

ELECTION MANUAL

2026-2027



Recruitment Policies



Recruitment Policies & conduct expectations of all election workers

The Harris County recruitment team supports election workers by coordinating placements in elections and managing important assignment-related details. Recruiters also assist with investigating election worker conduct and behavior.

Recruiters coordinate the placement of:

- Early Voting election workers
- Election Day judges
- Dispatch workers
- Electronic support specialists (high school students)

For assistance, contact the
recruitment team @

713-755-1617

Option 01: Early Voting

Option 02: Election Day

PLACEMENT SUMMARY

Recruiters coordinate the placement for the appointed Election Day judges and nominated Early Voting workers.



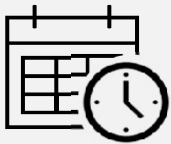
Election Day clerks are hired directly by the presiding judge assigned to a location.

Individuals interested in working Early Voting or as an Election Day judge should apply through their preferred political party.

Election Day clerks may apply at www.HarrisVotes.com and their information will be shared with judges who request clerk placement.

TIME KEEPING REQUIREMENTS

Accurate reporting of work hours is expected. Reporting hours not worked, including rounding up, is prohibited and illegal. Election workers need to ensure they are registered with the payroll agency used by Harris County. Failing to register will result in delayed payment or require removal from the assignment. Election pay may take up to six weeks to be paid after the election. Training pay may be processed separately and is only issued to workers who complete the full training and work the election.



All workers are expected to work their entire shifts. Harris County must approve any additional hours needed beyond the assigned hours.

TRAINING REQUIREMENTS

Each election may have different training requirements which will be listed at www.HarrisVotes.com. Election workers must review and meet the training requirements prior to each election. Judges will also be sent the training requirements and must share that information with their selected clerks.





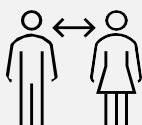
CELL PHONE USE

Election workers assigned by Harris County must have a cell phone available for assignment-related communication. Judges must remain reachable throughout their assignment. While working at a vote center, cell phone use is limited to official, election-related communication.



MAINTAIN BIPARTISANSHIP

Discussing politics while working at a vote center is prohibited. Treat everyone with respect, regardless of political affiliation.



PROFESSIONAL CONDUCT

Election workers must treat others with respect, fairness, and professionalism. Unwelcome, non-consensual, threatening, or aggressive physical contact, gestures, or behavior are prohibited.



ANTI-DISCRIMINATION POLICY

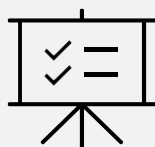
Election workers should not discuss race, national origin, religion, political affiliation, sex, gender orientation/identity, age, disability, medical conditions, or physical limitations.



COMPLIANCE

Election laws and established procedures must be followed. Failure to comply may result in corrective action, including removal from the assignment.

Election workers must follow corrections or guidance regarding improper procedures provided by Harris County Elections staff, including Instructors.

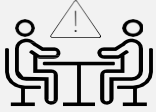


DISAGREEMENTS

If a disagreement arises between clerks or judges, first attempt to resolve it respectfully and professionally.

If the issue cannot be resolved, contact the **recruitment team** for assistance and follow guidance provided by Harris County staff.

Not all personality conflicts can be resolved. Election workers are expected to remain professional and work together to complete their duties.



VOTER DISPUTES

If a dispute arises with a voter, judges should intervene calmly and professionally to maintain order and seek resolution.

1. Listen to the voter and acknowledge their concern.
2. Clearly explain applicable rules and procedures.
3. If the concern cannot be resolved at the vote center, direct the voter to the Elections Office at **713-755-6965**.
4. If the situation escalates and becomes a safety concern, contact law enforcement and immediately report the incident to Harris County.



ALLEGATIONS OF WRONG-DOING

Harris County Elections must be notified of any allegation of wrongdoing.

Judge's Resource Line: 713-755-1617

Harris County will determine the appropriate course of action and provide guidance. Behavioral concerns will be addressed privately with the individuals involved.



Discuss

Resolve

Report

JUDGE POLICIES



Judges are responsible for a wide range of duties and should consider their capacity to meet all assignment requirements before accepting the position.

This section includes standard responsibilities of the judge role but may not be all inclusive. Judges must notify Harris County regarding whether they can accept the assignment at www.HarrisVotes.com within **5 days** of receiving their placement letter.



EARLY VOTING

For EV, Harris County assigns all Early Voting Election Workers. Judges should provide feedback about clerk performance **before future assignments are made**. Feedback will be considered for future placement; however, clerks may continue to be assigned if feedback is not submitted or is not substantial.

Once assignments are made, judges must accept all assigned clerks.

- Vote centers are staffed with an equal number of eligible partisan clerks.
- Assignments are based on seniority, staffing needs, shift preferences, availability, and other factors.
- Judges may not extend, shorten, or switch clerk shifts without prior approval from Harris County recruitment.



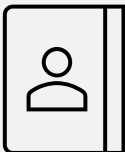
ELECTION DAY

For Election Day, presiding judges are responsible for recruiting, selecting, and communicating expectations to their clerks. **Clerks must be registered voters of Harris County.**

Presiding judges must provide clerks with:

- Payroll information
- Training requirements
- Setup arrangements for up to two clerks
- Election date and expected work hours
- Other assignment-related information

Harris County will advise the required number of clerks, including bilingual staffing requirements. Judges must make every effort to fill required bilingual positions and contact their recruiter for assistance if unable to do so.



CLERK INFORMATION

Submit clerk information to the recruiter promptly and **no later than one week before Election Day**.

Failure to identify clerks and submit their information on time may result in removal from the assignment.



JUDGE ATTENDANCE & COVERAGE

Judges are required to work their full assigned shift. Absences beyond standard breaks require prior approval from the recruitment team and may result in dismissal if not approved. During breaks, judges must ensure appropriate coverage by temporarily elevating an election worker so that both the presiding judge and alternate judge positions remain filled.



INJURIES & INCIDENT REPORTING

Any injury occurring at a vote center must be documented using the Incident Report Form and submitted to Human Resources (HR). Protect the privacy of everyone involved. Do not discuss incident details with anyone outside the Harris County Clerk's Office.



MANAGING AND DELEGATING

Presiding judges and Deputy early voting clerks are responsible for assigning and rotating duties fairly and ensuring Election Workers receive required breaks and lunches. Judges should work together to manage, delegate, and complete election procedures effectively.



GENERAL JUDGE RESPONSIBILITIES

The presiding judge is responsible for all election operations at their assigned vote center, including:

- Contacting the facility in advance to coordinate setup.
- Maintaining a professional relationship with facility staff.
- Notifying the recruiter of the setup date and time.
- Obtaining contact information for the person opening the facility on Election morning.
- Coordinating vote center setup, opening, operations, closing, and return of required equipment.
- Ensuring the vote center is left clean and assisting with sign pick-up.

Alternate judges must be prepared to assume the presiding judge role if the presiding judge becomes unavailable and Harris County recruitment requests the change.



SETUP ARRANGEMENTS

Early Voting and Election Day judges must coordinate with facility staff in advance to:

- schedule vote center setup.
- Ensure access for opening and closing throughout the voting period.
- Follow any facility-specific rules or requirements.
- Notify the recruitment team of the planned setup date and time.



KEY & SUPPLY PICKUP

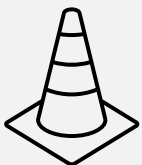
Early Voting: DEVCs must schedule and arrive on time for their key pick-up appointment.

Election Day: presiding judges must select and attend a Supply Handout appointment during the dates and times provided by Harris County.

Designees: judges may authorize someone else to pick up keys or supplies. The designee must present:

- An acceptable form of ID.
- A letter from the judge authorizing the pick-up.

Judges remain responsible for equipment picked up by their designee.



EQUIPMENT STORAGE & SETUP

Equipment must be promptly stored in a safe, clean home environment until Election Day. Do not store equipment in a vehicle, trunk, or vote center. Vote center setup should occur before Election Day, unless otherwise authorized by Harris County.



EQUIPMENT RETURN

Early Voting: DEVCs are responsible for completing closing procedures promptly and providing the Constable with all required items.

Election Day: presiding judges must return all required items and should have someone follow them to the Regional Collection Site. If anything is missing, the judge must return to the vote center, retrieve the item, and return it promptly.

Important: All required forms and envelopes must be completed and returned, even when there is nothing to report.



ADDRESSING ELECTION WORKER BEHAVIOR

Early Voting: DEVCS and AEVCs may not remove any Early Voting workers. Report allegations of misconduct to Harris County for review, investigation, and appropriate action.

Election Day: presiding judges are responsible for addressing inappropriate clerk behavior promptly, privately, and professionally. If the behavior continues or warrants dismissal, the presiding judge should release the clerk. Harris County approval is not required to dismiss a clerk.

Failure to address inappropriate clerk behavior may result in the judge being released from the assignment.

Important: presiding judges may not release alternate judges, dispatched workers, or party-appointed workers without approval from the Harris County recruitment team.

When addressing election worker behavior, follow all anti-discrimination policies.



REASONABLE ACCOMODATIONS

Reasonable accommodations may be available to eligible election workers with disabilities. Requests should be submitted to Harris County before the election. Election workers who do not submit a timely request and are unable to perform required duties may be removed from the assignment.

DRESS CODE & HYGIENE



Election workers are expected to maintain a professional, clean, and welcoming appearance at the vote center.

- Clothing must be clean, wrinkle-free, appropriately fitted, and not overly tight or low-cut.
- Proper personal hygiene is required. Reports of unhygienic practices may result in removal from the assignment.
- The dress code serves as a guide and may not address every clothing item or situation.

For dress code questions, contact the elections recruitment team at 713-755-1617, Option 01 (For EV) or 02 (For ED).

IMPORTANT: Election workers may not wear political clothing of any kind, regardless of whether the candidate, measure, or political party is on the current ballot or not.

Acceptable Attire



- Polo shirts
- Plain t-shirts
- Button down shirts
- Jeans/Slacks (no rips or holes)
- Leggings
- Non-Athletic Shorts that are no higher than 3.5" above the knee
- Skirts/Dresses that are no higher than 3.5" above the knee
- Clean sneakers or casual shoes without holes
- Dress shoes
- Work appropriate sandals



Unacceptable Attire

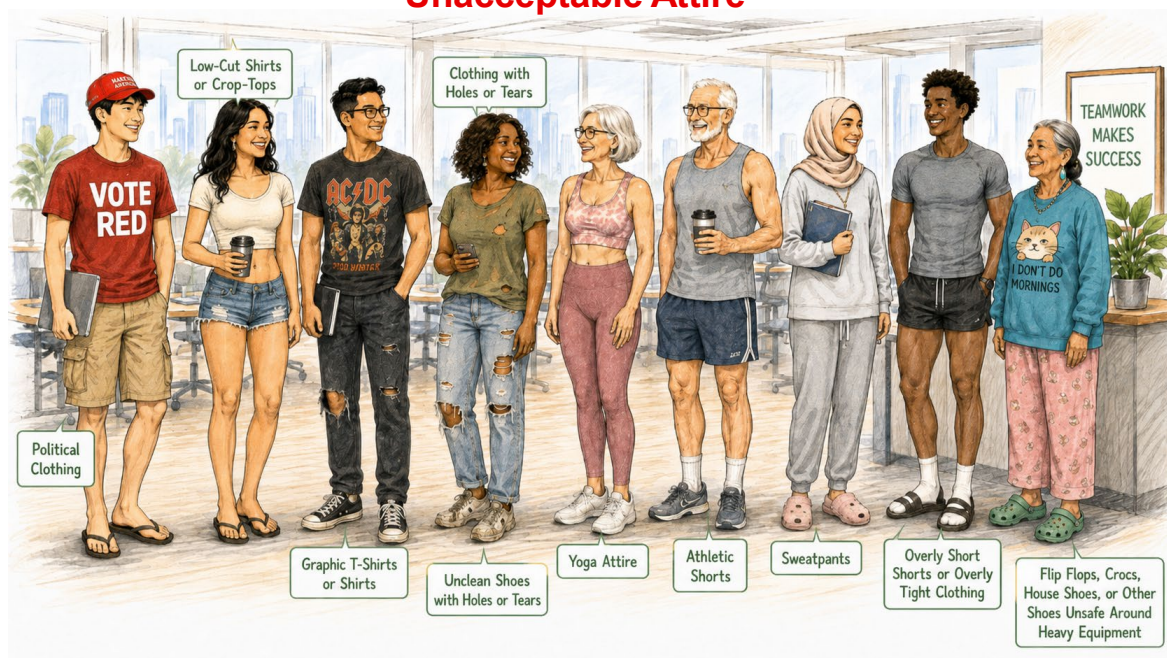


- Political clothing
- Low-cut shirts or crop-tops
- Graphic t-shirts or shirts
- Clothing with holes or tears
- Athletic shorts
- Yoga attire
- Sweatpants
- Unclean shoes with holes or tears
- Flip flops, crocs, house shoes or other shoes unsafe around heavy equipment
- Overly short shorts or overly tight clothing

Election workers may not carry weapons (i.e., firearms, launchers or knives), except for unique situations (KP-0212)

Election workers who arrive in inappropriate attire may be required to leave the vote center, change, and return in acceptable attire. Judges are responsible for monitoring dress code compliance.

Unacceptable Attire



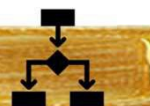
Hygiene

Election workers are expected to maintain good personal hygiene, including:



- Maintain personal cleanliness through regular bathing and oral hygiene and minimize body odor.
- Wear clean, neat clothing appropriate for the workplace.
- Keep hair clean and groomed.
- Avoid reporting to work when sick or experiencing symptoms such as coughing or sneezing.

Election Worker Placement Process



The process for nominating, appointing and placing election workers at vote centers varies depending on the election type. These charts provide a more detailed explanation of the process.

GENERAL Elections for State or County Officers and Resulting Runoff (TEC Sec 32.002)

	Presiding Judge/DEVC	Alternate Judge/AEVC	Clerks
Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated by party; appointed by Harris County Commissioners	Nominated by opposite party; appointed by Harris County Commissioners	Chosen by presiding judge

In countywide voting, judge vacancies can be filled by any appointed judge. For general elections in which state or county officers are not being elected, Harris County conducts the nominating and placement of Early Voting workers. When possible, Harris County places historic judges where they historically work.

PRIMARY Elections and Resulting Runoff

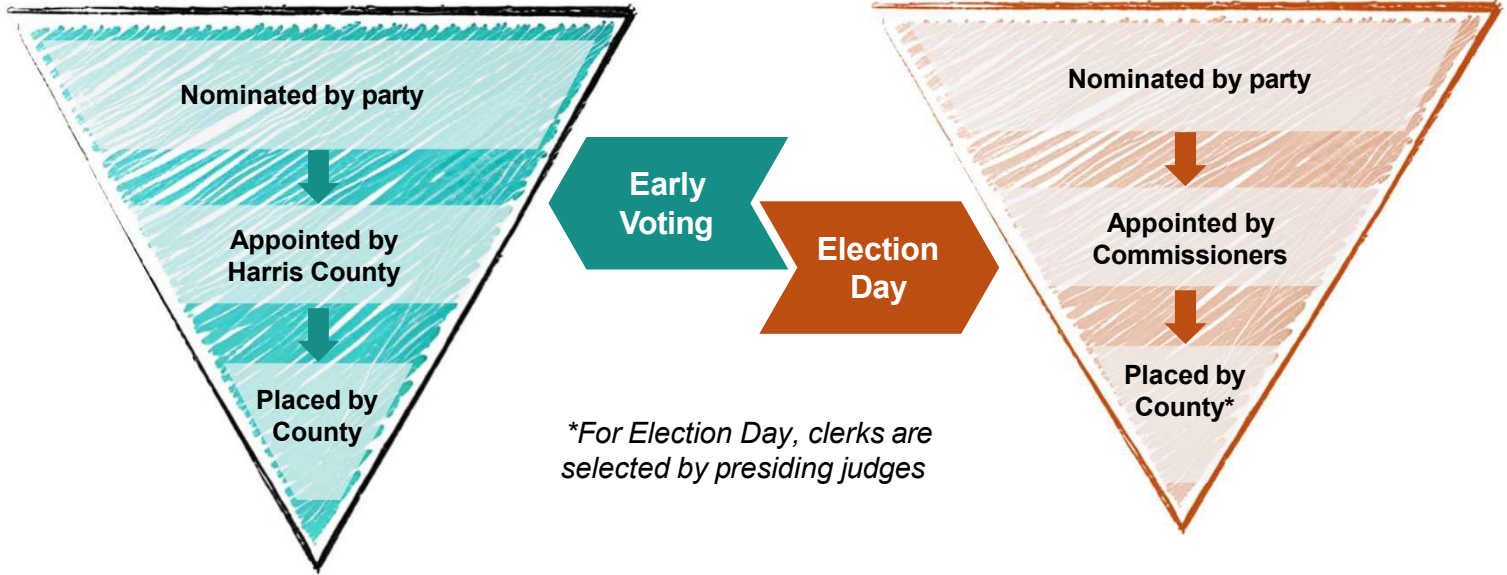
	Presiding Judge/DEVC	Alternate Judge/AEVC	Clerks
Early Voting	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections	Nominated by party; appointed by Harris County Elections
Election Day	Nominated, appointed, and placed by party	Chosen by presiding judge	Chosen by presiding judge

OTHER POLITICAL SUBDIVISION Elections and Resulting Runoffs

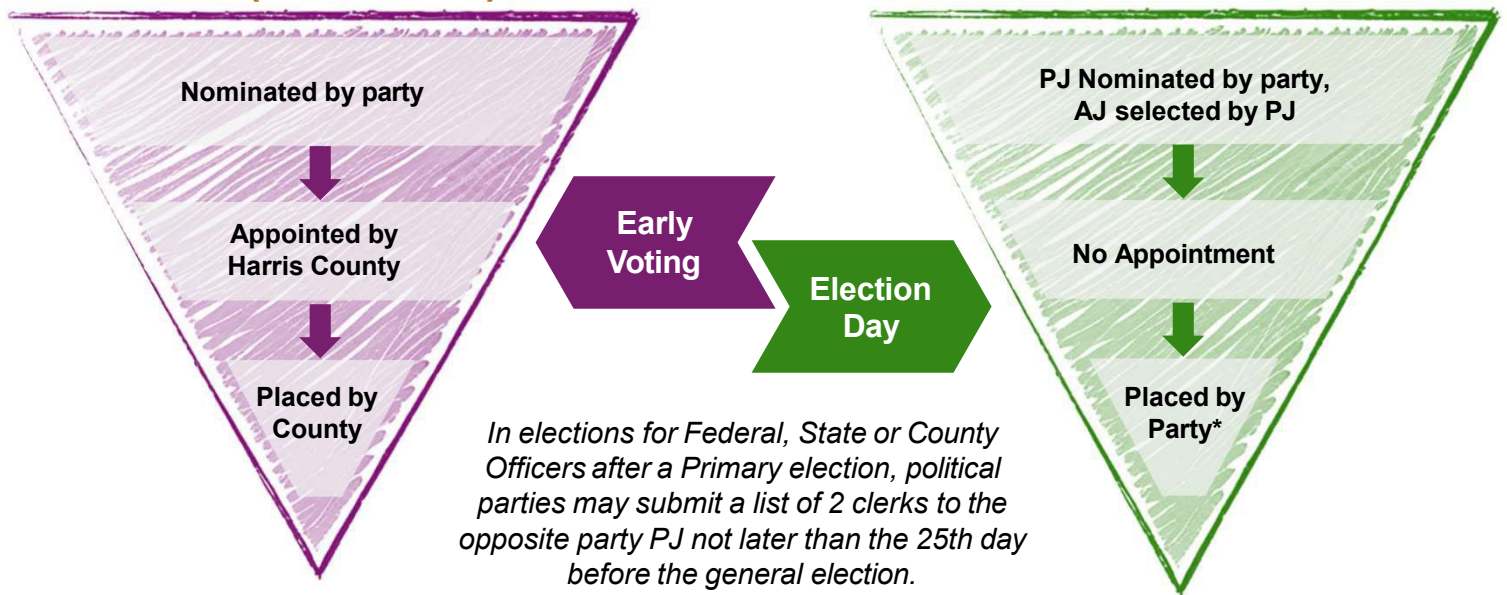
	Presiding Judge/DEVC	Alternate Judge/AEVC	Clerks
Early Voting	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers
Election Day	Appointed by authority ordering election; Harris County is contracted to appoint election workers	Appointed by authority ordering election; Harris County is contracted to appoint election workers. Opposite party not required but sought.	Chosen by presiding judge

This table is a summary of and does not include all possible situations. The Harris County Elections recruitment team coordinates the placements of nominated/appointed election workers. Harris County cannot guarantee the placement of all nominees. Party nominations occur June 30 of each year. Other eligibility requirements may be required.

