

Helpful Tips to complete the Application for Ballot by Mail

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

- be 65 years or older;
- be sick or disabled;
- be out of the county on election day and during the period for early voting by personal appearance; or
- be expected to give birth within three weeks before or after Election Day; or
- be confined in jail, but otherwise eligible.

 65 years or older	 Sick or disabled	 Expected to give birth within 3 weeks of Election Day	<p>Civily committed under Chapter 841 of the Texas Health and Safety Code</p>  TEXAS Health and Human Services
 Out of the county on Election Day and during the period for early voting by personal appearance	 Confined in jail, but are otherwise eligible		

BOX 1: VOTER INFORMATION:

- The first line is requesting your name
 - (last, first, middle and suffix)
- The second line is your address
 - (this is address is the address shown on your voter registration certificate)
- The third line is your date of birth, VUID# (voter unique identifier number), Precinct number, email and telephone number.
 - (this information is **optional** but providing this information is helpful to the Early Voting Clerk **but is not required**)

The Box to the right of Box #1 (REQUIRED Personal Information):

- You **must** provide **one** of the following numbers:





In the 1st Section:

- 1) Your Texas Driver's License number,
- 2) Texas Personal Identification Number
- 3) Election Identification certificate number issued by the department of public safety not your voter registration VUID#)

IF you do not have one of the above numbers

In the 2nd Section:

- 1) Give the last 4 digits of our Social Security Number

 Texas Driver License*	 Texas Personal ID Card*	 Texas Election ID Certificate**	 Social Security Card
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DO NOT REMOVE INFORMATION FROM THESE AREAS AND HOLD BOTTOM TO KEEP IT FLAT.

Application for a Ballot by Mail

If someone helps you complete this form or mail, email, or fax this form for you, that person must complete the Witness/Assistant box below. If you email or fax this form to the Early Voting Clerk, you must also send the original hardcopy to the Early Voting Clerk. If you are faxing or emailing this form on or near the deadline to apply for a Ballot by Mail, send the original hardcopy so that the Clerk receives it no later than the fourth business day after the day the Clerk received your email or fax. Original signatures are required on both the fax or email image and the physical hard copy. Electronic signatures are not permitted. **THE HARD COPY OF THIS APPLICATION MUST BE RECEIVED BY THE EARLY VOTING CLERK BY THE DEADLINE TO APPLY FOR A BALLOT BY MAIL. MEET ALL LEGALLY REQUESTED DEADLINES.** Please read the instructions on the back of this form carefully. If you have any questions, please call the Early Voting Clerk in your county of registration or the office of the Texas Secretary of State at 1-800-252-8683 or go on to www.sos.texas.gov for a list of County Early Voting Clerks and their email and physical addresses.

1. Voter Information: Please print all information clearly and legibly.

YOU MUST PROVIDE ONE of the following numbers:

Texas Driver's License, Texas Personal Identification Number or Election Identification Certificate Number issued by the Department of Public Safety (NOT your voter registration/LIC#)

If you do not have a Texas Driver's License, Texas Personal Identification Number or a Texas Election Identification Certificate Number, give the last 4 digits of your Social Security Number

I have not been issued a Texas Driver's License/Texas Personal Identification Number or Texas Election Identification Certificate or Social Security Number

Name: _____ (Last, First, Middle) (Suffix or, Jr)

Residence Address as shown on your Voter Registration Certificate

Address: _____ (Street, Apt. #/Unit, City, State, Zip Code)

Optional Information: Providing this information is helpful to the Early Voting Clerk, but not required.

Date of Birth: ____/____/____ MUIE: _____ POB: _____

Email: _____

2. Mail my Ballot to:

My Residence Address (as listed on my Voter Registration Certificate)

Other Address - You may use the Other Address line only if the other address fits one of the categories below.

Address: _____ (Apt. #/Unit, City, State, Zip Code)

My Other Address is (Check one)

The mailing address listed on my Voter Registration Certificate

Address Outside the County (other than from the County) _____ (Indicate Relationship)

Hospital, Nursing Home, Long-Term Care Facility, Retirement or Assisted Living Center or a Relative _____ (Indicate Relationship)

Address of the In/Out Government Facility or a Relative _____ (Indicate Relationship)

3. Reason for Voting by Mail:

65 Years of Age or Older

IF you have **NOT** been issued any of the requested numbers, please check the box in **Section 3**:

- Stating you have not been issued a Texas Driver's License/Texas Personal Identification number/Texas Election Identification Certificate or Social Security Number please check the box.

BOX 2: MAIL MY BALLOT TO:

- Your ballot must be mailed to the address where you are registered to vote or
- The mailing address listed on your Voter Registration Certificate

Exceptions on 2nd page.

BOX 3: REASON FOR VOTING BY MAIL

- The state of Texas requires that you provide a reason for voting by mail.
- Place a checkmark in the box that best describes your reason for voting by mail
 - **be 65 years or older;**
 - **be sick or disabled;**
 - **be out of the county on election day and during the period for early voting by personal appearance; or**
 - **be expected to give birth within three weeks before or after Election Day; or**
 - **be confined in jail, but otherwise eligible.**

*Definitions of each is listed on the second page.

