

Tom Green County Photo ID Training

This training is developed using Secretary of State training and the Qualifying Voters Handbook. Some notes have been added based on the process in the county.

Poll workers should understand that our county uses an Electronic Poll Book, which allows the poll worker to perform many of the functions on the laptop as the voter is being checked in for voting.

Any reference to "Official List of Registered Voter", "list of Registered Voters", etc. will maintained on the laptops.

Any reference to stamping "Voted" or placing a notation on the list of registered voters is not required in our county – the voted annotation is made by processing the voter on the Kiosk so stamping the List of Registered voters is not done in our county. Additionally, the voter will not sign a piece of paper because they sign on the tablet unless the tablet is not working or the voter is voting curbside.

When there is discussion about an "S" notation on the List of Registered Voters the poll worker will actually see a red notation on the voter record on the laptop that says "Voter must complete a Statement of Residence" instead of an "S" notation.

Important things to remember:

Voter cannot produce the ID on their cell phone.

The address on the ID does not have to match.

If the voter hands you their voter registration certificate, it should be reviewed to see if the voter has an exemption to showing ID before any other form of ID is requested.

QUALIFYING THE VOTER

1. Ask Voter to Provide Acceptable Form of Photo Identification or a Permanent Disability Exemption: An election officer at the acceptance table should ask the voter whether the voter possesses an acceptable form of photo identification that is either current or, if the voter is aged between 18-69 years, not expired more than four years, or, if the voter is aged 70 or older, may be expired for any length of time as long as it is otherwise valid. [Sec.63.001(b)].

The acceptable forms of photo identification are:

1. Texas Driver License issued by the Department of Public Safety ("DPS");
2. Texas Election Identification Certificate issued by DPS;
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/Certificate of Naturalization containing the person's photograph; or
7. United States Passport (book or card).

NOTE: With the exception of the U.S. citizenship certificate, which does not expire, the identification must be current or, for voters aged 18-69, 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 photo identification listed above that has expired for any length of time if the identification is otherwise valid.

NOTE: If the presiding judge reasonably determines that the voter is not the person whose photo appears on the acceptable form of photo identification presented by the voter, the presiding judge will follow the procedure prescribed in Situation 7.

NOTE: The authority 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. [Sec. 63.0102]

Permanent Disability Exemption: If the voter presents the voter's current voter registration certificate that has a notation of an "(E)" after the VUID number, it is not necessary for the voter to present one of seven forms of photo identification listed above or follow with the Reasonable Impediment Declaration procedure. The notation means the voter is exempt from showing one of the seven forms of photo identification or following the Reasonable Impediment Declaration procedure because the voter has a disability and has applied for and received a disability exemption from the voter registrar in accordance with the Texas Election Code.

NOTE: If a voter has continued access to an acceptable form of photo ID, but, for example, forgets to bring his or her acceptable form of photo ID to the polling place and/or left it at home or in the car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, **if the voter states that he or she possesses an acceptable form of photo ID but did not bring it to the polling place, the election officer should explain that the voter may take one of two actions:**

- a. The voter may leave the polling place and return with the acceptable form of photo ID before the polls close on Election Day and vote a regular ballot at that time.
- b. The voter may cast a provisional ballot. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within 6 calendar days of election day to present an acceptable form of photo ID or complete a natural disaster affidavit because the voter's acceptable photo ID is inaccessible or was destroyed due to certain natural disasters. The presiding judge will follow the procedure prescribed in Situation 7.

If a voter indicates that the voter does not possess an acceptable form of photo ID, the election officer will need to follow the guidelines below depending on the situation:

- a. *If the voter states that he or she does not possess an acceptable form of photo ID, the poll worker should ask the voter if he or she cannot reasonably obtain an acceptable form of photo ID. If the voter says that he or she cannot reasonably obtain an acceptable form of photo ID, the election officer should inform the voter that the voter may show a supporting form of ID and execute a Reasonable Impediment Declaration. The election officer should then provide the voter with a Reasonable Impediment Declaration and ask the voter to complete the form by writing his or her name, indicating at least one reasonable impediment, and signing and dating the Declaration.*

After the Declaration is completed by the voter, the voter should return the Declaration to the poll worker, and the poll worker should ask the voter to present one of the forms of supporting ID of the voter. The election judge should enter the date and then sign on the space provided on the Declaration. Either the poll worker or the election judge should indicate on the Declaration which supporting form of identification was presented. Either the poll worker or the election judge shall fill in the voter's VUID in the appropriate box or affix a sticker that contains the information across the box, and note on the combination form that the Declaration was used by the voter. Either the poll worker or the election judge should fill in the Date of Election and Location fields.

Here is a list of the supporting forms of ID that can be presented if the voter does not possess, and cannot reasonably obtain, one of the forms of acceptable photo ID:

1. copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate (other examples of government documents include, but are not

limited to: driver's licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and, for voters aged 18-69, expired Texas DPS-issued driver license or personal ID cards (over 4 years));

2. copy of or original current utility bill;
3. copy of or original bank statement;
4. copy of or original government check;
5. copy of or original paycheck; or
6. 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: If the voter states that he or she does not possess and cannot reasonably obtain an acceptable form of photo ID, the election officer should not question the voter about his or her circumstances. The election officer should simply state that if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, he or she can show a supporting form of ID and execute a Reasonable Impediment Declaration.

NOTE: The election officer may not question the reasonableness of the voter's reasonable impediment. [Sec. 63.001(d)] For example, if the voter checks "lack of transportation" as the impediment, the election officer may not challenge how the voter came to the polling site, or the voter's access to a bus route or other means of transportation. A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

NOTE: A voter who does not possess an acceptable form of photo ID includes a voter who does not possess a valid form of acceptable photo identification. Accordingly, a voter with a lost, stolen, suspended, expired, or otherwise invalid form of photo ID listed above does not possess one of the acceptable forms of photo ID. In that situation, the voter could execute the Reasonable Impediment Declaration and present a supporting form of identification if the voter cannot reasonably obtain a replacement of the original acceptable form of photo ID.

- b. *If the voter states that he or she does not possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID, but has not brought a supporting form of ID to the polling place, the voter should be offered a provisional ballot. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within 6 calendar days of election day and present an acceptable form of photo ID; show a supporting form of ID and execute a Reasonable Impediment Declaration; or qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed).*

The presiding judge will follow the procedure prescribed in Situation 7.

NOTE: A voter who could otherwise not reasonably obtain an acceptable form of photo ID but did not bring a form of supporting ID to the polling place may opt to leave the polling place and return at a later time before the polls close with the acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at that time.