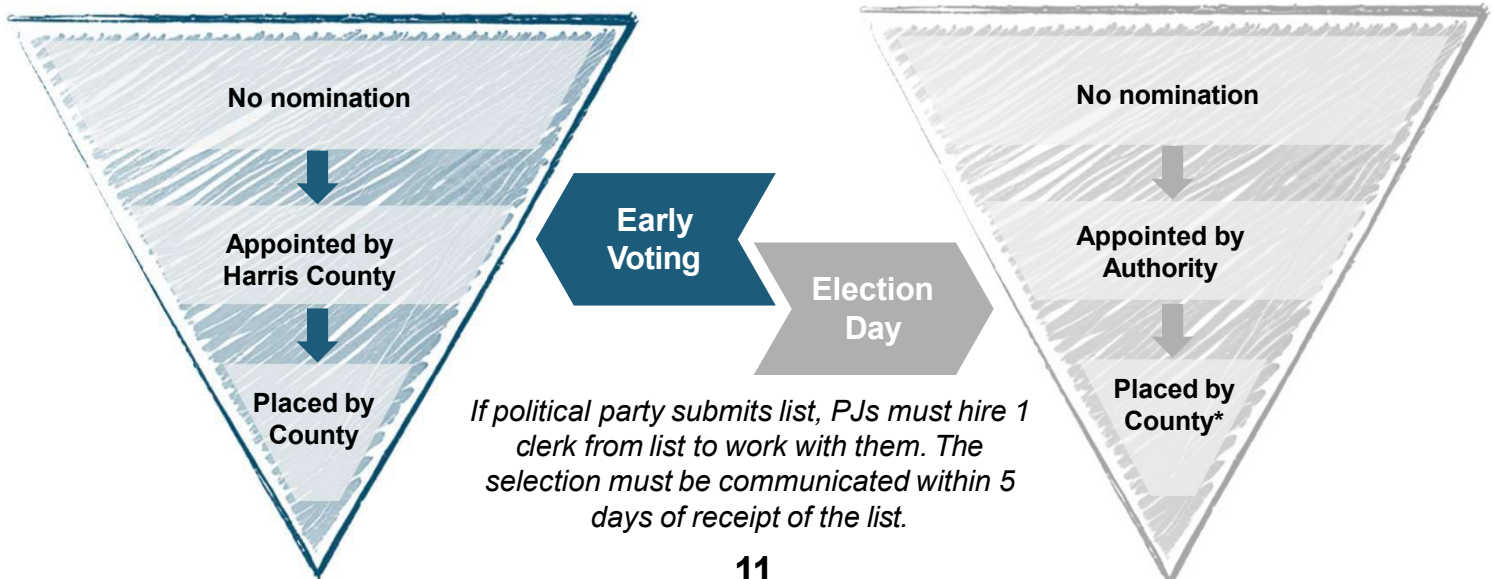
General for State or County Officers



Primaries (Even-Year)



Local Political Subdivisions





The Harris County elections recruitment team investigates, documents and addresses reports of election worker misconduct or personnel-related dispute.



Misconduct is unacceptable or unprofessional behavior that violates Harris County policy or state regulations, whether intentional or unintentional.

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PROCEDURES WHEN MISCONDUCT IS REPORTED

1. Misconduct is reported to recruitment team.
2. The concern is evaluated and, when necessary, investigated by Harris County staff.
3. Upon completion of the investigation, appropriate actions are taken, based on the findings.

Verified complaints, warnings, and removals will be documented and considered when making future placement or appointment decisions.

POSSIBLE RESULTS OF MISCONDUCT INVESTIGATION

If misconduct is corroborated or severe, Harris County may take the following actions:

1. Issue a warning
2. Immediately remove election worker from the assignment.
3. Consider the misconduct when making future appointment decisions

REMOVAL BEFORE AN ASSIGNMENT:

Election judges and clerks may be removed from an assignment before working for failure to:

- Confirm acceptance of the assignment with their recruiter.
- Attend required training before setup or supply distribution.
- Maintain communication with their recruiter.
- Complete required payroll agency registration.
- Meet any other assignment requirements.

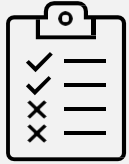
JUDGE REQUIREMENTS ALSO INCLUDE:

- Hiring clerks and promptly providing their information to the recruiter.
- Coordinating and completing vote center setup on time and updating the recruiter on setup status.
- Scheduling and arriving on time for key and/or supply pick-up.
- Working cooperatively with facility staff and following facility requirements.



MISCONDUCT THAT MAY RESULT IN WARNING OR REMOVAL *(This list is not exhaustive)*

- Coercing or influencing a voter's vote.
- Unlawfully assisting a voter or disclosing voter information or how a voter voted.
- Unlawfully permitting or preventing the deposit of a ballot.
- Intimidation, threats, assault, harassment, or other inappropriate conduct.
- Preventing the opposite-party judge from witnessing judge processes, signing required forms, or otherwise failing to collaborate.
- Dishonesty or ethics violations, including falsifying time, theft, or failure to return Harris County or facility property.
- Failing to properly secure or use required voting equipment, including the minimum 2 Scans and 2 Controllers.
- Treating others disrespectfully or unfairly, including racist or derogatory language, political commentary, yelling, or berating others.
- Failing to follow voter processing procedures or approved standards, including required signatures on Provisional documents.
- Preventing required wait-time updates or providing false wait-time information.
- Failing to follow Texas law, Harris County procedures, required forms, or direction from Harris County elections staff, including combative behavior.
- Failing to return required items within the time specified by Harris County (within 2 hours after polls close).
- Failing to fulfill assignment duties, including sleeping on duty, taking excessive breaks, electioneering, or conducting personal business.
- Persistent cell phone use for non-official purposes.
- Judges leaving the vote center for more than 30 minutes without Harris County authorization.
- Violating voting procedures, including processing voters before 7:00 a.m. or closing Scans, Controllers, or curbside voting before the polls close.
- Refusing to accept an eligible Poll Watcher.



PROCEDURES WHEN MISCONDUCT IS REPORTED

- Harris County staff will seek to confirm reported allegations.
- If confirmed, Harris County may issue a warning or require removal, depending on the severity.
- A second occurrence of previously warned conduct may result in immediate removal.
- Threatening behavior or derogatory, racist, sexist, or homophobic statements may result in immediate removal.
- Complaints, warnings, and removals will be documented and reviewed when considering future placement.
- When election workers are party-nominated, Harris County will notify the appropriate political party of warnings or removals. On Election Day, Harris County will seek concurrence from the appropriate party.
- A removed election worker must leave the vote center immediately and is no longer authorized to remain inside.

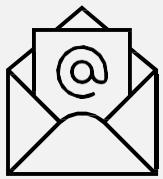
Election workers must comply with Harris County resolutions.

APPEAL REQUESTS

Election workers removed from duty may request an appeal by:

1. Providing a written detailed explanation of the events for which the election worker was removed.
2. Include any evidence that counters the claims.
3. Submitting the explanation and supporting evidence to:
Recruitment@vote.hctx.net.

The elections recruitment team will review the appeal and provide a written response within 30 day.



Q. Who is allowed in a vote center?

A. Only the following individuals may be in a vote center from the time the DEVC/PJ arrives until the items to return have been delivered:

1. An election judge or clerk,
2. A Poll watcher,
3. The Secretary of State,
4. The Elections Division staff of the Secretary of State's office,
5. An election official, sheriff or staff member of an election official delivering election supplies,
6. A state inspector,
7. A person admitted to vote,
8. A child under 18 years of age who is accompanying a parent who has been admitted to vote,

***NOTE: election workers may not bring children to the vote center during work.**

9. A person providing requested assistance to a voter,
10. A person accompanying a voter who has a disability,
11. A special peace officer appointed by the presiding judge,
12. The County chair of a political party (during primary elections),
13. A voting system technician,
14. Or the county election officer to perform tasks related to administration of the election.

Candidates: *A candidate commits an offense if the candidate is in the polling place during the voting period unless they are voting, assisting a voter or conducting official business in the building in which the vote center is located (TEC 61.001).*

Presiding Judge Responsibility:

- Ensures scheduled fire drills or disruptions do not impact voting.
- Ensures no recording of voting areas by video or audio equipment in the facility occurs (this includes any smart technology with a camera or microphone).
- Ensures the setup of the Vote Center before the start of voting.
- Sets up work schedules giving Alternate Judge and Clerks their positions and break times.
- Monitors all Election Workers are properly supporting Voters.
- Manages election-related activities, including all election forms and ePollBook information documentation.
- Ensures electioneering or loitering only occurs past the 100-ft line. Judges do not yell across the room, but rather go out and talk quietly to Voter with an electioneering or handgun situation, saying "You may not know this ..."
- Secures all equipment in the Vote Center at the end of the day.
- **Early Voting:** DEVCs prepare materials to return for the Constable.
- **Election Day:** PJ ensures prompt return of election equipment upon closing. Judges who have not finished paperwork within 1.5 hours of the last Voter leaving should take paperwork to Drop Off for assistance.

Alternate Judge Responsibilities:

The Alternate Judge serves as a backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge serves in their absence (TEC 32.001b).

- Reports to and performs duties assigned by the Presiding Judge.
- Assists the Presiding Judge in attaching or breaking Seals and logging information on forms such as *Seal Logs*, *Scan Chain of Custody forms*, *reconciliation forms*, et cetera.
- Can help Voters with any forms that a Judge can do.

Vote Center Clerks

Ballot Box Clerk, Curbside Clerk and Electronic Support Specialist



Ballot Box Clerk Responsibilities:

- Positioned at the Ballot Box to assist voters when necessary; one Clerk shall be assigned per Ballot Box when staffing levels permit.
- Provide instructions to Voters for inserting their ballot into the Scan when its not accepted on the first try.
- Monitor the Scan to ensure that all ballots are accepted.
- Immediately notify a Judge if a ballot is not accepted by the Scan or if any irregularity is observed.
- Ensure that no Voter exits the Vote Center with a ballot.
- Offer each Voter an "I Voted" sticker and thank them.

Curbside Clerk Responsibilities:

- Assists Curbside Voters by bringing an ePollBook and Duo Go device directly to the Voter's vehicle.
- Ensure Duo Go's are being charged whenever they are not in use. Alternate devices between vehicles to ensure even usage and maintain battery life.
- Transports the Voter's printed ballot to the Scan using the Curbside Carrier Envelope and deposits it securely.
- Provides an "I Voted" sticker to the voter and confirms the successful casting of the ballot.
- Curbside Voters requiring provisional ballots, Reasonable Impediment Declaration (RID), or Mail Ballot Cancellations are processed exclusively by the DEVC, AEVC, Presiding Judge, or Alternate Judge.
- In accordance with House Bill 521 effective September 1, 2025, when four or more Election Workers are present at the Vote.

Electronic Support Specialist (ESS):

- Updates wait times every 15 minutes using the ePollBook or the provided Harris County website access.
- Perform other tasks as assigned by the judge.

Vote Center Clerks



Forms, Greeter and Qualifying Clerks

Forms Clerk Responsibilities:

- Assigned, as needed, by the DEVC/ PJ to assist the completion, or documentation of forms.
- When not assisting with forms, should help monitor Duo lines to ensure no unfinished voting sessions remain on-screen after voters leave also performing any other tasks assigned to them by the judge.
- Places any unattended, printed ballots in the Thrown-Ballot Envelope.

Greeter Clerk Responsibilities:

- Welcomes voters warmly and professionally offering a friendly smile.
- Advises groups of five or more Voters, when appropriate, to have their photo identification or alternate identification ready.
- Informs voters about the prohibition of wireless communication devices and recording equipment within the voting area, in accordance with TEC 61.014.
- Monitors the 100-foot line around the polling place and promptly reports any violations related to electioneering to a Judge.
- Walks along the line of Voters to identify and assist individuals with mobility challenges, ensuring they receive voting order priority as outlined in TEC 63.0015.

Qualifying Clerk Responsibilities:

- Greets voters courteously at the Qualifying Table using respectful language, including "please" and "thank you."
- Operates the ePollBook and Controller to qualify voters in accordance with established procedures and laws.
- Provides clear direction to Voters by requesting identification, issuing ballot paper and access codes. and guiding them to the appropriate voting equipment.
- Recognizes situations requiring additional documentation and promptly refers the Voter to a Judge to complete the qualification process.
- Utilizes Statement of Residence (SOR) forms when required during voter qualification, ensuring all forms include the County of current residence.

ELECTION WORKER PAY:

- Deputy early voting clerk (DEVK) / presiding judge (EV / ED): \$20 per hour
- Alternate early voting clerk (AEVK) / alternate judge (EV / ED): \$17 per hour
- Clerks (EV and ED) / student clerks / electronic support specialists (ESS): \$17 per hour

EARLY VOTING STIPENDS:

- DEVK: \$70 for setup, key pickup, and personal cell phone use.
- AEVK: \$54 for setup and personal cell phone use.

ELECTION DAY STIPENDS:

- Presiding judge: \$120 for Clerk hiring, vote center setup, supply pickup, personal cell phone use, and other assignment responsibilities.
- Alternate judge: \$100 for vote center setup, personal cell phone use, and support of the presiding judge.

****NOTE: election worker pay may vary during primary and primary runoff elections.**

Election workers are considered temporary employees of the agency used by Harris County Elections and report directly to Harris County Elections.

- All election workers sign in and out using the ePollBook.
- The Compensation Sheet must also be completed on Election Day.

Agency Registration



The agency used by Harris County Elections processes all Harris County election workers.

- Complete the agency's onboarding application **before** working your first election.
- For future elections, update only information that has changed.
- Judges and clerks who have not previously registered should complete onboarding before Election Day to avoid significant payment delays

Harris County Payroll: 713-274-9977



All Early Voting election workers must participate in vote center setup. Setup should be completed within two hours.

- Clerks receive a \$34 flat-rate setup stipend.
- Each clerk must enter their setup stipend using the Setup Stipend button.
- After all clerks have entered their stipend, the DEVK submits the entries to payroll.

Election Day Setup and Supply Pickup / Drop Off



The presiding judge, alternate judge, and two clerks participate in vote center setup.

- Clerks receive a \$34 flat-rate setup stipend and must enter it using the Setup Stipend button on the ePollBook.
- After both clerks enter their stipend, the presiding judge submits the entries to payroll.
- Presiding and alternate judges do not receive additional setup pay; setup is included in their judge stipend.
- The PJ, AJ, or clerk returning supplies must record the additional time on the Compensation Form.
- In the ePollBook, mark the two election workers returning supplies. Payroll will update their end time to reflect the drop-off time.
- If Early Voting equipment remains set up for Election Day, no additional Election Day setup compensation is provided.

Early Voting Work Hours



- DEVCs & AEVCs work full shifts while Clerks work split shifts. Anyone working eight hours or more must take an unpaid 30-minute lunch break.

Election Day Work Hours



Judges typically work full shifts from 5:30 AM to 8:30 PM (15 hours).

- Time reported over 15 hours must include justification.
- Hours over 15 without a verifiable reason may not be compensated.
- The presiding judge sets clerk schedules. Clerks may work a full or split shift.

Training



Election workers are paid for training after they:

- Attend training.
- Work the election.
- Register with the agency used by Harris County elections.
- Submit their time promptly.

Election workers who attend training but do not work the election may not be eligible for training compensation.

Lunches / Breaks



- Election workers working eight hours or more must take a 30-minute unpaid lunch.
- When workload permits, election workers should receive two paid 15-minute breaks.

Recording Time



- Record actual time worked; do not round up. Harris County does not compensate for hours not worked.
- Election Day work hours generally should not exceed 15 hours.
- **Please be advised: technicians are not paid pay Harris County, therefore should NOT be entered on a timesheet, comp form, or in an ePollBook.**

For Questions about Payment



Harris County submits time to the agency responsible for processing payments.
Payroll hours of operation: Monday - Friday, 8:00 AM to 4:30 PM.

- Harris County Payroll: Election.Payroll@vote.hctx.net or Call: 713-274-9977

Conduct that May Result in Removal

- Treating election workers or voters disrespectfully, including racist language or political commentary.
- Official oppression, sexual harassment, terroristic threats, intimidation, threats, or coercion of voters or election workers.
- Unlawfully assisting a voter, influencing a voter's vote, or disclosing how a voter voted or other protected voter information.
- Falsifying hours on a timesheet.
- Failing to follow Texas or Harris County laws, rules, and procedures.

Procedure for Removing Election Workers

- Harris County staff will investigate all allegations.
- If a complaint is confirmed, a warning or removal may be issued based on the severity. Serious misconduct may result in immediate removal.
- Threatening behavior or derogatory, racist, sexist, or homophobic statements at the vote center may result in immediate removal.
- On Election Day, when election workers are party-nominated, Harris County will discuss the issue with the nominating political party and seek agreement on removal.

Emergency



Emergencies in the Vote Center

Once preparations for voting have begun, the deputy early voting clerk or the presiding judge is responsible for the security of the vote center and must secure the location if it is left unattended (TEC 62.001).

- Keep cell phones charged and important phone numbers accessible.
- Know the vote center's full physical address for emergency responders.
- Review the facility's evacuation plan with all election workers.
- If a peace officer or off-duty police officer is on staff, know who they are and how to contact them.
- In an emergency, call 911 and calmly assess the situation.
- Follow law enforcement instructions and notify Harris County elections immediately.

Emergency Evacuation



Review the facility's evacuation plan and ensure all election workers know where to go if an evacuation is required. **Safety is the first priority.** If an evacuation is necessary, move everyone out safely and calmly.

Follow the instructions below based on the seriousness of the situation:

- Non-dire emergency: Remain at the vote center. If power is lost, call 713-755-1617, Option 04.
- Dire emergency: Evacuate immediately. The DEVC/PJ and AEVC/AJ should take the Controller, Scan with Ballot Box, and ePollBooks with charging cables and blocks.
- Vote center relocation: Move all equipment to the new location and continue processing voters. Report the relocation to Harris County as soon as possible at 713-755-1617, Option 04.

Follow these steps to secure equipment and move to the evacuation area.

1. SCAN/BALLOT BOX



Unplug the Scan.

Two Election Workers carry Scan/Ballot Box to the evacuation area.

2. EPOLLBOOKS



Take all ePollBooks and the charging cords and blocks that are attached.

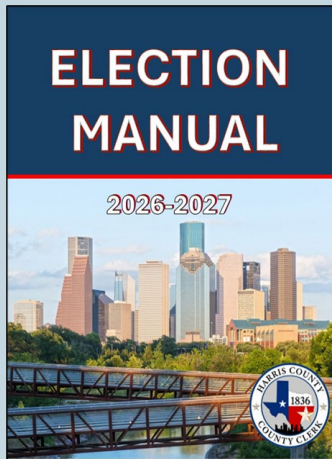
3. CONTROLLER



Unplug Controllers and take them to the evacuation area.

Training Resources

Election Manual, Tutorials, and LMS Courses



Election Manual

NEW

The new Election Manual is divided into two sections:

Section 1 – Vote Center Processes p. 4-27

Provides detailed, step-by-step guidance for completing vote center procedures.

Section 2 – Forms p. 29-52

Includes all forms used at the vote center, along with guidance for properly completing each form.

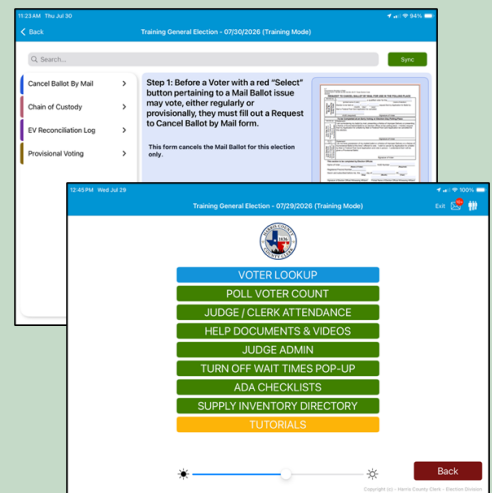
Tutorials in the ePollBook

NEW

New tutorials are now available in the ePollBook's main menu.

These tutorials cover a variety of vote center procedures and provide quick guidance during the election period.

Explore the tutorials before you need them so you can become familiar with the content.



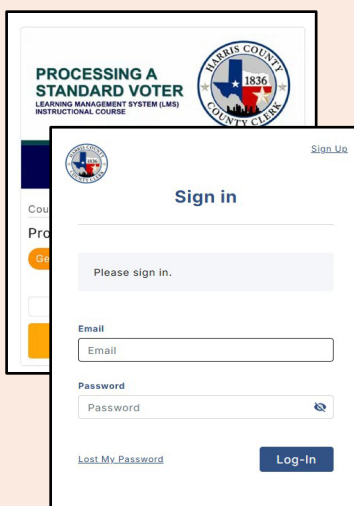
Learning Management System (LMS)

Every election worker has access to Harris County Election Services' **Learning Management System (LMS)**, hosted by SkyPrep.

