

Mail Ballot Voters



Mail Ballot Voters inside the Vote Center Procedures

Voters **CANNOT** leave their Mail Ballot at any Vote Center to be counted. It must be mailed, hand delivered by the Voter to the main Harris County Elections office on Election Day (between 7AM and 7 PM) or surrendered and cancelled at the Vote Center.

During the check-in process, if a Voter has any of the following red buttons next to their name, they will require the Judge to continue the process.

"Mail Ballot Requested"



The Judge will inform the Voter a Mail Ballot has been requested. If they have no items to surrender or cancel, they may only vote Provisional. If the Voter has a Mail Ballot to surrender, the Judge needs to call the Judge Resource Line to reach Ballot By Mail and confirm that they have sent one to the Voter.

"Mail Ballot Sent"



The Judge will inform the Voter a Mail Ballot has been sent to them. If they have no items to surrender or cancel, they may only vote Provisional.

"Mail Ballot Received"



The Judge will inform the Voter their Mail Ballot has been received, and their only option is to mark a Ballot Provisionally if they wish to vote in person.

A Mail Ballot Voter must have one of these documents to surrender to be permitted to cast a standard Ballot. (The Mail Ballot must be from the current election).

Notice of Improper Delivery

NOTICE OF IMPROPER DELIVERY

Name of Voter _____ VUID Number _____

This is to serve as notice that your ballot for the _____ Election was returned by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot cannot be used and will be rejected.

Check Reason:

1. Your ballot was not returned in the official return envelope.
2. Your ballot was returned in the official return envelope but it contained markings that were not made by you. If markings were made by someone other than you, the ballot is not valid. If you have a ballot that was returned to you by the early voting clerk, you must return it to the clerk. If you have a ballot that was returned to you by the early voting clerk, you must return it to the clerk. If you have a ballot that was returned to you by the early voting clerk, you must return it to the clerk.
3. It has been determined that your return envelope was not properly sealed. A return envelope must be sealed by the voter. If the return envelope is not properly sealed, it will be rejected. If you have a return envelope that was not properly sealed, you must return it to the clerk. If you have a return envelope that was not properly sealed, you must return it to the clerk.
4. The return envelope was not returned to the clerk in the proper manner. If you have a return envelope that was not returned to the clerk in the proper manner, you must return it to the clerk. If you have a return envelope that was not returned to the clerk in the proper manner, you must return it to the clerk.
5. This ballot was hand-delivered by someone other than you. If you have a ballot that was hand-delivered by someone other than you, it is not valid. If you have a ballot that was hand-delivered by someone other than you, it is not valid.

You may vote during the remainder of the early voting period or at your regular election day polling place by presenting and surrendering this Notice to the presiding election official at the early voting polling place or at your election day polling place.

If you have any questions regarding this notice, please call our office at _____.

Signature of Early Voting Clerk _____

Date _____

How to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being permitted to vote. If the voter is qualified, the voter may then vote a regular ballot at the polling place. You should note the word "Cancelled" on this Notice and return it as a cancelled ballot with other election records.

At least one page of the Mail Ballot

Test Ballot

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SAMPLE

John Russell Election
November 3, 2023
Harris County Texas
Election District Number 1
Precinct 0001-1
County of Harris, Texas

Place a checkmark in the box next to the name of the candidate you wish to vote for. If you wish to vote for more than one candidate, check all the boxes. Do not mark an X or checkmark in the box for "Write In" unless you are writing in a name. If you are writing in a name, write the name in the space provided. Do not write in a name that is not on the ballot. Do not write in a name that is not on the ballot. Do not write in a name that is not on the ballot.

City of Houston, Council Member
At-large Position 1
Council District 1
Vote for name or write in
Write in name or write in

City of Houston, Council Member
At-large Position 2
Council District 2
Vote for name or write in
Write in name or write in

City of Houston, Council Member
At-large Position 3
Council District 3
Vote for name or write in
Write in name or write in

City of Houston, Council Member
At-large Position 4
Council District 4
Vote for name or write in
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City of Houston, Council Member
At-large Position 5
Council District 5
Vote for name or write in
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City of Houston, Council Member
At-large Position 6
Council District 6
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City of Houston, Council Member
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City of Houston, Council Member
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City of Houston, Council Member
At-large Position 100
Council District 100
Vote for name or write in
Write in name or write in

Notice of Surrendered Ballot

NOTICE OF SURRENDERED BALLOT BY MAIL
AVISO DE BOLETA POSTAL RENUNCIADA

To the Presiding Judge or Deputy Early Voting Clerk:
(Para el Juez Presidente o el Secretario Adjunto de Votación Advertida):

This is to certify that (Se certifica que)

Name of Voter (Nombre del votante) _____ VUID Number (Número de votante) _____ Precinct Number (Número de precinto) _____

has surrendered their Ballot by Mail (ABM) or Federal Post Card Ballot by Mail (FPCA) at the Office of the Early Voting Clerk, and has not voted by mail. The voter is eligible to vote a regular ballot at the polling place on Election Day. (El votante ha entregado su Boleta Postal (ABM) por correo en la oficina del Secretario de Votación Advertida y no ha votado por correo. El votante es elegible para votar una boleta regular en la oficina del Secretario de Votación Advertida el día de las elecciones.)