- c. *If the voter states that he or she does not possess an acceptable form of photo ID, and the voter can reasonably obtain an acceptable form of photo ID, the voter should be offered a provisional ballot. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within 6 calendar days of election day and present an acceptable form of photo ID or qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed). The presiding judge will follow the procedure prescribed in Situation 7.*

2. Locate Voter on List of Registered Voters: When presented with an acceptable form of photo identification or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration, or the voter's current voter registration certificate with an "E" notation, the election officer checks the list of registered voters for:
 - a. the voter's name;
 - b. the voter's registration status; and
 - c. any special annotations.

NOTE: The two special annotations requiring further action are "S" for suspense and a "voted" annotation if the voter has voted early. **Because the acceptable form of photo identification, or the supporting form of identification of a qualified voter together with an executed Reasonable Impediment Declaration, or the voter's current voter registration certificate with an "E" notation, satisfies the requirement for presenting identification required by an "ID" notation, you may disregard any "ID" notation in the official list of registered voters.**

3. Compare Voter's Name: If the voter's name on the official list of registered voters does not exactly match the name as it appears on the form of identification provided (the acceptable form of photo identification or, if applicable, the acceptable form of supporting identification), follow the procedure prescribed in Situation 3.

4. Ask Voter if his or her Residence Address has Changed: After determining that the voter is registered, the voter must be asked if the residence address on the list of registered voters has changed. An "S" notation by a voter's name means that the voter may have moved. If the voter has moved within the county, or is on the Suspense-list, the voter must sign the Statement of Residence before being permitted to vote. A voter who has moved within the county must vote in his or her former precinct of residence, according to his or her "old" registration address.

NOTE: If the election is conducted for a city, school district, or other local political subdivision, in addition to residing in the county, the voter must still reside in the city, school district, or other local political subdivision in order to be eligible to vote.

NOTE: The address on an acceptable form of photo ID or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration, should not be compared to the address on the list of registered voters. **These two addresses do NOT have to match.**

5. At this point, determine which of the situations below applies to the voter and follow the steps outlined after the particular situation to process the voter.

NOTE: If you are using an electronic pollbook, many of the following procedures may be completed on the device rather than on separate paper forms. Please consult with your county about your county's specific process.

SITUATION 1. Acceptable Photo ID/(E) Notation Voter

In this scenario, the voter presents an acceptable form of photo identification, or has a notation of an “(E)” after the VUID number on the voter registration certificate. [Secs. 63.001, 63.0101]

NOTE: The photo identification provided by the voter will be current or, for voters aged 18-69, not have expired more than 4 years before the voter is presenting it at the polling place. Voters aged 70 and older may use an acceptable form of photo identification which is expired for any length of time, so long as it is otherwise valid.

The voter will be located in the precinct’s list of registered voters, and the name found on the list of registered voters will match exactly to the name listed on the voter’s identification.

After verifying the voter’s identification, the voter is asked if the voter’s residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county. [Sec. 63.0011] In this situation, the voter’s address will be current and the voter will not have changed residence within the county.

NOTE: Some voters may not have an address on the list of registered voters due to participation in an address confidentiality program. Nevertheless, election judges should continue to ask whether or not the voter has moved from the address at which the voter is registered to vote. If the voter’s registration address is omitted due to participation in an address confidentiality program, you must ask the voter if the residence address listed on the voter’s acceptable form of identification is current and whether the voter has changed residence within the county.

At this point, the voter should be checked-in by following these steps:

1. Stamp “voted” or place some other notation next to the voter’s name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]

In a primary election, stamp “voted” in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. [Sec. 172.1141] Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.

In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter’s attention. A voter becomes affiliated with a political party when the voter votes in that party’s primary or participates in that party’s convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) [Sec. 162.014] If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party’s primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity.

[Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the Combination Form.

2. Have the voter sign the signature roster (or Combination Form). [Sec. 63.002(b)] If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or Combination Form). [Sec. 63.002(c)]
3. Legibly enter the name of the voter on the Poll List (or Combination Form). [Sec. 63.003(c)]
 - The voter is required to sign his or her voter registration certificate in the appropriate place upon receipt. [Sec. 15.003] The Poll List may also be in the form of an electronic device approved by the Secretary of State. [Sec. 63.003(d)]
 - If a Combination Form is not used, the names on the Poll List must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 - *In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give voter a certificate of party affiliation or combined notice of convention and certification of affiliation, as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention. [Secs. 162.004(a-1) and (b), 172.1114]*
4. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
5. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

<p style="text-align: center;">SITUATION 2. Voter Who Does Not Possess and Cannot Reasonably Obtain an Acceptable Form of Photo Identification</p>

In this scenario, the voter states that he or she does not possess an acceptable form of photo identification, the voter is asked whether he or she cannot reasonably obtain an acceptable form of photo ID, and the voter states that he or she cannot reasonably obtain an acceptable form of photo ID. [Sec. 63.001(b)(2)]

In this situation, the election officer should provide the voter with a Reasonable Impediment Declaration and ask the voter to complete the form by writing his or her name, indicating at least one reasonable impediment, and signing and dating the Declaration.

After the Declaration is completed by the voter, the voter should return the Declaration to the poll worker, and the poll worker should ask the voter to present one of the forms of supporting ID. The election judge should enter the date and then sign on the space provided on the Declaration. Either

the poll worker or the election judge should indicate on the Declaration which supporting form of identification was presented. Either the poll worker or the election judge shall fill in the voter's VUID in the appropriate box or affix a sticker that contains the information across the box, and note on the Combination Form that the Declaration was used by the voter. Either the poll worker or the election judge should fill in the Date of Election and Location fields.

Here is a list of the supporting forms of ID that can be presented if the voter does not possess, and cannot reasonably obtain, one of the forms of acceptable photo ID:

1. copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate (other examples of government documents include, but are not limited to: driver's licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and, for voters aged 18-69, expired Texas DPS-issued driver licenses or personal ID cards (over 4 years));
2. copy of or original current utility bill;
3. copy of or original bank statement;
4. copy of or original government check;
5. copy of or original paycheck; or
6. 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: If a voter has continued access to his or her acceptable form of photo ID, but, for example, forgets to bring the acceptable form of photo ID to the polling place and/or left it, at home or in the car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, if the voter states that he or she possesses an acceptable form of photo ID, but did not bring it to the polling place, the election officer should explain that the voter may take one of two actions:

- a. The voter may leave the polling place and return with the acceptable form of photo ID before the polls close on Election Day and vote a regular ballot at that time.
- b. The voter may cast a provisional ballot. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within 6 calendar days of election day and present an acceptable form of photo ID, complete an affidavit that states that the voter has a religious objection to being photographed, or complete a natural disaster affidavit because the voter's acceptable photo ID is inaccessible due to certain natural disasters. The presiding judge will follow the procedure prescribed in Situation 7.

