

Omissions List Voters



Eligible Voter is Omitted from the List of Registered Voters

During Step 1: Voter Lookup, the ePollBook may not populate a Voter when reading an ID or performing a manual search. When this occurs, the Qualifying Clerk should direct the Voter to the Judge for further assistance. This process should not be handled by a Clerk, only a Judge.

Steps for Judges



1. **Call the Voter Registration**– The Judge must call Voter Registration at 713-755-1617, Option 08 to further investigate the Voter's registration status.
 2. **Present the Voter's Information** – Once connected to Voter Registration, inform them that you need to check a Voter's registration status, and provide them with the Voter's information as requested.
 3. **Listen & Determine the Correct Action** – Voter Registration will inform you of the Voter's registration status.
 - ✱ IF the Voter is **NOT** eligible to vote in this election, then inform them kindly of their registration status, and let them know they will not be able to cast a standard Ballot.
- OR
- ✱ IF the Voter is eligible to vote in this election, contact the Judge Resource Line, Option 04 for support in adding the Voter to the Omissions List on the ePollBook.

5. **Go to the Admin Menu** – While on the phone with Voter Registration, make sure to take note of the necessary information that they are giving you, such as:
 - * Precinct #
 - * VUID
 - * Ballot Style
 - * If Voter is on suspense (If yes, the Voter will fill out an SOR form as well.)
6. **Add to the Omissions List** – You will follow the screens below to correctly add the Voter to the Omissions List and then process the Voter.

1

Training General Election - 04/04/2025 (Training Mode)

VOTER LOOKUP
 POLL VOTER COUNT
 JUDGE / CLERK ATTENDANCE
 HELP DOCUMENTS & VIDEOS
JUDGE ADMIN
 TURN ON WAIT TIMES POP-UP
 ADA CHECKLISTS

Back

2

Training General Election - 04/04/2025 (Training Mode)

Admin:
 Password
 Login
 Home Start Over

3

Training General Election - 04/04/2025 (Training Mode)

RECORD VOTED PROVISIONAL AFFIDAVIT
 LIST OF PROVISIONAL VOTERS
RECORD OMISSIONS DATA
 LIST OF OMISSIONS DATA
 RECORD POLL WATCHER
 LIST OF POLL WATCHERS
 JUDGE/CLERK ATTENDANCE SUMMARY
 VOTER COUNT
 LIST OF RECENT VOTERS
 CLOSE POLL
 ENTER END OF THE DAY TOTALS
 POLL SUMMARY
 DROP OFF LIST
 Home Start Over

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Training General Election - 04/04/2025 (Training Mode)

RECORD OMISSIONS LIST DATA

*Enter this information as provided by the Voter Registrar

Name of Voter : Enter First Name Enter Middle Name Enter Last Name Enter Suffix
 PCT No : Enter PCT NO. (for example 0001)
 VUID NO. : Enter VUID NO.
 Texas ID (Optional) : Enter Driver License Number (Optional)
 Phone Number (Optional) : Enter Phone Number (Optional)
 Date of Birth : Enter Date of Birth (mm/dd/yyyy)
 PCT-Ballot Style : Enter Ballot Style, For example : 0001-01
 Poll Code : 707
 Residence Address : Enter Complete Residence Address
 City : Enter City
 Zip : Enter Zip
 Is Voter on Suspense ? (* Verify from Voter Registrar) : ☐ YES ☐ NO
 Notes : Enter Notes (Optional)
 Home Start Over Back Proceed to Voter Check-in

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Training General Election - 04/04/2025 (Training Mode)

RECORD OMISSIONS LIST DATA

*Enter this information as provided by the Voter Registrar

Name of Voter : Captain Steve America Enter Suffix
 PCT No : 1234
 VUID NO. : 1234567890
 Texas ID (Optional) : 12345678
 Phone Number (Optional) : 713-123-4567
 Date of Birth : 12/29/1999
 PCT-Ballot Style : 1234-56
 Poll Code : 707
 Residence Address : 123 Shield Street
 City : Houston
 Zip : 77777
 Is Voter on Suspense ? (* Verify from Voter Registrar) : ☐ YES ☒ NO
 Notes : Enter Notes (Optional)
 Home Start Over Back Proceed to Voter Check-in

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Training General Election - 04/04/2025 (Training Mode)

Process Voter

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

Joseph Tyler 2222 Main St., Houston, 77001 VUID : 5013009921 DOB : 10/05/1981 Ballot Style : 0448-43

Has Voter Provided an Acceptable Photo ID? ☒ Yes ☐ No
 Does Voter Registration Name Exactly Match Name on ID Provided? ☒ Yes ☐ No
 Home Start Over Proceed to next screen to complete additional questions

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Training General Election - 04/04/2025 (Training Mode)

Process Voter

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

Joseph Tyler 2222 Main St., Houston, 77001 VUID : 5013009921 DOB : 10/05/1981 Ballot Style : 0448-43

Ask the voter: "Do you currently live at 2222 Main St., Houston, 77001?"
 Voter's Response: ☒ Yes ☐ No
 Recorded Omissions List: ☒ Yes
 Is this a Curbside Voter or accompanying someone who is voting curbside? ☐ Yes ☒ No, Accompanying ☐ No
 Voter Able to Sign: ☒ Yes ☐ No
 Home Start Over Previous Screen Go to Voter Signature Screen