



## EARLY VOTING

### ELECTION WORKER TRAINING

### MARCH 2026 PRIMARY ELECTION

Revised 1/28/2026

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## EL PASO COUNTY ELECTIONS DEPARTMENT

**Mission Statement**

- Our continuous mission to the community is to impart excellent voter registration and election services with the highest level of professionalism, accuracy, efficiency and integrity.
- Our department has the responsibility of conducting Federal, State, and County elections. Our department oversees elections for School Districts, Municipalities, Hospital District Bonds, County Elections, including bonds, and Water Districts and other political subdivisions that contract with El Paso County for election services.



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## COLLABORATION IS ESSENTIAL

- Our duty is to carry out the many tasks required to ensure the county's eligible voters have full access to the voting process and can cast a secure and confidential ballot.
- It takes hundreds of civic-minded citizens to conduct an election in our county, and Election Workers play an essential part of our mission.
- We are providing a public service to citizens of the county, and we must **all work together** to carry out our duties as prescribed by law.
- Your service is greatly appreciated, and we look forward to working alongside you all for many years to come.

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### EL PASO COUNTY COMMISSIONER PRECINCT MAP

- El Paso County uses the Countywide Polling Place Program (Texas Election Code, Section [43.007](#)).
- Which means all registered voters of El Paso County may choose to vote at any voting location across the county.
- This applies for both **Early Voting** as well as **Election Day**.
- Total of **39** Countywide Early Voting Locations

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### TYPES OF ELECTIONS DEFINED

GENERAL	• An election, other than a Primary Election, that regularly occurs at fixed dates (Texas Election Code, 1.005).
SPECIAL	• An election that is not General or Primary Election (Texas Election Code, 1.005(18)). An example of a Special Election would be an election to fill a vacancy in the state legislature.
UNIFORM	• Uniform Election dates means an election date prescribed by Texas Election Code, 41.001.
RUNOFF	• An election that occurs when one candidate does not receive enough votes to be elected in an election that requires a majority vote (Texas Election Code, 2.021).
PRIMARY	• An election held by a political party to select its nominees for public office including a Presidential Primary Election in advance of a General Election (Texas Election Code, 1.005(14)).

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### ELECTION WORKERS

- The term "Election Worker" refers to both Judges and Clerks. Election Workers carry out all procedures at the Early Voting Location, ensuring all eligible voters who show up at a voting site can vote. Election Workers are required to always wear name-identifying badges inside the voting site. These badges must include the Election Worker's name and title or position (Texas Election Code, Section [61.010\(b\)](#)). This ensures voters can identify who to seek for help.
- There are two types of Judges in the Early Voting Location, an **Early Voting Judge** and an **Alternate Judge**. **Both Judges must collaborate to oversee the election processes in their assigned Early Voting Location.**

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## ELECTION WORKERS (CONTINUED)

- The **Early Voting Judge** is responsible for the management and conduct of the election at the Early Voting Location where the Judge serves. All Clerks and the Alternate Judge report to and take direction from the Early Voting Judge.
- The **Alternate Judge** serves as backup for the Early Voting Judge. If the Early Voting Judge is out or must leave for any amount of time, the **Alternate Judge** shall serve in their absence (Texas Election Code, Section [32.001\(b\)](#)). The Alternate Judge should be informed and prepared to step into this role, if needed.
- **Clerks** perform a wide variety of duties in the Early Voting Location. All Clerks must learn to perform all job functions as situations may arise that require Clerks to change roles.
- All **Election Workers** are expected to follow Federal and State laws related to the conduct of elections. Election Workers are considered County of El Paso employees, and the County has the right to set policies and procedures that workers must follow.

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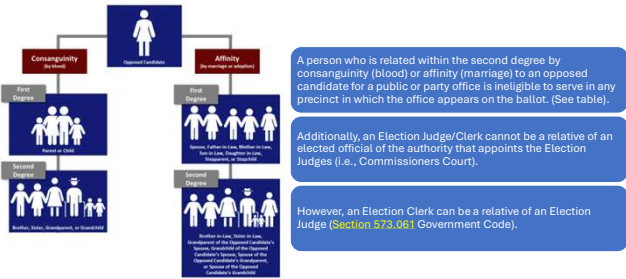
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## NEPOTISM



## BEFORE EARLY VOTING

- Training materials available inside Early Voting binder:
  - DS200 Training Guide
  - ExpressVote Training Guide
  - Curbside ExpressVote Training Guide
  - Electronic Poll Pad Training Guide
  - Handbook of Election Judges and Clerks
  - Poll Watcher's Guide
  - How To's: Provisional, Ballot By Mail, Various Forms (Ex: Payroll Form, Register of Official Ballots)
  - Texas Poll Worker Training Guide to Working with Voters with Disabilities
- Training videos available on our website, [www.epcountyvotes.com](http://www.epcountyvotes.com)
  - DS200 instructions
  - Express Vote Instructions
  - Express Touch Instructions
  - Electronic Poll Pad Instructions



10

## CONSTITUTIONAL OATH

- The Statement of Officer must be completed before the Constitutional Oath of Office is administered.
- Each oath that is administered is valid for the duration of the election officer's term of office and shall be filed with the election records, Elections Department.
- **Note:** The Constitutional Oath is signed by the Election Worker once a year. This oath will be executed during one of the Poll Worker trainings.

**EXAMPLE**

STATE OF TEXAS  
COUNTY OF EL PASO  
ELECTIONS DEPARTMENT  
ELECTIONS DIVISION

**CONSTITUTIONAL OATH FOR ELECTION JUDGES, ALTERNATE JUDGES, AND EARLY VOTING CLERKS**  
Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the Statement of Officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

**STATEMENT OF OFFICER**  
I, Priscilla Morales, do hereby swear to fulfill the duties of my office as an election judge, alternate judge, or early voting clerk, and to uphold the Constitution of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas.

**Signature of Officer**  
Priscilla Morales  
Signature of Officer

**Signature of Election Judge/Alternate Judge/Early Voting Clerk**  
DO NOT SIGN  
Signature of Officer Administering Oath

11

## FIRST DAY OF EARLY VOTING

### Early Voting Judge:

- About 15 minutes before your location opens, administer the "Oath of Election Judges & Clerks" for your Election Workers and yourself.
- Your Early Voting Location must be open to the public during hours assigned; see the list of Early Voting Locations inside your Early Voting binder.
- Return completed oath inside Envelope #2.

**OATH OF ELECTION JUDGES AND CLERKS**

I, Judy Smith, do hereby swear to fulfill the duties of my office as an election judge, alternate judge, or early voting clerk, and to uphold the Constitution of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas, and to perform my duties as such in accordance with the laws of the State of Texas.

**Signature of Officer**  
Judy Smith  
Signature of Officer

**Signature of Election Judge/Alternate Judge/Early Voting Clerk**  
Martin Mathis  
Signature of Officer Administering Oath

12



## EARLY VOTING LOCATION

### Early Voting Judge, Alternate Judge & Clerks:

- Be professional when communicating with the staff of the facility that you've been assigned to.
- Should any issues or concerns arise (facility, facility staff, voters, electioneers, etc.) you must contact the Elections Department at (915) 273-3597.
- Do not take it upon yourself to make any decisions on behalf of the Elections Department.



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## EARLY VOTING LOCATION

### Early Voting Judge:

- Should any facility personnel request to move you to a different location/room/area aside from what's on your Writ of Election, call the Elections Department at (915) 273-3597.
- Do not make any decisions or changes regarding location/room/area before contacting the Elections Department first.
- This information is written in contract and must be handled by the El Paso County Elections Department.