NOTE: If the voter states that he or she does not possess and cannot reasonably obtain an acceptable form of photo ID, the election officer should not question the voter about his or her circumstances. The election officer should simply state that if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, he or she can show a supporting form of ID and execute a Reasonable Impediment Declaration.

NOTE: The election officer may not question the reasonableness of the voter's reasonable impediment. For example, if the voter checks "lack of transportation" as the impediment, the election officer may not challenge how the voter came to the polling site, or the voter's access to a bus route or other means of

transportation. A signed reasonable impediment declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

NOTE: A voter who does not possess an acceptable form of photo ID includes a voter who does not possess a valid form of acceptable photo identification. Accordingly, a voter with a lost, stolen, suspended, expired, or otherwise invalid form of photo ID listed above does not possess one of the acceptable forms of photo ID. In that situation, the voter could execute the Reasonable Impediment Declaration and present a supporting form of identification if the voter cannot reasonably obtain a replacement of the original acceptable form of photo ID.

In this scenario, the voter will be located in the precinct's list of registered voters, and the name found on the list of registered voters will match exactly to the name listed on the voter's identification.

After verifying the voter's identification, the voter is asked if the voter's residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county. [Sec. 63.0011] In this situation, the voter's address will be current and the voter will not have changed residence within the county.

NOTE: Some voters may not have their addresses on the list of registered voters due to their participation in an address confidentiality program. Nevertheless, election judges should continue to ask whether or not the voter has moved from the address at which the voter is registered to vote. If the voter's registration address is omitted due to participation in an address confidentiality program, you must ask the voter if the residence address listed on the voter's supporting form of identification presented in connection with Reasonable Impediment Declaration is current and whether the voter has changed residence within the county.

At this point, the voter should be checked-in by following these steps:

1. Stamp "voted" or place some other notation next to the voter's name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]

In a primary election, stamp "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. [Sec. 172.1141]

In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) [Sec. 162.014] If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to

counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the Combination Form.

2. Have the voter sign the signature roster (or Combination Form). [Sec. 63.002(b)] If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or Combination Form). [Sec. 63.002(c)]
3. Legibly enter the name of the voter on the Poll List (or Combination Form). [Sec. 63.003(c)]
 - a. If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 - b. *In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give voter a certificate of party affiliation or combined notice of convention and certification of affiliation, as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention. [Secs. 162.004(a-1) and (b), 172.1114]*

NOTE: *Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued in a primary election, unless the county chair notifies the county election officer that the certificates are not required.*

NOTE: *The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.*

4. The poll worker should mark the "Reasonable Impediment Declaration" box on the Combination Form. [Sec. 63.004(a)]
5. Return the form of supporting identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
6. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

<p>SITUATION 3. Voter's Name on Acceptable Form of Identification Does Not Match Voter's Name on List of Registered Voters</p>

In this scenario, the voter presents an acceptable form of photo identification, or does not possess and cannot reasonably obtain an acceptable form of photo identification, and presents a supporting form of identification (and executes a Reasonable Impediment Declaration). [Secs. 63.001, 63.0101]

If the voter's name on the precinct's list of registered voters is not identical to the voter's name as it appears on the acceptable form of photo identification or the supporting form of identification (if applicable), the election officer will determine, under standards adopted by the Secretary of State, if the names are "substantially similar." If the names are substantially similar, the voter shall be accepted for voting. The voter must submit an affidavit, which is part of the Combination Form, stating that the voter is the person on the list of registered voters. [Sec. 63.001(c)]

A voter's name on the presented identification form is considered substantially similar to the name on the official list of registered voters if one or more of the circumstances outlined below are present. [1 T.A.C. § 81.71]:

1. Slightly Different: The name on the presented identification form is slightly different from one or more of the name fields on the official list of registered voters or one or more of the name fields on the official list of registered voters is slightly different from the name on the presented identification form;
2. Customary Variation: The name on the presented identification form or on the official list of registered voters is a customary variation of the formal name (for example, Bill for William), that is on the document or list that must match, as the case may be;
3. Initial, Middle Name or Former Name: The voter's name on the presented identification form contains an initial, a middle name, or a former name that is not on the official list of registered voters or the official list of registered voters contains an initial, a middle name, or a former name that is not on the presented identification form; or
4. Different Field: A first name, middle name, former name, or initial of the voter's name occupies a different field on the presented identification form than a first name, middle name, former name, or initial of the voter's name on the official list of registered voters.

Similar Names Examples:

Determining similar names – slightly different

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| • Minor misspellings of names | Example: | Marc Cuban vs. Mark Cuban |
| • Extra letters, minor typos | | Lynn Miles vs. Lynn Myles |
| • Common different spellings | | |

Determining similar names – customary variation

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| • English vs. Spanish vs. French spellings | Example: | William Clements vs. Bill Clements |
| • Common abbreviations | | Margaret Smith vs. Peggy Smith |

Determining similar names – Initial, middle, or former name

(TOM GREEN COUNTY) You are only required to verify that the voter is the same person by comparing only the first and last names on the ID presented against the voter roll (laptop), you are able to accept them for voting.

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| • Initial | Example: | C. Everett Koop vs. Everett Koop |
| • Middle | | Jill Hill vs. Jill Hill-Foster |
| • Former Name | | |

In determining whether one or more of those circumstances are present, election workers should consider whether information on the presented identification form 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, which may be strong indicators that the name on the presented ID document is substantially similar to the name on the official list of registered voters.

If the reviewing election worker makes a determination that the voter's name on the presented identification form and the official list of registered voters are substantially similar, the voter shall be accepted for voting if the voter submits the "Similar Name Affidavit," which he or she does by initialing the correct location on the Combination Form, prescribed by the Secretary of State, stating that the voter offering the presented identification form is the same person on the official list of registered voters.

If the reviewing election worker makes a determination that the voter's names on the presented identification form and the official list of registered voters are not substantially similar, the voter shall be offered a provisional ballot. The voter shall be processed as a provisional voter in accordance with the provisional voter process established under Texas law (Situation 7), at the time of voting.

After verifying the identity of the voter, follow these steps:

1. Ask the voter if the voter's residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county; if changed, have voter complete a Statement of Residence Form. [Sec. 63.0011]

NOTE: Some voters may not have their addresses on the list of registered voters due to their participation in an address confidentiality program. Nevertheless, election judges should continue to ask whether or not the voter has moved from the address at which the voter is registered to vote. If the voter's registration address is omitted due to participation in an address confidentiality program, you must ask the voter if the residence address listed on the voter's acceptable form of photo ID or, if applicable, the acceptable form of supporting identification, is current and whether the voter has changed residence within the county.

