Training for EVBB/SVC Members on New Ballot by Mail Procedures

Texas Secretary of State – Elections Division



TOPICS COVERED

- Changes to ABBMs
- Changes to FPCA Process
- New Requirements for the Carrier Envelope
- New Process for EVBB/SVC
- Possible Scenarios Regarding Carrier Envelopes
- Notifying Voters of Defects
- Correcting Defects
- Impacts on FPCA Voters
- New Forms
- Early Voting Clerk Providing Notification of Defects

CHANGES TO ABBMs



CHANGES TO THE ABBM

1. Voter Information: Please print all information clearly and legibly						YOU MUST PROVIDE ONE of the following numbers	
Name:	First	Middle		Suffix Ur., Sc		Texas Driver's License, Texas Personal Identification Number or Election Identification Certificate Number issued by the Department of Public Safety (NOT your voter registration VUID#)	
Residence Address as shown on your Voter Registration Certificate							
Address: Street	Apt. # (if any) City		State	Zip Code	-	If you do not have a Texas Driver's License, Texas Personal Identification Number or a Texas Election Identification Certificate	
Optional Information: Providing this information is helpful to the Early Voting Clerk, but not required. Number, give the last 4 digits of your Social Se							
Date of Birth:/	VUID#:		Pct #:		-	□ I have not been issued a Texas Driver's License/Texas Personal Identification Number/Texas Election Identification Certificate or	
Email:		Tel.#:			-	Social Security Number	

Box 1: Personal Identification Numbers – Voter must provide:

- Texas Driver's License, Texas Personal Identification Number, or Election Identification Certificate Number issued by DPS, OR
- Last four digits of SSN, OR
- An indication that they have not been issued either number.
- The personal identification information provided by the voter on the ABBM MUST be validated using the voter's voter registration record.



Key Points to Remember

- Voters are not required to provide both types of identification numbers.
- If a voter provides both numbers, only one number has to match the VR record.
- Do not delay in mailing rejection notices.
- Voters are not required to use the Ballot by Mail Tracker to correct missing information. They can submit a new ABBM or a new VR application, whichever is applicable.
- County early voting clerks are REQUIRED to submit rejected ABBM information to TEAM (or through their vendor, if it provides data to TEAM). This is what populates the Ballot by Mail Tracker.

CHANGES TO FPCA PROCESS



TEXAS SECRETARY OF STATE

Section 101.105, Texas Election Code OFFICIAL ELECTION SIGNATURE SHEET FOR AN FPCA VOTER Voter Signature Sheet from Absentee Voter to Local Election Official Notice to Voter: If you received your ballot via email, you must return your marked ballot with this signature sheet in order for your ballot to be counted. Instructions for Voter: Please place the marked ballot into a ballot secrecy envelope. Please place the sealed ballot secrecy envelope and this signature sheet into a return envelope. Please address the return envelope to the Early Voting Clerk for your county of residence and affix postage, if necessary TO: Early Voting Clerk of FROM VOTER Last Name Suffix, if any Mailing Address Postal Code/APO/FPO Unit/Apt., if any **Email Address Used on FPCA Application** Telephone Number REQUIRED INFORMATION: YOU MUST PROVIDE ONE OF THE FOLLOWING NUMBERS AND IT MUST BE ASSOCIATED WITH YOUR VOTER REGISTRATION RECORD. Texas Driver's License or Texas Personal f you do not have a Texas Driver's License I have not been issued a Texas Identification Card Number or Election Election Identification Certificate Number, Identification Certificate Number Issued Identification Number or Election give the last 4 digits of your Social Security by the Texas Department of Public Safety Identification Certificate Number or a (NOT your Voter Registration VUID#) Instructions to Assistant (if applicable): A voter may only be assisted with reading or marking the ballot if the voter has a physical disability that renders the voter unable to write or see, or has an inability to read the language in which the ballot is written. If you are assisting the voter, you must read the oath and complete every part of the section below, before assisting the voter. Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to reading the ballot to the voter, directing the voter to read the ballot, marking the voter's ballot, or directing the voter to mark the ballot; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." Assistant: YOU MUST INDICATE YES OR NO to the following statement: Did you receive compensation or other benefit from a ite, campaign or political committee in exchange for providing assistance? Circle one: Yes No Printed Name of Assistant Street Address, City, State, Zip SIGN HERE: Please sign below to indicate that you understand this statement: "I have received my ballot via email and am returning my marked ballot by mail. I understand that by mailing my voted ballot with this signature sheet, I certify that the enclosed ballot expresses my wishes independent of any dictation or undue persuasion by any person." X or if the voter cannot make a mark. If the voter cannot make a mark, check here _ Printed Name of Assistant Street Address, City, State, Zio. If you have any questions about how to use this form, please contact your County's Early Voting Clerk or the Office of the Secretary of State. We do not have a list of contact information for local elections; however, for a list of Early Voting Clerk's by County, see https://www.sos.state.tx.us/elections/voter/county.shtml Contact Information for Texas Secretary of State: Telephone: 1-800-252-8683 (VOTE)