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## IMPORTANT REMINDERS

### Set-up procedures for this election:

- First Day of Early Voting: Everyone arrives an hour before the location is scheduled to open to help set-up voting area.
- Last Day of Early Voting: Deliver all supplies to the Elections Warehouse located at 3850 Justice Dr., El Paso, Texas 79938.
- Do not forget the Ballot Box (blue bin w/live ballots), and the DS200 flash drive.

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## PAYROLL

- All **Election Workers** must write their social security number legibly. Make sure it is the correct number as any minor misspellings will only delay the payroll process.
- **Early Voting Judge** and Clerk must sign at the bottom of the payroll form.
- **Early Voting Judge** signs all payroll forms for every single Election Worker, including the Alternate Judge, but except for his/her own.
- **Alternate Judge** will sign payroll form for the Early Voting Judge.
- Every **Election Worker** must complete their own payroll form daily.

**Note:** Election Worker, you must initial your payroll form DAILY as verification that your time in and time out are correct. Early Voting Judge, make sure that this procedure is completed daily by all Election Workers.

16

## PAYROLL FORM

### NEW CHANGES:

Two separate payroll forms must be completed and turned in by each Election Worker; **WEEK 1** and **WEEK 2**.

**WEEK 1:** Make sure all payroll forms are complete and have **two signatures** from the Election Worker and Early Voting Judge before placing them inside the *Payroll Envelope*. Payroll forms will be picked up by your Rover on **Saturday**.

**WEEK 2:** Make sure all payroll forms are complete and have **two signatures** from the Election Worker and Early Voting Judge before placing them in the *Payroll Envelope*. Only if applicable, delivery of supplies must be circled, "Driver" or "Companion." Payroll forms must be delivered by the Early Voting Judge to Justice Warehouse on the last day of Early Voting.

### REMINDERS:

- Election Worker must complete **their own** payroll form.
- Early Voting Judge signs all payroll forms.
- Alternate Judge will sign payroll form for the Early Voting Judge.

17

## PAYROLL EXAMPLE

The image shows two examples of the 'EARLY VOTING PAYROLL FORM'. Each form is divided into sections for 'Election Worker' information, a table for recording time (Date, Day, Time In, Time Out, Total Hours, Pay Rate, Total Pay), and signature lines for the 'Election Worker' and 'Early Voting Judge'. The Week 1 form has a circled 'WEEK 1' label, and the Week 2 form has a circled 'WEEK 2' label. Both forms include a 'Total Pay \$' field and a 'Signature' line for the Early Voting Judge.

Each payroll form must have two signatures before turning it in!

18

## HOURS AT THE EARLY VOTING LOCATION

### Early Voting Judge:

- reviews work schedules and assignments with the Clerks (Texas Election Code, Section [32.072](#)).
- treats Clerks uniformly in designating their working hours and duties and in regulating temporary absences (Texas Election Code, Sections [32.072\(c\)](#) and [32.073\(c\)](#)).
- When you leave the voting location for a long period of time, you need to note the clock-in and clock-out time on your payroll form.
- Not noting these times on your payroll form is considered theft by deception.
- The Elections Department will remove you and send a complete investigation to the Sheriff's Department.

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## DRESS CODE-ACCEPTABLE ATTIRE FOR ELECTION WORKERS

- **Pants:** Dress slacks, capris, khakis, cargo pants, and denim jeans.
- **Shirts, Tops and Jackets:** Blouses, dress shirts, sweaters, casual shirts, polo shirts, cardigans, turtlenecks, suit jackets, sport coats, and blazers. Long sleeve and short sleeve shirts must always be buttoned.
- **Sleeveless Attire:** Shoulder strap must be 2 inches wide. If the strap is less than 2 inches in width must be accompanied by an overlaying jacket, sweater, cardigan, blazer, etc.
- **Skirts and Dresses:** Casuals dresses, skirts, sheath dresses, and skorts. Length of the dress or skirt should be no more than two inches above the knee.
- **Footwear:** Dress shoes, dress heels, loafers, boots, flats, conservative walking shoes, clogs, and tennis shoes. Feet must be covered at all times and toes should not be exposed.
- **Hats:** Are allowed if worn for religious reasons.

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## DRESS CODE-UNACCEPTABLE ATTIRE FOR ELECTION WORKERS

- Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
  - For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neckline, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
- Bib overalls
- **Athletic Wear:** Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
- Clothing with any offensive images, words, or slogans.
- Provocative/revealing/transparent attire.
- **Footwear:** Thongs, flip-flops and any shoe that expose the entire toe area (excluding footwear prescribed by a Physician is permissible if office receives a written request from a doctor).
- **Hats:** Athletic type hats/caps, visors or beanies.
- **Campaign Attire**

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## ELECTION POSTINGS & SAMPLE BALLOT

Voter Complaint Information

Voter Information

No Cell Phone

No Media

Prohibition of Handguns

EARLY VOTING POLLING PLACE

Instructions Casting a Digital Scan Ballot

Notice of Voter Order Priority

Attention Ballot by Mail Voters

How to Surrender Ballot at Vote Center

Sample Ballot(s)

All postings and sample ballot(s) must be visible to the voter immediately entering your voting place (Texas Election Code, Sections 62.011, 62.0111, 62.012, 62.0115, 62.012, 85.036(1) 64.011 and Penal Code, 46.03(a)(2))

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## POSTINGS DISPLAY STAND

- Every Early Voting Location will receive one display stand.
- All postings will be set-up and ready for display.
- All that is required from Poll Workers is to set up the stand.
- Instructions will be included.

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## NOTICE OF APPROVED FORMS OF ID

Photo ID postings, available in English and Spanish.

Must be placed at the entrance door to your Early Voting Location so it is visible to voters as they enter (Texas Election Code, Section **62.016**).

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## VOTING PLACE ARRANGEMENT

### Train your workers to do the following:

- Try to have a dedicated entrance and exit.
- Clearly state where the voter goes to check-in.
- Place the check-in station near the entrance.
- Arrange the table so there can be a forms table aside from the main check-in station.
- Place the ballot box (DS200) near the exit.
- Post a dedicated Clerk to ensure the ballots are being deposited into ballot box (DS200) before the voters exit but ensure that the secrecy of the ballot isn't compromised when providing assistance.
- Place the curbside Express Vote machine away from the check-in station.
- Make sure the Early Voting Judge has a good view of the voting place at all times.
- If you have Poll Watchers or observers, remember they have free movement, but you may give them a place to sit.

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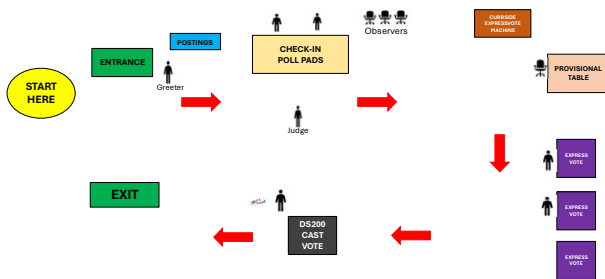
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## VOTING PLACE ARRANGEMENT

- This is an example of an ideal set-up, try to establish a good flow in the voting place.



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## ELECTRONIC DEVICES

- A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations (Texas Election Code, Sections [61.014\(a\)](#) and [62.0111](#)).
- Examples of what devices should not be used?
  - Cell phones (*Except for persons using assistive technology devices. Election Judge has discretion on this type of use*).
  - Cameras
  - Tablet computers
  - Laptop computers
  - Sound recorders
  - Any other device that may communicate wirelessly or be used to record sound or images.

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## ELECTRONIC & RECORDING DEVICES (Texas Election Codes, 61.003 & 61.014)

- **Exception:** Election Worker conducting official duties.
- **Exception:** Use of election equipment necessary for the conduct of the election.
- **Exception:** Persons employed at the location while acting in course of person's employment.
- **Exception:** Persons using assistive technology devices. Early Voting Judge has discretion on this type of use.

