the appropriate box in 11 indicating the inability to make a mark. The Witness must state his/her name in printed form and indicate his/her relationship to you or, if unrelated, state that fact. The Witness must sign and provide his or her printed name and residence address. Unless the Witness is a close relative of the voter (parent, grandparent, spouse, child or sibling), it is a Class B misdemeanor for a person to witness more than one application for ballot by mail.

Assistant: If a person (other than a close relative or person registered to vote at the same address) assists you in completing this application in your presence or mails/faxes/e-mails this application on your behalf, then that person must complete Box #11. The Assistant must sign, provide his or her printed name, and his or her residence address. A person commits a Class A misdemeanor if the person provides assistance without providing the information described above unless a close relative or registered at your address.

If you have further questions or need additional assistance, please contact your Early Voting Clerk or The Secretary of State's office at 1-800-252-8683 or www.sos.state.tx.us.

DO NOT REMOVE PERFORATED TABS. Moisten tab and fold top to bottom to seal.

FROM: _____

AFFIX LABEL HERE OR ADDRESS

TO: EARLY VOTING CLERK



AFFIX FIRST
CLASS
POSTAGE