FPCA Signature Sheet

- Voter Information
- Personal Identification
 Information
- Witness/Assistant information, if applicable
- Voter Signature



Email: elections@sos.texas.gov

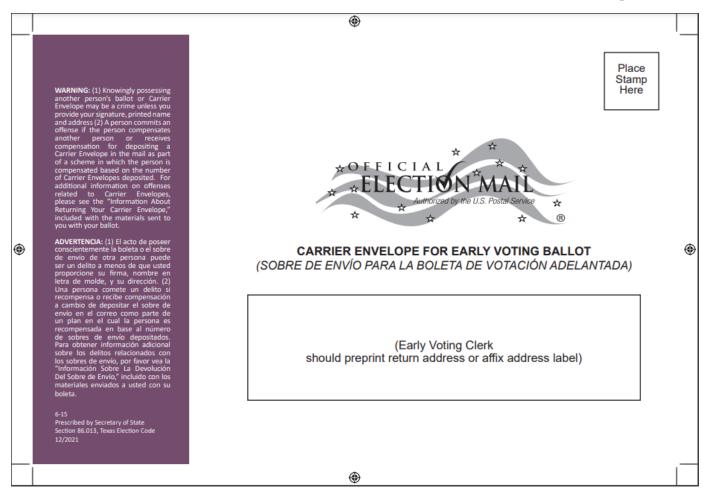
Impacts on FPCA Voters

- To facilitate the mailing of FPCA balloting materials, early voting clerks may use any type of mailing envelope that contains the Official Election Mail logo and the required postage-paid information as long as the early voting clerk includes a required signature sheet for the voter to complete.
- All FPCA voters must be provided with an Official Election Signature Sheet for an FPCA Voter if their balloting materials were sent by email.
- If the balloting materials were sent by physical mail, but the early voting clerk is using one of the FVAP envelopes that does not contain all of the requirements for the carrier envelope, the voter MUST be provided with an Official Election Signature Sheet for an FPCA Voter to return with their marked ballot.
- What this means for SVC/EVBB review? There may be an increase number of signature sheets for FPCA voters.