### Media

Media is prohibited inside the 100 ft. marker. Should any media personnel arrive at your location you must contact the Elections Department. Early Voting Judge, you do not have the authority to allow any media personnel to record or conduct interviews within the 100 ft. marker.



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## UPDATING WAIT TIMES

- Every 30 minutes you will need to send a text message to (915) 493-6965.
- Your message will consist of ONLY a single letter. Each letter will correspond to a specific wait time:

Letter	Wait Time
A	Less than 10 minutes wait time
B	10 to 20 minutes wait time
C	20 to 30 minutes wait time
D	More than 30 minutes wait time

- Once you send the wait time text you will receive a "Thank You" response. This will signify that your message was sent successfully.
- Cell phones provided by the department are to be used **STRICTLY** for wait time text messages and/or to contact your Rover/Elections Department. **PERSONAL USAGE is PROHIBITED.**
- **DO NOT** call, text message or download any apps.

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## WRITTEN COMMUNICATION



Written communications may be used by voters inside your voting area. Election Workers must periodically check voting machines and common areas of the voting area for sample ballots, pamphlets, brochures or other written materials pertaining to the election that may have been discarded by previous voters (Texas Election Code, Section [61.011](#)).

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## VOTERS WITH DISABILITIES

### Voters with disabilities have the right to:

- Vote by themselves and make their own choices.
- Get help from a person of their choice or an Election Worker.
- A physically accessible Early Voting Location and the use of an accessible voting machine.
- Vote if they have a guardian, unless a court determines they cannot.
- Be treated in the same way as all other voters. If the voter is properly registered, **it is not up to the Election Worker to question or challenge the voter's registration or competence to vote.**

31

## VOTERS WITH DISABILITIES

### Pursuant to Texas Election Code, Section 63.0015:

- An election officer **may** **shall** give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.
- A person assisting an individual with a mobility problem may also, at the individuals request, be given voting order priority.
- Disabilities and conditions that may qualify a voter for voting priority include but is not limited to paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive advice.
- Providing voting order priority is now a requirement, not just a courtesy.

**NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES**

Pursuant to Section 63.0015, Texas Election Code:

An election officer **may** **shall** give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify a voter for voting order priority include but is not limited to paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, will be requested for voting before others in line to vote at that polling place, may indicate this to any election officer working at the polling place, and may request assistance going to the vote and the voter's assistance, if applicable, should be free from cost.

**AVISO DE PRIORIDAD DE ORDEN DE VOTACIÓN PARA VOTANTES CON CERTAS DISCAPACIDADES**

De acuerdo con la Sección 63.0015, Código Electoral de Texas:

Un oficial de elecciones **puede** **debe** otorgar prioridad de orden de votación a individuos con una condición que sustancialmente impide la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificar para prioridad de orden de votación incluyen pero no se limitan a parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas o ortopédicas, confinamiento en silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una almohadilla, bastón, muleta o otro dispositivo de apoyo.
- Los votantes que deseen recibir prioridad de orden de votación, y ser asignados para votar antes que otros en la línea de votación en el lugar de votación, pueden indicar esto al funcionario de la estación de votación, y pueden solicitar asistencia para ir al lugar de votación. Si una persona solicita asistencia para ir al lugar de votación, el funcionario de la estación, si es aplicable, debería ser libre de costo.

32

## VOTERS WITH DISABILITIES

- General guidelines:
  - **Be respectful.** Use common sense. Voters with disabilities want to be treated the same way as everyone else. Show them the same respect you would give every other voter.
  - **Just ask.** Don't be afraid to help, but don't automatically give assistance unless the person has requested it or consented.
  - **Communicate with the voter.** Some voters with disabilities may have an Assistant, Interpreter, or friend with them. Always look and speak directly to the voter, not to their companion.

33

## ASSISTING A VISUALLY IMPAIRED VOTER

- Become familiar with the ADA keypad and headphones that comes with every Express Vote and Express Touch machine.
- Hand the keypad correctly to the voter and place it in his/her hand.
- Learn to use exact language. Avoid saying, "up here," "down there," "over here," "the green button." Instead say, "on the upper right of the keypad," "the round center button," "the arrow to the left of the round center button."
- Before reaching out to touch a voter ask permission. "May I touch your hand?" "Do you want to hold my arm so I can guide you?" "Would you like to place your hand on my shoulder so you can follow me?" Keep in mind that although some visually impaired voters use a white cane, some still have a little bit of useful vision, so they may not have to be led to the voting machine.
- Speak directly to the voter even though he/she may have a companion with them. Use a normal tone. They are not deaf, only blind. They do not appreciate having their voting choices announced for all to hear.

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## WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

- Section [1.022](#) of the Texas Election Code provides that a provision of the Code may not be interpreted to prohibit or limit the right of a qualified individual with a disability to request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under Federal or State law.
- In recent years, advances in technology have allowed cell phones, tablets and other wireless communication devices to assist voters with disabilities. **As an example, a voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an Election Worker.** While the situation is not expressly addressed in the Election Code, an Election Judge may use their authority to allow a voter utilization of these programs/applications at their discretion.

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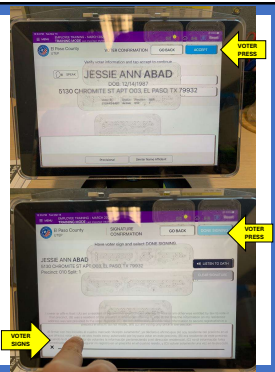
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## BRAILLE POLL PAD SCREEN

- Place the Braille Poll Pad Screen when the voter confirmation screen appears.
- This screen provides braille literacy for blind and visually impaired voters.
- Voter will be able to sign at the bottom of the screen once he/she verifies their information.



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## EXIT POLLING

- The Early Voting Judge may allow non-disruptive exit polling within the 100-foot boundaries surrounding the Early Voting Location.
- The Early Voting Judge must determine that such exit polling does not constitute either:
  - "Loitering" in violation of Sec. 61.003(a) of the Code or;
  - A disruption of order or a contribution to a breach of the peace at the Early Voting Location.
- The Early Voting Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

Texas Election Code, Sections [61.003\(a\)](#) and [32.075](#)

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## ELECTIONEERING

Also known as **Campaigning**

- Post distance markers 100 ft. in each direction from all entrances through which voters may enter the building in which an Early Voting Location is located (Texas Election Code, Sections [61.003\(a\)](#) and [62.010\(a\)](#)).
- It is unlawful for any person to electioneer or loiter within the boundary established by the distance markers. An offense is a Class C misdemeanor (Texas Election Code, Section [61.003](#)).
- Election Workers may not enforce the electioneering or loitering statutes outside the 100 ft. distance marker (Texas Election Code, Section [32.075](#)).
- Each location will be provided with **two large distance marker cones**. You must place them 100 feet from each entrance through which voters may enter the building.



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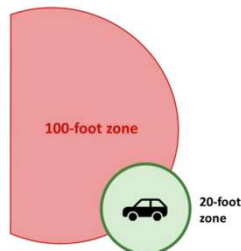
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## ELECTIONEERING-CHANGES TO CURBSIDE VOTING

- Section [61.003](#) of the Texas Election Code has been amended to prohibit an individual from electioneering within 20 feet of a parking space designated for curbside voting.
- The 20-foot distance marker is in addition to the current 100-foot distance marker, meaning that the 100-foot zone still exists around a polling location but could possibly be extended if your designated curbside spot is on the edge of the 100-foot zone.



