

# Voter Registration Applications: State Agency Assistance



# Overview

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- Active Registrations
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# Voter Registration Eligibility

## ELIGIBILITY REQUIREMENTS



# Voter Registration Eligibility

Texas Election Code (TEC) § 11.002

Applicant **must**:

- be a United States Citizen;
- be at least 17 years and 10 months old;
- be a resident of Texas;
- not have been finally convicted of a felony; and if so, have completed their term of incarceration, parole, or supervision, or completed a period of probation ordered by any court
- not have been declared totally or partially mentally incapacitated without the right to vote by a court of law.

# Determination of Eligibility

TEC § 20.006

- An employee of a voter registration agency **may not** make any determination about a person's eligibility for registration other than whether or not a person is of voting age or a U.S. Citizen.
- A person's age and citizenship status may be determined **only if** such information is filed with the agency for purposes other than voting.
- A person must be offered voter registration assistance **even if** the applicant's age and/or citizenship status cannot be determined.



# Voter Registration Application

## UNDERSTANDING THE FORM

Updated May 2023



# Voter Registration Applications

Applications are pre-addressed to SOS office.

Applications include a list of the qualifications to register to vote as well as instructions for completing the application.

Fold on line and seal before mailing

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 4511 AUSTIN, TX  
POSTAGE WILL BE PAID BY ADDRESSEE

SECRETARY OF STATE  
ELECTIONS DIVISION  
PO BOX 12887  
AUSTIN TX 78711-9972

Fold on line and seal before mailing

**Qualifications**

- You must register to vote in the county in which you reside.
- You must be a citizen of the United States.
- You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.
- You must not be finally convicted of a felony, or if you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- You must not have been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

**Filling out the Application**

- Review the application carefully, fill it out, sign and date it and mail it to the voter registrar in your county or drop it by the Voter Registrar's office.

All voters who register to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety. If you don't have such a number, simply provide the last four digits of your social security number. If you don't have a social security number, you need to state that fact.

Your voter registration will become effective 30 days after it is received or on your 18th birthday, whichever is later. Your registration must be effective on or before an election day in order to vote in that election.

If you move to another county, you must re-register in the county of your new residence.

Please visit the Texas Secretary of State website, [www.sos.state.tx.us](http://www.sos.state.tx.us), and for additional election information visit [www.votetexas.gov](http://www.votetexas.gov).

Este formulario está disponible en español. Favor de llamar a su registrador de votantes local para conseguir una versión en español.

Postage paid



# Voter Registration Applications

Texas Voter Registration Application		For Official Use Only	
<small>Prescribed by the Office of the Secretary of State VR30-2021E 13</small>			
Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local voter registrar.			
<b>1 These Questions Must Be Completed Before Proceeding (Check one)</b>			
<input type="checkbox"/> New Application <input type="checkbox"/> Change of Address, Name, or Other Information <input type="checkbox"/> Request for a Replacement Card			
Are you a United States Citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be 18 years of age on or before election day?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you checked 'No' in response to either of the above, do not complete this form.			
Are you interested in serving as an election worker?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>2</b> Last Name (Include Suffix if any (Jr, Sr, III))	First Name	Middle Name (if any)	Former Name (if any)
<b>3</b> Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address)		City	TEXAS
		County	Zip Code
<b>4</b> Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.)		City	State
			Zip Code
<b>5</b> City and County of Former Residence in Texas			
<b>6</b> Date of Birth: (mm/dd/yyyy)	<b>7</b> Gender (Optional)	<b>8</b> Telephone Number (Optional) Include Area Code	
□□/□□/□□□□	<input type="checkbox"/> Male <input type="checkbox"/> Female	(□□□)□□□-□□□□	
<b>9</b> Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)		If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number	
□□□□□□□□		XXX-XX-□□□□	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.			
<b>10</b> I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all <u>three</u> statements to affirm before signing.			
<ul style="list-style-type: none"> <li>I am a resident of this county and a U.S. citizen;</li> <li>I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and</li> <li>I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.</li> </ul>			
<input checked="" type="checkbox"/> _____ Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.		Date ____/____/____	





# Completing the Application

## Section 1 –

- The applicant **must**:
  1. Indicate whether this is a new application, a change of address, name or other information, or a request for a replacement card;
  2. Declare their citizenship status; **and**
  3. Declare whether he or she will be 18 years old on or before election day
- Only if the applicant indicated **affirmatively** to **both questions** should he/she continue completing the application.
- The applicant **may** select whether he or she is interested in serving as an election worker. This is optional.

# Completing the Application

## Section 2 – Name.

- The applicant **must** provide:
  - A last name;
  - First name;
  - Middle name, *if any; and*
  - Former name (*Previous/Maiden name*).

## Section 3 - Residence address.

- If the applicant does not have a street address, he/she must provide a concise description of the location where he/she resides for the assignment of a voting precinct by the voter registrar. (*Ex: The corner of 10<sup>th</sup> and Brazos*)

# Completing the Application

## Section 4 – Alternate mailing address.

- If the applicant receives mail at an address other than the residence address, he/she can provide it here.