NEW REQUIREMENTS FOR THE CARRIER ENVELOPE



Front of Carrier Envelope

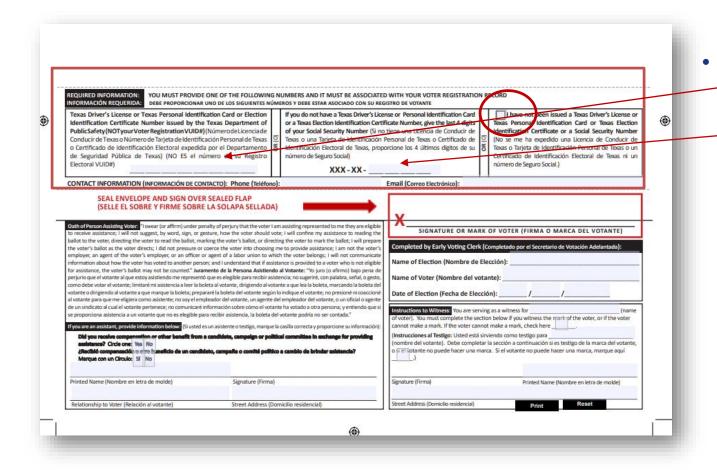


Envelope Closed – Outside Flap

Instructions to the Voter: • This envelope must be sealed and signed by the voter before it leaves the voter's hands. Do not sign this envelope unless the ballot has been marked by you or at your direction. (Instrucciones al Votante: Este sobre debe ser sellado y firmado por el votante antes de que salga de sus manos. No firme este sobre a menos de que la boleta haya sido llenada por usted o bajo su dirección.) • This Carrier Envelope may not be used to return more than one voter's ballot. (Este sobre de envio no debe ser utilizado para entregar la boleta de más de un solo votante.) • For instructions on the methods and deadlines to deliver this Carrier Envelope, see the "Information About Returning Your Carrier Envelope," included with the materials sent to you with your ballot. (Para obtener instrucciones sobre los métodos y plazos para entregar este sobre de envío, vea la "Información Sobre La Devolución de su Sobre de Envío," incluido con los materiales enviados a usted con su boleta.) Instructions to Assistant (if applicable): A voter may only be assisted with reading or marking the ballot if the voter has a physical disability that renders the voter unable to write or see, or has an inability to read the language in which the ballot is written. If you are assisting the voter, you must read the oath and complete the section below, before assisting the voter. (Instrucciones al Asistente (si es aplicable)): Un votante sólo puede recibir ayuda para leer o marcar la boleta si el votante tiene una discapacidad física la cual le impide escribir o ver, o si no tiene la habilidad de leer el idioma en el cual la boleta está escrita. Si usted asiste al votante, debe leer el juramento y completar la siguiente sección abajo, antes de asistir al votante.) Instructions to Person Depositing Carrier Envelope in Mail or to Common or Contract Carrier: If you are assisting a voter by depositing the Carrier Envelope in the mail or with a common or contract carrier, you must complete the assistant section below. (Instrucciones para la Persona Que Deposita el Sobre de Envío en el Correo o al Transportista Común o Contratado: Si asiste a un votante depositando el sobre de envío en el correo o con un transportista común o contratado, debe completar la sección de asistente que aparece a continuación.) I certify that the enclosed ballot expresses my wishes independent of any dictation or undue persuasion by any person. (Certifico que la boleta adjunta expresa mis deseos independientemente de ningún dictado o persuasión indebida por parte de cualquier persona.) SEAL ENVELOPE AND SIGN OVER SEALED FLAP (SELLE EL SOBRE Y FIRME SOBRE LA SOLAPA SELLADA) Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible SIGNATURE OR MARK OF VOTER (FIRMA O MARCA DEL VOTANTE) to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to reading the ballot to the voter, directing the voter to read the ballot, marking the voter's ballot, or directing the voter to mark the ballot; I will prepare Completed by Early Voting Clerk (Completado por el Secretario de Votación Adelantada): the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate Name of Election (Nombre de Elección): information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." Juramento de la Persona Asistiendo al Votante: "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, Name of Voter (Nombre del votante): como debe votar el votante; limitaré mi asistencia a leer la boleta al votante, dirigiendo al votante a que lea la boleta, marcando la boleta del votante o dirigiendo al votante a que marque la boleta; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné Date of Election (Fecha de Elección): al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que s Instructions to Witness: You are serving as a witness for se proporciona asistencia a un votante que no es elegible para recibir asistencia. la boleta del votante podría no ser contada." of voter). You must complete the section below if you witness the mark-of the voter, or if the voter If you are an assistant, provide information below: (Si usted es un asistente proporcione la siguiente información): cannot make a mark. If the voter cannot make a mark, check here (Instrucciones al Testigo: Usted está sirviendo como testigo para (nombre del votante). Debe completar la sección a contínuación si es testigo de la marca del votante, nce? Circle one: Yes No cibió compensación u o so ba o si el votante no puede hacer una marca. Si el votante no puede hacer una marca, marque aquí Marque con un Círculo: Sí No Printed Name (Nombre en letra de molde) Signature (Firma) Signature (Firma) Printed Name (Nombre en letra de molde) Relationship to Voter (Relación al votante) Street Address (Domicilio residencial) Street Address (Domicilio residencial)



Envelope Open – Inside Flap



Voter must add their personal identification information to the Carrier Envelope



Key Points to Remember

- Voters are not required to provide both types of identification numbers.
- If a voter provides both numbers, only one number has to match the VR record.
- The secrecy flap may be opened by the early voting clerk's staff for processing.
- Be mindful with these carrier envelopes, as they have personally identifiable information that needs to be guarded.
- Carrier envelopes are not public information at this point in the election process.

