

## **APPLICANT'S STEP-BY-STEP INSTRUCTIONS (FOR EARLY VOTING CLERK'S STAFF) FOR COMPLETING THE CONFIDENTIAL VOTER REGISTRATION FORM AND EARLY VOTING BALLOT APPLICATION:**

**NOTE:** This application for voter registration and a Ballot by Mail must be **FULLY** completed and **FULLY** reviewed while the voter is present at the early voting clerk's office. The application is confidential, not a public record, and should not be shared by anyone. Internally, only one person should be designated to process and have access to this application.

**SECTION 1: Applicant's Last, First and Middle Names** - The name should be the applicant's current legal name (same as Texas Driver's License) as it is on his or her Texas Address Confidentiality Certificate and Authorization ID card. Please make sure it is legible and that only one name is listed per box, **not** a nickname or a maiden name the applicant wishes to use in the future. It is important to complete all areas of this section: Last, First and Middle Name (if applicable).

**SECTION 2 and 3: Confidential Mailing Address and Authorization Number** - This section is to be completed by the applicant, and applicant should provide the same confidentiality mailing address shown on the applicant's program card verified by the staff member of the early voting clerk's office. The mailing address is provided by the Office of the Attorney General.

**SECTION 4: Date of Birth** - Please make sure this section is legible and reflects a complete date (MM/DD/YYYY) for the date of birth.

**SECTION 5: Gender** - Ask the applicant to provide his or her gender but be sure to stress that this information is optional.

**SECTION 6: Texas Driver's License, Texas Personal ID Card Number, Election Identification Certificate Number OR Social Security Number** - Federal and state laws require the applicant to provide his or her Texas Driver's License, Personal ID Card Number or Election Identification Certificate Number. If the applicant does not have any of these forms of identification, he or she must provide the last 4 digits of his or her social security number. If the applicant does not have a Texas Driver's License, Texas Personal ID Card, Election Identification Certificate or Social Security Number, instruct the applicant indicate this fact by checking the box that says he or she has not been issued any of these numbers.

**SECTION 7: Telephone/ Email Address** - Ask the applicant to provide a telephone number and email address so that he or she can be contacted should questions arise. Please be sure to stress that this section is optional, and that no person shall be denied the right to register to vote for failure to furnish a telephone number and/or email address. Please further explain that providing a phone number or email may assist the Early Voting Clerk to notify the voter of any defects with the ballot application and/or Carrier Envelope that contains the voted ballot.

**SECTION 8: Political Party** - Make sure the applicant fills in the box preceding his or her choice of a political party which conducts primary elections or the applicant may mark the box "Do Not Send Me a Primary Ballot." If the applicant marks "Do Not Send Me a Primary Ballot," this means the voter will not be sent either party's primary election ballot. Be sure to stress to the applicant that, in Texas, voters do not register to vote by political party; and, no person shall be entitled to vote the ballot of any political party unless he or she has requested a specific party's primary ballot.

**SECTION 9: Acknowledgement of Confidential Status** - Please be sure that the applicant puts his or her initials where indicated to acknowledge his or her status as a confidential applicant and he or she must register to vote with his or her county voter registrar once the applicant's status as a confidential voter has been terminated. Please also stress to the applicant that upon termination, withdrawal, expiration or inactive status in the Texas Confidentiality Address program, his or her confidential voter status will be terminated.

**SECTION 10: Voter Declaration and Signature/Date** - Instruct the applicant to sign and date the application. If a witness signs the application for the voter or witnesses the voter's mark, the witness should print the voter's name on the signature line and include the required witness information on the application. If the voter has an assistant, the assistant must complete the required assistant information.

**Instructions for Early Voting Clerk** – Please contact the elections staff at the Secretary of State's Office to ascertain the confidential voter's ballot style information. Record the expiration date of the Texas Address Confidentiality Certificate. The expiration date will determine the expiration date of this application unless the protected applicant leaves the program before the expiration date. For the Attorney General Address Confidentiality Program, the person is entitled to receive a ballot for three years after submitting the Confidential Voter Registration Form and Early Voting Application for all county or county-contracted elections, or until your office receives notice that the voter no longer qualifies under the program or their ballot by mail has been returned as undeliverable, whichever occurs first.