2. Stamp "voted" or place some other notation next to the voter's name on the list *z primary, the county chair notifies the county clerk that the county chair does not require a list.* [Sec. 172.1141] *Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.*

In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) [Sec. 162.014] If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the Combination Form.

3. Have the voter sign the signature roster (or Combination Form). [Sec. 63.002(b)]

At all elections, the following individuals are eligible to vote a provisional ballot:

4. A voter who states he or she does not possess an acceptable form of photo ID, and that he or she can reasonably obtain an acceptable form of photo ID;
5. A voter who states that he or she does not possess an acceptable form of photo ID, and that he or she cannot otherwise reasonably obtain an acceptable form of photo ID, but did not bring a form of supporting ID to the polling place.

NOTE: A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a form of supporting ID to the polling place may opt to leave the polling place, and return at a later time with an acceptable form of supporting ID and vote a regular ballot after

executing a Reasonable Impediment Declaration.

NOTE: This includes failing to follow the Reasonable Impediment Declaration procedure.

6. A voter who states he or she possesses an acceptable form of photo ID, but does not have it with him or her to present at the polling place.

NOTE: This voter may opt to leave the polling place, and return at a later time with an acceptable form of ID and vote a regular ballot.

7. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief. [Sec. 65.054(b)(2)(B)]
8. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure because of a natural disaster that was declared by the president of the United States or the Texas governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter's identification. [Sec. 65.054(b)(2)(C)]
9. If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or Combination Form). [Sec. 63.002(c)]
10. Legibly enter the name of the voter on the Poll List (or Combination Form). [Sec. 63.003(c)] and any applicable additional information, such as that the voter executed a Reasonable Impediment Declaration on the Combination Form, if applicable [Sec. 63.004(a)].
 - a. If a Combination Form is not used, the names on the Poll List must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 - b. *In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give voter a certificate of party affiliation or combined notice of convention and certification of affiliation, as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention. [Secs. 162.004(a-1) and (b), 172.1114]*

NOTE: *Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued in a primary election, unless the county chair notifies the county election officer that the certificates are not required.*

NOTE: *The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.*

11. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
12. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]
13. A voter whose name on the form of identification presented (an acceptable form of photo identification or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the election precinct list of registered voters.
14. A voter who presented a form of identification (an acceptable form of photo identification or, if applicable,

a supporting form of identification with a Reasonable Impediment Declaration) but whose identity cannot be verified by the identification presented.

15. A voter who has received a disability exemption under Section 13.002(i), but does not have or otherwise fails to present the voter's voter registration certificate at the polling place indicating such exemption, or a voter who is eligible for a disability exemption under Section 13.002(i), but has not yet submitted the documentation required to receive such exemption.
16. Under Section 63.009 (Situation 6), a voter who claims to be properly registered and eligible to vote at the election precinct where the voter presents himself or herself to vote, but whose name does not appear on the precinct list of registered voters and who does not present a voter registration certificate indicating that the voter is currently registered (as described in Section 63.006) or whose registration has not been confirmed through contact with the voter registrar's office.
17. A voter who has applied for a ballot by mail, but has not yet cancelled the mail ballot application with the early voting clerk at the main early voting location or cancelled the mail application by returning the ballot to be voted by mail to the election judge at the voter's election day precinct polling place.
18. A voter who votes during the polling hours that are extended by a state or federal court.
19. A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.
20. A voter who is on the election precinct list of registered voters, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote.
21. A voter who registered to vote at the Department of Public Safety but whose registration cannot be located in the voter registrar's records.
22. Other: ____ (with an explanation). [See, e.g., Sec. 63.011; 1 T.A.C. §§81.172— 81.176; Texas Water Code § 49.1025]

If a voter is eligible to cast a provisional ballot under the provisions set forth above, the election judge shall immediately inform the voter of this right.

23. If the voter is casting a provisional ballot due to reasons 1-8 above, the election judge must advise the voter that in order to have his or her provisional ballot accepted, the voter must present an acceptable form of photo ID to the voter registrar, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, execute a Reasonable Impediment Declaration and present a supporting form of ID to the voter registrar, or, if applicable, qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed), within 6 calendar days of election day. The election judge must also provide a [Notice to Provisional Voter \(ID Voter\)](#) to the voter, and inform the voter that he or she will receive a notice in the mail about whether the voter's provisional ballot was counted. The Notice to Provisional Voter (ID Voter) will provide the following information:
 - a. A list of acceptable forms of photo identification, information about the Reasonable Impediment Declaration (including a list of supporting identification which may be presented if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification and executes a Reasonable Impediment Declaration), and information about the temporary and permanent exemptions;
 - b. The procedure for presenting acceptable photo identification to the voter registrar, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo identification, following the Reasonable Impediment Declaration procedure at the voter registrar's office, or, if applicable, executing an affidavit for a temporary exemption in the presence of the voter registrar, or qualifying for a permanent disability exemption, within 6 calendar days of election day;

- c. A map showing the location of the voter registrar for purposes of presenting an acceptable form of photo identification (or, if applicable, a supporting form of ID) or seeking an exemption to the identification requirement; and
- d. A place for the election official to enter the voter's name, voter unique identifier (VUID) number (if available) and the precinct polling place at which the provisional ballot was voted.

NOTE: The SOS strongly advises that voters who do not present an acceptable form of photo ID (including, but not limited to, those who present a supporting form of ID and execute a Reasonable Impediment Declaration) be provided with a copy of [Form 25-1 – Notice of Required Identification](#).