*The following does not constitute sufficient cause to entitle a voter to vote by mail:

1. a lack of transportation;
2. a sickness that does not prevent the voter from appearing at the polling place on election day without a likelihood of needing personal assistance or of injuring the voter's health; or
3. a requirement to appear at the voter's place of employment on election day.

BOX 4: SEND ME A BALLOT FOR THE FOLLOWING ELECTIONS:

- Please select the election(s) for which you are applying:
1. **Annual application** – only voters who are 65 or older or who have a disability are eligible to apply for an annual ballot by mail.
 - **An annual ballot** by mail will provide you with a ballot for all elections in a calendar year for which you are eligible.
 - Your **annual application** may be forwarded to other entities holding elections in which you are eligible to vote (this includes ballots for city, school, county, and state elections).
 - This means that you may receive a ballot for those election in addition to the ballot you requested with this application.
 - **If you do not select any elections in Box 4, your application will be considered an annual application if your reason for voting by mail was 65 years of age or older or disability.**
 2. **Primary Election** (even numbered years only)

Democratic Primary	Any Resulting Runoff
Republican Primary	Any Resulting Runoff
Do Not Send me a Primary Ballot	

OR

3. **Uniform Election Dates**

November Election	May Election (not a primary runoff)
Any Resulting Runoff	Other Special Election: _____ <i>(name or date of Special Election, if known)</i>
4. **Primary Election** (even numbered years only)

Democratic Primary	Any Resulting Runoff
Republican Primary	Any Resulting Runoff

***NOTE:** Voter who are absent from the county or confined in jail/civilly committed may only apply for one election and its resulting runoff).

BOX 5: SIGN HERE

- Sign and date your application
 - The signature or mark of the voter must be an original signature made with a pen or ink.
 - Electronic signatures are not permitted.
- If you are unable to sign because of a physical disability or illiteracy, the application may be signed for you by a witness.

- The witness must be in the presence of the voter in order to act as a witness
- The witness must complete the witness portion in Box 6.

BOX 6: IF SOMEONE HELPS YOU COMPLETE THIS FORM, OR MAELS, EMAILS OR FAXES THE FORM FOR YOU, THAT PERSON MUST COMPLETE THE SECTION BELOW

Check one of the boxes:

If the applicant's unable to make a mark, you must check this box and complete all information below. Do not sign for the voter in Box 5.

Witness – if you are acting as a witness to the applicant's signature or mark or signing on the applicant's behalf, you **must** state your relationship to the applicant here _____.

*The **witness** must sign and provide his or her printed name and residence address. It is a Class B Misdemeanor to act as a witness for more than one application in each election or act as a witness for more than one Annual Ballot by mail application in a calendar year.

Assistant – if you assisted the applicant in completing this application in the applicant's presence or mailed/emailed/faxed the application on behalf of the applicant.

*If a person (other than a close relative or person registered to vote at the same address) assists you in completing this application, or mails, faxes or emails this application on your behalf, the assistant must complete Box 6. This assistant must sign and provide his or her printed name and residence address. An assistant commits a Class A Misdemeanor if he or she provides assistance without providing the information required in Box 6.

DEADLINE TO APPLY:

- Your application must be received by the Early voting Clerk not later than the 11th day before Election Day.
 - **The deadline to register and be eligible to vote in the May 6, 2023 election is April 6, 2023.** This can be either the postmark date or the date the application is received in the office of the voter registrar (early voting clerk).
- Annual applications
 - If you submit an annual application (only available for 65 and older and voters with disabilities) within 60 days of an election that takes place in the following calendar year, your application will be valid for all elections in the following calendar year. This 60 day rule applies only to annual applications and only when there is an election within 60 days of the date the annual application was received by the Early Voting Clerk in the preceding year.

SUBMITTING THE APPLICATION:

The application must be submitted by one of the following methods:

1. **In person** – only the applicant may submit his or her own applications to the

Early Voting Clerk.

City of Alvarado

Jessica Hill, Deputy City Secretary
104 W. College Street
Alvarado, Texas 76009

OR

Johnson County

Johnson County EA
103 S Walnut St.
Cleburne, Texas 6033

By Mail – The application may be submitted via the U.S. Postal Service.

City of Alvarado

Jessica Hill, Deputy City Secretary
104 W. College Street
Alvarado, Texas 76009

OR

Johnson County

Johnson County EA
103 S Walnut St.
Cleburne, Texas 6033

For Texas Secretary of State

Elections Division
P.O.Box 12060
Austin, Texas 78711

2. **Common or Contract Carrier** – The application may be submitted via a bona fide, for profit carrier.
3. **Fax Transmission** – Please contact your Early Voting Clerk or the Secretary of State or fax numbers.
 - For City of Alvarado** – (830) 997-1861
 - For Gillespie County** – (830) 990-2307
 - For Texas Secretary of State** – (512) 475-2811
4. **By Email** – The application may be submitted via email. Please contact your Early Voting Clerk or the Secretary of State for email address.
 - For City of Alvarado** – hillj@cityofalvarado.org
 - For Johnson County** – vote@johnsoncountytexas.org
 - For Texas Secretary of State** – elections@sos.texas.gov