The LMS provides courses covering a wide range of topics and offers an in-depth look at **vote center procedures, election processes, and worker responsibilities**.

LMS Access:

<http://harris-county-election.skyprepapp.com>



Judges Resource Line

713-755-1617



Option 01 – EV Recruitment

Option 06 – EW Complaints

Option 02 – ED Recruitment

Option 07 – Vote Centers

Option 03 – Payroll

Option 08 – Voter Registration

Option 04 – Training

Option 09 – Requalification

Option 05 – Supplies

Option 10 – Legal

Option 01 **EV Recruitment**

- ☎ Assigned vote center, training, staffing
- ☎ Personnel questions, issues, and complaints

“My Early Voting vote center is short staffed.”
“I have a clerk who refuses to do their assigned tasks.”
“I don’t know to which Early Voting location I am assigned.”
“How do I access my check stub?”

Option 02 **ED Recruitment**

- ☎ Location assignment, staffing
- ☎ Recruiting election workers; personnel questions

“The alternate judge has not shown up on Election Day.”
“When can I come to pick up my supplies for Election Day?”
“Where will I be assigned on Election Day?”
“I tried to get enough clerks for Election Day but still need more shifts covered.”

Option 03 **Payroll**

- ☎ Help signing up with election worker agency
- ☎ Reporting issues if unpaid 5 weeks after an election

“How do I signup for InfoStride?”
“I never received a check for working the past election.”
“My check was sent to the wrong address.”

Option 04 **Training**

- ☎ Training or tech-related questions
- ☎ Clarity on voting procedures

“I need assistance with completing the Daily Reconciliation envelope.”
“How do I process a voter who no longer lives in Harris County?”
“Can the curbside clerk also assist with processing voters inside the vote center?”
“Can a voter use a college ID card to be qualified to vote?”

Judges Resource Line



713-755-1617

Option 05 **Supplies**

- ☎ Running low on supplies (forms, envelopes, locks, etc.)
- ☎ Missing supplies

"We are running low on green seals."
"My vote center is missing a cable lock."
"I can't find the Register of Official Ballots. We must not have received it."

Option 06 **Clerk Complaints**

- ☎ Report any election worker complaints or concerns
- ☎ Suggestions to improve election worker experience

"My judge is not allowing us to take a break."
"Another clerk is saying inappropriate things to me in the vote center."
"I'm concerned my judge is not following the proper procedures."

Option 07 **Vote Centers**

- ☎ Issues accessing building or other concerns
- ☎ Power outages

"I am here at my assigned location; however, no one is here to let us in."
"The air conditioner is not working at our location, and the facility is not helping."
"The power is out at our location."

Option 08 **Voter Registration**

- ☎ Help determining a voter's precinct and ballot style
- ☎ Determine a voter's registration status in Harris County

"A voter is not populating in the ePollBook, can you check their registration status?"
"The voter is unsure if they are voting the correct ballot; can you verify their ballot style?"
"The voter is not registered and is wanting to vote a Provisional Ballot."

Option 09 **Requalification**

- ☎ Request assistance to requalify a voter

"A voter has left without casting their ballot. I need help to requalify the voter."
"The voter had an emergency while making their selections and left abruptly before depositing their ballot."

Option 10 **Legal**

- ☎ Report a legal violation in the vote center
- ☎ Electioneering

"A Poll Watcher is taking pictures inside the vote center."
"We have a current candidate at the vote center shaking hands and speaking to voters waiting in line."

Qualifying Voters

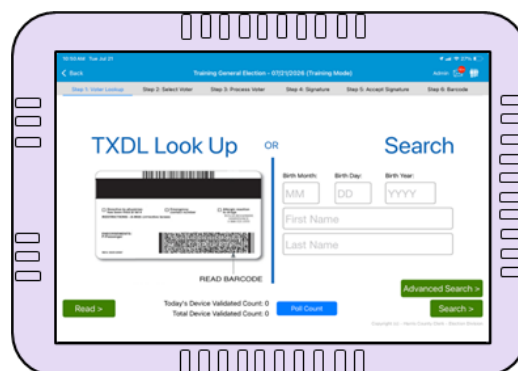
Processing Voters in the ePollBook


 2175687783
08/09/2001
0659-122

Identify the voter:

1. Qualifying clerk greets voters and asks for their photo identification.
2. Check Acceptable Forms of Identification (List A) to confirm the IDs the voter presents is acceptable. Be sure to compare photo ID to the voter's face.
3. Ensure the presented ID is not expired more than 4 years unless the voter is 70 years or older.
4. If an unfamiliar ID is presented, the DEVC/AEVC or PJ/AJ should be notified for assistance. They can call the Judge Resource Line for help with ID approval.

Step 1. Voter lookup: Place the Driver's License on the ePollBook stand with the barcode facing the qualifying clerk. Tap "Read" in the lower left-hand corner. The ePollBook will populate the voter's information. A manual search must be used for any List A ID that is not a Texas Driver's License.



Conducting a Manual Search:

Use the voter's List A ID to enter the following information:

- The entire birth month, day, and year.
- The first three letters of the last name.

Entering additional information may slow down the search process and potentially expand the list of voters to sort through. In some instances where several names appear to be the same, use the date of birth to identify the correct voter.

Left side of the screen will only READ the Driver's License

Key Points to Remember:



Photo Resemblance: The voter must reasonably resemble their ID photo.



Name Match: The name on the ID must match or be similar to the registered name.



Expiration Date: It must be current or expired no more than 4 years (unless the voter is age 70+).

Step 2. Select voter: voter information appears

Compare the name and birthdate to the information displayed on the screen. Tap the green “Select” button for the correct voter.

Step 3. Process voter

After selecting the voter, the ePollBook displays questions for the qualifying clerk to answer.

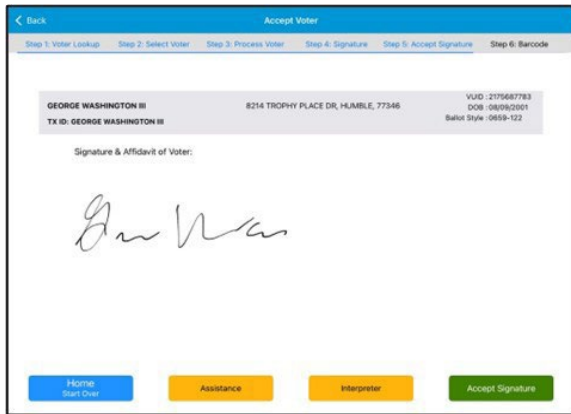
When prompted to answer the question concerning the voter’s address, be sure to ask the voter if they still live at the address listed on the ePollBook. **Do not use the address on the voter’s ID.**

The next question, "Is this a curbside voter or accompanying someone who is voting curbside?" "Change selection to “Yes” only when processing a curbside voter.

The final question “Voter Able to Sign” automatically populates as “yes”. If voter cannot sign, change the selection to “No” and enter the reason in the box. Tap the “Go to Voter Signature Screen” button once all questions have been answered.

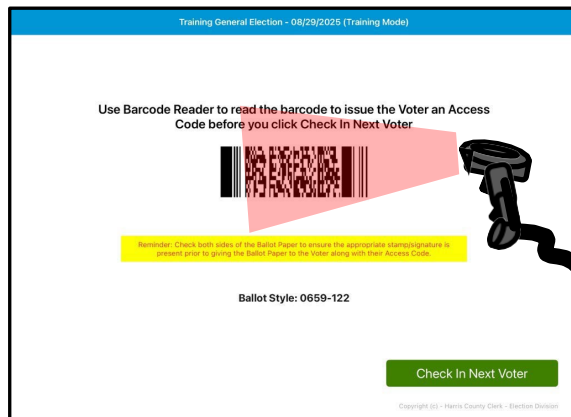
Step 4. Signature:

Flip the ePollBook toward the voter and ask them to confirm their information in the gray field. Once confirmed, ask the voter to sign and tap the green “Accept” button. The ePollBook will beep and the ePollBook can be flipped back to the qualifying clerk to complete processing.



Step 5. Accept signature:

Tap the green “Accept Signature” button in the bottom right corner of the screen.



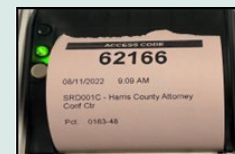
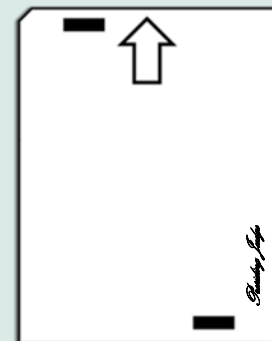
Step 6. Confirm access code:

Read the barcode with the barcode reader. Verify the Ballot Style Number under the barcode matches the Ballot Style Number on the Controller.

If they are the same, click the box on the Controller that says “Yes, this is correct” then tap “Issue Access Code.” The voter’s access code will print. Do not tap “Check In Next Voter” until the access code has been issued.

Ballot paper must be stamped or signed before it is issued to voter with their access code. The qualifying clerk provides the voter the following directions:

1. Go to an open voting booth directly in this line (gesture to the voter if necessary).
2. Follow the prompts on the screen, enter this number from your access code (point to code).
3. Insert the ballot paper with both hands when instructed to do so.
4. Do not pull the ballot paper out until the machine tells you to.
5. Check your printed ballot to confirm it is accurate and readable.
6. Insert printed ballot into an available Scan (indicate where Scans are located).



Statement of Residence



Statement of Residence process on the ePollBook

The need for a voter to fill out a *Statement of Residence* (SOR) form is triggered by one of two things:

1. Voter responds they no longer live at the address listed in the ePollBook.
2. Voter has a yellow select button that says "SOR Required."

21-6 (8/2025)
Prescribed by Secretary of State

STATEMENT OF RESIDENCE (CONSTANCIA DE DOMICILIO PERMANENTE)
For persons whose residence address does not match voter registration address.
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Include suffix if any (Mr., Sr., III) Apellido Incluya el sufijo si lo hay	First Name Primer nombre	Middle Name (if any) Segundo nombre (si corresponde)	Former Name (if any) Apellido anterior (si corresponde)
Doe	Jane		

Residence Address: Street Address, Apt./Unit, City, State, and Zip Code. (If none, describe where you live. No P.O. Box, Rural Route, or business address.) Dirección de Residencia: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (A falta de estos datos, describa dónde vive. No use P.O. Box, Ruta Rural o Dirección de Negocios.)

17530 Autumn Trails Ln, Houston, TX 77084

Current County of Residence: **Harris**

Gender (Optional) Género (Opcional)
☐ Male Masculino
☒ Female Femenino

Mailing Address: Street Address, Apt./Unit, City, State, and Zip Code. (If mail cannot be delivered to your residence address.) Dirección Postal: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (Si no se puede entregar el correo en su dirección de residencia.)

18418 Tristandale Ln, Spring, Texas 77379

Telephone Number (Optional) Include Area Code. Número de Teléfono (Opcional) Incluya código de área

000-000-0000

Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): Número de licencia de conducir de Texas (TX DL) o tarjeta de identificación de Texas (TX ID) (expedida por el Departamento de Seguridad Pública de Texas):

1 2 3 4 5 6 7 8 XXX-XX-XXXX

☐ I have not been issued a TXDL, TX ID, or Social Security Number. No se me ha expedido un número de TX DL, TX ID, o de Seguridad Social.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and Soy residente de este condado y ciudadano de los Estados Unidos; y
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and No he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, periodo de libertad condicional, o he sido indultado; y
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. No he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto.

☒ Jane Doe Date: 03/10/2026

Signature of applicant or signature of agent and relationship to applicant or printed name of applicant (if signed by witness) Firma del solicitante o firma del agente y relación con el solicitante o nombre impreso del solicitante (si está firmado por un testigo)

10:21 AM Mon Aug 10

Process Voter

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

ROSA PARKS 10221 MUNN ST, HOUSTON, 77029 VUID: 7795025096
TX ID: ROSA PARKS DOB: 09/26/1996 Ballot Style: 0163-48

Ask the voter: "Do you currently live at 10221 MUNN ST, HOUSTON, 77029?"

Voter's Response: ☐ Yes ☒ No

SOR Needed - Has the Voter completed a SOR Form? ☐ Yes ☒ No

Is this a Curbside voting location? ☒ Yes ☐ No

Voter Able to Sign: ☒ Yes ☐ No

Home Start Over

Advance Search

The qualifying clerk needs to ensure the following things:

- The voter **MUST** fill out an SOR before being qualified to vote. If they do not fill out the SOR, they will be required to vote a Provisional Ballot (63.0011(c)).
- Ensure the SOR form has been completed and signed by the voter. The voter must indicate their current residence is still in Harris County.

Use the completed SOR to answer the following question on the ePollBook:
"What is the County of Current Residence in Texas?"

- If the form indicates the voter still lives in Harris County, continue the standard process.
- If the voter selected another county, the voter would need to call voter registration 713-274-8200.

9:27 AM Thu Jul 23

Process Voter

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

ROSA PARKS 10221 MUNN ST, HOUSTON, 77029 VUID: 7795025096
TX ID: ROSA PARKS DOB: 09/26/1996 Ballot Style: 0163-48

Ask the voter: "Do you currently live at 10221 MUNN ST, HOUSTON, 77029?"

Voter's Response: ☐ Yes ☒ No

SOR Needed - Is Voter Willing To Fill Out A SOR Form? ☒ Yes ☐ No

What is the County of Current Residence in Texas? ☐ Harris ☒ Other

Is this a Curbside Voter or accompanying someone voting curbside? ☐ No, Accompanying ☐ No

Voter Able to Sign: ☒ Yes ☐ No

Home Start Over Previous Screen Go to Voter Signature Screen



If the voter selected another county, the voter would need to call
Voter Registration at 713-274-8200.



Curbside Voters



Processing curbside voters

The Curbside Oath Statement will now be completed on the ePollBook.

Initial contact

- Ask the driver to pull into the designated curbside parking spot. **Two election workers are required to process curbside voters.**
- Ask, "Who will be voting curbside today?" Hand voters the laminated *Curbside Voter Statement* to review.
- Anyone the statement applies to will complete the curbside oath and be processed as a curbside voter in the ePollBook.



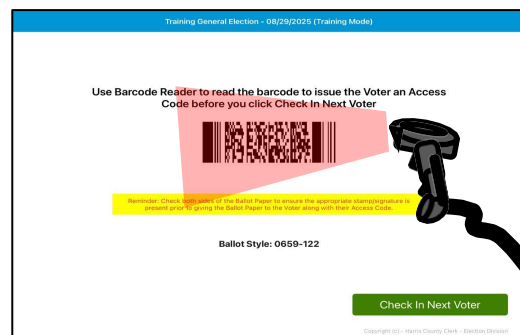
Only those for whom the oath applies are considered curbside voters. They should be processed before those accompanying them.

Qualify the curbside voter

- Qualify the voter using the ePollBook.
- Upon reaching the barcode screen, ask the voter to wait while the Duo Go is retrieved.

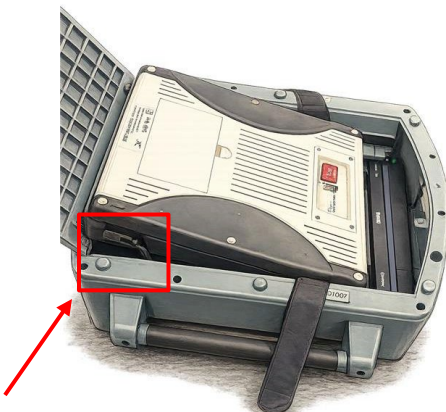
Access code process

- Scan the barcode at an available Controller to generate an access code.
- Enter access code into an available Duo (use one of the last Duos in line). When the Duo instructs to insert ballot paper, unlock and undock the tablet and bring it to the Duo Go table.



Duo Go Carrier setup

- Unlock the Duo tablet and bring it over to the Duo Go table.
- Connect the tablet to the Duo Go using the USB cord.
- Insert the ballot paper into the Duo Go's printer. A green check mark will appear on the tablet screen once completed correctly.



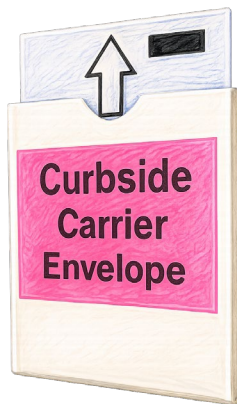


Return to voter

- Bring the Duo Go Carrier to the voter.
- Inform the voter that the car is now a vote center, and all vote center rules apply, including the prohibition on cell phone use.

Voting

- Wait near the vehicle from an appropriate distance while the voter is making their selections.
- The voter will print their ballot once completed and confirm it is legible.



Ballot Handling

- Provide voter with the Curbside Carrier Envelope.
- Voter will insert their ballot inside the envelope and hand it to the curbside clerk.
- Ask the voter to wait while the clerks go inside the vote center to deposit the ballot.

Final Step

- Both curbside clerks return to the vote center with the Curbside Carrier Envelope.
- They will deposit voter's ballot into the Scan.
- Return to the voter with an "I Voted" sticker.
- Thank the voter for voting.



Key Points to Remember:

- Two curbside clerks are required to process a curbside voter.
- The *Curbside Voter Statement* is a verbal oath and must be read aloud by anyone it applies to.
- Is this a curbside voter or accompanying someone who is voting curbside?
 - Yes → Curbside Oath applies to this voter.
 - No, Accompanying → Curbside Oath applies to someone else in the car.
 - No → This voter is inside the vote center.

Reasonable Impediment Declaration

If a voter does not possess the required List A photo ID and has a reasonable impediment to obtaining one, they may complete a ***Reasonable Impediment Declaration (RID)***, allowing them to vote using a standard ballot if all necessary requirements are met.



Steps for Judges

1. **Determine Eligibility** – Confirm the voter does not have a valid List A photo ID. If they do not, inquire if the voter has an acceptable form of List B ID. See provided List B documents in RID section of Election Forms Box. If they are found on the ePollBook and have a valid List B ID, provide them with a *Reasonable Impediment Declaration (RID)* form.
2. **Explain the Process** – If the voter identifies an impediment from the RID, they may complete the RID form and present the supporting ID, TEC 63.001(i).
3. **Verify Form Completion** – Qualify the voter on the ePollBook. Ensure the voter filled out all required fields and has selected a valid impediment reason from the following options:
 - ✱ Lack of Transportation
 - ✱ Disability or Illness
 - ✱ Lack of Birth Certificate or Required Documents
 - ✱ Work Schedule
 - ✱ Lost or Stolen ID
 - ✱ Family Responsibilities
 - ✱ Acceptable form of ID applied for but not received
4. **Check Supporting ID** – Verify the voter provided a List B ID meeting legal requirements. If there are any questions regarding List B ID, call the Judge Resource Line at **(713) 755-1617, Option 04**.
5. **Finalize the Process** – Review the completed form, record the type of List B ID presented, then the DEVC/AEVC or PJ/AJ signs and dates the form.

6. Allow Standard Voting – On the ePollBook indicate the reason for RID and the List B ID provided. After verifying the RID, check the voter in and issue a standard ballot.

A.

The screenshot shows the 'Process Voter' screen for James Madison. A modal is displayed with the title 'Handed Voter a RID form to complete'. The modal contains a 'Form?' section with a 'Yes' checkbox checked and a 'No' checkbox. Below this, there is a 'Reason for RID' section with a 'Select Reason' button. The modal also includes a 'Handed Voter a RID' section with a 'Select ID' button. The background screen shows fields for 'Has Voter Provided an Acceptable Photo ID?' (Yes/No), 'RID Form Needed - Has The Voter Provided A Supporting Form Of ID And RID Form?' (Yes/No), 'Reason for RID: Please select a reason for RID', 'ID for RID: Please select an ID for RID', and 'Does Voter Registration Name Exactly Match Name on ID Provided?' (Yes/No). At the bottom, there are 'Home Start Over' and 'Proceed to next screen to complete additional questions' buttons.

Tap “Voter Returned with RID.”

B.

The screenshot shows the 'Process Voter' screen for James Madison. A modal is displayed with the title 'Handed Voter a RID form to complete'. The modal contains a 'Form?' section with a 'Yes' checkbox checked and a 'No' checkbox. Below this, there is a 'Reason for RID' section with a 'Select Reason' button. The modal also includes a 'Handed Voter a RID' section with a 'Select ID' button. The background screen shows fields for 'Has Voter Provided an Acceptable Photo ID?' (Yes/No), 'RID Form Needed - Has The Voter Provided A Supporting Form Of ID And RID Form?' (Yes/No), 'Reason for RID: Please select a reason for RID', 'ID for RID: Please select an ID for RID', and 'Does Voter Registration Name Exactly Match Name on ID Provided?' (Yes/No). At the bottom, there are 'Home Start Over' and 'Proceed to next screen to complete additional questions' buttons.

Tap the blue “Select Reason” button.

C.

