

# 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”

Select >

### 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”

Select >

Mail Ballot Goettta Veto

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”

Select >

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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).


**Florida Department of State**  
 Division of Elections  
 Notice of Improper Delivery

**Notice of Improper Delivery**

Name of Voter \_\_\_\_\_ Voter Number \_\_\_\_\_  
 Present Address \_\_\_\_\_

This is to serve as notice that your ballot for the 2012 General Election was received by the early voting office on 10/10/2012 and that your ballot was retained in violation of the Election Code, and your ballot was cast and will not be counted.

Check Reason:

- Your ballot was retained in the official election envelope.
- Your ballot was retained in the official election envelope but no smaller envelope containing more than one election envelope. If another envelope is used to return the election envelope, all person(s) involved in the handling of the ballot must be identified in the election envelope and the smaller envelope.
- It has been determined that your ballot was retained from the ballot box located before the ballot box or ballot box area was not delivered by a census or census contact name of the delivery location.
- headperson of a political party or candidate in the election  
  - candidate in the election name is that in voter's
  - specific or general purpose political committee involved in the election
  - as entry that requested the election
- The census or census contact name who delivered your election envelope did not receive a message or delivery of the ballot or ballot box and was not accompanied with an identification presented by voter.
- Your ballot was retained in the official election envelope but the voter's name on the ballot or ballot box was not the same as the voter's name on the voter registration card.

You may vote in person at the location of the early voting unit or at a regular election polling place by presenting and presenting this Notice to the preceding election officer at the early voting polling place or at regular election polling place.

If you have any questions regarding the voter, place of or any other \_\_\_\_\_

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Signature of Early Voting Clerk

Date \_\_\_\_\_

Note: If you believe your ballot was delivered to the wrong place, or if you believe your ballot was delivered to the wrong person, or if you believe your ballot was delivered to the wrong place or to the wrong person, you must advise the election officer before being accepted for voting. If otherwise provided, the voter may return to a regular ballot at the election place. You should write the word "Cancelled" on this Notice and return it as a witness # with other election records.

<p>6-12 Presented by Secretary of State Domicile of the Voter (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada)</p>		<p>Presented by the Secretary of State Domicile of the Voter (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada)</p>
<b>NOTICE OF SURRENDERED BALLOT BY MAIL AVISO DE BOLLETA POSTAL RENUNCIADA</b>		
<p>To the Presiding Judge or Deputy Early Voting Clerk (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada):</p>		
<p>This is to certify that [Se certifica que]</p>		
<p>Name of Voter (Nombre de votante)      VD/C # (Número de voto)      Present Number (Número de jurado) has surrendered her ballot by mail (ABRM) or Federal Post Card Ballot by Mail (FPCM) at the Office of the Secretary of State, Domicile of the Voter (Para que se le entregue su boleta por correo o la boleta postal de votación adelantada en el despacho del secretario de estado, domicilio del votante) or has surrendered her ballot by mail (ABRM) or Federal Post Card Ballot by Mail (FPCM) to the Presiding Judge or Deputy Early Voting Clerk (Para que se le entregue su boleta por correo o la boleta postal de votación adelantada en el despacho del secretario de votación adelantada). You are hereby advised that the voter is no longer eligible to vote in this election. El voto ya no es elegible para votar en esta elección.</p>		
<p>Name of County (Nombre del Condado)</p>		<p>Signature of Early Voting Clerk (Firma del Secretario de Votación Adelantada)</p>
<p>6-12 Presented by Secretary of State Domicile of the Voter (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada)</p>		<p>Presented by the Secretary of State Domicile of the Voter (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada)</p>
<b>NOTICE OF SURRENDERED BALLOT BY MAIL AVISO DE BOLLETA ENTREGADA POR CORREO</b>		
<p>To the Presiding Judge or Deputy Early Voting Clerk (Para el Juez Presidente o Delegado Adjunto de Votación Adelantada):</p>		
<p>This is to certify that [Se certifica que]</p>		
<p>Name of Voter (Nombre de votante)      VD/C # (Número de voto)      Present Number (Número de jurado) has surrendered her ballot by mail (ABRM) or Federal Post Card Ballot by Mail (FPCM) at the Office of the Secretary of State, Domicile of the Voter (Para que se le entregue su boleta por correo o la boleta postal de votación adelantada en el despacho del secretario de estado, domicilio del votante) or has surrendered her ballot by mail (ABRM) or Federal Post Card Ballot by Mail (FPCM) to the Presiding Judge or Deputy Early Voting Clerk (Para que se le entregue su boleta por correo o la boleta postal de votación adelantada en el despacho del secretario de votación adelantada) y no es elegible para votar en esta elección.</p>		
<p>Name of County (Nombre del Condado)</p>		<p>Signature of Early Voting Clerk (Firma del Secretario de Votación Adelantada)</p>
<p>Printed Name [Name of Voter]</p>		<p>Printed Name [Name of Early Voting Clerk]</p>

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



EVERY Mail Ballot Voter is MANDATED to fill out the Request to Cancel Ballot By Mail For Use in the Polling Place Form.