- 24. If the voter is casting a provisional ballot due to reasons 9-15 above, the voter should present an acceptable form of photo ID or, if applicable, a supporting form of ID with a Reasonable Impediment Declaration to the election judge. The election judge must provide a [Notice to Provisional Voter \(Form 9-1\)](#) to the voter, and inform the voter that they will receive a notice in the mail about whether his or her provisional ballot was counted.
- 25. If the provisional voter indicates he or she is registered, the election officer must ask the person if he or she registered at DPS. If person states he or she registered at DPS, the election officer must ask the person if the person knows the approximate date that the person went to DPS. The election officer must then note that the voter went to DPS and, if the person knows, the approximate date of the DPS visit, on the Provisional Ballot Affidavit Envelope in the line designated "When:" and provide the location of the DPS office in the "Where" line.
- 26. The election judge shall also advise the provisional voter that in order to have the voter's provisional ballot accepted, the provisional voter must be voting in the election precinct to which the voter is assigned. It is recommended that election officers make every effort to direct a voter to the polling place for the election precinct to which the voter is assigned. The election judge should familiarize himself or herself with the procedures and policies of the voter registrar on election day for confirming a voter's correct election precinct.
- 27. Prior to casting a provisional ballot, the election judge shall advise the provisional voter to complete and sign a Provisional Ballot Affidavit Envelope. The Provisional Ballot Affidavit Envelope shall state that the provisional voter is a registered voter in the election precinct in which the voter seeks to vote and eligible to vote in the election. In order to vote a provisional ballot, a provisional voter must sign the Provisional Ballot Affidavit Envelope, and the election judge shall make this clear to the provisional voter.
- 28. The election judge shall complete the appropriate judge's portion of the reverse side of the Provisional Ballot Affidavit Envelope, including checking the appropriate box, "yes" or "no," as to whether the voter presented a valid and acceptable form of identification. The election judge shall check the reason for which the voter voted provisionally on the Provisional Ballot Affidavit Envelope, and shall then sign the Provisional Ballot Affidavit Envelope. The reasons are:
 - 1) Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
 - 2) Voter not on list of registered voters.
 - 3) Voter not on list, registered in another precinct.
 - 4) Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
- 5) Voting after 7:00 p.m. due to court order.
- 6) Voter on list, but registered residence address outside the _____ political

subdivision.

7) Registered at _____ Department _____ of Public Safety (DPS): When: _____
Where: _____

8) Other _____ (Please explain).

1. After the provisional voter completes the Provisional Ballot Affidavit Envelope and the election judge completes the judge's portion of the reverse side of the Envelope, the election judge shall enter the provisional voter's name on the List of Provisional Voters form.
2. The election judge shall add the name of the provisional voter to the Poll List or Combination Form and check the column "Provisional."
3. The election judge shall have the provisional voter sign the regular signature roster or Combination Form in the appropriate place. If the provisional voter did not possess and could not reasonably obtain an acceptable form of photo identification, and the provisional voter presented a supporting form of identification and executed a Reasonable Impediment Declaration, the box for Reasonable Impediment Declaration on the Combination Form should be checked, as should the box for any other relevant applicable items.
4. If provisional voting is being conducted with paper or optical/digital scan ballots, the election judge shall direct the provisional voter to choose a ballot from a disarranged (random numerical order) supply of stack of pre-designated "provisional" ballots that are separate from regular ballots. The election judge shall inform the provisional voter that, after voting the provisional ballot, the voter must place the ballot in the provided secrecy envelope and that the ballot in the secrecy envelope must be placed inside the Provisional Ballot Affidavit Envelope and the Envelope sealed in order to have the voter's provisional ballot accepted.
5. After the provisional paper or optical scan ballot has been voted, the provisional voter shall:
 - a. Seal the provisional ballot in a secrecy envelope;
 - b. Seal the secrecy envelope inside the Provisional Ballot Affidavit Envelope; and
 - c. Deposit the Provisional Ballot Affidavit Envelope in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place.
6. If provisional voting is being conducted on DRE voting machines, the election judge shall prepare the DRE voting machine for provisional voting in accordance with instructions provided by the general custodian of election records, which may include the instructions of the vendor of the system. The election judge shall inform the provisional voter of the procedures to be followed after voting the provisional ballot on the DRE voting machine. To vote provisionally on a DRE voting machine, the provisional voter, as directed by the election judge, shall either:
 - a. Sign the "stub"; seal the "stub" in a secrecy envelope; seal the secrecy envelope inside the Provisional Ballot Affidavit Envelope; access the ballot on the DRE voting machine using the access code printed along with the "stub"; vote the ballot on the DRE voting machine; and deposit the Provisional Ballot Affidavit Envelope (containing the signed "stub") in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place; or
 - b. Be provided by the election judge with a random number from a preset list for provisional ballots on the DRE voting machine enabling the provisional voter to access the provisional ballot on the machine. The election judge shall place a sticker with that number on the Provisional Ballot Affidavit Envelope in the blank labeled "Ballot Number if Using DRE." Nothing is placed inside the Provisional Ballot Affidavit Envelope. The provisional voter will deposit the Provisional Ballot Affidavit Envelope in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place.

List A – Acceptable Forms of ID

Texas Driver's License



NOTE: This form of ID should not be used if "Limited Term" or "Temporary Visitor" appears on the face of the card as this indicates the person is not a U.S. Citizen.

Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years.

Name: If the voter's name on list of registered voters in the precinct, does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Texas Driver's License – Under 21



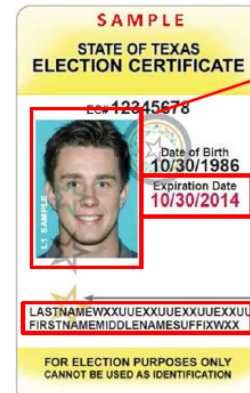
NOTE: This form of ID should not be used if "Limited Term" or "Temporary Visitor" appears on the face of the card as this indicates the person is not a U.S. Citizen.

Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years.

Name: If the voter's name on list of registered voters in the precinct, does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Election Identification Certificate (EIC)



Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years. EICs do not expire for persons age 70 or older.

Texas Personal Identification Card



Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years. NOTE: Some Personal ID Cards may not expire.

TEXAS DEPARTMENT OF PUBLIC SAFETY TEMPORARY IDENTIFICATION CARD VALID UNTIL 01-16-2013	
LOCATION: 886 TIME START: 04:35 PM DATE STAMP: 04/24/2013	CLERICAL NUMBER: 500304 CARD TYPE: B
ORGANIZATION: W ISSUE INFORMATION: N	COMBINATION REQUIREMENT: NAME: MARPLE, MIA TEST ADDRESS: 104 ARMYWAY STREET ANTWERP, TX 75750 AGE: 18 HEIGHT: 5'07" DATE OF BIRTH: 11-03-1994 EXPIRATION DATE: 11-03-2019 SEX: M WEIGHT: 117 LB EYES: BROU BLN
WALKING ADDRESS: 104 ARMYWAY STREET ANTWERP, TX 75750	SIGNATURE _____ EMPLOYER _____

■ For driver license related questions, please call 1-877-454-2800 or refer to the DPS website at www.dps.texas.gov or at www.texas.gov.

■ Your CLUD Card will be processed and mailed within 30-60 days.

■ You may continue to carry this Temporary Permit until your new card is received.