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## ELECTIONEERING

- On September 30, 2021, the U.S. District Court for the Southern District of Texas issued a final judgement in *Ostrewich v. Hudspeth*, a lawsuit challenging the electioneering provisions in the Texas Election Code, Sections 61.003, 61.010, and 85.036.
- In the *Ostrewich* case, the district court upheld Sec. 61.010 but struck down Secs. 61.003 and 85.036 in the context of voters' apparel during voting as a violation of the First Amendment to the U.S. Constitution.
- In June 2023, the Fifth Circuit affirmed the district court's ruling as to Section 61.010 and reversed the portion that struck down Sections 61.003 and 85.036 of the Code. The Supreme Court subsequently denied certiorari. Thus, all three electioneering laws, Sections 61.003, 61.010, and 85.036 of the Texas Election Code, were upheld and remain in force now.
- Each Early Voting Location must be organized with 100-foot distance markers posted at surrounding outside entrances to the building. As a result of the above-referenced litigation, during the voting period and inside this protected area, during Early Voting, it is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political party, **regardless of whether they are or are not on the ballot**, or relating to the conduct of an election.
- Please note that this court decision was addressed in the Election Judge and Clerks Handbook, available in your Early Voting binder.

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## POLL WATCHERS

- "Watcher" means a person appointed to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure (Texas, Election Code, Section 33.001).
- The Poll Watcher...
- must provide the Early Voting Judge with a "Poll Watcher's Certificate of Appointment" and "Certificate of Completion." Early Voting Judge, you must keep the "Certificate of Appointment" and "Certificate of Completion" in **Envelope #2** for return to the custodian of election records after the election (Texas Election Code, Section 66.023(f)).
  - must wear a form of identification prescribed by the Secretary of State and provided by the Early Voting Judge or other election officer (Texas Election Code, Section 33.051(f)).
  - serving at an Early Voting Location may be present at the location at any time it is **open...the watcher may serve during the hours the watcher chooses** (Texas Election Code, Section 33.053).
  - **May not** use wireless communication devices (e.g. cell phones) in the voting place (Texas Election Code, 61.014). The watcher must be allowed to leave to use a wireless communication device and be readmitted to the voting place, if the watcher returns promptly (Texas Election Code, Section 33.052(b)).
  - **May not** be accepted for service if Poll Watcher has possession of a device capable of recording images or sound unless Poll Watcher agrees to disable or deactivate the device (Texas Election Code, Section 33.051).

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## POLL WATCHERS

- A Poll Watcher must complete the Poll Watcher training administered by the SOS and present the certificate of completion to the Early Voting Judge at the time the watcher reports for service. The Poll Watcher training will be available on the Texas Election Training Portal, [www.sos.texas.gov](http://www.sos.texas.gov) (Texas Election Code, Section 33.051).
  - Before being accepted for service, a watcher must take an oath administered by the election officer (Texas Election Code, Section 33.051(a)(h)). This oath has been added to the certificate of appointment that the poll watcher presents and signs in the presence of the Early Voting Judge.
- Oath: "I swear or affirm that I will not disrupt the voting process or harass voters in the discharge of my duties."**
- Activities a Poll Watcher may observe:**
- All election activities relating to closing the voting place, including the sealing and transfer of a memory card, flash drive, data storage device, or other medium now existing or later developed for use with voting system equipment.
  - Follow the transfer of election materials from the voting place to the regional tabulating center, central counting station, or other location designated to process election materials.

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## DUTIES AND PRIVILEGES OF A WATCHER

- The new law amended, Texas Election Code, 33.056 to provide that a watcher is entitled to sit or stand near enough to see and hear the election officers conducting the observed activity, except as otherwise prohibited by [Chapter 33](#). A watcher may not be denied free movement where election activity is occurring within the location at which the watcher is serving. A watcher who is entitled to "observe" an election activity under the Election Code is entitled to sit or stand near enough to see and hear the activity.
- A watcher may point out to an Election Judge or Clerk any observed irregularity or violation of law. However, if the Clerk refers the watcher to the Early Voting Judge, the watcher may not discuss the matter further with the Clerk unless the Early Voting Judge invites the discussion (Texas Election Code, Section [33.058\(b\)](#)).
- The new law amended, Texas Election Code 32.075, to provide that an Early Voting Judge may not have a watcher removed from the voting place for violating a provision of the Election Code or any other provision of law relating to the conduct of elections unless the violation was observed by an Election Judge or Clerk. However, an Early Voting Judge may remove a Poll Watcher for a violation of the Penal Code, regardless of whether the Election Judge or Clerk observed the violation. An Early Voting Judge may call a law enforcement officer to request a Poll Watcher be removed if the Poll Watcher commits a breach of the peace or a violation of law.

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## POLL WATCHER OVERVIEW

- A Poll Watcher can view any election document at any voting place (Texas Election Code, Section [33.056\(c\)](#)).
- Election Worker Payroll Forms
  - Any requests for documents must be made as a Public Information Request and handled accordingly. Have the Poll Watcher contact the Elections Department for more information.

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## STATE INSPECTOR

A State Inspector:

- is appointed by the Secretary of State's office to designated voting places across the state (Texas Election Code, Section [34.001](#)).
- must wear an identifying name tag or badge while on duty at the voting place (Texas Election Code, Section [61.010\(b\)](#)).
- must be permitted to observe all election activities performed by the Election Judges and Clerks (Texas Election Code, Section [34.002](#)).
- is permitted to point out any irregularities or concerns to the Early Voting Judge.
- may not observe the preparation of a voter's ballot, unless the voter is being assisted by an Election Judge or Clerk.
- are not required to take an oath administered by the Election Judge.

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## WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- An Election Judge or Clerk
- A Poll Watcher
- The Secretary of State
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code
- An election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies
- A State Inspector
- A person admitted to vote
- A child under 18 years of age who is accompanying a parent who has been admitted to vote

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## WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- A person providing assistance to a voter under Texas Election Code, Sections [61.032](#) or [64.032](#).
- A person accompanying a voter who has a disability.
- A special peace officer appointed by the Early Voting Judge under Texas Election Code, Section [32.075](#).
- **Primaries Only:** The county chair of a political party conducting a primary election may be in a polling place during the voting period as necessary to perform administrative functions related to the conduct of the election, as authorized under Texas Election Code, Sections [61.001](#) & [172.1113](#).
- A voting system technician, as authorized under Texas Election Code, Section [125.010](#).
- The county election officer, as defined by Texas Election Code, Section [31.091](#), as necessary to perform tasks related to the administration, of the election.
- A person whose presence has been authorized by the Early Voting Judge in accordance with the Election Code.

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## HOW TO POLITELY ADDRESS DIFFICULT ISSUES

- **Electioneering**
  - "Excuse me, but I'm not sure if you are aware that campaigning is prohibited by law within 100 feet of the entrance to the building where the voting place is located."
- **Firearms in the Voting Place**
  - Approach and say, "I'm not sure if you are aware that the Texas Penal Code prohibits firearms in the voting place even if you are licensed to carry."
- **Poll Watchers**
  - Approach and say, "Pardon me, I noticed that you were using your phone to make notes. State law prohibits the use of wireless devices in the voting place. Please feel free to step outside briefly if you need to use your phone. It doesn't interrupt your hours of service as long as you promptly return."

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## De-Escalation Tactics

### H.E.A.T.

- H-Hear them out
- E-Emphatize
- A-Apologize
- T-Take Action

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## NO POLITICKING



- As an Election Worker, your task is to manage an election, not to engage in or discuss politics.
- You must maintain a non-partisan behavior when working at your Early Voting Location.
- Do not attempt to influence the voter in any way.
- Do not discuss issues or candidates at the voting area, even if voters are not present.
- Do not speculate on the outcome of the election.
- Some examples: Controversial propositions, closely contested races, controversial legislation, etc.

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## LIMITED BALLOT

Limited ballots are used when a voter has a Texas registration in a county **other than** their new county of residence.

- To be eligible a person must be:
  - A resident of El Paso County
  - A registered voter of another Texas County

A person who applies for and receives a Limited Ballot is only entitled to vote on statewide races and propositions.