NEW PROCESS FOR EVBB/SVC



New Comparison Requirements

- The EVBB shall only accept a ballot if the personal identification information (ex: SSN or TXDL) matches the voter registration record.
- The SVC/EVBB is matching the information on the carrier envelope to the VR record.
- The number on the carrier envelope does not have to be the same number on the ABBM – it must only match the VR record.



Rebuttable Presumption

- If the personal identification information provided matches the VR record, the signatures on the ABBM and the carrier envelope are rebuttably presumed to be those of the voter.
- The presumption may be rebutted by presenting other past signatures on file with the EVC or VR that would support a finding that the signatures on the carrier envelope and ABBM are not those of the voter.

POSSIBLE SCENARIOS REGARDING CARRIER ENVELOPES



• Scenario 1: Voter provides a personal identification number on the carrier envelope that matches the number in the voter's voter registration record. The SVC or EVBB has completed the verification of personal identification information and should perform its remaining duties in the ballot review process. If the SVC or EVBB does not identify any other ground for rejection, the ballot would be accepted.



Scenario 2: Voter provides a personal identification number on the carrier envelope that matches the number in the voter's voter registration record, but it is a different type of number than what the voter listed on the ABBM. (Example: Voter provided last four digits of social security number on ABBM and a driver's license number on carrier envelope.) Because the voter's voter registration record contains both personal identification numbers, the SVC or EVBB is able to verify the voter's identity. The SVC or EVBB should perform its remaining duties in the ballot review process. If the SVC or EVBB does not identify any other ground for rejection, the ballot would be accepted.

- Scenario 3: Voter provides the last four digits of their social security number on the carrier envelope. The voter registration record contains a driver's license number and social security number. The SVC or EVBB is able to validate that the partial social security number on the carrier envelope matches the number in the voter's voter registration record. The SVC or EVBB should perform its remaining duties in the ballot review process. If the SVC or EVBB does not identify any other ground for rejection, the ballot would be accepted.
 - NOTE: The obligation of the SVC or EVBB in reviewing the identification information on a carrier envelope is to determine if the information provided by the voter on the envelope identifies the same voter identified on the voter's voter registration record. (Secs. 87.027, 87.0271, 87.041(b)(8), 87.0411).



• Scenario 4: Voter indicates on the carrier envelope that they have not been issued any of the required personal identification numbers, and the voter's voter registration record does not contain any of these numbers. The SVC or EVBB has completed the verification of personal identification information, and it must rely on the signature comparison process for this part of the review. The SVC or EVBB should perform its remaining duties in the ballot review process. If the SVC or EVBB does not identify any other ground for rejection, the ballot would be accepted.



• Scenario 5: Voter provided one of the required personal identification numbers on the ABBM that matched the voter's voter registration record, but the voter does not include an identification number on the carrier envelope. The SVC or EVBB must notify the voter of their ability to correct this defect in the carrier envelope, as described in more detail below. If the voter timely corrects the defect, and there are no other grounds for rejection, the ballot would be accepted.



 Scenario 6: Voter provided one of the required personal identification numbers on the ABBM that matched the voter's voter registration record, but the voter indicates on the carrier envelope that they have not been issued one of the applicable identification numbers. The SVC or EVBB must notify the voter of their ability to correct this defect in the carrier envelope. If the voter timely corrects the defect, and there are no other grounds for rejection, the ballot would be accepted.



NOTIFYING VOTERS OF DEFECTS

Meeting Requirements

	First Day Mail Ballots can be Reviewed	Texas Election Code Section
Signature Verification Committee (All counties and local political subdivisions)	20th day before election day	Sec. 87.027(f)
Early Voting Ballot Board (Counties with a population of 100,000 or more)	12th day before election day	Sec. 87.0222(a)
Early Voting Ballot Board (Counties with a population under 100,000)	4th day before election day	Sec. 87.022

25

Signature Verification Committee Corrective Action Process

- The following defects are eligible for correction when identified by the signature verification committee (Sec. 87.0271(a)):
 - The voter did not sign the carrier envelope certificate.
 - The SVC cannot determine whether the signature on the carrier envelope is that of the voter.
 - The personal identification information required under Section 84.002(a)(1-a) (ABBM) or Section 86.002 (carrier envelope) was missing or contained incorrect information.
 - If a voter used a witness for completion of the carrier envelope, the witness information was incomplete.
 - NOTE: Incomplete information about an assistant cannot be corrected and will result in a rejected mail ballot, but the voter may still vote in person if otherwise eligible.