The screenshot shows the 'Process Voter' screen for James Madison. A modal is displayed with the title 'Please tap to select one or more reasons as Voter provided for RID as identified on RID form:'. The modal contains a list of reasons: 'Lack of transportation', 'Lack of birth certificate or other documents needed to obtain acceptable form of photo ID', 'Work schedule', 'Lost or stolen identification', 'Disability or illness', 'Family responsibilities', and 'Acceptable form of photo ID applied for but not received'. At the bottom of the modal are 'Back' and 'Continue' buttons. The background screen shows fields for 'Has Voter Provided an Acceptable Photo ID?' (Yes/No), 'RID Form Needed - Has The Voter Provided A Supporting Form Of ID And RID Form?' (Yes/No), 'Reason for RID: Please select a reason for RID', 'ID for RID: Please select an ID for RID', and 'Does Voter Registration Name Exactly Match Name on ID Provided?' (Yes/No). At the bottom, there are 'Home Start Over' and 'Proceed to next screen to complete additional questions' buttons.

Select one or more reasons as identified on RID form.

D.

The screenshot shows the 'Process Voter' screen for James Madison. A modal is displayed with the title 'Please tap to select one or more ID's as Voter provided for RID as identified on RID form:'. The modal contains a list of IDs: 'Certified copy of a domestic birth certificate or document confirming birth admissible in a court of law which establishes the voter's identity', 'Current utility bill', 'Bank statement', 'Government check', 'Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate', and 'Paycheck'. At the bottom of the modal are 'Back' and 'Continue' buttons. The background screen shows fields for 'Has Voter Provided an Acceptable Photo ID?' (Yes/No), 'RID Form Needed - Has The Voter Provided A Supporting Form Of ID And RID Form?' (Yes/No), 'Reason for RID: Please select a reason for RID', 'ID for RID: Please select an ID for RID', and 'Does Voter Registration Name Exactly Match Name on ID Provided?' (Yes/No). At the bottom, there are 'Home Start Over' and 'Proceed to next screen to complete additional questions' buttons.

Select the ID the voter provided.

E.

The screenshot shows the 'Process Voter' screen for James Madison. A modal is displayed with the title 'Please tap to select one or more ID's as Voter provided for RID as identified on RID form:'. The modal contains a list of IDs: 'Certified copy of a domestic birth certificate or document confirming birth admissible in a court of law which establishes the voter's identity', 'Current utility bill', 'Bank statement', 'Government check', 'Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate', and 'Paycheck'. At the bottom of the modal are 'Back' and 'Continue' buttons. The background screen shows fields for 'Has Voter Provided an Acceptable Photo ID?' (Yes/No), 'RID Form Needed - Has The Voter Provided A Supporting Form Of ID And RID Form?' (Yes/No), 'Reason for RID: Please select a reason for RID', 'ID for RID: Please select an ID for RID', and 'Does Voter Registration Name Exactly Match Name on ID Provided?' (Yes/No). At the bottom, there are 'Home Start Over' and 'Proceed to next screen to complete additional questions' buttons.

Tap “Proceed to next screen to complete additional questions.”

Key Points to Remember:



An election worker may not question the voter about their circumstance.



List B ID must include voter's name, address (address does not have to match voter's registration address), and be government-issued.



List B ID must be a physical copy and current up to 60 Days.

Voter Assistance



Voter, Interpreter, and Election Worker Assistance

If the voter is accompanied by a person of their choosing to provide assistance or interpreting, that assistant or interpreter must complete the process either on the ePollBook (on the Step 6: Barcode Screen) or on the paper form.

Tap the yellow "Assistant" or "Interpreter" Button on the screen.

The assistant/interpreter will complete the following information.

The assistant/interpreter will say the oath and provide a signature.

A voter may not be assisted by their employer, an agent of their employer, or an officer or agent of their union (TEC 64.032(c)).

Election Worker Assistance

Assisting a voter: Assisting a voter includes any of the following actions by a person other than the voter while in the presence of the voter's ballot or carrier envelope:

1. Reading the ballot to the voter
2. Directing the voter to read the ballot
3. Marking the voter's ballot
4. Directing the voter to mark the ballot

Select the 3 dots on the right side of the voter's name.

The assistant must complete the following information.

When election workers are assisting voters, Harris County always recommends two election workers to assist.

Mail Ballot Voters



Mail Ballot voters inside the vote center

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 7PM) or surrendered 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.

Select >

Mail Ballot Requested

The judge will inform the voter a mail ballot has been requested. This voter will vote provisionally. If the voter has a current mail ballot to surrender; the judge needs to call Ballot By Mail 713-755-3150.

Select >

Mail Ballot Sent to voter

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 provisionally.

Select >

Mail Ballot Received

The judge will inform the voter Harris County is in possession of their mail ballot, and their only option is to vote provisionally.

Key Points to Remember:



Mail ballots must be for the current election.



Voter must present **AT LEAST** one page of the mail ballot.



Voter cannot deposit their mail ballot at a vote center.



Place cancelled mail ballots inside Green Ballot Box #4.



If the voter doesn't have an item to surrender, an *Affidavit of Provisional Voter* will be required alongside the *Cancel Mail Ballot* form.

A mail ballot voter must surrender one of the documents listed below to be permitted to cast a standard ballot. **The mail ballot must be from the current election.**

Notice of Improper Delivery

6-10
Prescribed by Secretary of State
Sections 64.031, 66.026, 64.032, 64.038, 85.071 Texas Election Code
09/2023

NOTICE OF IMPROPER DELIVERY

Name of Voter _____ VUID Number _____
Precinct Number _____

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

Check Reason:

1. Your ballot was not returned in the official carrier envelope.
2. Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be required to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.
3. It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:
 - a) headquarters of a political party or candidate in the election
 - b) candidate in the election unless that is your address
 - c) specific or general purpose political committee involved in the election
 - d) an entity that requested the election
4. The common or contract carrier who delivered your carrier envelope did not provide a receipt for delivery or the receipt provided did not agree with requirements prescribed by state law.
5. Your ballot was hand-delivered by someone other than you, the voter. Note that carrier envelopes may only be returned by mail, common or contract carrier, or by hand-delivery by the voter who voted the ballot.

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 officer at the early voting polling place or at your election day polling place.

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

Signature of Early Voting Clerk _____

Date _____

Now to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word "Cancelled" on this Notice and return it in envelope #2 with other election records.

At least one page of the Mail Ballot

Test Ballot

Jack Runoff Election
Harris County, TX
November 05, 2022
VI 3 (2022 10-26) - EV
© Election Systems & Software
S/N 100000770X

Prescribed 0001.1
Page 1 of 1
Página 1 de 1

SAMPLE

Processing Instructions:
To vote for your choice in each contest, completely fill in the box to the left of your choice.
Instrucciones de procesamiento:
Para votar por su selección en cada contienda, rellene completamente el recuadro a la izquierda de su elección.

Joint Elections
Elecciones Conjuntas
(Vote for more or one)
(Vote por ninguno o uno)

City of Example, Mayor
Alcalde de la Ciudad de Ejemplo
(Vote for none or one)
(Vote por ninguno o uno)

City of Example, Council Member
Place 1, Position 1
Miembro del Consejo, Puesto 1, Posición 1
(Vote for none or one)
(Vote por ninguno o uno)

City of Example, Council Member
Place 3, Position 1
Miembro del Consejo, Puesto 3, Posición 1
(Vote for none or one)
(Vote por ninguno o uno)

City of Example, Education Board
Place 1, Position 1
Junta de Educación, Puesto 1, Posición 1
(Vote for none or one)
(Vote por ninguno o uno)

City of Example, Education Board
Place 2, Position 2
Junta de Educación, Puesto 2, Posición 2
(Vote for none or one)
(Vote por ninguno o uno)

City of Example, Proposition A
Ciudad de Ejemplo, Propuesta A
(Vote for one)
(Vote por uno)

City of Example, Proposition B
Ciudad de Ejemplo, Propuesta B
(Vote for one)
(Vote por uno)

0005-6492-4en61
002558-000000000297

Notice of Surrendered Ballot

6-12
Prescribed by Secretary of State
Sections 64.031, 66.026, 64.032, 64.038, 85.071 Texas Election Code
09/2023

NOTICE OF SURRENDERED BALLOT BY MAIL
AVISO DE BOLETA POSTAL RENDICIDA

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

This is to certify that (Se certifica que)

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

has surrendered their Ballot by Mail (ABBM) 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. (ha renunciado su Boleta Postal (ABBM por sus siglas en inglés) o a su Boleta Postal de Tarjeta Postal Federal (FPCA por sus siglas en inglés) en la oficina del Secretario de Votación Adelantada y no ha votado por correo. El votante es elegible para votar una boleta regular.)

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

6-13
Prescribed by Secretary of State
Sections 64.031, 66.026, 64.032, 64.038, 85.071 Texas Election Code
09/2023

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 Adelantada):

This is to certify that (Se certifica que)

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

has surrendered their Ballot by Mail (ABBM) 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. (ha entregado su Boleta por Correo o Tarjeta Postal Federal Boleta por Correo en la oficina del Secretario de Votación Adelantada y no ha votado por correo). El votante es elegible para votar una boleta regular.

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

Print/Imprenta _____ Reset/Limpia _____

✿ If none of these forms are surrendered, the voter may only cast a provisional ballot. ✿

! EVERY mail ballot voter must fill out the Request to Cancel Ballot By Mail For Use in the Polling Place form. !

This process will be completed with the DEVC/AEVC or PJ/AJ before proceeding to next steps on the ePollBook.

Steps for Judges

1. Ask the voter if they have any of the forms to surrender.
2. Ask voter to complete the *Request to Cancel Ballot By Mail For Use in the Polling Place*.
 - a. If the voter has something to surrender, they complete sections 1 & 2. If the mail ballot is surrendered, it must be logged on the *Register of Surrendered Ballots by Mail*.
 - b. If the voter does not have something to surrender, they must complete sections 1 & 3 with a *Affidavit of Provisional Voter*.

6-7
Prescribed by Secretary of State
Sections 63.011, 66.026, 64.032, 64.038, 85.071 Texas Election Code
09/2023

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b) I, Jane Doe a qualified voter for the Primary (name of election)

This Section Must Be Completed by Every Voter

Election to be held on 03 / 03 / 2026 request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

1234567890 (month) (day) (year)

VUID (required) _____ Signature of Voter Jane Doe

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d) Statement:
I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.

Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Signature of Voter Jane Doe

63.011 (a-1) Statement:
I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.

Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Signature of Voter _____

This section to be completed by Election Official.

Name of Voter Jane Doe VUID Number 1234567890 (Name of Voter) (Required)

Registered Precinct Number 0587

Sworn and subscribed before me, this 03 day of March, 20 26 (Day) (Month) (Year)

Signature of Election Official Witnessing Affidavit John Doe Printed Name of Election Official Witnessing Affidavit John Doe

Instructions for Deputy Early Voting Clerk or Election Judge:

Top Box to be Completed by Election Official and Voter

1. Complete the top box labeled, "This Section Must Be Completed by Every Voter." Include all the required information:

- a. Printed name of voter as it appears on the List of Registered Voters
- b. Name of Election
- c. Date of Election
- d. VUID number as it appears on the List of Registered Voters

2. Direct the voter to sign the top box on the "Signature of Voter" Line.

3. Ensure that all information is complete including the required VUID number.

Instructions for Completion of Affidavit by Voter

4. Determine which affidavit the voter should complete.

5. If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [64.032(d)]

- a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
 - i. If the voter surrenders an official ballot, record the date, name of the voter and the serial number of the surrendered ballot on the Register of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.
6. If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
 - a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
 - b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

3. Follow the steps on the ePollBook

If the voter does not have an acceptable document to surrender, process them provisionally on the ePollBook.

If the voter surrenders an acceptable document, follow these steps:

A.

Training General Election - 07/15/2024 (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 208 AVENUE F, SOUTH HOUSTON, 77057 VUID: 7799022158 DOB: 08/25/1958 Ballot Style: 0093-54

Mail Ballot Requested

Home Start Over Advance Search

Tap the red “Mail Ballot Requested” button.

B.

Training General Election - 08/15/2024 (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 10506 NORVIC ST, HOUSTON, 77059 VUID: 7799022158 DOB: 08/25/1958 Ballot Style: 0163-48

Mail Ballot Requested

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 Mail Ballot form before proceeding to check into the ePollbook 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.

Home Start Over Surrender Mail Ballot Proceed Provisionally, If Required Advance Search

Tap the red “Surrender Mail Ballot” button.

C.

Training General Election - 07/15/2024 (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 208 AVENUE F, SOUTH HOUSTON, 77057 VUID: 7799022158 DOB: 08/25/1958 Ballot Style: 0093-54

Mail Ballot Requested

Which of these have been surrendered?

☒ Mail Ballot
☐ Notice of improper delivery
☐ Notice surrendered Ballot
☐ None

Back Continue

Home Start Over Advance Search

Answer the question, “Which of these have been surrendered?”

D.

Training General Election - 07/15/2024 (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 208 AVENUE F, SOUTH HOUSTON, 77057 VUID: 7799022158 DOB: 08/25/1958 Ballot Style: 0093-54

Mail Ballot Requested

Did voter complete request to cancel ballot by mail form?

Yes No

Home Start Over Advance Search

Answer the question, “Did voter complete “Request to Cancel Ballot by Mail” form?”

E.

Training General Election - 07/15/2024 (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 208 AVENUE F, SOUTH HOUSTON, 77057 VUID: 7799022158 DOB: 08/25/1958 Ballot Style: 0093-54

Mail Ballot Requested

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

YES NO

Home Start Over Advance Search

Tap “Yes” to answer the question, “Are you sure you want to cancel the voter’s mail ballot?” button.

F.

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 8214 TROPHY PLACE DR, HUMBLE, 77346 VUID: 2175687783 DOB: 08/09/2001 Ballot Style: 0059-122

TX ID: GEORGE WASHINGTON III

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

Tap the green “Proceed to the next screen to complete additional question” button.

Spoiled Ballots



Two types of Spoiled Ballots (voided): Paper and Electronic

A **paper spoil** occurs when a voter returns their ballot to an election worker for one of a few reasons. The spoiled ballot is voided and documented.

This may occur if:

- The ballot jams in the Duo.
- The ballot has smudges, tears, or other physical issues.
- The voter wants to change their selections before inserting the ballot into the Scan or would like to discard their ballot and return at a later time.

A voter may spoil up to two ballots and receive a third ballot. A voter is not entitled to receive more than three ballots, not including ballots spoiled due to equipment failures or election worker error. (TEC Sec 64.007 (b)).

An **electronic spoil** occurs when the ballot is up on the screen, but the voter has decided not to continue voting, for any reason. Their ballot is still on the Duo Screen, but their ballot has not been printed.

SITUATION REQUIRING AN ELECTRONIC SPOIL



Voter decides to leave while voting for any reason and ballot is on the screen.

SITUATIONS REQUIRING A PAPER SPOIL



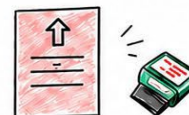
Ballot jams in Duo and the Duo menu displays a reprint option.



Ballot prints. Voter requests to make selections again.



Ballot jams in Duo and the Duo menu does not display a reprint option.



Ballot jams in Scan or voter says ballot is not legible.

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)

Paper spoils must be logged on the **Register of Spoiled Ballots** form and in the ePollBook. Fill in as much information as you have.



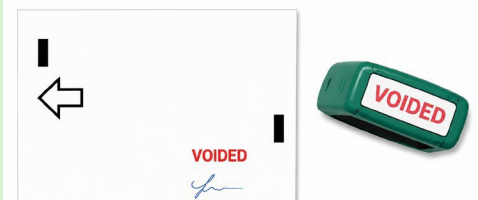
Precinct 0537 - 104

0g9b-vyfy-pwlc5 (2-140060-000005)

To find the **ballot serial number** look on the printed ballot, under the Precinct - Ballot Style.

Do not write the voter's Information on the ballot paper.

All paper spoils must be stamped with the provided "VOIDED" stamp before being placed inside Ballot Box #4.



Training General Election - 07/16/2023 (Training Mode)

RECORD SPOILED BALLOT

Voter's Name:

Ballot Serial Number:

Spoiled by:

Voter ☐ Election Worker ☐ Other ☐

Home Start Over Back Submit

The spoiled ballot is also entered in the ePollBook on the **Record Spoiled Ballot** screen found in the Judge Admin menu.

- Tap "Spoiled Ballots (Voided)" in the Judge Admin Menu.
- Tap "Record Spoiled Ballot" and enter the required information.

Paper Spoil

- Take the ballot from the voter.
- Stamp the ballot "Voided."
- Log the ballot on the *Register of Spoiled Ballots*.
- Place the voided ballot in the green Ballot Box #4.
- Redisplay the barcode on the ePollBook.
- Issue a new access code.
- Give the voter a new piece of ballot paper to make their selections again.

Electronic Spoil

- Press the **blue poll worker** button on the back of the Duo.
- Enter the **poll worker code**.
- Follow the prompts displayed on the Duo screen.
- The voter's ballot paper is not printed on and will not be spoiled.
- Issue a new ballot following the on-screen prompts.

Requalify Voters

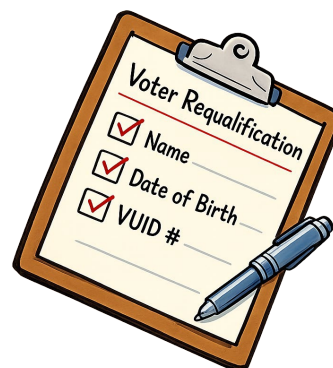


Helping voters return to vote at another time



Requalifying a voter is done only by the DEVC/AEVC or PJ/AJ.

Once the voter has deposited their ballot into the Scan, requalifying is not possible as the voter has already cast their ballot.



1. Examples of when requalifying a voter is needed:
 - Voter leaves before depositing ballot in the Scan but tells election worker they will return to vote later. Voter must be requalified so it will not appear as though they have already voted.
 - It is determined the voter needs to vote provisionally but has already been qualified on the ePollBook in the standard way. Voter must be requalified so it will not appear as though the voter has voted twice.
2. Requalifying is not needed when:
 - The qualifying clerk misses reading the barcode.
 - There is a need to reissue an access code due to a spoiling situation.
 - A qualifying clerk accidentally tapped "Provisional" on the Controller.
3. When to call the Judge Resource Line during a requalification:
 - If the voter is voting immediately, it is **NOT** required to call the Judge's Resource Line when completing the requalifying process.
 - If the voter is leaving the voter center, **it is required** to call the Judge's Resource Line when completing the Requalifying process.

Key Points to Remember:



Requalifying a voter is only done by the DEVC/AEVC or PJ/AJ.



Certain voters can be requalified without calling the Judge Resource Line. Judges can do this **ONLY** if the voter will vote immediately at the same vote center. For all other situations call the Judge Resource Line.



The judges needs to make sure to get the following information from the voter: full name, date of birth, and VUID number.

Steps to requalify a voter waiting at the vote center:

A.

Click the red “Select button.”

B.

Choose “Do I Need to Requalify?”
On the next screen enter the admin
passcode.

C.

Answer the question, “Does the
voter need to be requalified to
vote immediately?”

D.

When “Yes” is selected, tap the
“Requalify” button to proceed.

E.

DEVC/AEVC or PJ/AJ must type
their name in the top box and
provide a signature. Tap “Ok” when
completed.

F.

When active status message
appears tap “OK.” Continue
processing the voter.

Provisional Voting

Completing the Affidavit of Provisional Voting



If the voter does not provide an acceptable form of ID, or if a **red select** button appears on the screen, direct the voter to the DEVC/AEVC or PJ/AJ for assistance.

Provisional Voting Steps

A. Select one of the 8 reasons a person might vote Provisionally:

1. Failed to present Acceptable ID
2. Not on list of registered voters
3. Not on list, registered in another precinct
4. On list of voters who voted early by mail
5. Voting after 7 PM due to court order
6. On list, address is outside pol. sub div
7. Registered at DPS
8. Other

B. Complete the affidavit.

C. Record the Provisional Affidavit on the ePollBook.

1. Press the voter's red "Select" Button.
2. Tap "Record Provisional Affidavit."
3. Confirm the affidavit is completed.
4. Enter the Judge Admin Password.
5. Enter the Provisional Affidavit number.
6. Select Reason Code (1–8).
7. Tap the green "Record" button.
8. Tap "Proceed."
9. Process voter.

****The Precinct and Ballot Style will prepopulate; it is no longer necessary to call Voter Registration for this info. Only for Reason #2 will judges need to call Voter Registration. See Update Packet.****



Do NOT manually create access code on Controller.



D. Issue Provisional access code.

1. Use the Barcode Reader to read the barcode on ePollBook.
2. On the Controller Screen tap “Mark as Provisional” and “Issue Provisional Access Code.”
3. Voter signs the bottom of the printed access code.
4. Carefully tear top portion of access code (on dotted line) and hand to voter.
5. Tell voter to bring printed ballot back to the DEVC/AEVC or PJ/AJ.
6. Place signed bottom portion of access code in Provisional Affidavit pouch.