Name of County (Nombre del Condado) _____ Signature of Early Voting Clerk (Firma del Secretario de Votación Advertida) _____

Date (Fecha) _____

NOTICE OF SURRENDERED BALLOT BY MAIL
AVISO DE BOLETA ENTREGADA POR CORREO

To the Presiding Judge or Deputy Early Voting Clerk:
(Para el Juez Presidente o el Secretario Adjunto de Votación Advertida):

This is to certify that (Se certifica que)

Name of Voter (Nombre del votante) _____ VUID Number (Número de votante) _____ Precinct Number (Número de precinto) _____

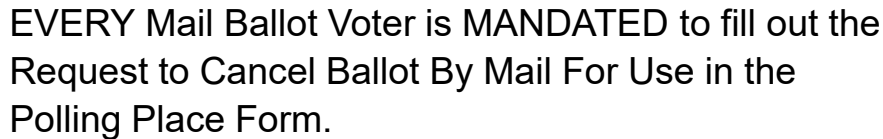
has surrendered their Ballot by Mail (ABM) or Federal Post Card Ballot by Mail (FPCA) at the Office of the Early Voting Clerk, and has not voted by mail. The voter is eligible to vote a regular ballot at the polling place on Election Day. (El votante ha entregado su Boleta por Correo o Tarjeta Postal Federal (FPCA) por correo en la oficina del Secretario de Votación Advertida y no ha votado por correo. El votante es elegible para votar una boleta regular en la oficina del Secretario de Votación Advertida el día de las elecciones.)

Name of County (Nombre del Condado) _____ Signature of Early Voting Clerk (Firma del Secretario de Votación Advertida) _____

Date (Fecha) _____

Presiding Judge (Juez Presidente) _____ Deputy Early Voting Clerk (Secretario Adjunto de Votación Advertida) _____

✿ If none of these items are present, then the Voter may only cast a Provisional Ballot. ✿



- 1. Identify the Voter's Situation** – Ask the Voter if they have any of the items acceptable for surrender available to them.
- 2. Evaluate the next course of action** – Depending on what the Voter has available to surrender, or not available to surrender, they will be processed either Provisionally or in the standard way.
- 3. Follow the steps on the ePollBook**

If the Voter can surrender a Mail Ballot item, follow these steps:

The image displays a sequence of eight screenshots from a mobile application, illustrating the steps for a voter to request a mail ballot and surrender it. The interface is titled "Training General Election - 07/16/2024 (Training Mode)".

- Step 1:** Shows the voter's name (MARTIN VAN BUREN), address (208 AVENUE F, SOUTH HOUSTON, 77587), and VUID (7796027168). A "Mail Ballot Requested" status is shown.
- Step 2:** A confirmation screen stating, "Our records indicate this voter has requested a mail ballot. If the voter does NOT have (1) their mail ballot, (2) a notice of improper delivery, OR (3) a notice of Surrendered Ballot, they MUST vote provisionally. If the voter DOES have their mail ballot, notice of improper delivery or notice of Surrendered Ballot with them, they must fill out the Request to Cancel Ballot form before proceeding to check into the pollbook and the judge would add the Voter's information to the Register of Surrendered Ballots by Mail. If the voter has filled out the Request to Cancel Mail Ballot form and surrendered their document, you may proceed to select 'Surrender Mail Ballot' below." Buttons for "Home", "Surrender Mail Ballot", and "Vote Provisionally (If Applicable)" are present.
- Step 3:** A screen titled "Which of these have been surrendered?" with checkboxes for "Mail Ballot", "Notice of improper delivery", "Notice surrendered Ballot", and "None". The "Mail Ballot" option is selected. Buttons for "Back" and "Continue" are shown.
- Step 4:** A screen asking "Did voter complete request to cancel ballot by mail form?" with "Yes" and "No" options. The "Yes" option is selected.
- Step 5:** A screen asking "Are you sure you want to cancel the voter's mail ballot?" with "YES" and "NO" buttons. The "YES" button is highlighted.
- Step 6:** A screen titled "Process Voter" showing the voter's name (GEORGE WASHINGTON II), address (8214 TROPHY PLACE DR, HUMBLE, 77346), and VUID (2715687783). It includes checkboxes for "Has Voter Provided an Acceptable Photo ID?" and "Does Voter Registration Name Exactly Match Name on ID Provided?". Both are checked. Buttons for "Home" and "Proceed to next screen to complete additional questions" are shown.

This informational sheet has been approved for use in the March 2026 Primary Election.