Early Voting Ballot Board Correction Process

- The following defects are eligible for correction when identified by the early voting ballot board (Sec. 87.0411(a)):
 - The voter did not sign the carrier envelope certificate.
 - The EVBB cannot determine whether the signature on the carrier envelope is that of the voter.
 - The voter did not include the required statement of residence.
 - The personal identification information required under Section 84.002(a)(1-a) (ABBM) or Section 86.002 (carrier envelope) was missing or contained incorrect information.
 - If a voter used a witness for completion of the carrier envelope, the witness information was incomplete.
 - **NOTE**: Incomplete information about an assistant cannot be corrected by EVBB/SVC and will result in a rejected mail ballot, but the voter may still vote in person if otherwise eligible.
- Only the EVBB has the authority to open the sealed part of carrier envelope to determine if a statement of residence (SOR) has been submitted.
 - The only exception is for FPCA voters. An SVC must open the sealed envelope to obtain the Signature Sheet for FPCA Voter, as this is necessary for the signature verification process

Corrective Action Timelines

- Returning the Carrier Envelope by Mail: If the SVC or EVBB determines that it would be possible for the voter to correct the defect and return the carrier envelope before the time the polls are required to close on election day, the SVC or EVBB must mail the original defective carrier envelope to the voter. This determination must be made not later than the second business day after the SVC or EVBB discovers a defect, and before the SVC or EVBB decides whether to accept or reject a timely delivered mail ballot. (Secs. 87.0271(b), 87.0411(b)).
- Notifying the Voter of Defect by Phone or Email: If the SVC or EVBB determines that it would NOT be possible for the voter to correct the defect and return the carrier envelope before the time the polls are required to close on election day, the SVC or EVBB may notify the voter of the defect by telephone or email and inform the voter that the voter may come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect. (Secs. 87.0271(c), 87.0411(c)).



If the SVC or EVBB takes one of the actions described above, the committee or board <u>must</u> take that action with respect to each ballot in the election to which these options apply.

(Secs. 87.0271(d), 87.0411(d)).



Recommendations

• The SOS recommends that before qualifying mail ballots, the EVBB/SVC meet with the early voting clerk to determine dates to convene and to establish timelines for the corrective action process. (Secs. 87.0411, 87.0271).



Establishing Timelines and Guidelines for the Corrective Action Process

- The SVC or EVBB must set a uniform policy for when carrier envelopes will be mailed to the voter versus when voters will be notified of the defect by phone or email.
- The SVC or EVBB should determine whether it will notify voters of a defect by both phone and email, if both are available.
- The SVC or EVBB should establish a policy for making multiple attempts to reach a voter if it is unsuccessful in reaching a voter by phone or email on the first attempt.
- Consider U.S. Postal Service (USPS) guidelines. Ask your EVC to consult with your local post office.
- SOS Recommendation: The SVC or EVBB should consider implementing a policy to provide notification of a defect by phone or email to all voters whose ballots are reviewed by the SVC or EVBB on or after the 14th day before election day (approximately 10 business days). This may be modified based on discussions with your local USPS representatives.

Carrier Envelope Returned by Mail

- 1. Stamp or mark the voter's carrier envelope with the words "Corrective Action Required."
- 2. Note the appropriate defect on the Notice of Carrier Defect Carrier Envelope Returned to the Voter by Mail.
- 3. Mail the voter's defective carrier envelope along with the Notice of Carrier Defect Carrier Envelope Returned to the Voter by Mail. The early voting clerk should include an envelope for the voter to return the corrected carrier envelope to the early voting clerk. This envelope should contain the Official Election Mail logo prescribed by the USPS. The voter must be notified if the return envelope needs additional postage.
- 4. Enter the voter's information on the Roster of Voters with Defective Carrier Envelopes Returned to the Voter by Mail.