E. Record the voter's information on the yellow *List of Provisional Voters*.

The form is titled "List of Provisional Voters" and is divided into two main sections. The top section is for recording voter information, including fields for "Type of Election", "Precinct, No.", "Date of Election", and "Authority Conducting Election". Below this is a table with columns for "To be Completed by the Election Judge" (Name of Provisional Voter) and "To be Completed by the Ballot Board Judge" (Accepted for Counting, Rejected for Counting). The bottom section is for signatures, including "Signature of Precinct Presiding Judge", "Signature of Custodian receiving ballots from Presiding Judge", and "Signature of Voter Registrar". To the right of the form is a "SECRECY ENVELOPE" with text in English, Vietnamese, and Chinese, including the phrase "SOBRE SECRETO" and "秘密信封".

F. When the voter returns with their ballot, hand them a manila secrecy envelope and instruct them to fold their ballot and place inside secrecy envelope.

G. Secrecy envelope then goes inside affidavit pouch WITH the signed bottom half of the access code. After the voter seals the pouch, double check for voter and DEVC/AEVC or PJ/AJ signatures and dates.

H. Voter deposits the sealed affidavit into the locked brown Provisional Ballot Box.



I. Provide required notice to voter:

- Reason #1 → Notice to Provisional Voter (legal size) **Include Date Sticker.**
- Reasons #2-8 → Notice to Provisional Voter (standard size).

Key Points to Remember:

✗ Do **not** manually issue an access code, instead read barcode on ePollBook.

✉ Voter folds their ballot, place it in the secrecy envelope, then into the affidavit pouch, **not into the Scan.**

✍ Affidavits **must be FULLY completed and signed** by the voter and DEVC/AEVC or PJ/AJ.

📷 Use camera to read the barcode or manually enter the Provisional Affidavit number into the ePollBook.

Omissions List Voters



Registered voters who need to be added to the Omissions List

There are times when the ePollBook may not populate a registered voter when reading an ID or performing a manual search. When this occurs, the qualifying clerk will direct the voter to the DEVC/AEVC or PJ/AJ for further assistance. This process is not handled by a qualifying clerk.

Steps for Judges



1. **Call Judge's Resource Line**— Judge must call Judge Resource line at 713-755-1617, Option 08 to investigate the voter's registration status. Have voter's name and the date of birth ready when calling.
2. **Listen & determine the correct action** – Voter Registration will inform caller of the voter's registration status.
 - ✧ IF the voter is **NOT** eligible to vote in this election, inform them 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 collect the correct Ballot Style, then contact the Judge Resource Line, Option 04 for support in adding the voter to the *Omissions List* on the ePollBook.
3. **Go to the Admin Menu** – While on the phone with Voter Registration, record the information given, such as:
 - ✧ Precinct # and Ballot Style
 - ✧ VUID (If provided)
 - ✧ Suspense status. If voter is on suspense the voter must fill out a SOR form.
 4. **Add to the Omissions List** – Follow the steps on the next page to correctly add voter to the *Omissions List* and complete processing.

Key Points to Remember:

- ☑ An *Omissions List* voter must be processed standard, unless other circumstances apply.
- 📄 *Omissions List ePollBook Edit Form* is ONLY completed when correcting any information entered incorrectly in the ePollBook.
- ☎ Contact the Judge Resource Line, Option 04 for assistance with adding the voter to the *Omissions List* in the ePollBook.

- A. Tap “Judge Admin” and enter Judge Admin Password. Tap “Omissions List Voters” button and tap “Record Omissions Data.”

B.

Carefully enter the voter’s information.

C.

Tap the green “Proceed to Voter Check-In” button.

D.

Answer the questions, then tap the green “Proceed to next screen to complete additional questions” button.

E.

Answer the next questions then tap the green “Go to Voter Signature Screen” button.

ADA Compliance



Expectations

- Treat all voters with dignity and respect.
- Avoid touching or moving mobility devices; do not physically assist unless requested.
- Complete mandatory remedies.
- Ensure accessibility: 36" wide routes, 60" turning space at booths.
- Keep pathways clear of obstacles like electrical cords, chairs, etc.
- *Notice to Voters* posted visibly on board or wall.

Complaint Process

- Provide the *Disability Complaint Form*.
- Assist with completing the form if requested.
- Harris County Responsibilities:
 - Investigate the complaint thoroughly.
 - Written determination and resolution within 20 days.
 - Maintain records of complaints
- Complainants have the right to appeal
- Appeals info available at www.HarrisVotes.com

ADA Checklist Reminders

ADA Checklist Verification
707 - Trini Mendonhall Community Center - Auditorium 2.0
Verification Date: 08/14/2026

Instructions

The purpose of the ADA Checklist is to ensure accessibility at all Vote Centers in Harris County. You must complete the ADA Checklist for your Vote Center by 9:00 AM on every day of the voting period. Please review the below aerial diagram to better understand where the accessible route and entrance are located. Please also review each item in your checklist, including the demonstrative photos for each temporary remedy. You must properly implement each temporary remedy, and take at least one verification photo for each item. The ADA Checklist requires a contractor-installed ramp, the ramp must be in place during the voting period. You must ensure that it is in place during the voting period. You must ensure that it is in place during the voting period.

Remedial Measure - A3:
Judge will create a temporary accessible aisle by placing two cones, spaced 36" apart at the bottom of the parking space located in the first parking space to the left of the accessible entrance.

Notes:
Judge will place a van accessible parking sign over the existing accessible parking sign located at the top of the second parking space to the left of the accessible entrance.

☒ I have read and understand the instructions.

Buttons: Aerial View, Take Photo, Next Question

ADA Checklist Verification
707 - Trini Mendonhall Community Center - Auditorium 2.0
Verification Date: 08/14/2026

Violations and Remediations - 1 of 11

Remedial Measure - A3:
Judge will create a temporary accessible aisle by placing two cones, spaced 36" apart at the bottom of the parking space located in the first parking space to the left of the accessible entrance.

Notes:
Judge will place a van accessible parking sign over the existing accessible parking sign located at the top of the second parking space to the left of the accessible entrance.

Judges Response

Responsibility:
Judge

Did you Implement Remedy?
☒ Yes
☐ No

Notes(Required):
Text

Buttons: Aerial View, Take Photo, Next Question

ADA Checklist Verification
707 - Trini Mendonhall Community Center - Auditorium 2.0
Verification Date: 08/14/2026

Violations and Remediations

Remedial Measure - A3:
Judge will create a temporary accessible aisle by placing two cones, spaced 36" apart at the bottom of the parking space located in the first parking space to the left of the accessible entrance.

Notes:
Judge will place a van accessible parking sign over the existing accessible parking sign located at the top of the second parking space to the left of the accessible entrance.

Buttons: Aerial View, Take Photo, Next Question

ADA Checklist
707 - Trini Mendonhall Community Center - Auditorium 2.0

Election Type	Verification Date	Status	Action
	08/14/2026	Completed	Review

- ADA Checklist must be completed by 9:00 am on every voting day.
- All questions and photos must be answered on the ePollBook.
- Election workers may assist with the Checklist; however, the DEVC/AEVC or PJ/AJ is responsible for ensuring it is completed.
- Use the "Aerial View" button to identify where outside accommodations must be made.
- Once the ADA Checklist is completed, a gray review button will appear.

Any questions or concerns contact the Judge Resource Line, Option 04.

Reconciliation



Early Voting and Election Day Reconciliation

Reconciliation is the process of keeping accurate records of voting activity at the vote center.

EARLY VOTING DAILY RECONCILIATION ENVELOPE

Must be completed by BOTH the DEVC & AEVC Today's Date: 3/29/26

Please fill in boxes below according to the equipment assigned. Both DEVC & AEVC sign when completed. After all numbers are logged, Controller & Scan tapes for AM and PM go in this daily envelope.

SRD: <u>001C</u>	Election Title: <u>General</u>	Election Date: <u>4/4/26</u>
DEVC:	AEVC:	

SCAN: Call immediately if Scan is NOT zero on first day of Early Voting when opening polls. From the second to the last day of Early Voting the opening number should match the closing number from the night before.

Enter # of Scans assigned to Vote Center: 2

#1: purple tape Serial # <u>S1234567890</u> Opening Ballot Counter # <u>0</u> Closing Ballots Cast # <u>24</u>	#2: purple tape Serial # _____ Opening Ballot Counter # _____ Closing Ballots Cast # _____
#3: purple tape Serial # _____ Opening Ballot Counter # _____ Closing Ballots Cast # _____	#4: purple tape Serial # _____ Opening Ballot Counter # _____ Closing Ballots Cast # _____

CONTROLLER: From the second to the last day of Early Voting the opening number should match the closing number from the night before.

Enter # of Controllers assigned to Vote Center: 2

#1: white tape Serial # <u>C1234567890</u> Opening Ballot Counter # <u>0</u> Closing PVRs Printed Today # <u>24</u> # of Provisionals <u>6</u>	#2: pink tape Serial # _____ Opening Ballot Counter # _____ Closing PVRs Printed Today # _____ # of Provisionals _____
#3: green tape Serial # _____ Opening Ballot Counter # _____ Closing PVRs Printed Today # _____ # of Provisionals _____	#4: blue tape Serial # _____ Opening Ballot Counter # _____ Closing PVRs Printed Today # _____ # of Provisionals _____
#5: yellow tape Serial # _____ Opening Ballot Counter # _____ Closing PVRs Printed Today # _____ # of Provisionals _____	#6: white tape Serial # _____ Opening Ballot Counter # _____ Closing PVRs Printed Today # _____ # of Provisionals _____

• Reconciliation Envelopes go in the Work Folder at the end of each day of Early Voting
• On the last day rubber band all Reconciliation Envelopes together and place in the Return Banker Box
• The Constable or Harris County appointed representative will take the Return Banker Box to drop off with all other items To Be Returned

Early Voting Daily Reconciliation

1. During opening, complete the top portion of *Early Voting Daily Reconciliation Envelope*.
2. Enter the Total # of Scans and Controllers that were assigned to the vote center.
3. Using the Opening Report Tapes, fill in the serial numbers and Opening Ballot Counter numbers for each Scan and Controller.
4. After suspending, fill in the Suspending Ballots Cast #s from the Scans and the Suspending PVRs Printed Today #s and Provisional #s from the Controllers.

Use a new envelope for every day of Early Voting.

EV: All report tapes are placed inside that day's Reconciliation Envelope

ED: All report tapes are placed inside the Envelope for Device and Report Tapes

ELECTION DAY MULTIPLE CONTROLLER RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges.

1 - Please fill in the boxes below according to the equipment assigned to you.
2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
3 - After AM or PM numbers are logged, Controller tapes go in the ENVELOPE FOR DEVICE REPORTS/TAPES.
4 - After filling in opening numbers place this form in the Work Folder until needed for closing.
5 - After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code: <u>146J</u>	Election Title: <u>General</u>	Election Date: <u>4/4/26</u>
PJ: <u>Presiding Judge</u>	AJ: <u>Alternate Judge</u>	

CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voting.

For Controllers used during Early Voting, post the numbers inside the Supply Case and the correct numbers.

Enter total # of Controllers assigned to Vote Center: 2

#1: white tape Serial # <u>C1234567890</u> Opening Ballot Counter # <u>0</u> Closing Total PVRs Printed # <u>20</u> # of Provisionals <u>6</u>	#2: green tape Serial # _____ Opening Ballot Counter # _____ Closing Total PVRs Printed # _____ # of Provisionals _____
#3: yellow tape Serial # _____ Opening Ballot Counter # _____ Closing Total PVRs Printed # _____ # of Provisionals _____	#4: blue tape Serial # _____ Opening Ballot Counter # _____ Closing Total PVRs Printed # _____ # of Provisionals _____

WHITE COPY - Place in white ENVELOPE FOR DEVICE REPORTS/TAPES
PINK COPY - Place in pink ENVELOPE 3

ELECTION DAY INDIVIDUAL SCAN RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges

1 - Please fill in the boxes below according to the equipment assigned to you.
2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
3 - After AM or PM numbers are logged on this form the Scan tapes go in the ENVELOPE FOR DEVICE REPORTS/TAPES.
4 - After filling in opening numbers place this form in the Work Folder until needed for closing.
5 - After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code: <u>146J</u>	Election Title: <u>General</u>	Election Date: <u>4/4/26</u>
PJ: <u>Presiding Judge</u>	AJ: <u>Alternate Judge</u>	

SCAN: Call immediately if Scan is NOT zero when opening polls.

Enter total # of Scans assigned to Vote Center: 2

purple tape Scan Serial # <u>S1234567890</u> Opening Ballot Counter # <u>0</u> Closing Total Ballots Cast # <u>20</u>

BLUE COPY - Place in SCAN
WHITE COPY - Place in white ENVELOPE FOR DEVICE REPORTS/TAPES
PINK COPY - Place in pink ENVELOPE 3

Election Day Reconciliation

- There are two separate forms for reconciliation: Election Day Multiple Controller Reconciliation Log and Election Day Individual Scan Reconciliation Log.
- Each Scan has its own log.
- The forms are not envelopes; they are carbon copy forms.
- White Copy → Envelope For Device Reports/Tapes.
- Pink Copy → Judge's Pink Envelope #3.
- Blue Copy → Inside each respective Scan.

Both judges are required to complete & sign all reconciliation documentation.



EV End of Day Totals

Reconciliation on the ePollBook – Early Voting

After completing Reconciliation Logs and following checklists, DEVC & AEVC will transfer that information to ePollBook using a process called End Of Day Totals.

Step 1 – Tap “Enter Controller End of Day Totals”

- Complete the two tasks at the top of the screen by checking the red box.
- Add a record for each Controller by entering the Controller serial number and tape color. **Only add records on 1st day of EV.**
- Update Controller PVRs # for each Controller by tapping on the number in each column.
- Update Spoiled Ballot and Provisional numbers.
- DEVC and AEVC sign, then tap the green “Save and Continue” button.

Step 2 – Submit Controller Tapes Photo

- Tap the camera icon to open the camera.
- Take a photo of the Controller template and complete the top of the template with dry erase marker and include **all** Controller tapes in one photo.
- Tap the green “Save and Continue” button.

Step 3 – Enter Scan End of Day Totals

- Check the red box at top of screen.
- Add a record for each Scan by entering the Scan serial number. **Only add records on 1st day of EV.**
- Update Scan Ballot Counter # for each Scan by tapping on number in each column.
- DEVC and AEVC sign, then tap the green “Save and Continue” button.

Step 4 – Submit Scan Tapes Photo

- Tap camera icon to open camera.
- Take a photo of Scan Tape Template and complete the top of template with dry erase marker and include **all** Scan tapes in one photo.
- Tap the green “Accept” button.

ED End of Day Totals

Reconciliation on the ePollBook – Election Day



After completing the Reconciliation Logs and following checklists, the PJ and AJ will transfer that information to the ePollBook using a process called End Of Day Totals.

Follow the steps below to enter end-of-day totals and submit tape photos

1. Enter Controller end-of-day totals
2. Submit Controller tapes photo
3. Submit Scan tapes photo

CONTROLLER: END OF THE DAY TOTALS

Select Menu at the top of the screen of the CONTROLLER. Select Suspend Polls and enter Suspend polls password. - [X]

Print the "Access Code Summary" from the Controller - [X]

Serial #	Controller PVRs
5987654321	27
5134567890	16
Totals:	43
Pollbook Totals:	0
Total Spoiled (Voided) Ballots:	0
Total Provisional Affidavits:	3

Verify that these numbers reflect the votes recorded.
Presiding Judge Signature: [Signature]
Alternate Judge Signature: [Signature]

Buttons: Back, Clear Signatures, Add Record, Save & Continue

Step 1 – Tap “Enter Controller End of Day Totals”

- Complete the two tasks at the top of the screen by checking the red box.
- Add a record for each Controller by entering the Controller serial number and tape color.
- Update the Controller PVRs # for each Controller by tapping on the number in each column.
- Update Spoiled Ballot and Provisional Numbers.
- PJ and AJ sign.
- Tap the green “Save and Continue” button.

CONTROLLER: END OF THE DAY TOTALS

Election Title: GTS Poll Code: 707 Controller Tapes: 1

White Tape	Pink Tape	Green Tape	Blue Tape	Yellow Tape	Extra Tape

Place each corresponding Controller tape onto the correct color as shown in the example above. Place your template on an even surface.

Tap camera icon to take photo of Controller tapes template

Buttons: Back, Save & Continue

Step 2 – Submit Controller Tapes Photo

- Tap camera icon to open camera.
- Take a photo of the Controller template and complete the top of the template with dry erase marker and include **all** Controller tapes in one photo.
- Tap the green “Save and Continue” button.

SCAN: END OF THE DAY TOTALS

Election Title: GTS Poll Code: 707 Scan Tapes: 1

Purple Tape	Purple Tape	Purple Tape	Purple Tape	Purple Tape	Purple Tape

Place each corresponding Scan tape onto the correct color as shown in the example above. Place your template on an even surface.

Tap camera icon to take photo of Scan tapes template

Buttons: Back, Accept

Step 3 – Submit Scan Tapes Photo

- Tap camera icon to open camera.
- Take a photo of Scan Tape Template and complete the top of template with dry erase marker and include **all** Scan tapes in one photo.
- Tap the green “Accept” button.

Notes



A large rectangular area with a thin black border, containing 20 horizontal lines for writing notes.

Forms



Statement of Residence

SOR is only used for a voter to change or confirm their address.

21-6 (3/2026) Prescribed by Secretary of State			
STATEMENT OF RESIDENCE (CONSTANCIA DE DOMICILIO PERMANENTE) For persons whose residence address does not match voter registration address. <i>Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.</i>			
Last Name Include suffix if any (Jr., Sr., III) Apellido Incluya el sufijo si lo hay	First Name Primer nombre	Middle Name (If any) Segundo nombre (si corresponde)	Former Name (If any) Apellido anterior (si corresponde)
Doe	Jane		
Residence Address: Street Address, Apt./Unit, City, State, and Zip Code. (If none, describe where you live. No P.O. Box, Rural Route, or business address.) Dirección de Residencia: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (A falta de estos datos, describa dónde vive. No use P.O. Box, Ruta Rural o Dirección de Negocios.)		Current County of Residence Condado actual de residencia	Gender (Optional) Género (Opcional)
17530 Autumn Trails Ln, Houston, TX 77084		Harris	☐ Male Masculino ☒ Female Femenino
Mailing Address: Street Address, Apt./Unit, City, State, and Zip Code. (If mail cannot be delivered to your residence address.) Dirección Postal: Número y calle, Apt./Unidad, Ciudad, Estado, y Código Postal. (Si no se puede entregar el correo en su dirección de residencia.)		Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año	
		05 / 10 / 1954	
Previous Residence Address: Street Address, Apt./Unit, City, State, Zip Code, and County. (If none, describe where you lived.) Dirección de Residencia Anterior: Número y calle, Apt./Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vivía.)		Telephone Number (Optional) Include Area Code Número de Teléfono (Opcional) Incluya código de área	
18418 Tristandale Ln, Spring, Texas 77379		000-000-0000	
Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): Número de licencia de conducir de Texas (TX DL) o tarjeta de identificación de Texas (TX ID) (expedida por el Departamento de Seguridad Pública de Texas):		I have not been issued a TX DL or TX ID number, and the last four digits of my Social Security Number are: No se me ha expedido un número de licencia de conducir de Texas (TX DL) ni un número de identificación de Texas (TX ID), y los últimos cuatro dígitos de mi número de Seguridad Social son:	
12345678		XXX - XX - [][][]	
☐ I have not been issued a TX DL, TX ID, or Social Security Number. No se me ha expedido un número de TX DL, TX ID, o de Seguridad Social.			
I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar. - I am a resident of this county and a U.S. citizen; and Soy residente de este condado y ciudadano de los Estados Unidos; y - I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and No he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y - I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. No he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto.			
X <i>Jane Doe</i>		Date fecha: 03 / 10 / 2026	
Signature of applicant or signature of agent and relationship to applicant or printed name of applicant (if signed by witness) Firma del solicitante o firma del agente y relación con el solicitante o nombre impreso del solicitante (si está firmado por un testigo)			

If the Residence Address is the same as the Mailing Address, there is no need to fill out the space again.

The voter needs to be sure to include their **County** on the Current County of Residence.

When the voter has completed the SOR form they will return it to the qualifying clerk:

1. The Qualifying Clerk will ensure the voter still lives in Harris County.
2. Voters who have moved out of Harris County may be able to vote a limited ballot in their new county during Early Voting only.

When processing the voter in the ePollBook be sure to answer the county of current residence using the SOR Form.