Limited ballots are only available during the Early Voting period and only at the **main Early Voting Location**:

Enrique Moreno County Courthouse  
500 E. San Antonio Ave., 3<sup>rd</sup> Floor Atrium  
El Paso, Texas 79901



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## QUALIFYING THE VOTER

- The voter should be asked whether the voter has one of the acceptable forms of photo ID that is either current or not **expired more than four years**.

**Note: With the exception of the U.S. citizenship certificate, which does not expire, the ID must be current or, for voters aged 18-69, have expired no more than four (4) years before being presented for voter qualification at the voting place. A person 70 years of age or older may use a form of photo ID listed in the next slide that has expired for any length of time if the ID is otherwise valid.**

- If the voter says "YES", the voter is required to present that form of photo ID.
- If the voter informs you that he/she has an acceptable form but did not bring it to your Early Voting Location, the voter may vote a provisional ballot and bring the acceptable form of photo ID to the El Paso County Elections Department **within 6 days to cure their ballot**.

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## ACCEPTABLE FORMS OF PHOTO ID

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

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## ACCEPTABLE FORM OF PHOTO ID TEXAS ID

- The gold star near the top right of the Texas Identification Card/Texas Driver License **is not required** in order to vote in Texas. You must accept a Texas ID from a voter with or without the gold star and allow him/her to cast a regular ballot.



GOLD STAR not required to vote

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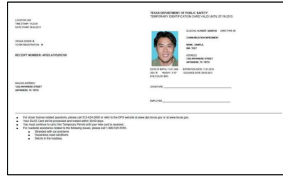
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## DPS RECEIPT WITH PHOTO

- Receipts are issued at DPS locations when you apply for a driver's license, identification card or EIC.
- They are printed on letter sized paper.
- They are used until card is received by applicant in the mail.
- The receipt should not be expired more than four (4) years before being presented for voting.

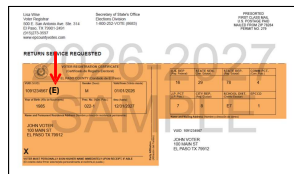


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## ACCEPTABLE ID/(E) NOTATION VOTER

Texas Election Code, Sections 13.002(i), 15.001(c) and 63.001(h)

- Available for voters with documented disabilities.
- Voter has a disability and has applied for and received a disability exemption from the Voter Registrar's office in accordance with the Texas Election Code.
- If the voter presents their Voter Registration Certificate with an (E) after the VOID number, they do not need to present one of the seven forms of photo ID or follow with the Reasonable Impediment Declaration procedure.



Designation of (E) next to VOID number

56

## ACCEPTABLE FORMS OF PHOTO ID EXPIRATION DATES

- An acceptable photo ID must not have expired more than four (4) years before being presented at your location, unless the voter falls under **Election Advisory No. 2018-08**.
- Examples of acceptable photo ID cards that do not expire:
  - Texas Identification Cards for persons aged 60 or older may be permanent and marked "INDEF."
  - Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
  - Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked "INDEF."
  - Certificates of Naturalization and Citizenship do not expire.

57

## REASONABLE IMPEDIMENT DECLARATION

- If the voter has a reasonable impediment or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to present a supporting form of ID and complete a "Reasonable Impediment Declaration." If the voter presents a supporting form of ID and completed the declaration, the voter will then complete their check-in on the E-Poll Book and proceed to the voting machine of their choice to cast a regular ballot.

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## ACCEPTABLE SUPPORTING FORMS

If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a Reasonable Impediment Declaration:

- Valid Voter Registration Certificate
- Certified Birth Certificate
- Copy of or original:
  - Current utility bill
  - Bank statement
  - Government check
  - Paycheck
- Other government documents with voter's name and an address (original required if it contains a photograph)

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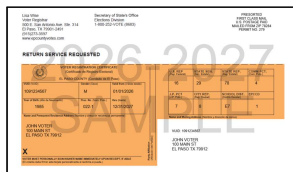
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## VALID VOTER REGISTRATION CERTIFICATE



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## CERTIFIED BIRTH CERTIFICATE

(must be an original)

- It may be from another state or country, does not have to be from Texas.
- It must not be a copy of a certified copy.



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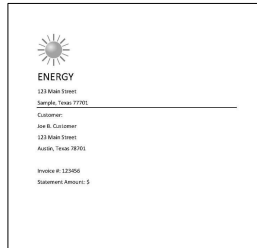
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## COPY OF OR ORIGINAL CURRENT UTILITY BILL

- It may be a copy or printout.
- To be current, the utility bill must be the most recent version or **at least dated within two (2) months** of the date it is presented to an Election Worker.
- The address on the utility bill does not have to match the address on the **E-Poll Book**.



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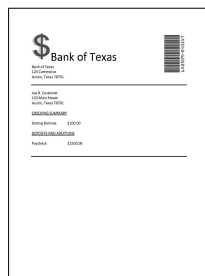
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## COPY OF OR ORIGINAL BANK STATEMENT

- It may be a copy or printout.
- The address on the bank statement does not have to match the address on the **E-Poll Book**.



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## COPY OF OR ORIGINAL GOVERNMENT CHECK

- It may be a copy or printout.
- The address on the government check does not have to match the address on the [E-Poll Book](#).



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## COPY OF OR ORIGINAL PAYCHECK

- It may be a copy or printout.
- The address on the paycheck does not have to match the address on the [E-Poll Book](#).



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## COPY OF OR ORIGINAL OF OTHER GOVERNMENT DOCUMENT

- Must be an original document if it contains a photograph.
- Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.

Examples:

1. Driver's licenses from other states
2. ID cards issued by federally recognized Native American tribes
3. DPS Receipts (without a photo)
4. Expired Voter Registration Certificates
5. Expired Texas DPS-issued Driver Licenses or personal ID cards (over four (4) years)

Note: Government documents do NOT include Social Security cards (no address), public college or university IDs without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document must be an address of the voter. It does not have to match the address on the E-Poll Book.

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## REASONABLE IMPEDIMENT DECLARATION

- The voter must indicate one of the following impediments:
  - Lack of transportation
  - Disability or illness
  - Lack of birth certificate or other documents needed to obtain form of photo ID
  - Work schedule
  - Family responsibilities
  - Lost or stolen identification
  - Acceptable form of photo ID applied for but not received

67

**Example**

**REASONABLE IMPEDIMENT DECLARATION**

TO BE COMPLETED BY VOTER

1 Name: John Voter

2 Check at least one box below:

☒ Lack of transportation ☐ Disability or illness

☐ Lack of birth certificate or other documents needed to obtain acceptable form of photo ID ☐ Family responsibilities

☐ Work schedule ☐ Lost or stolen identification

☐ Acceptable form of photo ID applied for but not received

3 X John Voter 02/17/2026

4 1094567890

5 John Voter

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

☒ Driver license ☐ State-issued identification card

☐ Current utility bill ☐ Government check

7 Bassett 02/17/2026

**Note: Once declaration is executed by both the Judge and voter, the voter must be allowed to cast a regular ballot. If executed, return inside Daily Folder.**

68

## DECLARATION OF REASONABLE IMPEDIMENT

- You may not question or challenge the voter regarding their lack of acceptable photo ID.
- If the voter states that they have not been able to obtain an acceptable photo ID, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID, states that they have such a reasonable impediment or difficulty, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form of ID.
- You may not question the reasonableness of the voter's reasonable impediment or difficulty or the truth of the declaration.
  - For example, if the voter checks "lack of transportation", you may not challenge the voter's access to a bus route or other means of transportation.