*The actions above can be delegated to the Early Voting Clerk by the SVC/EVBB as these are administrative functions that carry out the instructions and actions of the SVC/EVBB

Notifying Voter by Phone or Email (Carrier Envelope is NOT Mailed to Voter)

If notifying by email:

- 1. Send the voter the Notice of Carrier Defect Voter Notified of Carrier Envelope Defect by Phone or Email via email.
- 2. The voter's name should be entered on the Roster of Voters with Defective Carrier Envelopes Notified by Phone or Email, and the action taken by the voter should be noted on the roster.
- 3. Parameters for Email Notification: The SOS recommends that the early voting clerk set up an email address for corrective action notifications. The early voting clerk and the SVC or EVBB should establish rules and procedures for utilizing this email address. Any emails sent or received through the corrective action process are considered election records under the Election Code, are subject to the Public Information Act, and should be retained by the general custodian of election records. The general custodian should consult with their attorney regarding any requests for such emails, as certain information may be exempt from disclosure under the Public Information Act.

*The actions above can be delegated to the Early Voting Clerk by the SVC/EVBB as these are administrative functions that carry out the instructions and actions of the SVC/EVBB



Notifying Voter by Phone or Email (Carrier Envelope is NOT mailed to Voter)

• If notifying by phone:

- 1. Contact the voter using any known phone number on file with the early voting clerk or in the possession of the SVC or EVBB.
 - NOTE: As a reminder, the voter registrar may not transcribe, copy or otherwise record a telephone number furnished on a voter registration application. (Sec. 13.004). The SVC or EVBB may be able to review a voter registration application at the voter registrar's office to obtain a phone number. The registrar may also read a phone number from a voter registration application to a member of the SVC or EVBB, if necessary.
- 2. The SVC or EVBB should create a phone script that explains to the voter that the voter's mail ballot was received by the early voting clerk's office and has been reviewed by the SVC or EVBB, whichever is applicable.
- 3. The SOS recommends that the SVC or EVBB confirm the voter's identity using publicly available information.
 - Example: Ask the voter to confirm their voter registration address and whether they requested a mail ballot for the given election.
- 4. The voter should be told that upon review of the carrier envelope, the SVC or EVBB discovered a defect in the carrier envelope.

 The specific defect should be explained.
- 5. The SVC or EVBB should explain the process for the voter to correct the defect as well as the process to cancel their mail ballot and vote in person during early voting or on election day.
- 6. Provide a return phone number that the voter may use to confirm that they were contacted by the SVC or EVBB. The number provided should be the number of the early voting clerk's office so the voter can verify this information and obtain details about the corrective action process during times that the SVC or EVBB are not meeting.
- 7. The voter's name should be entered on the Roster and the action taken by the SVC or EVBB should be noted on the

*Many of the actions above can be delegated to the Early Voting Clerk by the SVC/EVBB as these are administrative functions of the SVC/EVBB

If the SVC or EVBB is unable to contact the voter...

- 1. The SVC or EVBB should leave a detailed message explaining that the SVC or EVBB determined there was a defect in the voter's carrier envelope and explain the process for correcting the defect.
- 2. The SVC or EVBB should NOT provide any details related to a voter's personally identifiable information on a voicemail or with a person who is not the voter.
- 3. The SVC or EVBB should leave a return number that the voter may use to validate the information provided by phone.
- 4. The SVC or EVBB should mail the voter a Notice of Carrier Defect Voter Notified of Carrier Envelope Defect by Phone or Email to inform the voter of their ability to correct the defect by appearing at the early voting clerk's office or by cancelling their mail ballot and voting in person during early voting or on election day.
- 5. The voter's name should be entered on the Roster of Voters with Defective Carrier Envelopes Notified by Phone or Email, and the action taken by the SVC or EVBB should be noted on the roster.
- If the SVC or EVBB does not have a phone number or email to notify the voter: The SVC or EVBB should mail a Notice of Carrier Defect Voter Notified of Carrier Envelope Defect by Phone or Email to inform the voter of their ability to correct the defect by appearing at the early voting clerk's office or by cancelling their mail ballot and voting in person during early voting or on election day.