■ For multistate assistance related to the following issues, please call 1-800-420-5555:

- Stranded with no contacts
 - Hazardous road conditions
 - Details in the handbook

- Receipts are issued at DPS locations when you apply for a **driver's license, identification card, or EIC**.
- They are printed on letter sized paper.
- They are used until real card is received by individual in the mail.
- The receipt should not be expired more than 4 years before being presented for voting.

Texas
Don't Mess with Texas

CONCEALED HANDGUN LICENSE

LICENSE # 11102068
DUID TX123456789355999999999999999999
DOB 03/30/1975
EXPIRES 07/30/2014
HAIR BRN EYES BLU SEX F
HT 5-04 WGT 150
LAST NAME FIRST NAME MIDDLE NAME SURNAME
2700 OLD MAIN STREET,
PLYMOUTH TX 75248-0049

073076

Jencia Jaramel

4

U.S. Military Identification Cards

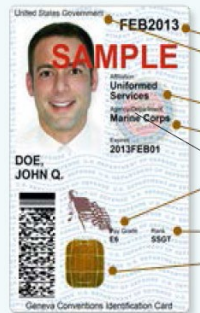
- The following standards should be used by poll workers to determine if a United States military card is acceptable:
 - The ID card is federal;
 - The ID card is military;
 - The ID card contains a photograph;
 - The ID contains an expiration date which is in the future or is the date of presentation, or a past expiration date which was not more than 4 years from the date of presentation, or the ID does not contain any expiration date.

U.S. Military Identification Cards

Military ID Cards may include, but are not necessarily limited to:

1. Department of Defense (DoD) Common Access Card (CAC)
2. Uniformed Services ID Cards
3. DoD Civilian Retiree Cards
4. Veterans Affairs ID Cards

DoD Common Access Card "CAC"



NOTE: The seals to the right of the picture will change according to branch of service.

Voting in Texas with a CAC

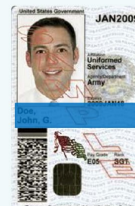


Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years.

Name: If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Exception



- CACs with a blue bar across the name signify that the cardholder is a non-U.S. citizen, and may not be a qualified voter.
- Contractors will have a green bar, which will be sufficient for use if other qualifications are met.

Uniformed Services ID Cards

- There are four versions of Uniformed Services ID Cards. All look similar, but are issued in four different colors.



Voting in Texas with Uniformed Services ID Cards



Photograph: This ID must contain a photograph of the voter.

Expiration Date: Must be valid, or expired within 4 years. However, not all cards expire-some will say "INDEF" for indefinitely.

Name: If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Uniformed Services ID Cards



Green – Generally for members of the Individual Ready Reserves and Inactive National Guard.



Blue – Generally for retirees, and members on Disability Retired Lists.

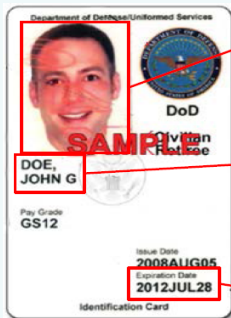


Pink – Generally for retired members of the Reserves and National Guard under the age of 60, and certain dependents.



Orange – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans, and others.

DoD Civilian Retiree Cards

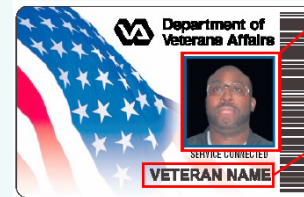


Photograph: This ID must contain a photograph of the voter.

Name: If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Expiration Date: Must be valid, or expired within 4 years.

Veteran Identification Card (VIC)



Photograph: This ID must contain a photograph of the voter.

Name: If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Veteran Affairs IDs do not expire.

Veteran Health Identification Card (VHIC)



Photograph: This ID must contain a photograph of the voter.

Name: If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

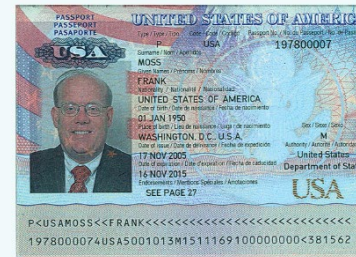
VHICs may or may not have an expiration date.

U.S. Certificate of Citizenship

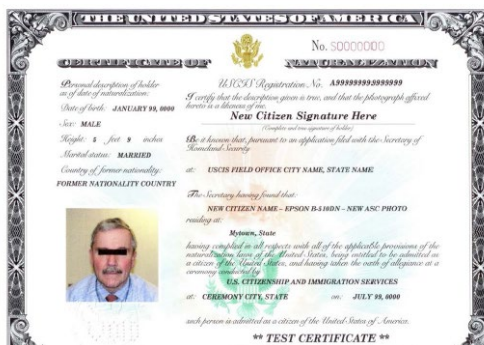


REMEMBER – Certificates of Citizenship do not expire.

U.S. Passport



U.S. Certificate of Naturalization



REMEMBER – Certificates of Naturalization do not expire.

U.S. Passport Card

Front

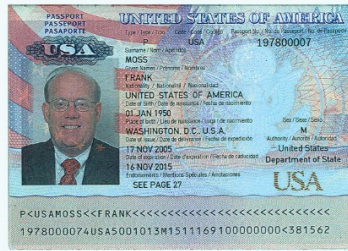


Back



- Allows entry from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.
- Wallet Size.

U.S. Passport



U.S. Passport Card

Front



Back



- Allows entry from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.
- Wallet Size.

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List B – Supporting Forms of ID

Valid Voter Registration Certificate

2016 – 2017 Sample

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
COLLIN COUNTY (condado de Collin)

RETURN SERVICE REQUESTED

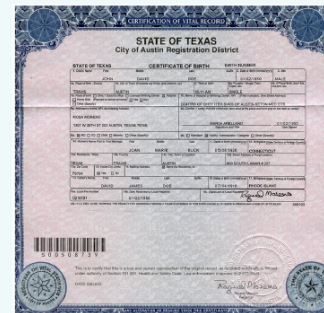
CONGRESS (Congreso)	STATE SEN (Sen Estado)	STATE REP (Rep Estado)	COM	JP

CITY (Ciudad)	CITY DIST (Circulo dist)	ISO (Seccional)	ISO DIST (Seccional dist)	SSOE

Voter, John Q.
1234 Street
City Name, TX 75024

John Q. Voter
1234 Street
City Name, TX 75024

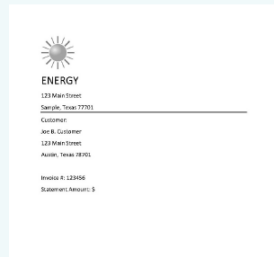
Certified Birth Certificate (Must Be An Original)