A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

**Note:** The form warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Sec. 63.0013 of the Texas Election Code.

69



**SIMILAR NAME WHEN PROCESSING A VOTER**Initial, Middle Name, Former Name (maiden names or hyphenated names).

E-Poll Book	ID
Sandra Robles	Sandra Robles-Avila
Jacob Valenzuela	Jacob Andrew Valenzuela
Aimee L. Smith	Aimee Smith

Slightly Different (minor misspellings of names).

E-Poll Book	ID
Vanessa Miller	Vanesa Miller
Mark Lopez	Marc Lopez
Nancy Jones	Nanci Jones

Customary Variation (English v Spanish or common abbreviations).

E-Poll Book	ID
Jose Sanchez	Joseph Sanchez
Kim Rogers	Kimberly Rogers
Esperanza Lopez	Hope Lopez

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**QUALIFYING PROCESS**

- Chapter 63 of the Texas Election Code
- Step 1: Identify voter by asking for any of the 7 acceptable forms of photo ID. If the voter fills out a Reasonable Impediment Declaration, ask for the supporting form of ID.
- Step 2: E-Poll Book. Look-up voter with photo ID or supporting form:
  - Voter's name, Date of Birth;
  - Address/Residence (does not have to match from E-Poll Book to acceptable photo ID/supporting form);
  - Any notations.

Note: If acceptable form of photo ID or supporting form does not provide an address, you do not need to ask for a second identification for verification.

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**QUALIFYING PROCESS**

- Step 3: Have you Moved? Election Worker must ask every voter if they still live at the address shown on the E-Poll Book. If address is different offer voter to complete a Statement of Residence.
- Step 4: Voter's Information. Have voter verify his/her information on the E-Poll Book and sign his/her name on the E-Poll Book signature line (Refer to Poll Pad Training Guide for instructions).
- Step 5: Provide Voter with Activation Card to Cast Ballot. Direct voter to ExpressVote machine of their choice to mark their activation card. Once card is retrieved and marked, voter must scan marked activation card on the DS200.

Note: The address on the voter's identification **does not have to match** the voter's registration address. An Election Worker **may not refuse to accept a voter's identification because the addresses do not match**. Doing so is violation of the law!

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### ACTIVATION CARD

- The Early Voting Clerk's initials (**L.W.**) are pre-printed on the back of each activation card used at the Early Voting Location. The **Early Voting Judge does not need to sign his or her full name on the back of the activation card.**

**ELECTION DAY ONLY:**

- Before handing the activation card to the voter, the **Presiding Judge must sign his or her full name on the back of the activation card** after it is ejected from the poll pad printer during check-in.
  - An **Alternate Judge** may only sign the activation card if the Presiding Judge is absent or not present at the polling place.
  - Clerks** cannot sign the Presiding Judge's name.


Early Voting



L.W.

DO NOT  
SIGN.

Election Day



L.W.

ONLY  
PRESIDING  
JUDGE  
SIGNS.

Texas Election Code, Sections [85.0311](#), [62.008](#).  
[Election Judges and Clerks Handbook](#),  
 page 76.

76

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### E-POLL BOOK TRAINING



MARCH 2026 PRIMARY ELECTION

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### TURN ON YOUR HOTSPOT FIRST!

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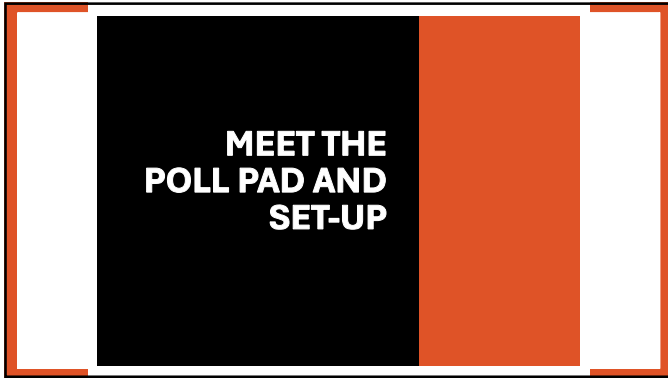
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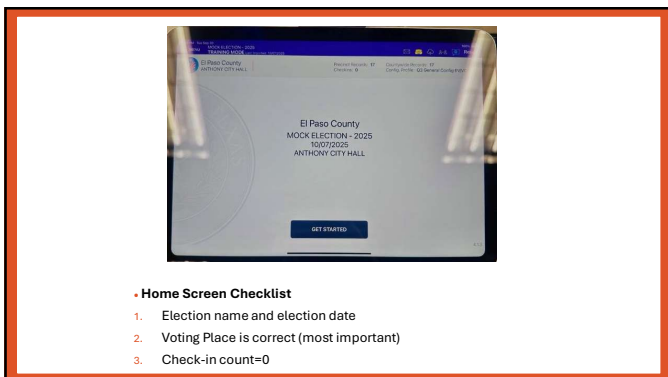
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**PRINTER ICONS & COLORS**

Poll pad is paired with the printer and activation card has been inserted into printer.

**MULTI-PEER ICONS & COLORS**

The number inside of the blue circle indicates the number of precinct units the poll pad is connected to.

Note: Units will connect to others in same polling location automatically.

**CLOUD-SYNC ICONS & COLORS**

Poll pad is currently connected and synchronizing with the central election database.

Note: Connectivity cloud can change from green to yellow to red throughout the day. If the cloud stays red for longer than 10 minutes contact your election authority.

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**PROCESSING VOTERS**

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MAIN SCREEN

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### SCAN VOTER TEXAS ID

- The only ID's that can be scanned are Texas ID's (Driver's License or Identification Card) **DO NOT SCAN OUT OF STATE ID'S.**
  - Place his or her Texas ID (with the barcode facing the camera) onto the ID tray.
- If the camera is unable to scan the voter's TX ID or if the ID is not placed onto the ID tray within five seconds, the Poll Pad will display "Barcode Scan Failed." If this occurs, find the voter using the manual search method.



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### HANDS-ON TRAINING

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**ACTIVE**

FIRST NAME: DIANA

LAST NAME: PRINCE

ADDRESS: 5130 CHROMITE ST. APT 003  
EL PASO, TX 79932  
DOB: 12/14/1987

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SUSPENSE

FIRST NAME: BRUCE

LAST NAME: WAYNE

ADDRESS: 260 FERINAND CT.  
EL PASO, TX 79932

DOB: 09/16/1983

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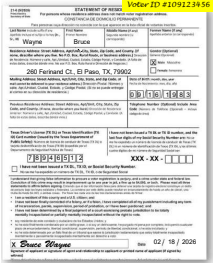
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### STATEMENT OF RESIDENCE



- Also known as a change of address form.
- If a voter moved, he/she will need to complete this form before voting.
- Or if the voter has a "Suspense" notation on the E-Poll Book, he/she **must** complete this form and give it back to you before voting.
- If voter refuses to complete a Statement of Residence, then he/she can only vote a Provisional ballot
- All required fields must be complete, signed and dated by the voter.
- If possible, write the voters Voter ID number on top of the form. This will allow our office to access their voter record faster to make the changes. The voter ID can be found on the E-Poll Book during the check-in process.

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PROVISIONAL-NO PHOTO ID

FIRST NAME: BARRY

LAST NAME: ALLEN SR.