*Many of the actions above can be delegated to the Early Voting Clerk by the SVC/EVBB as the administrative functions that carry out the instructions and actions of the SVC/EVBB

Key Points to Remember

- Any actions taken by the SVC or EVBB shall be uniformly applied to every ballot in the election to which this procedure applies. (Secs. 87.0271(d), 87.0411(d)).
- A poll watcher is entitled to observe any action taken by the SVC or EVBB related to the corrective action process. (Secs. 87.0271(e), 87.0411(e)).
- Poll watchers may not transcribe or make notes of any voter's personally identifiable information while observing the activities of the SVC or EVBB.



CORRECTING DEFECTS



How do Voters Correct Defects?

- If the carrier envelope was mailed back to the voter, the voter MUST return the carrier envelope with the revisions/corrections.
 - Deadline for Correction: If the SVC or EVBB has returned the voter's carrier envelope by mail for correction, the voter also MUST return the carrier envelope to the early voting clerk no later than 7:00 p.m. on election day for the ballot to be processed and counted. (Secs. 87.0271(b), 87.0411(b)).
- If the carrier envelope was NOT mailed back to the voter, the voter may correct the defects in the following ways:
 - Utilizing the BBM Tracker for defects related to a missing or incorrect personal identification numbers.
 - Appearing in person at the EV clerk's office and submitting a Corrective Action Form.
 - Cancelling their mail ballot and voting in person.
 - Deadline for Correction: This corrective action process must occur no later than the 6th day after election day. The EVBB cannot finally reject a ballot before the 7th day after election day. (Secs. 87.0271(g), 87.0411(g)).

Corrective actions taken by the voter MUST be provided to the EVBB for their final review of the ballot before determining acceptance or rejection.

Correcting Defect by Cancellation

- After receiving a Notice of Carrier Defect by mail or receiving notification via email or phone, the voter may opt to cancel their ballot by mail and vote a regular ballot in person. All cancellations must be completed in accordance with Section 84.032. If the voter is an Annual ABBM voter, a cancellation request submitted for these purposes applies only to the current election unless the voter specifically requests to cancel their Annual ABBM. (Sec. 84.038).
- There is no process under Texas law by which a voter can cancel a mail ballot application by phone. All cancellations must be in writing and completed in accordance with Section 84.032 of the Texas Election Code.
- See pages 13-14 of Advisory 2022-08 for more details.



IMPACTS ON FPCA VOTERS



Impacts on FPCA Voters

- If the FPCA voter provides missing or incorrect identification information on their carrier envelope or signature sheet, or did not include the Official Election Signature Sheet for an FPCA Voter, the voter must be notified of the defect in the same manner as a regular ABBM voter.
- Because the signature sheet is separate from the voted ballot and is authorized under state and federal law, FPCA voters who have a defect in their signature sheet have additional methods for returning this corrected or missing required documentation.
- Specifically, an FPCA voter may submit a corrected signature sheet by email, fax, personal delivery, or mail. The SVC or EVBB should make an appropriate notation on their roster to indicate how FPCA voters were notified of a defect and how the FPCA voter provided the corrected signature sheet to the SVC or EVBB. (Secs. 1.007, 31.003, 31.004, 87.0271(f), 87.0411(f), 101.007, 101.109).



NEW FORMS



Notice of Carrier Defect

- We have prescribed two versions of this form:
 - The Notice of Carrier Defect Carrier Envelope Returned to the Voter by Mail
 - The Notice of Carrier Defect Voter Notified of Carrier Envelope Defect by Phone or Email
- The Notice of Carrier Defect contains the Corrective Action Form for Defective Carrier Envelope on the reverse side of the form.