Reasonable Impediment Declaration



7-13 Prescribed by Secretary of State, Section 63.001(i), TEC 9/2018

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name (Nombre): John Doe

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

Una persona está sujeta a enjuiciamiento por perjurio bajo el Capítulo 37, Código Penal, o Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirmo bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que aparece personalmente en la casilla electoral para firmar esta declaración, y que enfrento un impedimento razonable para procurar una forma aprobada de identificación con fotografía enumerada en la Sección 63.0101(a) del Código Electoral de Texas.

My reasonable impediment is due to the following reason(s):

Mi impedimento razonable se debe a las siguientes razones:

(Check at least one box below) (*Elija al menos una de las razones que aparecen a continuación*)

☐	Lack of transportation <i>Falta de transporte</i>	☐	Disability or illness <i>Discapacidad o enfermedad</i>
☐	Lack of birth certificate or other documents needed to obtain acceptable form of photo ID <i>Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía aprobada</i>		
☐	Work schedule <i>Horario de trabajo</i>	☐	Family responsibilities <i>Responsabilidades familiares</i>
☒	Lost or stolen identification <i>Identificación pérdida o robada</i>	☐	Acceptable form of photo ID applied for but not received <i>Identificación con fotografía aprobada ha sido solicitada pero no recibida</i>

The reasonableness of your impediment cannot be questioned.

La razón de su impedimento no puede ser cuestionada.

X John Doe

Signature of Voter (*Firma del votante*)

03/03/2026

Date (*Fecha*)

VUID (Voter Unique Identification Number)

1234567890

Sworn to and subscribed before me this 3rd day of March, 20 26

Presiding Judge/County Voter Registrar (if applicable) Presiding Judge

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

☐	Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)		
☐	Current utility bill	☒	Bank statement
☐	Government check	☐	Government document that shows the voter's name and an address (including the voter's voter registration certificate)
☐	Paycheck	☐	

Location: Northeast Multi Service Center

Date of Election 03/03/2026

Provisional Affidavit

 560291242		9-5, 9/2025 Approved by Secretary of State Election Code Sec. 63.011	
Type of Election General	Poll Center Number Where Voted 11134	Date of Election 05/3/2025	Authority Conducting Election Harris County
Affidavit of Provisional Voter Declaración Jurada de Votante Provisional / Bản Chứng Thệ Của Cử Tri Tạm Thời / 臨時選票選民具結書			
TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony. PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aún no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado. No he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal. ĐƯỢC HOÀN TẤT BỞI CỬ TRI: Tôi là cử tri đã ghi danh của phân khu chính trị này và ở khu bầu cử mà tôi đang cố gắng bầu phiếu và chưa bầu phiếu trong cuộc bầu cử này (trực tiếp hoặc bầu bằng thư). Tôi là cư dân của phân khu chính trị này, tôi chưa từng bị kết tội đại hình hoặc nếu có, tôi đã hoàn thành tất cả các án của mình bao gồm bất kỳ thời hạn tù giam nào, tạm tha, giám sát, thời gian quản chế, hoặc tôi đã được ân xá. Tôi không bị xác định bởi phán quyết cuối cùng của tòa án thi hành thẩm quyền là tôi bị mất khả năng tâm thần hoàn toàn hoặc mất một phần khả năng tâm thần mà không có quyền bầu cử. Tôi hiểu rằng việc cung cấp thông tin sai lệch khi tuyên thệ là một tội nhẹ, và tôi hiểu rằng việc bầu phiếu trong một cuộc bầu cử mà tôi biết mình không hội đủ điều kiện là phạm trọng tội cấp độ 2 trừ khi tôi bị kết án vì tội cố ý, trong trường hợp đó là phạm trọng tội của nhà tù tiểu bang. 由選民填寫: 我是該政治選區的登記選民，我打算在該選區投票但尚未在本次選舉中投票（無論親自或透過郵遞）。我是這個政治選區的居民，沒有最終被判犯有重罪，或如果是重罪犯，我已經完成了所有的刑罰，包括任何監禁、假釋、緩刑、緩釋，或者我已被赦免。法院的最終判決並未宣布我在精神上無行為能力或部分精神上無行為能力而喪失投票權。我瞭解在宣誓下作偽證是輕罪，並且我瞭解如果我知道自己沒有資格參加選舉投票卻仍然投票即屬於第二級重罪，在這種情況下，即是州監獄重罪。			
Last Name (include suffix if any) / Apellido (Incluya el sufijo si lo hay) / Họ (Kể cả danh xưng nếu có) / 姓氏 (包括後綴，如有) Doe	First Name / Primer Nombre / Tên / 名 Jane	Middle Name (if any) / Segundo nombre (si corresponde) / Tên đệm (nếu có) / 中間名 (如有) 	Former Name (if any) / Nombre anterior (si corresponde) / Tên cũ (nếu có) / 曾用姓名 (如有)
Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you live. No P.O. Box, Rural Route, or business address) / Dirección de Residencia: Número y calle, Apt/Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vive. No use P.O. Box, Ruta Rural o Dirección de Negocios.) / Địa Chỉ Cư Ngụ: Số Nhà Tên Đường, Số Phòng, Thành Phố, Tiểu Bang, Số Vùng, và Quận Hạt. (Nếu không có, trình bày nơi quý vị cư ngụ. Không được để chỉ Hộp Thư P.O., Đường Nông Thôn hoặc địa chỉ chỉ theo mail) / 居住地址：街名地址、公寓/單位號碼、城市、州、郵遞區號和縣。 (如果沒有，請詳細說明居住地點。請勿使用郵局信箱號碼、鄉郵投遞地址) 2431 Main St. Unit A Houston, TX 77002, Harris			Phone Number (Optional) / Teléfono (Opcional) / Số Điện Thoại (Không bắt buộc) / 電話號碼 (可不填) 832-876-5432
Mailing Address: Street Address, Apt/Unit, City, State, and Zip Code. (If mail cannot be delivered to your residence address.) / Dirección Postal: Número y calle, Apt/Unidad, Ciudad, Estado, y Código Postal. (Si no se puede entregar el correo en su dirección de residencia.) / Địa Chỉ Gửi Thư: Số Nhà Tên Đường, Số Phòng, Thành Phố, Tiểu Bang, và Số Vùng. (Nếu không thể giao thư tới địa chỉ cư ngụ của quý vị.) / 郵寄地址：街名地址、公寓/單位號碼、城市、州和郵遞區號。 (如果郵寄無法送達您的居住地址。) 2431 Main St. Unit A Houston, TX 77002, Harris		Gender: (Optional) / Género (Opcional) / Giới tính: (Không bắt buộc) / 性別: (可不填) ☐ Male (Masculino) (Nam) (男) ☒ Female (Femenino) (Nữ) (女)	Date of Birth: Month, Day, Year / Fecha de nacimiento: mes, día, año / Ngày Sinh: Tháng, Ngày, Năm / 出生日期: 月、日、年 05 / 13 / 1975
Previous Residence Address: Street Address, Apt/Unit, City, State, Zip Code, and County. (If none, describe where you lived) / Dirección de Residencia Anterior: Número y calle, Apt/Unidad, Ciudad, Estado, Código Postal, y Condado. (A falta de estos datos, describa dónde vivía.) / Địa Chỉ Cư Ngụ Trước Đây: Số Nhà Tên Đường, Số Phòng, Thành Phố, Tiểu Bang, Số Vùng, và Quận Hạt. (Nếu không có, trình bày nơi quý vị đã cư ngụ. / 以前曾居住地址：街名地址、公寓/單位號碼、城市、州、郵遞區號和縣。 (如果沒有，請詳細說明居住地點) 17530 Autumn Trails Ln, Houston, TX 77084, Harris			
Texas Driver's License (TX DL) or Texas Identification (TX ID) Card number (issued by the Texas Department of Public Safety): Número de licencia de conducir de Texas (TX DL) o tarjeta de identificación de Texas (TX ID) (expedida por el Departamento de Seguridad Pública de Texas) / Bản Thẻ Căn Cước Công Dân Texas (TX DL) hoặc số Thẻ Căn Cước Công Dân Texas (TX ID) (do Sở An Toàn Công Cộng Texas đã cấp) / Texas 駕駛執照 (TX DL) 或 Texas 身份證 (TX ID) 號碼 (由 Texas 公共安全部簽署) 5 6 4 3 9 8 7 6		I have not been issued a TX DL or TX ID number, and the last four digits of my Social Security Number are: / No se me ha expedido un número de licencia de conducir de Texas (TX DL) ni un número de identificación de Texas (TX ID), y los últimos cuatro dígitos de mi número de Seguridad Social son / Tôi không được cấp số TX DL hoặc TX ID, và 4 số cuối của Số An Sinh Xã Hội là: / 我未曾領取到經簽署之 TX DL 或 TX ID 號碼，而我的社會安全號碼最後四位數字是: XX-XXX-	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? / Marque el cuadro apropiado: ¿ES USTED CIUDADANO DE LOS ESTADOS UNIDOS? / Đánh dấu ô thích hợp: QUY VỊ CÓ PHẢI LÀ CÔNG DÂN HOA KỲ KHÔNG? / 在適當方格內劃勾: 貴國公民嗎? ☒ YES (SI) (CÓ) (是) ☐ NO (NO) (KHÔNG) (否)		Signature of Voter: (Firma del Votante) (Chữ Ký của Cử Tri) (選民簽名) X Jane Doe	

- Type of Election:** Primary, General, Joint and Runoff.
- Poll Code:** SRD# (EV) or poll code (ED)
- Date of Election:** write the date of Election Day (**Not** the current date).
- Authority Conducting Election:** Harris County Clerks Office (HCCO).
- Last Name:** voter writes last name.
- First Name:** voter writes first name. Add middle and former name if applicable.
- Residence Address:** voter writes address.
- Phone number:** voter writes their phone number. This is not required but helpful.
- Mailing Address:** voter writes mailing address, if different than their residence.
- Gender: (Optional)** voter can indicate gender.
- Date of Birth:** voter writes in date of birth.
- Previous Residence Address:** voter writes previous address.
- Texas Driver's License Number or TX ID:** voter's Texas DL or ID number goes here.
- Social Security Number:** last 4 digits of Social Security (**ONLY** if no TX ID).
- Check this box ONLY if they have NOT been issued a TXDL, TX ID or SSN:** voter checks box if appropriate.
- Check appropriate box indicating if Voter is a U.S Citizen:** voter checks appropriate box.
- Signature of a Voter:** voter **MUST** sign here.

Provisional Affidavit



TO BE COMPLETED BY ELECTION JUDGE		TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS	
1 <u>Precinct Registered</u> 0093	2 <u>Ballot Style</u> 54	8 <u>Cert/VUID</u>	<u>Precinct</u>
VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION 3 ☒ YES ☐ NO		I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:	
REASON FOR VOTING PROVISIONALLY 1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption. 2. _____ Voter not on list of registered voters. 3. _____ Voter not on list, registered in another precinct. 4 4. _____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot. 5. ☒ 5. _____ Voting after 7:00 p.m. due to court order. 6. _____ Voter on list, but registered residence address is outside the political subdivision. 7. _____ Registered at Department of Public Safety (DRS): When: _____ Where: _____ 8. _____ Other: _____ (Please explain)		FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE 1. _____ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day. 2. _____ Voter met disability exemption within 6 calendar days of election day. 3. _____ Voter executed religious objection affidavit within 6 calendar days of election day. 4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day. 5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.	
Sworn and subscribe to before me this date: 05/3/2025 5		FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS 6. _____ Not a registered voter or registration not effective in time for this election. 7. _____ Registered to vote, erroneously listed in wrong precinct. 8. _____ Registered to vote in a different precinct within the county. 9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office. 10. _____ Voter erroneously removed from the list. 11. _____ Voter is not registered to vote in _____ political subdivision. 12. _____ Other: _____ (Please explain)	
Signature of Election Judge X <i>Presiding Judge</i> 6		Signature of Voter Registrar _____ Date _____	
TO BE COMPLETED BY THE BALLOT BY MAIL DEPARTMENT ☐ Ballot returned by voter ☐ Ballot returned by _____ ☐ Ballot not returned by voter ☐ Voter did not apply for Mail Ballot 7		ACTION TAKEN BY THE EARLY VOTING BALLOT BOARD ☐ Accepted ☐ Rejected 9	
Signature of Ballot by Mail Supervisor X _____		Signature of Ballot Board Judge X _____	

- 1. Precinct Registered:** write the precinct in which the voter is registered. The Precinct is on the ePollBook in voter information at the top, right-hand side. It is also available by calling 713-755-1617 option 08.
- 2. Ballot Style:** The Ballot Style is also on the ePollBook in voter information at the top, right-hand side, after the dash.
- 3. Has the voter presented an Acceptable Form of ID, or a Supporting Form of ID and executed a Reasonable Impediment Declaration:** judge selects the appropriate box.
- 4. Reason for Voting Provisionally:** mark the reason voter is voting provisional, numbers 1 through 8. Add additional information when requested for 6 and 7. Number 8 can be used to add information pertaining to reasons 1-7. It is very important to add detailed information that can be used when processing an affidavit. Attach separate page if needed.
- 5. Sworn and subscribe to before me this date:** write in current day's date.
- 6. Signature of Election Judge:** ****IMPORTANT**** PJ, AJ, DEVC, or AEVC **MUST** sign or the affidavit cannot be processed and the ballot potentially not counted.
- 7. Completed by Ballot By Mail Department:** DO NOT write anything here.
- 8. Completed by Voter Registrar:** DO NOT write anything here.
- 9. Completed by Early Voting Ballot Board:** DO NOT write anything here.

Early Voting List of Provisional Voters

9-3
Prescribed by Secretary of State
Sections 63.011, 81.002 Texas Election Code
9-2023

Type of Election (Tipo de Elección) Primary	
Date of Election (Fecha de la Elección) 03/03/2026	Authority Conducting Election (Autoridad Administrando la Elección) Harris County

Early Voting List of Provisional Voters

To be Completed by the Early Voting Clerk		To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Precinct Number	Accepted for Counting	Rejected for Counting
1. Jane Doe	0587		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Number of Provisional Ballots in Ballot Box: (as shown on list) 1
--

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Early Voting Clerk: **John Doe**

Signature of Voter Registrar: _____

Signature of Early Voting Ballot Board Judge: _____

When the voter is making their selections, the DEVC or AEVC will put the voter's name and Precinct on the yellow *List of Provisional Voters* form.

Election Day List of Provisional Voters



9-6
Prescribed by Secretary of State
Section 63.011, Texas Election Code
9/2023

Type of Election (Tipo de Elección) Primary	Precinct. No. (Núm. de Precinto)
Date of Election (Fecha de la Elección) 03/03/2026	Authority Conducting Election (Autoridad Administrando la Elección) Harris County

List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1.	John Doe		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Number of Provisional Ballots in Ballot Box:
(as shown on list)

1

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: **Jane Dor**

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

Ensure all yellow *List of Provisional Voters* are placed in the Provisional Ballot Bag. If no Provisionals were processed during the ED period, still complete one and place it in the Provisional Ballot Box.

Notice to Provisional Voter (Reason #1)

9-2
Prescribed by Secretary of State
Sections 63.001(g), Texas Election Code
9-2023

www.hctx.net
713-274-8683
713-274-VOTE



Place the sticker with the cure date for the election cycle.

NOTICE TO PROVISIONAL VOTER WITH ID VOTER CURE MAP

(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar office (information below) within six days of the date of the election to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS*
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION: During the cure period, a voter with a disability may apply with the county voter registrar for a permanent exemption to presenting an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.001 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION: During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

Completed by Polling Place Official:

Voter's Last Name: _____
Voter's First Name: _____
VUID#: _____
Precinct No. _____

AVISO PARA EL VOTANTE PROVISIONAL MAPA DE SUBSANCIÓN DEL VOTANTE CON IDENTIFICACIÓN

THÔNG BÁO CHO CỬ TRI TẠM THỜI VỚI BẢN ĐỒ ĐỀ CỬ XÉT ID CỦA CỬ TRI

(Cho cử tri tạm thời không có (1) xuất trình ID có hình ảnh được chấp thuận và (2) điền hoàn tất bản khai trừ ngại hợp lý)

Việc xác định xem lá phiếu của quý vị có được tính hay không sẽ được thực hiện bởi ủy ban phụ trách lá phiếu bầu cử sớm sau cuộc bầu cử. Thông báo sẽ được gửi đến cho quý vị trong vòng 30 ngày của cuộc bầu cử theo địa chỉ mà quý vị đã cung cấp trên bản chứng thư của quý vị để bầu lá phiếu tạm thời hoặc (1) là phiếu của quý vị đã được tính hoặc (2) nếu lá phiếu không được tính, lý do lá phiếu của quý vị không được tính.

Nếu quý vị bầu phiếu ở đúng phân khu, để lá phiếu tạm thời của quý vị được tính, quý vị sẽ được yêu cầu đến văn phòng ghi danh cử tri quận hạt nơi địa phương của quý vị (xem thông tin bên dưới) trong vòng sáu ngày sau ngày bầu cử để xuất trình một trong các loại ID có hình ảnh HOẶC nếu quý vị không có hoặc không có lý do để có được một trong các loại ID có hình ảnh dưới đây, hãy điền một bản Khai Trừ Ngại Hợp Lý và trình bày một trong các chứng từ hỗ trợ cho ID dưới đây HOẶC nộp một trong các đơn tạm thời được nêu dưới đây (ví dụ, phân biệt tôn giáo hoặc miễn trừ do thiên tai) với sự hiện diện của nhân viên ghi danh cử tri quận hạt HOẶC nộp giấy tờ đã quy định để được miễn trừ khuyết tật vĩnh viễn. Phương pháp này có thể để nhanh chóng cách quý vị mang thông báo này tới văn phòng ghi danh cử tri quận hạt tại thời điểm quý vị xuất trình các chứng từ để hình ảnh được chấp thuận của quý vị (nếu quý vị không có hoặc không có lý do để có được một trong các loại ID có hình ảnh được chấp thuận dưới đây, hãy điền một bản Khai Trừ Ngại Hợp Lý và trình bày một trong các chứng từ hỗ trợ cho ID dưới đây, hoặc quý vị có thể trình bày một trong các chứng từ cùng các giấy tờ của quý vị để được miễn trừ khuyết tật vĩnh viễn); tuy nhiên, không bắt buộc phải mang theo thông báo này.

Các Loại Căn Cứ có Hình Ảnh Được Chấp Thuận

- Bằng Lễ Xê Texas do Sở An Toàn Công Cộng Texas (DPS) cấp
- Giấy Chứng Nhận Căn Cứ Bầu Cử Texas do DPS* cấp
- Thẻ Căn Cứ Cá Nhân Texas do DPS cấp
- Giấy Phép Mang Súng Texas do DPS cấp
- Thẻ Căn Cứ Quân Đội Hoa Kỳ có hình ảnh của người đó;
- Giấy Chứng Nhận Công Dân Hoa Kỳ có hình ảnh của người đó; hoặc
- Hộ chiếu Hoa Kỳ (quyển sổ hoặc thẻ).

* Nếu quý vị không có căn cứ có hình ảnh được chấp thuận nào, quý vị có thể nộp đơn lấy Giấy Chứng Nhận Căn Cứ Bầu Cử để miễn trừ việc đi Sở An Toàn Công Cộng Texas nơi địa phương của quý vị.

Người từ 18-69 tuổi, căn cứ để hết hạn không quá 4 năm trước khi cử tri trình để hết đủ điều kiện tại địa điểm phòng phiếu. Người từ 70 tuổi trở lên có thể dùng một căn cứ tùy thân được liệt kê ở trên để hết hạn nếu căn cứ đó vẫn còn hiệu lực khác.

Lý Do Trừ Ngại Hợp Lý: Nếu quý vị không có một trong các loại căn cứ có hình ảnh được chấp thuận để liệt kê ở trên, và không có lý do để có được căn cứ đó, quý vị có thể điền Bản Khai Lý Do Trừ Ngại Hợp Lý và xuất trình một bản sao hay bản gốc của một trong những chứng từ hỗ trợ cho căn cứ sau đây: (1) chứng từ về chính phủ có ghi rõ tên và địa chỉ của quý vị, bao gồm giấy chứng nhận ghi danh cử tri của quý vị; (2) hoá đơn điện nước hiện tại; (3) bản kê khai thuế hàng năm; (4) giấy chứng nhận cư trú; (5) phiếu lương; hoặc (6) (a) giấy khai sinh mới địa (từ tiểu bang Hoa Kỳ hay địa hạt) hoặc (b) giấy khai sinh được chấp nhận tại tòa án để xác nhận danh tính của quý vị (có thể bao gồm giấy khai sinh ở nước ngoài).

Địa chỉ trên căn cứ có hình ảnh được chấp thuận hay chứng từ hỗ trợ cho căn cứ không cần phải khớp với địa chỉ của quý vị trong danh sách cử tri để đi đến bàn bầu cử.