ADDRESS: 6161 DONIPHAN DR.  
EL PASO, TX 79932

DOB: 7/15/1942

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## AFFIDAVIT OF PROVISIONAL VOTER

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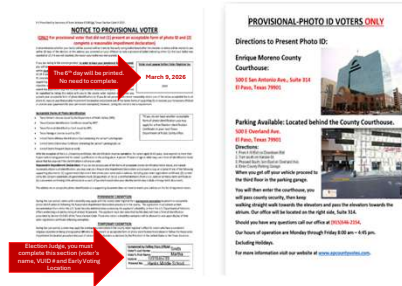
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### EXAMPLE OF NOTICE TO PROVISIONAL VOTER & MAP ONLY FOR PROVISIONAL PHOTO ID VOTERS



94

### SUPPORTING ID

FIRST NAME: DICK

LAST NAME: GRAYSON

ADDRESS: 241 WESTVALE CT.  
EL PASO, TX 79932

DOB: 3/19/1959

95

### ACCEPTABLE SUPPORTING FORMS

- If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a **Reasonable Impediment Declaration**:
  - Valid Voter Registration Certificate
  - Certified Birth Certificate
  - Copy of or original:
    - Current utility bill
    - Bank statement
    - Government check
    - Paycheck
    - Other government documents with voter's name and an address (original required if it contains a photograph)

96

97

[illegible]

- 1: Voter must print name, legibly
- 2: Voter must check at least one box
- 3: Voter signs and dates declaration
- 4: Either the Election Judge or the voter completes the Voter Unique Identifier Number (VUID), **and note on the E-Poll Book that the declaration was used by the voter**
- 5: Election Judge must sign declaration
- 6: Election Judge must check what type of document the voter provided
- 7: Election Judge prints the name of their assigned voting place and date of election, legibly

**Note:** Once the declaration is executed by both the Election Judge and voter, the voter must be allowed to **cast a regular ballot**.

98

ABSENTEE SENT

FIRST NAME: ARTHUR

LAST NAME: CURRY

ADDRESS: 1813 JERRY ABBOTT ST  
EL PASO, TX 79932

DOB: 4/11/1949

ABSENTEE SENT

FIRST NAME: ARTHUR

LAST NAME: CURRY

ADDRESS: 1813 JERRY ABO TT ST  
EL PASO, TX 79932

DOB: 4/11/1949

99

## SURRENDER BALLOT BY MAIL

- Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope** OR the **mail out envelope and the ballot** in order to cast their vote, in person, at your Early Voting Location.
- If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional ballot.**

## SURRENDER BALLOT BY MAIL



- Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope OR the mail out envelope and the ballot** in order to cast their vote, in person, at your Early Voting Location.
- If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional ballot.**

**BALLOT BY MAIL CANCELLATION**

Complete with voters name, election name and election date

Complete with voters name, precinct name, registration, VUID, election date and your signature

Note: The "Request to Cancel Application for Ballot by Mail" and all surrendered ballots must be returned in the "Envelope for Requests and Canceled Ballots"

100

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ABSENTEE RECEIVED

FIRST NAME: KATE

LAST NAME: KANE

ADDRESS: 7137 CANARY CT.  
EL PASO, TX 79932

DOB: 1/28/1944

101

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PRIVACY

FIRST NAME: CLARK

LAST NAME: KENT

ADDRESS: \*\*\*\*\*  
(PRIVACY)

DOB: 7/5/1958

102

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## MAIL BALLOT REQUESTED

- The voter may cancel his/her mail ballot and cast a regular ballot at your location by:
- Completing the "Request to Cancel Ballot by Mail For Use in the Polling Place" (available inside *Envelope for Requests and Canceled Ballots*) and;
- Surrender the mail ballot (both the envelope where ballot was received/return envelope and the paper ballot) to any Election Worker.

See next slide for example. Should you have any questions or need assistance please call the Elections Department at (915) 273-3597.

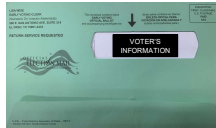
103

## SURRENDER BALLOT BY MAIL

### CARRIER ENVELOPE



### MAIL OUT ENVELOPE



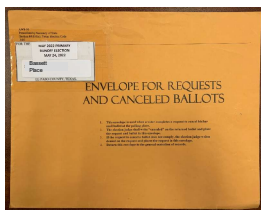
### BALLOT



- Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope OR the mail out envelope AND the ballot** in order to cast their vote, in person, at your Early Voting Location.
- If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional ballot.**

104

## BALLOT BY MAIL CANCELLATION



Complete with voter's name, election date and election date

Complete with voter's name, precinct name, registration, VUID, election date and your signature

The form contains the following handwritten entries:

- John Voter** (Name)
- 04-08-2026** (Election Date)
- 1092345467** (VUID)
- John Voter** (Signature)
- Matteo Rosales** (Name)
- 110.1** (Precinct Name)
- Matteo Rosales** (Signature)

Note: The "Request to Cancel Application for Ballot by Mail" and all surrendered ballots must be returned in this envelope.

105

## REGISTER OF SURRENDERED BALLOTS BY MAIL

Pursuant to Texas Election Code, Sections  
66.026, 66.051(b), 84.032(d-1) and 85.071:

- To keep a register of the names of voters who surrender their ballots by mail at the polling place during early voting, in order to cancel their ballots by mail and vote in person.
- Early Voting: The Ballots by Mail that were surrendered at the voting place by voters shall be returned to the Early Voting Clerk not later than the end of the last day of Early Voting. This allows the Early Voting Clerk to properly cancel the voter's Application for a Ballot by Mail so that the voter will no longer be noted as having applied for a Ballot by Mail and can be noted as having voted in person.

Note: The Register of Surrendered Ballot form must be returned to the Early Voting Clerk inside the Daily Folder on a daily basis; only if completed.

[illegible][illegible]

## NOTICE OF IMPROPER DELIVERY

Texas Election Code, Section [84.033\(c\)](#)

- If this notice is presented at your location, voter must surrender notice.
- Before processing the voter call the Elections Department at (915) 273-3597 for further instructions.
- You must place the notice inside **Envelope #2.**

1. **NAME** \_\_\_\_\_  
 2. **DATE** \_\_\_\_\_  
 3. **GRADE** \_\_\_\_\_  
 4. **TEACHER** \_\_\_\_\_  
 5. **SCHOOL** \_\_\_\_\_  
 6. **CITY** \_\_\_\_\_  
 7. **STATE** \_\_\_\_\_  
 8. **ZIP** \_\_\_\_\_  
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**PROVISIONAL VOTER**

*(Handbook for Election Judges and Clerks, pages 104-111)*

At all elections, the following individuals are eligible to receive a provisional ballot:

1. A voter who states she/he does not possess an acceptable form of photo ID, and that he/she can reasonably obtain an acceptable form of photo ID.
2. A voter who states that he or she does not possess an acceptable form of photo ID, and that he/she cannot otherwise reasonably obtain an acceptable form of photo ID but did not bring a form of supporting ID to the polling place.
3. A voter who states he/she possesses an acceptable form of photo ID but does not have it with him/her to present at the polling place. **NOTE:** The voter may opt to leave the polling place and return later with an acceptable form of ID and vote a regular ballot.
4. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impairment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief.

**NOTE:** A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a form of supporting ID to the polling place may opt to leave the polling place and return at a later time with an acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration.



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## PROVISIONAL VOTER (CONTINUED)

At all elections, the following individuals are eligible to receive a provisional ballot:

5. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration because of a natural disaster that was declared by the president of the United States or the Texas Governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter's identification.
6. A voter whose name on the form of identification presented (an acceptable form of photo ID or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the list of registered voters.
7. A voter who presented a form of identification (an acceptable form of photo identification or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) but whose identity cannot be verified by the identification presented.

**NOTE:** If a voter is casting a provisional ballot due to reasons 1-7 above, the Election Judge must advise the voter that in order to have his or her provisional ballot accepted, the voter must present an acceptable form of photo ID to the voter registrar, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, execute a Reasonable Impediment Declaration, and present a form of supporting ID to the voter registrar, or, if applicable, qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed) within 6 calendar days of Election Day).