- It may be from another state or country-does not have to be from Texas.
- It must not be a copy of a certified copy.
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

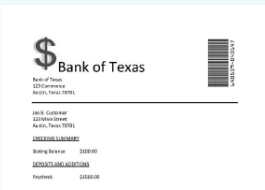
13

Copy of or Original Current Utility Bill



- It may be a copy or printout.
- To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an election official.
- The address on the utility bill does not have to match the address on the list of registered voters. However, per §63.0011, the voter should be asked if the address on the list of registered voters is current. For example, "Do you still live on Main Street?"
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Copy of or Original Bank Statement



- It may be a copy or printout.
- The address on the bank statement does not have to match the address on the list of registered voters. However, per §63.0011, the voter should be asked if the address on the list of registered voters is current. For example, "Do you still live on Main Street?"
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Copy of or Original Government Check



- It may be an original check or a copy of the check.
- The address on the government check does not have to match the address on the list of registered voters. However, per §63.0011, the voter should be asked if the address on the list of registered voters is current. For example, "Do you still live on Main Street?"
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Copy of or Original Paycheck



- It may be a copy or original of the check.
- The address on the paycheck does not have to match the address on the list of registered voters. However, per §63.0011, the voter should be asked if the address on the list of registered voters is current. For example, "Do you still live on Main Street?"
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

Copy of or Original of Other Government Document

- MUST include voter's name and an address. REMEMBER: The address on the supporting ID does not have to match the voter's registration address.
- It must be an original document if it contains a photograph.
- If the voter's name appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.



Other Government Documents

- Examples of Other Government Documents:
 - Driver's licenses from other states
 - ID cards issued by federally recognized Native American tribes (if the ID card contains an address)
 - DPS Receipts (without a photo)
 - Expired voter registration certificates
 - Expired Texas DPS-issued driver licenses or personal ID cards (over 4 years).

Other Government Document

- Examples of Documents NOT included:
 - Social Security Cards (no address)
 - State College IDs (if no address)
 - State/Federal Employee ID Cards (if no address)
 - Library Cards (if no address)

Election Advisory No. 2024-31

To: All Election Officials

From: Jane Nelson, Secretary of State

Date: October 11, 2024

RE: Limited-Term Driver's License and Identification Card (Updated Guidance)


On October 8, 2024, this office issued Advisory 2024-30 - Limited-Term Driver's License and Identification Card regarding the use of a temporary or limited-term driver's license to vote. The next day, the Secretary of State sought a formal legal opinion from the Office of the Attorney General on this important issue. In the absence of a response from the Attorney General, the Secretary issues this amended advisory supplementing the steps described in Advisory 2024-30.

As explained in Advisory 2024-30, election workers have an obligation under state criminal law not to facilitate illegal voting by non-citizens. See TEX. ELEC. CODE § 63.012. When an individual attempts to vote by presenting a temporary or limited-term driver's license (which federal regulations say must be issued only to non-citizens who are lawfully present in this country) election workers must require that the individual produce a naturalization card or naturalization certificate demonstrating U.S. citizenship to receive a regular ballot.

If you have any questions about the information in this advisory, please contact the Elections Division at 1-800-252-VOTE (8683).

Election Advisory No. 2024-30

To: All Election Officials

From: Christina Worrell Adkins, Director of Elections 

Date: October 8, 2024

RE: Limited-Term Driver's License and Identification Card

The purpose of this advisory is to provide guidance to election officials regarding an individual's presentation of a limited-term driver's license or identification card as a form of identification when attempting to vote in person during early voting or on election day.

All statutory references in this advisory are to the Texas Election Code, unless otherwise indicated.

Limited-Term Driver's License and Identification Card and Eligibility Requirements

Federal regulations provide that a state may issue only "a temporary or limited-term" driver's license or ID card to an individual who has temporary lawful status in the United States but who is not a United States citizen. 6 C.F.R. § 37.21. The limited-term driver's license or identification card "must clearly indicate on the face of the license" that it is issued for a temporary or limited term. 6 C.F.R. § 37.21(e). Consistent with those regulations, the Texas Department of Public Safety issues temporary or limited-term driver's licenses or ID cards to noncitizens. TEX. TRANSP. CODE § 521.001(a)(3)(A); Tex. Dep't of Public Safety, *Driver Licenses and ID Cards for Temporary Visitors*, (last visited Oct. 8, 2024).

Only eligible United States citizens may register to vote in the State and cast ballots in Texas elections. Noncitizens who knowingly make false statements or claim that they are a citizen in order to register to vote are subject to fines and could be imprisoned up to five years. 18 U.S.C. § 1015 (PDF). A noncitizen who votes in any federal election may be deemed inadmissible and subject to deportation. 8 U.S.C. § 1182. See Advisory 2024-19 - Citizenship Requirements for Texas Elections. State law, likewise, provides that "to be eligible to vote in an election in this state," a person must be "a United States citizen." TEX. ELEC. CODE §§ 11.001(a)(1), 11.002(a)(2), 13.001(a)(2). In Texas, it is a state jail felony to lie about citizenship status when registering to vote, and it is a second-degree felony for a noncitizen to cast a vote. TEX. ELEC. CODE §§ 276.018, 64.012. It is also a crime for an election officer to knowingly permit a noncitizen to vote in Texas. TEX. ELEC. CODE § 63.012.

It is possible for a noncitizen who was previously issued a limited-term driver's license or ID card to subsequently become a naturalized citizen and then fail to obtain an updated, permanent driver's license or ID card. But when an individual presents a limited-term driver's license or ID card to vote, the only thing that can be known for certain is that at some time—whether in the past or the present—the individual was a noncitizen who was *not* eligible to vote. Accordingly, our

office has consistently made it clear that Texans should not use this type of license to participate in elections, even if it otherwise constitutes a valid form of ID.

Individual Presents a Limited-Term Driver's License or Identification Card and Appears on the List of Registered Voters

If an individual who appears on the list of registered voters possesses a limited-term driver's license or identification card but also possesses another acceptable form of photo identification under Section 63.0101(a) of the Texas Election Code ("List A"), it is recommended that the individual present the other form of photo identification because the limited-term driver's license or identification card necessarily denotes that the person was not a United States citizen at the time of its issuance.