This process will be completed with the Judge before completing the next steps on the ePollBook.

## Steps for Judges



- 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 does not have a Mail Ballot or other applicable items to surrender, process them Provisionally on the ePollBook.

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

Training General Election - 07/16/2024 (Training Mode)

Step 1: Voter Lookup Step 2: Select Voter Step 3: Process Voter Step 4: Signature Step 5: Accept Signature Step 6: Barcode

**Select >** MARTIN VAN BUREN  
 Mart Ballot Requested TX ID: MARTIN VAN BUREN

208 AVENUE F, SOUTH  
 HOUSTON, 77057

VUD: 7705702188  
 DOB: 08/02/1988  
 Ballot type: 0093-54

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**Training General Election - 08/16/2024 (Training Mode)**

[Step 1: Voter Lookup](#)
[Step 2: Select Voter](#)
[Step 3: Process Voter](#)
[Step 4: Signature](#)
[Step 5: Accept Signature](#)
[Step 6: Barcode](#)

[Select >](#)
**MARTIN VAN BUREN**
TX ID: MARTIN VAN BUREN

10508 NORVIC ST.  
HOUSTON, 77029
MAIL BALLOT REQUESTED

Our records indicate this voter has requested a mail ballot. If the voter does NOT have (1) their voter ballot, (2) a ballot of their choice, or (3) a ballot that has been delivered, they MUST vote in person at their local COES office. If the voter has requested an Impersonal Delegation or an Surrendered Ballot with them, they must fill out the Request to Cancel Ballot form before proceeding to the COES office. If the voter has requested a mail ballot, they must fill out the Request to Register or Surrendered Ballots by Mail. If the voter has filled out the Request to Cancel Ballot form and surrendered their document, you may proceed to select "Surrender Mail Ballot" below.

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[Surrender Mail Ballot](#)
[Request Impersonal Delegation](#)

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**3** Back Training General Election - 07/16/2024 (Training Mode)

Step 1: Voter Lookup Step 2: Select Voter Step 3: Process Voter Step 4: Signatures Step 5: Accept Signature Step 6: Barcode

[Select >](#)  
Mail Ballot Requested

MARTIN VAN BUREN  
TX ID: MARTIN VAN BUREN

VUD: 779523198  
DOB: 08/25/1958  
Ballot Style: 093-54

Which of these have been surrendered?

Mail Ballot  
 Notice of improper delivery  
 Notice surrendered Ballot  
 None

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Training General Election - 07/16/2024 (Training Mode)

Step 1: Voter Lookup Step 2: Select Voter Step 3: Process Voter Step 4: Signature Step 5: Accept Signature Step 6: Barcode

**Select >** MARTIN VAN BUREN  
TX ID: MARTIN VAN BUREN

Mail Ballot Requested

VUD: 7795021168  
DOI: 04051958  
Ballot Style: 0093-54

Did voter complete  
request to cancel ballot  
by mail form?

**Yes**      **No**

**Home**      **Start Over**

**Advance Search**

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Training General Election - 07/15/2024 (Training Mode)

Step 1: Voter Location Step 2: Select Voter Step 3: Process Voter Step 4: Signature Step 5: Accept Signature Step 6: Barcode

**Select >** MARTIN VAN BUREN  
TX ID: MARTIN VAN BUREN

208 AVENUE F, SOUTH  
HOUSTON, 77057

YMD: 770570020104  
DOB: 08/05/1950  
Ballot ID: 00003-54

Mail Ballot Requested

Are you sure you want to cancel the voter's  
mail ballot?

YES NO

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Advance Search

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Process Voter

Step 1: Voter Lookup
Step 2: Select Voter
Step 3: Process Voter
Step 4: Signature
Step 5: Accept Signature
Step 6: Barcode

**GEORGE WASHINGTON III**

TX ID: GEORGE WASHINGTON III

Voter ID: 201545778  
DOB: 08/03/1961  
Ballot Style: 0050-122

Has Voter Provided an Acceptable Photo ID?

Yes  No

Does Voter Registration Name Exactly Match Name on ID Provided?

Yes  No

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[Start Over](#)

[Proceed to next screen to complete additional questions](#)