## Section 5 – Former residence.

- City and county of former residence in Texas, if applicable.

## Section 6 - Date of Birth.

- Date of birth must include the month, day and year of birth.

## Section 7 – Gender. (*optional*)

# Completing the Application

**Section 8** – Telephone Number. (*optional*)

**Section 9** –

- The applicant must include:
  - Driver's License number; or
  - Personal Identification number issued by the TX DPS; or
  - Last 4 digits of applicant's social security number.
  - Note: *If the applicant does not have a Texas issued Driver's License or Personal Identification number, he or she will need to check the box indicating that fact.*

**Section 10** – Acknowledgement and Signature. (*Signature must be original and cannot be electronic*)

# Review of Application

- Agency employees may review applications for completeness only in the applicant's presence. If the agency employee determines that the application **does not contain all the required information and the required signature**, the agency staff may return to the applicant for completion and resubmission. (TEC § 20.032)
- If a question arises concerning voter registration that the agency employee cannot answer, the employee **must** provide:
  - The toll-free number for Elections Division at the Office of the Secretary of State (800-252-8683).
  - The telephone number of the voter registrar to whom registration applications are submitted within the county. (TEC § 20.008)

# Declination of Registration

TEC § 20.036

- If an applicant declines the voter registration application, a declination of registration form should be **completed and signed** by the applicant.
- If the applicant refuses to sign the declination form, the agency employee must include a notation of that fact on the form.
- Declination forms must be preserved for at least 22 months after the date of signing either in the applicant's file at the agency or in a separate declination file.
- Declinations **are confidential** and may be used only for voter registration purposes.

# Submission of Application

EFFECTIVE DATE OF REGISTRATION



# Effective Date of Registration

- The date of submission of a completed voter registration application to an agency employee is considered the date of submission to the county voter registrar for the purpose of determining the effective date of registration only (TEC §20.033).
- The voter registration will become effective thirty (30) days after it is received or on the voter's 18th birthday, whichever is later.
- Information regarding the agency or office to which an application is submitted is confidential and may be used only for voter registration purposes. (TEC § 20.032(d))



# Prohibited Acts

WHAT NOT TO DO



# Prohibited Acts

TEC § 20.007

An employee of a voter registration agency **may not**:

- influence an applicant;
- display political party materials;
- seek to influence an applicant's party preference;
- discourage or mislead an applicant in any way; or
- imply that registering to vote has any effect on the patron receiving agency services.



# Application Delivery

WHO, WHAT, WHEN & WHERE

Updated May 2023



# Collection & Delivery

TEC § 20.035(b)

Once collected by agency personnel, the agency **must**:

- deliver in person all completed registration applications submitted to agency employees to the **voter registrar of the county** in which the agency office is located; and
- deliver to the appropriate state election official **no later than the 5th day** after the application is submitted to an agency employee.

# Voter Registration Resources

Please visit our website for additional training material and voter education resources at [www.sos.texas.gov](http://www.sos.texas.gov).

- NVRA Training Presentations
- Implementation Plan Templates
- Voter Identification Information
- Posters & Pamphlets

AWA 9 Prescribed by Secretary of State - Section 62.004, Texas Election Code (10/2018)

### ID required for Texas Voters

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:<sup>\*</sup>


- ★ Texas Driver License issued by the Texas Department of Public Safety (DPS)
- ★ Texas Election Identification Certificate issued by DPS
- ★ Texas Personal Identification Card issued by DPS
- ★ Texas Handgun License issued by DPS
- ★ United States Military Identification Card containing your photograph
- ★ United States Citizenship Certificate containing your photograph
- ★ United States Passport (book or card)

Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- ★ A government document that shows your name and an address, including your voter registration certificate;
- ★ Current utility bill;
- ★ Bank statement;
- ★ Government check;
- ★ Paycheck; or
- ★ (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 your identity (which may include a foreign birth document).

<sup>\*</sup> With the exception of the U.S. Citizenship Certificate, for voters aged 18-60, the acceptable forms of photo identification must be current or 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 acceptable photo identification that has expired if the identification is otherwise valid.  
Exemptions: Voters with a disability may apply with the correct name support for a permanent exemption to display acceptable photo ID or otherwise the Reasonable Impediment Declaration procedure at the polls. Voters with a religious objection to being photographed or voters who do not present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at the polls because of certain national disaster may apply for a temporary exemption to showing an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. Please contact your voter registrar for more details.

**VOTETEXAS.GOV**



# Office of the Secretary of State

Elections Division  
P.O. Box 12060  
Austin, Texas 78711  
1.800.252.VOTE(8683)  
512.463.7552 – fax  
[Elections@sos.texas.gov](mailto:Elections@sos.texas.gov)  
[www.sos.texas.gov](http://www.sos.texas.gov)