MIỄN TRỪ VĨNH VIỄN: Trong vòng sáu ngày sau ngày bầu cử, các cử tri khuyết tật có thể nộp đơn tới văn phòng ghi danh cử tri quận hạt để xin miễn trừ vĩnh viễn việc xuất trình căn cứ có hình ảnh được chấp thuận hoặc theo thủ tục đến Bàn Khai Lý Do Trừ Ngại Hợp Lý trong quận hạt. Đơn xin phải bao gồm văn bản từ Sở An Sinh Xã Hội Hoa Kỳ chứng minh người nộp đơn đã được xác định là khuyết tật, hoặc từ Bộ Cựu Chiến Binh Hoa Kỳ chứng minh người khuyết tật mức tối thiểu 50 phần trăm. Người nộp đơn phải cho biết ông/bà đã không có thể căn cứ được quy định theo Mục 63.010 của Bộ Luật Bầu Cử Texas. Những người nhận được miễn trừ khuyết tật sẽ được phép bầu phiếu bằng cách xuất trình giấy chứng nhận ghi danh cử tri của họ có chỉ ra miễn trừ.

MIỄN TRỪ TẠM THỜI: Trong vòng sáu ngày sau ngày bầu cử, các cử tri có thể nộp đơn tới văn phòng ghi danh cử tri quận hạt để xin miễn trừ tạm thời cho các cử tri có tên gần gũi với phần phân biệt không hợp lệ HOẶC những người không có xuất trình thẻ căn cứ có hình ảnh được chấp thuận để hết hạn ở trên hoặc theo thủ tục đến Bàn Khai Lý Do Trừ Ngại Hợp Lý để hậu quả thì tên đã được công bố bởi Tổng Thống Hoa Kỳ hoặc Thống đốc Tiểu Bang Texas.

HOURS OF OPERATION Horas de Operación Những Giờ Làm Việc Bình Thường 辦公時間

MONDAY THRU FRIDAY 8 A.M. - 4:30 P.M.
Lunes a Viernes 8 A.M. - 4:30 P.M.
Thứ Hai - Thứ Sáu 8 A.M. - 4:30 P.M.
週一至週五 8 A.M. - 4:30 P.M.

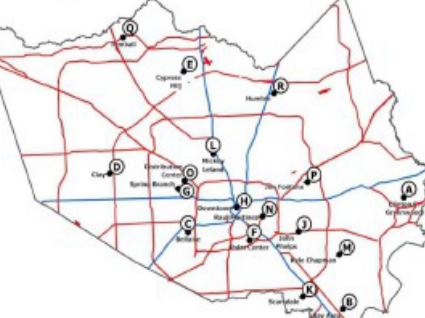
During Early Voting and on Election Day
7 A.M. - 7 P.M.
SUNDAY 12 P.M. - 7 P.M.

Durante la votación temprana y el día de las elecciones
De 7 A.M. a 7 P.M.
DOMINGO DE 12 P.M. A 7 P.M.

Trong thời gian Bầu Cử Sớm và vào Ngày Bầu Cử
7 giờ sáng - 7 giờ tối
CHỦ NHẬT 12 P.M. - 7 P.M.

在提前投票期間和選舉日早上 7 點至晚上 7 點
星期日中午 12 點至晚上 7 點

A - 701 W BAKER RD BAYTOWN, TX 77521
B - 18003 BUCCANEER LN HOUSTON, TX 77062
C - 6800 CHIMNEY ROCK RD HOUSTON, TX 77081
D - 16715 CLAY RD HOUSTON, TX 77084
E - 4200 CYPRESS HILL DR SPRING, TX 77388
F - 5300 GRIGGS RD HOUSTON, TX 77021
G - 1721 PECH RD HOUSTON, TX 77055
H - 1001 PRESTON ST, 2nd floor, HOUSTON, TX 77002
J - 101 N RICHIEY ST PASADENA, TX 77506



K - 10861 SCARSDALE BLVD HOUSTON, TX 77060
L - 7300 N SHEPHERD DR HOUSTON, TX 77081
M - 7330 SPENCER HWY PASADENA, TX 77505
N - 1001 SLAYT MACARIO GARCIA DR HOUSTON, TX 77011
O - 11525 TODD ST HOUSTON, TX 77055
P - 14350 WALLISVILLE RD HOUSTON, TX 77049
Q - 101 S WALNUT ST, TOMBALL, TX 77375
R - 7000 WILL CLAYTON PKWY HUMBLE, TX 77338

臨時選票通知 與選民證件核實地圖

(適用於使用臨時選票的選民人數 (1) 出票可被接受時將照片身分證明證件 (2) 齊備無異議證件或投票由異議)

選票之後的選票是否被納入計算將由提前投票選票審核委員會做出決定。於選票日後30天之內一份通知書將寄至您在投票時填寫選票上所提供的地址。告知您 (1) 您的選票已納入計算或 (2) 如果您的選票並未納入計算，將附上說明被拒絕的原因。

如果您是在正確的選區投票，為使您的臨時選票被納入計算，您必須於選舉日後六天內前往當地縣選民登記處辦公室（資訊如下），並遵從以下其中一項證件核實方式：出示下列可被接受時將照片身分證明之一；若您沒有，且無法合理取得下列任何一種可被接受時將照片身分證明，您可以填寫一份無異議證件或投票由異議，並出示下列輔助身分證明之一；或在縣選民登記處辦公室提交下列臨時豁免文件（例如：宗教反對或天然災害豁免）；或提交申請永久身心障礙豁免所需的文件。若您攜帶本通知前往縣選民登記處辦公室，將可加快辦理程序。（無論是否出示可被接受的圖片身分證明，填寫無異議證件或投票由異議將自動輔助身分證明、新舊國籍宣誓書或提交永久豁免所需文件；然而，並非必須攜帶本通知。

可被接受的圖片證件

- 由公共安全部 (DPS) 發行的 Texas 駕駛執照；
- 由 DPS 發行的 Texas 選舉識別證；
- 由 DPS 發行的 Texas 個人身份證；
- 由 DPS 發行的 Texas 槍枝執照；
- 附有照片的美國軍人身份證；
- 附有照片的美國公民證；或
- 美國護照 (護照正本或護照卡)。

*若您沒有其他可被接受的圖片身分證明，您可以前往當地的 Texas 公共安全部 (Texas Department of Public Safety, DPS) 辦公室申請免費的選舉身分證明書。

除美國公民證明書外，所有身分證明文件必須為有效期限內，或對於年齡在 18-69 歲的選民，需向投票中心提交已過期的身分證明證件其過期時間不得超過四年。年滿 70 歲及以上的選民則可出示上列其中一項身分證明證件。若該證件已過期，仍舊視為有效證件。

無異議證件合理理由與異議:若您未持有上述任何其中一項可被接受的圖片身分證明，且無法合理取得，您可以填寫無異議證件合理理由與異議，並出示下列輔助文件之一之正本或影本：(1) 載有您姓名與地址的政府文件包括您的選民登記證；(2) 現有的水電費帳單；(3) 銀行對帳單；(4) 政府機關所寄來的支票；(5) 薪資單；或 (6) (a) 經認證 (於美國國內或海外) 的出生證明書或 (b) 由法庭受審確證您身份的同一文件 (可附上國外或海外出生證明文件)。

可被接受圖片證明或輔助文件上的地址不需與您選民登記的地址相同。

永久豁免:在選舉審核期間，身心障礙選民可向縣選民登記處申請永久豁免，免於出示可被接受的圖片身分證明或無異議證件合理理由與異議。申請時將由美國社會安全部出具的證明申請人身心障礙的書面文件，或由美國退伍軍人事務局出具的至少 50% 殘障評定證明。申請書還必須聲明他/她無法取得 Texas 州選舉法第 63.0101 節規定的身分證明文件。那些取得身心障礙豁免的人士將被允許在出票前免選民登記證後以投票。

臨時豁免:在選舉審核期間，選民因持續的宗教因素反對拍照或因由美國總統或 Texas 州長宣佈的自然災害而無法選票無法出示上列任何圖片證明或輔助文件程序將無異議證件合理理由與異議，此類選民可向縣選民登記處辦公室申請臨時豁免。

DEVCA/AEVC or PJ/AJ will complete this portion with the voter's information.



9-1
Approved by Secretary of State
Section 65.059, Texas Election Code
9/2023

NOTICE TO PROVISIONAL VOTER

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

NOTIFICACIÓN AL VOTANTE PROVISIONAL

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

THÔNG BÁO CHO CỬ TRI TẠM THỜI

Việc xác định xem lá phiếu của quý vị có được tính hay không sẽ được thực hiện bởi ban phụ trách lá phiếu bầu cử sớm sau cuộc bầu cử. Thông báo sẽ được gửi cho quý vị trong vòng 30 ngày của cuộc bầu cử theo địa chỉ mà quý vị đã cung cấp trên bản chứng thệ của quý vị để bầu lá phiếu tạm thời cho biết là (1) lá phiếu của quý vị được tính hoặc (2) nếu lá phiếu không được tính, lý do lá phiếu của quý vị không được tính.

Bản chứng thệ của quý vị sẽ được văn phòng ghi danh cử tri giữ lại và dùng thông tin trên bản khai chứng thệ đó để cập nhật thông tin ghi danh cử tri của quý vị hoặc nếu quý vị không phải là cử tri đã ghi danh, thì bản chứng thệ sẽ được nộp cho văn phòng ghi danh cử tri như là một đơn ghi danh cử tri mới.

Nếu quý vị có bất kỳ thắc mắc nào, gọi Văn Phòng Tổng Trưởng Tiểu Bang miễn phí tại số 1-800-252-VOTE(8683).

臨時選民通知

選舉後，提前投票選票委員會將決定是否計算您的選票。我們將在選舉後30天內按照您在宣誓書上提供的地址向您郵寄一份通知，以對臨時選票進行投票說明(1)您的選票已被計算或(2)如果未被計算，則說明您選票沒有被計算在內的原因。

您的宣誓書將由選民登記員保留並將使用宣誓書上的信息更新您的選民登記信息或者如果您不是登記選民，宣誓書將作為新的選民登記申請提交給選民登記員。

如果您有任何疑問，請撥打州務卿辦公室免費電話 1-800-252-VOTE(8683)。

Request to Cancel Ballot By Mail

**Completion is mandatory for all ballot by mail voters
whether a document is surrendered or not.**

6-7 Prescribed by Secretary of State Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code 09/2023		
REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE		
This Section Must Be Completed by Every Voter	84.032 (b) I, <u>Jane Doe</u> a qualified voter for the <u>Primary</u> (printed name of voter) (name of election) Election to be held on <u>03</u> / <u>03</u> / <u>2026</u> request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled. <u>1234567890</u> VOID (required) <u>Jane Doe</u> Signature of Voter	
	To be Completed at an Early Voting or Election Day Polling Place	
	84.032 (d) Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. <u>Jane Doe</u> Signature of Voter	
63.011 (a-1) Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. <u>Election Official</u> Signature of Voter		
This section to be completed by Election Official. Name of Voter <u>Jane Doe</u> VOID Number <u>1234567890</u> (Name of Voter) (Required) Registered Precinct Number <u>0587</u> Sworn and subscribed before me, this <u>03</u> day of <u>March</u> , 20 <u>26</u> . (Day) (Month) (Year) <u>Election Official</u> <u>Election Official</u> Signature of Election Official Witnessing Affidavit Printed Name of Election Official Witnessing Affidavit		
Instructions for Deputy Early Voting Clerk or Election Judge:		
Top Box to be Completed by Election Official and Voter		
1. Complete the top box labeled, "This Section Must Be Completed by Every Voter." Include all the required information: a. Printed name of voter as it appears on the List of Registered Voters b. Name of Election c. Date of Election d. VOID number as it appears on the List of Registered Voters		
2. Direct the voter to sign the top box on the "Signature of Voter" Line.		
3. Ensure that all information is complete including the required VOID number.		
Instructions for Completion of Affidavit by Voter		
4. Determine which affidavit the voter should complete.		
5. If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)] a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot. i. If the voter surrenders an official ballot, record the date, name of the voter and the serial number of the surrendered ballot on the Register of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.		
6. If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)] a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot. b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.		

The seal of Harris County, Texas, is a circular emblem. It features a blue border with the words "HARRIS COUNTY" at the top and "COUNTY CLERK" at the bottom. Inside the border is a map of Texas, with the left half in blue and the right half in red. A white star is positioned in the center of the map. To the right of the star, the year "1836" is inscribed. Below the map, a black silhouette of a city skyline is visible. Two small gold stars are placed on either side of the central map.

Register of Spoiled Ballots

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election Primary Election	Polling Location # SRD 123W
Date of Election 03/3/2026	Authority Conducting the Election Harris County

REGISTER OF SPOILED BALLOTS

[illegible]

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

Given under my hand, this 3rd day of March, 2026

Presiding Judge
Signature of Presiding Judge

Presiding Judge
Printed Name of Presiding Judge

Ballot Serial Number:
0g9b-vyfy-pwlc5 (2-140060-
000005)

SAMPLE PVR		0d91e5vfy-pwlc/5/2-140060-000005	Precinct 0537, 2023
	Joint and General Elections Harris County, Texas November 7, 2023		
	996730		
To cast your ballot, you must take this record to the separate scanning station and scan it.			
	CHOICE	ORDER	
PRESIDENT	"NO SELECTION"		
VICE PRESIDENT	"SPACE"		
US REPRESENTATIVE	"NO SELECTION"		
US REPRESENTATIVE	"SPACE"		
US SENATOR	"NO SELECTION"		
US SENATOR	"SPACE"		
COUNTY CLERK	"NO SELECTION"		
COMPTROLLER	"SPACE"		
MAYOR	"NO SELECTION"		
CONSTABLE	"SPACE"		

- Fill out both the *Register of Spoiled Ballots* form and the *Record Spoiled Ballot* section in the ePollBook for all paper spoils.
- Complete with the voter at the time of the spoil. Do not save the voter's information to complete the register later. **Do not write any voter info on the spoiled ballot.**

Curbside Voter Statement



Form 7-66
Approved by Secretary of State Section 64.009
Texas Election Code 09/2025

Type of Election Primary Election	Polling Location SRD 123W
Date of Election 03/3/2026	Authority Conducting Election Harris County

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA) (TUYÊN BỐ CỦA CỬ TRI BẦU PHIẾU BÊN LỀ ĐƯỜNG) (路邊投票選民聲明)

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling place." (Juramento: "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".) / (Lời Tuyên Thệ: "Tôi xin thề (hoặc xác nhận) theo hình phạt về tội khai man rằng tôi không đủ khả năng về mặt thể chất để vào địa điểm phòng phiếu nếu không có sự trợ giúp cá nhân hoặc có khả năng gây tổn thương đến sức khỏe của tôi, hoặc tôi đang yêu cầu được trợ giúp hợp lý theo Mục 1.022, Bộ Luật Bầu Cử. Vì vậy, tôi yêu cầu được bầu phiếu bên ngoài phòng phiếu.) / 宣誓: "本人宣誓 (或保證), 如有虛假陳述願負偽證之責, 本人因身體狀況不便無法在沒有他人協助的情況下進入投票所, 或進入可能對本人健康造成傷害, 或本人依據選舉法第 1.022 節要求提供合理的便利。因此, 本人申請在投票所外進行投票。

Printed Name of Voter / Nombre impreso del Votante / Tên Chữ In của Cử Tri / 選民正檔姓名 John Doe	Printed Name of Voter / Nombre impreso del Votante / Tên Chữ In của Cử Tri / 選民正檔姓名 Jane Doe
Signature of Voter / Firma del Votante / Chữ Ký của Cử Tri / 選民簽名 <i>John Doe</i>	Signature of Voter / Firma del Votante / Chữ Ký của Cử Tri / 選民簽名 <i>Jane Doe</i>
☐ Witnessed / Presenciado / Đã Làm Chứng / 見證	☒ Witnessed / Presenciado / Đã Làm Chứng / 見證
Printed Name of Voter / Nombre impreso del Votante / Tên Chữ In của Cử Tri / 選民正檔姓名 _____	Printed Name of Witness / Nombre impreso del Testigo / Tên Chữ In của Nhân Chứng / 見證人正檔姓名 Election Officer
Signature of Voter / Firma del Votante / Chữ Ký của Cử Tri / 選民簽名 _____	Signature of Witness / Firma del Testigo / Chữ Ký của Nhân Chứng / 見證人簽名 <i>Election Officer</i>
☐ Witnessed / Presenciado / Đã Làm Chứng / 見證	Address / Dirección / Địa Chỉ / 地址 5305 De Lange Lane Houston, Tx 77092

The above oaths were sworn and subscribed to before me this 3rd day of March, 2026.

*Witness Information only required if voter is unable to sign.
See back for instructions.

Election Officer
Signature of Election Officer
Election Officer
Printed Name of Election Officer

Curbside Voter Statement - A voter who wishes to vote curbside must sign their name on the ePollBook under Signature, Curbside Statement & Affidavit.

- An oath (affidavit) is required by anyone using curbside voting to affirm their eligibility. Only one (1) person in the car needs to take the oath. Other voters in the car can still vote curbside if they wish (Accompanying a curbside voter).
- Two (2) election workers must process a curbside voter.
- A witness is only required if a voter is unable to sign.

EV Duo Seal Log

EV DUO SEAL LOG: Pink LINE (write in Controller tape color)

12/2025

Last night of Early Voting, fold this completed packet in half; place it in the seal log envelope matching the color above. Place all EV Duo Seal Envelopes inside the Return White Envelope. Send with Constable on last night of Early Voting.

Clerks ARE ONLY PERMITTED to put seals on Duos & log seal numbers on this form. Each night both DEVC/AEVC must sign once they verify all seals are correctly recorded. Each morning both DEVC and AEVC must confirm seals were not tampered with by matching seal numbers to Seal Log before assigning Clerks to remove seals, remove tails, place seal numbers in the envelope for this color line.

	Set-up Closing Seal #s	Initials of DEVC	Initials of AEVC
Duo 1	627329	DEVC	AEVC
Duo 2	654891	DEVC	AEVC
Duo 3	678933	DEVC	AEVC
Duo 4	693567	DEVC	AEVC
Duo 5	623498	DEVC	AEVC
Duo 6	685678	DEVC	AEVC
Duo 7			
Duo 8			
Duo 9			
Duo 10			
Duo 11			
Duo 12			
Signatures - DEVC: <i>Deputy Early Voting Clerk</i>		AEVC: <i>Alternate Early Voting Clerk</i>	

	12/1/25 closing Seal #s	Initials of DEVC	Initials of AEVC
Duo 1	626789	DEVC	AEVC
Duo 2	604567	DEVC	AEVC
Duo 3	689654	DEVC	AEVC
Duo 4	693567	DEVC	AEVC
Duo 5	613567	DEVC	AEVC
Duo 6	689065	DEVC	AEVC
Duo 7			
Duo 8			
Duo 9			
Duo 10			
Duo 11			
Duo 12			
Signatures - DEVC: <i>Deputy Early Voting Clerk</i>		AEVC: <i>Alternate Early Voting Clerk</i>	

	12/2/25 closing Seal #s	Initials of DEVC	Initials of AEVC
Duo 1	654678	DEVC	AEVC
Duo 2	608546	DEVC	AEVC
Duo 3	623456	DEVC	AEVC
Duo 4	645634	DEVC	AEVC
Duo 5	698657	DEVC	AEVC
Duo 6	637906	DEVC	AEVC
Duo 7			
Duo 8			
Duo 9			
Duo 10			
Duo 11			
Duo 12			
Signatures - DEVC: <i>Deputy Early Voting Clerk</i>		AEVC: <i>Alternate Early Voting Clerk</i>	

ED Duo Seal Log



ED DUO SEAL LOG FORMS: Pink LINE (write in Controller tape color)

1/2026

At end of Election Day fold this form in half; place it in the *ED Duo Seal Log Forms Envelope*.

Place *ED Duo Seal Log Forms Envelope* inside *White #2 Envelope* which will be taken to Drop-off in the *Elections Forms Box*.

Clerks **ARE ONLY PERMITTED** to put the green seals on Duos & log seal numbers on this form. At the end of Setup **both PJ/AJ must sign** once they verify all seals are correctly recorded. On the morning of Election Day **both PJ/AJ must confirm** seals were not tampered with by matching seal numbers to this Duo Seal Log form before assigning Clerks to remove seals, cut off seal tails and place this form and the seal numbers in the envelope for the color of this qualifying line (white, pink, green, blue, yellow).

	Set-up Closing Seal #s	Initials of PJ	Initials of AJ
Duo 1	672345	PJ	AJ
Duo 2	654655	PJ	AJ
Duo 3	689543	PJ	AJ
Duo 4	690267	PJ	AJ
Duo 5	632256	PJ	AJ
Duo 6	643890	PJ	AJ
Duo 7			
Duo 8			
Duo 9			
Duo 10			
Duo 11			
Duo 12			
Signatures - PJ: <i>Presiding Judge</i> AJ: <i>Alternate Judge</i>			

Early Voting Daily Reconciliation

EARLY VOTING DAILY RECONCILIATION ENVELOPE

Must be completed by BOTH the DEVC & AEVC

Today's Date: 03/03/26

Please fill in boxes below according to the equipment assigned. Both DEVC & AEVC sign when completed. After all numbers are logged, Controller & Scan tapes for AM and PM go in this daily envelope.