TEXAS SECRETARY OF STATE

escribed by the Secretary of State ctions 63.0011, 87.0271, 87.0411 on Election Code	Authority Conducting the Election (Autoridor Administrando la Elección)	Date of Correction	(Fecha de la Corrección)
as Election Code 2022	Title of Election (Titulo de la Elección)	Printed Name of Ea Nombre de Representante d	rly Voting Clerk's Representative 4 Secretado de Votación Adelantada
	RECTIVE ACTION FORM FOR D	EFECTIVE CARRIER	
Name of Voter /Nombre del Vota	toi Voter	sVUID# (Numero de realstrac	on del votante (VUID#I)
Early Votin	g Clerk: Cirde the number(s) to indicate	ethevoter's Carrier Envelo	pe Defect(s)
	er Envelope Certificate (El votante no firmó el :		,
2. Signature on Carrier Envelo	e Certificate Could Not Immediately be Deter	mined to be That of the Vote	r
	ediatamente que la firma en el Certificado del S dence Was Not Included with the Carrier Envel		1
	Permanente requerida no se incluyó con el Sobi		
 Missing or Incorrect Person 	al Identification Numbers or Social Security Nu	mber	
(Números de Identificación I	Personal o Número de Seguro Social faltantes o		
Texas Driver's License or Te	vas Personal Identification Card		Social Security Number
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I have not been issue	d a Texas Driver's License or Personal Identific Licencia de Conducir de Texas o Tarjeta de Identifica	ration Card or Social Security N	lumber de Segum Social
5. Incomplete Information wit	h Respect to a Witness (Información incomple	ta con respecto a un testigo)	ve seguro scota.
-			
Signature of Witness (Firma	del testigo)	Printed Name of Witness	(Nombre en letra de moide del testigo
Street Address of Witness /	Domici (io residencial del testigo)		
l.	, on /_ / subm		ect on my Carrier Envelope that
was identified above. By my	signature below, lattest that all information	that I have given is true and o	orrect. corregir el defecto en mi Sobre de
Envio que se identifico anteri	ormente. Con mi firma a continuación, doy fe	le que toda la información que	he dado es verdade ra y correcta).
Envío que se identificó anteri	X		
м			
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	EMENT OF RESIDENCE (CONSTANCE		
	e residence address does not match the voter r mas cuya dirección no coincide con la que apar		
Last Name Include suffix, if any	First Name	Middle Name (If any)	Former Name
Apellido Incluir suffic, si lo hay (In., Sn., III)	Nombre de Pila	Segundo Nombre (si la hay)	Apellido Anterior
Residence Address: Street Addre	ss and Apartment Number, City State, and Zip.		Gender (Optional)
H none, describe where you live. (Do not include P.D. Box, Rural Route, or Business Address) Sexio (Opcional) Domicifio Residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código Postal.			
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Corrective Action Form for Defective Carrier Envelope (6-14)

 Top half of form contains the Corrective Action Form

 Bottom half of form is the Statement of Residence



Roster of Voters with Defective Carrier Envelopes (Forms 8-20, 8-21, 8-22)

- EVBB/SVC should create a roster to track the corrective action process.
- SOS has prescribed three different sample forms for use by EVBB/SVC.
- EVBB/SVC can also track the information electronically or create their own roster.



Notice of Surrendered Ballot (6-13)

 Upon surrendering their mail ballot at the Early Voting Clerk's office, the voter will be issued the Notice of Surrendered Ballot by Mail. The voter will take this form to their early voting or election day polling place and present the form to the election judge, entitling the voter to vote a regular ballot in person.



EARLY VOTING CLERK PROVIDING NOTIFICATION OF DEFECTS



Early Voting Clerk Notification of Defects

- Under Section 86.011(d) of the Code, if an early voting clerk receives a timely carrier envelope that does not comply with the applicable requirements of the Code, the early voting clerk may deliver the carrier envelope in person or by mail to the voter so that the voter may correct the defect. Additionally, the early voting clerk may notify the voter of the defect by phone and advise the voter that they may come to the early voting clerk's office to correct the defect or cancel their ABBM and vote in person.
 - Early voting clerks may return carrier to voter for correction.
 - Early voting clerks may notify voter of defect by phone and inform the voter they can come to the EVC's office to correct defect or cancel their application.

Early Voting Clerk Notification of Defects

- What defects can an early voting clerk provide notice about?
 - Missing signature
 - Missing or incomplete witness information
 - Missing assistant information
 - If the early voting clerk is removing the secrecy flap before the ballot is sent to the SVC/EVBB:
 - Missing personal identification information
 - Incorrect personal identification information



Early Voting Clerk Notification of Defects

- If an early voting clerk chooses to notify voters of defects in their carrier envelope under Section 86.011(d), the clerk must apply these procedures uniformly to all voters in similar circumstances.
- Poll watchers may be present for this process. (Sec. 86.011(d)).



Questions?

elections@sos.texas.gov



51