However, if an individual with a limited-term driver's license or identification card appears to vote and is listed as registered voter, the election judge or clerk should take the following steps before issuing the individual a regular ballot:

- The election judge or clerk should inform the individual that the identification presented suggests that the individual is not a United States citizen. The election judge or clerk should then inform the individual as to the eligibility requirements to vote in the State of Texas. The election judge or clerk may use the following recommended language when addressing this issue with the individual:

"The limited-term driver's license/identification card you presented suggests that you are not a United States citizen. Per the Texas Election Code, to be eligible to vote in the State of Texas, you must be a qualified voter of this state. A qualified voter is a person who: is a United States citizen; is 18 years of age or older; is a resident of the State of Texas; has not been finally convicted of a felony, or if so convicted, has fully discharged the person's sentence; and has not been determined by a final judgment of a court exercising probate jurisdiction to be totally or partially mentally incapacitated without the right to vote."

- The Secretary of State prescribed and issued a new form, [Notice of Voter Eligibility \(PDF\)](#), on September 19, 2024. The form was translated in Spanish and is available in our [Forms Manual](#). As a reminder, election officials may post this form in their respective polling places. The Notice of Voter Eligibility provides information to voters on the eligibility requirements to vote in Texas, as stated in Sections 11.001 and 11.002 of the Texas Election Code. If the county posts this notice in its polling places, the election judge or clerk may also direct the individual to this notice after verbally describing the eligibility requirements to vote in the State of Texas.
- If the individual has further questions or concerns regarding the eligibility requirements to vote after being presented with the above-referenced information, the individual should be directed to contact their county election officer or the Secretary of State's office before casting a regular ballot. If the individual does not have further questions or concerns and wishes to proceed to vote, the individual should be offered a regular ballot. Please note that it is possible the individual became a naturalized United States citizen after the limited-term license or identification card was issued and has not updated his or her Texas driver's license or identification card since becoming naturalized.

Individual Presents a Limited-Term Driver's License or Identification Card but Does Not Appear on the List of Registered Voters

If the individual does not appear on the list of registered voters and presents a limited-term driver's license or identification card at the polling place as a form of identification per Section 63.0101(a) of the Texas Election Code, the election judge or clerk should take the following steps before issuing the individual a provisional ballot:

- The election judge or clerk should inform the individual that the identification presented suggests that the voter is not a United States citizen. The election judge or clerk should then inform the voter as to the eligibility requirements to vote in the State of Texas. The election judge or clerk may use the following recommended language when addressing this issue with the voter:

"The limited-term driver's license/identification card you presented suggests that you are not a United States citizen. Your name does not appear on the list of registered voters. Per the Texas Election Code, to be eligible to vote in the State of Texas, you must be a qualified voter of this state. A qualified voter is a person who: is a United States citizen; is 18 years of age or older; is a resident of the State of Texas; has not been finally convicted of a felony, or if so convicted, has fully discharged the person's sentence; and has not been determined by a final judgment of a court exercising probate jurisdiction to be totally or partially mentally incapacitated without the right to vote."

- If the county posts the Notice of Voter Eligibility (PDF) in its polling places, the election judge or clerk may also direct the individual to the notice after describing the eligibility requirements to vote in the State of Texas.
- The election judge or clerk may also show the individual the eligibility requirements which appear on the Affidavit of Provisional Voter (PDF). The election judge or clerk should instruct the individual to carefully review the information on the provisional ballot affidavit to ensure that the individual understands the eligibility requirements to vote and is eligible to cast a provisional ballot.
- If the individual has further questions or concerns regarding the eligibility requirements to vote after being presented with the above referenced information, the individual should be directed to contact their county election officer or the Secretary of State's office before casting a provisional ballot. If the individual does not have further questions or concerns and wishes to proceed to vote, the individual should be offered a provisional ballot.

Challenges to Voter Eligibility

If an individual presents a limited-term driver's license or identification card at the polling place, and the election judge or clerk has reason to believe that the voter is not a United States citizen, the election judge or clerk may bring this to the attention of the county voter registrar. The election judge or clerk may also file a sworn statement with the voter registrar under Section 16.092 of the Texas Election Code. The election judge or clerk should also follow the steps previously addressed in this advisory, depending on the facts presented at the polling place. See Advisory 2024-18 – Required List Maintenance Activities for more details on voter challenges. Election workers are reminded that it is state criminal offense to knowingly allow a noncitizen to vote. TEX. ELEC. CODE § 63.012.

If you have any questions about the information in this advisory, please contact the Elections Division at 1-800-252-VOTE (8683). CA:HM

This new Limited Term design replaces the current Temporary Visitor design. The new design continues to provide all information necessary for identification purposes, including the license holder's photograph and signature on the front of the card.

The expiration date of a Limited Term ID card will be denoted in the expiration date field on the card and will not exceed six years.

All current Temporary Visitor Cards will remain valid until the Temporary Visitor Status expiration date on the card.

Upon expiration, eligible customers will be issued a new card with the Limited Term design.

For more information on how to obtain a Texas Driver License or Identification Card, please visit:

Texas Department of Public Safety
<https://www.dps.texas.gov/AboutDPS/>



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Deliver Superior Customer Care
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Texas Department of Public Safety

Limited Term Driver License and Identification Cards



Beginning September 26, 2013, Texas will begin issuing Limited Term Driver Licenses (DL) and Identification Cards (ID).

Current Temporary Visitor Format



Vertical Orientation (All ages)

CARDS ISSUED BEFORE SEPT. 26, 2013

All existing Temporary Visitor cards will remain valid until the Temporary Visitor Status expiration date provided on the card. Upon expiration, a new Limited Term card will be issued to the customer.

New Limited Term Format (Age 21 & Above)



Horizontal Orientation (Age 21 & above)

New Card design includes:

- The phrase "Limited Term" located within the header of the card
- Removal of all references to "Temporary Visitor"
- Removal of the red hex around card holder's photograph
- A horizontal orientation unless the cardholder is under age 21
- Expiration date is denoted in the expiration date field.

New Limited Term Format (Under Age 21)



Vertical Orientation (Under age 21)

New Card design includes:

- Same changes as the over 21 card
- Continues to have a vertical orientation

Notice of Voter Eligibility

To be eligible to vote in the State of Texas, you must be a qualified voter of this state.

A qualified voter is a person who:

- Is a United States Citizen;
- Is 18 years of age or older;
- Is a resident of the State of Texas;
- Is a registered voter of the State of Texas;
- Has not been finally convicted of a felony, or if so convicted has fully discharged the person's sentence, including any term of incarceration, parole or supervision, or completed a period of probation ordered by any court; or has been pardoned or otherwise released from the resulting disability to vote; and
- Has not been determined by a final judgement of a court exercising probate jurisdiction to be
 - Totally mentally incapacitated, or
 - Partially mentally incapacitated without the right to vote.

If you are unsure of your eligibility to vote in Texas elections, please contact your county election or voter registration office at _____ or the Texas Secretary of State at 1-800-252-VOTE (8683)