SRD: SRD001C	Election Title: Primary	Election Date: 03/03/26
DEVC: Deputy Early Voting Clerk	AEVC: Alternate Early Voting Clerk	

SCAN: Call immediately if Scan is NOT zero on first day of Early Voting when opening polls. From the second to the last day of Early Voting the opening number should match the closing number from the night before.

Enter # of Scans assigned to Vote Center: **2**

#1: purple tape

Serial # **S1234567890**

Opening - Ballot Counter # **0**

Suspending - Ballots Cast Today # **67**

#2: purple tape

Serial # **S0987654321**

Opening - Ballot Counter # **0**

Suspending - Ballots Cast Today # **45**

#3: purple tape

Serial #

Opening - Ballot Counter #

Suspending - Ballots Cast Today #

#4: purple tape

Serial #

Opening - Ballot Counter #

Suspending - Ballots Cast Today #

CONTROLLER: From the second to the last day of Early Voting the opening number should match the closing number from the night before.

Enter # of Controllers assigned to Vote Center: **2**

#1: white tape

Serial # **C1234567890**

Opening - Ballot Counter # **0**

Suspending - PVRs Printed Today # **62**

of Provisionals **6**

#2: pink tape

Serial # **C0987654321**

Opening - Ballot Counter # **0**

Suspending - PVRs Printed Today # **50**

of Provisionals **3**

#3: green tape

Serial #

Opening - Ballot Counter #

Suspending - PVRs Printed Today #

of Provisionals

#4: blue tape

Serial #

Opening - Ballot Counter #

Suspending - PVRs Printed Today #

of Provisionals

#5: yellow tape

Serial #

Opening - Ballot Counter #

Suspending - PVRs Printed Today #

of Provisionals

#6: white tape

Serial #

Opening - Ballot Counter #

Suspending - PVRs Printed Today #

of Provisionals

- Reconciliation Envelopes go in the *Work Folder* at the end of each day of Early Voting
- On the last day rubber band all *Reconciliation Envelopes* together and place in the *Return Banker Box*
- The Constable or Harris County appointed representative will take the *Return Banker Box* to drop off with all other *Items To Be Returned*

Early Voting Daily Reconciliation



Election Header	
Primary Election Training Election Date 03/03/2026	
Harris County, Texas SRD001C- Harris County Attorney Conf Ctr Early Voting	
Verify Scan S/N: S1234567890 Version: 2.7.6	
Ballot Counter:	0
Lifetime Counter:	270
Open Polls Report	
Date & Time Permitted: 03/03/2026 6:00 AM	
Polls are open. Ready to accept ballots.	
I confirm that the record is true and accurate (Sign and Print Name)	
DEVC & AEVC Print Name	
DEVC & AEVC Sign Name	

Election Header	
Primary Election Training Election Date 03/03/2026 Harris County, Texas SRD001C- Harris County Attorney Conf Ctr Early Voting	
Verify Controller S/N: C1234567890 Version: 2.7.2	
Ballot Counter:	0
Lifetime Counter:	270
Open Polls Report	
Date & Time Permitted: 03/03/2026 6:00 AM	
Polls are open. Ready to accept ballots	
I confirm that the record is true and accurate (Sign and Print Name)	
DEVC & AEVC Print Name	
DEVC & AEVC Sign Name	

Election Header	
Primary Election Training Election Date: 03/03/2026	
Harris County, Texas SRD001C- Harris County Attorney Conf Ctr Early Voting	
Verify Scan S/N: S1234567890 Version: 2.7.6	
Ballot Counter:	67
Lifetime Counter:	270
Suspend Polls Report	
Date & Time Permitted: 03/03/2026 7:10 PM	
Polls are Suspended	
Ballot Count Summary Report	
Qty Pcts/Splits Included:	1012
Pcts/Splits Voted Total:	0
Total Balots Cast:	0
Pcts/ Splits Voted Today:	0
Ballots Cast Today:	67
I confirm that the record is true and accurate (Sign and Print Name)	
DEVC & AEVC Print Name	
DEVC & AEVC Sign Name	

Election Header	
Primary Election Training Election Date: 03/03/2026	
Harris County, Texas SRD001C- Harris County Attorney Conf Ctr Early Voting	
Verify Controller S/N: C1234567890 Version: 2.7.2	
Ballot Counter:	62
Lifetime Counter:	270
Suspend Polls Report	
Date & Time Permitted: 03/03/2026 7:10 PM	
Polls are Suspended	
Ballot Count Summary Report	
Qty Pcts/Splits Included	1012
Pcts/Splits Voted Total:	0
Total PVRs Printed:	0
Pcts/ Splits Voted Today:	0
PVRs Printed Today:	62
Report includes a total of 6 provisional ballot(s)	
I confirm that the record is true and accurate (Sign and Print Name)	
DEVC & AEVC Print Name	
DEVC & AEVC Sign Name	

Election Day Controller Reconciliation

ELECTION DAY MULTIPLE CONTROLLER RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges.

- 1 - Please fill in the boxes below according to the equipment assigned to you.
- 2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
- 3 - After AM or PM numbers are logged, Controller tapes go in the **ENVELOPE FOR DEVICE REPORTS/TAPES**.
- 4 - After filling in opening numbers place this form in the *Work Folder* until needed for closing.
- 5 - After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code: D11003	Election Title: Primary	Election Date: 03/03/2026
PJ: Presiding Judge	AJ: Alternate Judge	

CONTROLLER: Call immediately if Controller is NOT zero when opening poll, unless Controller was used during Early Voting.

For Controllers used during Early Voting the opening numbers need to match the Early Voting closing numbers posted inside the Supply Cabinet door. Call immediately if the numbers on the tapes are not the correct numbers.

Enter total # of Controllers assigned to Vote Center: **2**

#1: white tape

Serial # C1234567890
Opening Ballot Counter # 0
Closing Total PVRs Printed # 435
of Provisionals 10

#3: green tape

Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
of Provisionals

#5: yellow tape

Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
of Provisionals

WHITE COPY - Place in white ENVELOPE FOR DEVICE REPORTS/TAPES
PINK COPY - Place in pink ENVELOPE 2

#2: pink tape

Serial # C0987654321
Opening Ballot Counter # 0
Closing Total PVRs Printed # 450
of Provisionals 12

#4: blue tape

Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
of Provisionals

#6: second white tape

Serial #
Opening Ballot Counter #
Closing Total PVRs Printed #
of Provisionals

Election Header

Primary Election Training
Election Date 03/03/2026
Harris County, Texas
Harris County Attorney Conf Ctr

Election Day
Verify Controller
S/N: **C1234567890**
Version: 2.7.2

Ballot Counter: **0**
Lifetime Counter: **600**

Open Polls Report

Date & Time Permitted:
03/26/2026 6:00 AM
Polls are open.
Ready to accept ballots

I confirm that the record is true and accurate (Sign and Print Name)

PJ & AJ Print Name

PJ & AJ Sign Name

Election Header

Primary Election Training
Election Date: 03/03/2026

Harris County, Texas
Harris County Attorney Conf Ctr
Election Day

Verify Controller
S/N: **C1234567890**
Version: 2.7.2

Ballot Counter: **435**
Lifetime Counter: **600**

Close Polls Report

Date & Time Permitted:
03/03/2026 7:10 PM

Polls are Closed

Ballot Count Summary Report

Qty Pcts/Splits Included: **1**

Pcts/Splits Voted Total: **0**

Total PVRs Printed: **435**

Report includes a total of 10
provisional ballot(s)

I confirm that the record is true and accurate (Sign and Print Name)

PJ & AJ Print Name

PJ & AJ Sign Name

Election Day Scan Reconciliation



ELECTION DAY INDIVIDUAL SCAN RECONCILIATION LOG

Must ONLY be completed by BOTH Election Judges

- 1 - Please fill in the boxes below according to the equipment assigned to you.
- 2 - Both Presiding Judge (PJ) and Alternate Judge (AJ) sign when form is completed at closing.
- 3 - After AM or PM numbers are logged on this form the Scan tapes go in the *ENVELOPE FOR DEVICE REPORTS/TAPES*.
- 4 - After filling in opening numbers place this form in the *Work Folder* until needed for closing.
- 5 - After filling in closing numbers separate the pages of the form and file as listed at bottom.

Poll Code: D11003	Election Title: Primary	Election Date: 03/03/2026
PJ: Presiding Judge	AJ: Alternate Judge	

SCAN: Call immediately if Scan is NOT zero when opening polls.

Enter total # of Scans assigned to Vote Center: **2**

purple tape

Scan Serial # S1234567890
Opening Ballot Counter # 0
Closing Total Ballots Cast # 460

BLUE COPY—Place in SCAN
WHITE COPY—Place in white *ENVELOPE FOR DEVICE REPORTS/TAPES*
PINK COPY—Place in pink *ENVELOPE 3*

Election Header

Primary Election Training
Election Date 03/03/2026

Harris County, Texas
Harris County Attorney Conf Ctr
Election Day

Verify Scan
S/N: **S1234567890**
Version: 2.7.2

Ballot Counter: **0**
Lifetime Counter: 650

Open Polls Report

Date & Time Permitted:
03/03/2026 6:00 AM
Polls are open
Ready to accept ballots

I confirm that the record is true and accurate (Sign and Print Name)

PJ & AJ Print Name

PJ & AJ Sign Name

Election Header

Primary Election Training
Election Date: 03/03/2026

Harris County, Texas
Harris County Attorney Conf Ctr
Election Day

Verify Scan
S/N: **S1234567890**
Version: 2.7.2

Ballot Counter: **460**
Lifetime Counter: 650

Close Polls Report

Date & Time Permitted:
03/03/2026 7:10 PM

Polls are Closed

Ballot Count Summary Report

Total Ballot Cast: **460**

I confirm that the record is true and accurate (Sign and Print Name)

PJ & AJ Print Name

PJ & AJ Sign Name

Register of Official Ballots - EV

7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code
9/2023

REGISTER OF OFFICIAL BALLOTS FOR EARLY VOTING AT BRANCH LOCATION

Number of ballots voted in person	500	①
(# of voters on ePollBook)		
Number of spoiled ballots (voided)	10	②
Includes: Voter returned ballot to remake choices		
Ballot paper damaged in some way		
Extra signed/stamped ballot paper at end of election		
Number of Provisional ballots voted	8	③
(# of Voters on List of Provisional Voters)		
Number of unused ballot paper	482	④
(unsigned and unstamped)		
EQUALS TOTAL NUMBER OF BALLOT PAPER.....	1,000	⑤ *

*This number should equal the total number of ballot paper received at Vote Center

Note: printed Damaged Ballots are included in the ePollBook number, they will not have their own line above

Deputy Early Voting Clerk
Signature of Deputy Early Voting Clerk

NOTE: Return in ballot box no. 4 when closing the Vote Center on the last day of voting at that location.

1. **Number of ballots voted in person:** Use the Total Device Validated Count on the ePollBook found on the bottom of the Voter Lookup Screen.
2. **Number of Spoiled ballots (voided):** Count the number of Spoiled Ballots from the *Register of Spoiled Ballots*.
3. **Number of Provisional ballots (voted):** Count the number of Provisional ballots on the yellow *Early Voting List of Provisionals*.
4. **Number of unused ballots:** Count the number of unused ballot paper.
5. **TOTAL NUMBER OF BALLOT PAPER:** Add numbers 1-4 to get the total number of ballots accounted for.

Register of Official Ballots - ED



7-23
Approved by Secretary of State
Section 65.013, Texas Election Code
9/2023

REGISTER OF OFFICIAL BALLOTS

Number of ballots voted..... 1,500 **1**
(# of voters on ePollBook)

Number of spoiled ballots (voided) + 10 **2**
Includes: Voter returned ballot to remake choices
Ballot paper damaged in some way
Extra signed/stamped ballot paper at end of election **3**

Number of unused ballot paper..... + 470 **4**
(unsigned and unstamped)

Number of Provisional ballots voted + 20 **4**
(# of Voters on List of Provisional Voters)

EQUALS TOTAL NUMBER OF BALLOT PAPER 2,000 **5** *

* This number should equal the total number of ballot paper received at Vote Center

NOTE: printed Damaged Ballots are included in the ePollBook number, they will not have their own line above

I the undersigned, Presiding Judge of the Election held on the 3rd day of March, 2026
at Election Precinct No. 0587 in Houston, Texas, do hereby
certify that the above and foregoing statement of official ballots of said Election is true and
correct, and that all ballots returned by me were locked in the appropriate ballot box as required
by law.

WITNESS MY HAND this the 3rd day of March, 2026.

Presiding Judge
Presiding Judge

NOTE: RETURN ORIGINAL COPY IN BALLOT BOX NO. 4 WITH UNUSED BALLOTS.
RETURN PINK COPY IN PINK ENVELOPE NO. 3 ADDRESSED TO PRESIDING JUDGE.

- 1. Number of ballots voted in person:** Use the Total Device Validated Count on the ePollBook found on the bottom of the Voter Lookup Screen.
- 2. Number of Spoiled ballots (voided):** Count the number of voided ballots on the *Register of Spoiled Ballots*.
- 3. Number of unused ballots:** Count the number of unused ballot paper.
- 4. Number of Provisional ballots (voted):** Count the number of Provisional ballots on the yellow *List of Provisional Voters*.
- 5. TOTAL NUMBER OF BALLOT PAPER:** Add numbers 1-4 to get the total number of ballots accounted for.

Chain of Custody – Early Voting

		Chain of Custody Form – Early Voting	
		Printed: 05/05/2026 11:15:39	
Prior to Supply Handout:			
PollCode: 12345	Scan Serial # S1234567	Metal Red Drive Door Seal: 555555	
Supply Handout:			
Handle Seal Number: 333333			
<u>Staff Member</u>		Signature of HCCO Staff Member	
Early Voting, first morning prior to opening:			
Orange Scan Handle Seal Unbroken? Yes / No (Circle One)			
Orange Scan Handle Seal Number Match Above Number? Yes / No (Circle One)			
Serial Number Match Above Number? Yes / No (Circle One)			
Metal Red Drive Door Seal Unbroken? Yes / No (Circle One)			
Metal Red Drive Door Seal Number Match Above Number? Yes / No (Circle One)			
(If No is checked for any of the above questions, please call 713-755-1617; press 05 for tech line)			
<u>Deputy EV Clerk</u>		<u>Alternate EV Clerk</u>	
Signature Presiding Judge		Signature Alternate Judge	
Early Voting Night, after last night suspend:			
Handle Seal Number: 777777		(Write in Seal Numbers)	
<u>Deputy EV Clerk</u>		<u>Alternate EV Clerk</u>	
Signature Presiding Judge		Signature Alternate Judge	
FOR OFFICE USE ONLY			
Central Count after equipment returned:			
Orange Scan Handle Seal Number Unbroken? Yes / No (Circle One)			
Orange Scan Handle Seal Number Unbroken Match Above Number? Yes / No (Circle One)			
Serial Number Match Above Scan Serial Number? Yes / No (Circle One)			
Metal Red Drive Door Seal Unbroken? Yes / No (Circle One)			
Metal Red Drive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)			
Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)			
Ballot Bag Seal Unbroken? Yes / No (Circle One)			
Signature Presiding Judge Central Count		Signature Presiding Judge Central Count	
Comments:			

The top section of the form will be completed prior to Supply Handout by HCCO staff.

On the first morning of Early Voting, the DEVC/AEVC will complete the middle section by verifying the integrity of the seals and providing signatures. Place the broken seals inside of the Scan Seal Log Envelope.

After the last day of Early Voting the DEVC/AEVC will seal the Scan with an orange seal and provide the seal number on the *Chain of Custody Form* along with signatures.

Chain of Custody – Election Day



 **Chain of Custody Form – Election Day**
Printed: 05/05/2026 11:15:39

Prior to Supply Handout:
PollCode: 12345 Serial # S1234567 Metal Red Drive Door Seal: 555555

Supply Handout:
Handle Seal Number: 333333
Staff Member **Presiding Judge**

Signature of CCO Elections Department Signature of Presiding Judge

Election Day prior to opening:
Orange Scan Handle Seal Unbroken? Yes / No (Circle One)
Orange Scan Handle Seal Number Match Above Number? Yes / No (Circle One)
Serial Number Match Above Number? Yes / No (Circle One)
Metal Red Drive Door Seal Unbroken? Yes / No (Circle One)
Metal Red Drive Door Seal Number Match Above Number? Yes / No (Circle One)
If NO is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

Presiding Judge **Alternate Judge**
Signature Presiding Judge Signature Alternate Judge

Election Day Evening, after closing:
Handle Seal Number: 777777 Ballot Bag Seal: 888888 (Write in Seal numbers)
Presiding Judge **Alternate Judge**
Signature Presiding Judge Signature Alternate Judge

FOR OFFICE USE ONLY

Drop Off Location:
Orange Scan Handle Seal Number Unbroken? Yes / No (Circle One)
Orange Scan Handle Seal Number Match Above Number? Yes / No (Circle One)
Serial Number Match Above Scan Serial Number? Yes / No (Circle One)
Metal Red Drive Door Seal Unbroken? Yes / No (Circle One)
Metal Red Drive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)
Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)
New Ballot Bag Seal Number: (Write in new seal number)

Signature of CCO Elections Department

Comments

The top section of the form will be completed prior to Supply Handout by HCCO staff.

On the morning of Election Day, the PJ/AJ should complete the middle section by verifying the seals and providing signatures. Place the broken seals in the judge's blue work folder.

After Election Day has concluded the PJ/AJ will seal the Scan with an orange seal and provide the seal number on the *Chain of Custody Form* with both signatures.

Seal Logs

Last night of Early voting place this completed log in Return White envelope. Send with Constable.

SRD label here

EV EQUIPMENT CADDY SEAL LOG

09/2024

	Equipment Caddy Seal #	Signature of DEVC	Signature of AEVC
Set-up	615309	<i>Deputy EV Clerk</i>	<i>Alternate EV Clerk</i>
Oct 21	615310	<i>Deputy EV Clerk</i>	<i>Alternate EV Clerk</i>



Seal caddy after Set-Up using green seal. Controllers/Scan/Ballot Box should be inside. First day of voting DEVC/AEVC confirm seal # is still the same, before removing seal. Cut seal off and place in this envelope. Caddy remains unsealed until last day of EV. Controllers are put inside and Caddy is sealed. Seal # is logged. Scan/Ballot Box are sent with Constable.

Any time a new seal is placed on election equipment, it must be documented on the corresponding Seal Log and verified daily if required and signed by both DEVC & AEVC.

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

EV DAMAGED BALLOT BOX SEAL LOG (red)

09/2024

Date	Seal #	Signature of DEVC	Signature of Alternate Judge
Oct 21	101824	<i>Deputy EV Clerk</i>	<i>Alternate EV Clerk</i>
Oct 22	101825	<i>Deputy EV Clerk</i>	<i>Alternate EV Clerk</i>
Oct 23			
Oct 24			
Oct 25			
Oct 26			
Oct 27			
Oct 28			
Oct 29			
Oct 30			
Oct 31			
Nov 01			



This is a true list of seals used to seal flap on the Damaged Ballot Box. Write #s in at night. Match seal #s in the morning. If seal is broken when a ballot is added, new seal is attached at night. Poll Watcher signature (if present) _____

DEVC Signature *Deputy EV Clerk* AEVC Signature *Alternate EV Clerk*

ONLY DEVC & AEVC (EV) or the PJ & AJ (ED) may log seals, and they must log seals TOGETHER.

Ballot Bag Verification Form



Ballot Bag Verification Form

SRD001C

Scan Serial # S1234567890

(Listed below the panel to the right of the tablet)

SCAN TOTALS:

COUNT- 90 ; SHEET- 90 ; LIFETIME- 500

(Fill in the totals from the bottom of the tablet screen)

This Ballot Bag was sealed with seal # 615346.

Reason: ☐ Bag Full ☐ Scan Replaced ☒ Poll Closed

(Select the reason this ballot bag is being sealed)

On: 05/26/2026; at: - 8:00 ; AM ☒ PM

(Date: MM/DD/YY (Fill in the current Time / circle one)

Judge Initial JD ☒ PJ ☐ AJ



DO NOT turn off the Scans



- The judges will not turn off the Scans until after the *Ballot Bag Verification Forms* has been completed for each Ballot Bag.
- Fill out the Count, Sheet and Lifetime numbers, which are on the bottom of the Scan Tablet Screen.
- Fill out the form in its entirety and judge must initial once completed.



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Scan QR Code
for Additional
Resources