109

## PROVISIONAL PROCEDURE

- If the voter believes they are registered, the Early Voting Judge or Alternate Judge must ask if the voter registered or updated their registration at DPS or during a voter registration drive.
- If voter did go to DPS or registered through a voter registration drive, the Election Judge must write the approximate date the voter completed the application on the "Affidavit of Provisional Voter."
- In addition to asking about DPS or a voter registration drive, it is okay for the Election Judge to ask additional information about when/how the voter believes they have registered in order to complete the provisional process:
  - When did you mail in your card?
  - What was the name/and or location for which you registered through a Volunteer Deputy Registrar or voter registration drive?

All these questions help the voter! Remember to check or mark reason seven (7) on Affidavit of Provisional Voter.

110

## JUDGES RESPONSIBILITIES

1. Have provisional material ready.
2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
3. Be prepared to move provisional voters out of the main line and to the side for processing, direct provisional voters to designated provisional voting area.
4. Ensure voters know they have six days to cure their ballot.
5. Make sure to write the name of all provisional voters on the "List of Provisional Voters." Note: You will need this list when completing the "Register of Official Ballots" during closing procedures.
6. Be aware that if there is time, **they can leave and return with proper photo ID or supporting form of ID.**
7. Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

111

## NOT REGISTERED TO VOTE/DID NOT MEET REGISTRATION DEADLINE

All provisional voters must be checked-in on the E-Poll Book, for those voters that:

1. Did **not** meet the voter registration deadline; or
2. Are **not** registered to vote.
  - They will not come up on the E-Poll Book.
  - You will need to **call the Elections Department** in order for those voters to be added to the E-Poll Book.

112

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## AFFIDAVIT OF PROVISIONAL VOTER

- **Step 1:** The first line of the provisional envelope is **completed by the Election Judge**.
- **Step 2:** The remainder of the front envelope must be **completed by the voter**.
- **Step 3:** This section is to be **completed by the Election Judge**.
- **Step 4:** This section is to be **completed by the Elections Department**.

113

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**Step 1:** The first line of the provisional envelope is **completed by the Election Judge**.

- Write the name of your Early Voting Location, the precinct number where voter is registered and the date of the election.

**Step 2:** The remainder of the front envelope must be **completed by the voter**.

- Please make sure that the voter writes legibly.
- Ensure the voter completes all the fields:
  - Name
  - Date of birth
  - Address
  - ID/Social Security (one or the other or both)
  - Citizenship question
  - Voter signature

## AFFIDAVIT OF PROVISIONAL VOTER (CONTINUED)

**TURN THE AFFIDAVIT OF PROVISIONAL VOTER AROUND**

114

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## AFFIDAVIT OF PROVISIONAL VOTER (CONTINUED)

**Step 3:** This section is to be completed by the Election Judge.

- Check or mark if the voter presented an acceptable form of Photo ID or a supporting form of ID and executed a Reasonable Impediment Declaration.
- Check or mark the reason why the voter is voting provisionally.
- Write the date of when the affidavit was completed.
- Sign the bottom of the envelope.

**After this you are done!**

115

## AFFIDAVIT OF PROVISIONAL VOTER (CONTINUED)

**Step 4:** This section is to be completed by the Elections Department after the election. **DO NOT COMPLETE THIS SECTION AT YOUR VOTING PLACE!**

116

## VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE

- If the voter states that they **DO NOT** possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID but **has not brought a supporting form of ID to the voting place**, the voter should be offered a provisional ballot.
- The voter may "cure" by appearing at the County Voter Registrar's Office within 6 calendar days of Election Day and presenting an acceptable supporting form of ID and completing a Reasonable Impediment Declaration.

Note: The Election Worker should explain that the voter may also opt to leave the voting place and return later with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.

117



## RECAP OF THE PROVISIONAL PROCESS

Instruct the voter to complete entire top portion of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER** below the election information. They can do this in a designated private area so voters can continue to be qualified. When they are finished, instruct them to return to Judge.

- Once returned to Judge, proceed to "qualify" voter on Poll Pad.
- Once activation card is printed, direct voter to an Express Vote machine of their choice to make their selections.
- While voter is making their selections, you must complete the top of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER** above the voter section, including the "Type of Election" and "Polling Location" as well as "Date of Election", etc.
  - Examples of types of elections include "Joint Election", "Primary Election". The "Authority Conducting Election" is Lisa Wise.
- Remember to review the voter section, ensure the information is complete and legible. Confirm the voter has signed the affidavit.
- Using the information on the poll pad or by calling the Elections Office, please provide the Precinct where the voter is registered. Put this information on the Affidavit of Provisional Voter form.
- Select the reason the voter is voting provisionally. If reasons 1-7 is chosen, and you wish to add more information, use reason #8 to add more details.
- The Judge **MUST** sign and date the form. If the Judge does not do this, they will be asked to come into the office to do this after the election to properly complete the form.
- Please fill out all the required fields in the voter and judge sections and ensure both the judge and voter signs.
- Once voter makes their selections and activation card has printed, they need to find the Judge in order to receive their **GREEN AFFIDAVIT OF PROVISIONAL VOTER**, and **WHITE SECRECY ENVELOPE**.
- Voter inserts **ACTIVATION CARD** in **WHITE SECRECY ENVELOPE**.
- Voter inserts **WHITE SECRECY ENVELOPE** inside **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and seals it.
- Voter hands sealed envelope to Judge, who then places it inside **PROVISIONAL BAG**.
- Make sure voter's name has been added to **LIST OF PROVISIONAL VOTERS** form, which you will find in **PROVISIONAL BAG**.
- Before leaving, **EVERY** provisional voter must be given one of the two different Notices to Provisional Voter forms, depending on reason why they voted a Provisional Ballot.

121

## WHAT IS CURBSIDE VOTING?

**RESERVED FOR CURBSIDE VOTING**  
RESERVADO PARA LA VOTACION EN EL CURBSIDE

CALL OR TEXT TO REQUEST ASSISTANCE FROM AN ELECTION OFFICER AT THE POLLING PLACE AT THE  
LLAME O ENVIA UN MENSAJE DE TEXTO PARA SOLICITAR ASISTENCIA DE UN FUNCIONARIO ELECTORAL EN EL LUGAR DE VOTACION.

**(915) 974-5323**

**ONLY** available for voters who are physically unable to enter the polling place without personal assistance or likelihood of injury to the voter's health.  
Electroenering or voting is prohibited within 20 feet of the curbside voting space. No electroenering or voting in the Clerk's Chamber.

**(915) 974-5323**

**ONLY** available for voters who are physically unable to enter the polling place without personal assistance or likelihood of injury to the voter's health.  
Electroenering or voting is prohibited within 20 feet of the curbside voting space. No electroenering or voting in the Clerk's Chamber.

**SOLO** disponible para votantes que no pueden físicamente entrar al lugar de votación sin asistencia personal o probabilidad de dañar su salud.  
Esta prohibido hacer campaña electoral o acercarse a menos de 20 pies de este espacio de votación en la acera. Una infracción por hacer campaña electoral o acercarse constituye un delito menor de Clase C.

If a voter is physically unable to enter your voting place without assistance or likelihood of injury to his or her health, one Election Worker may deliver a ballot to the voter at the entrance or curb of the Early Voting Location (Texas Election Code, Section [64.009\(a\)](#)).

The voter must be qualified by the Election Worker before the voter can receive the ballot (Texas Election Code, Section [64.009\(b\)](#) and [\(c\)](#)).

If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in marking his/her ballot:

- Two Election Workers may assist the voter (Texas Election Code, Section [64.032\(a\)](#)); or
- The voter may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer (Texas Election Code, Section [64.032\(c\)](#); 42 U.S.C.A. 1973aa-6).

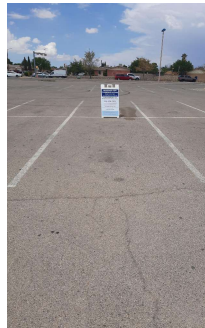
You will receive **one A-Frame sign** for your Early Voting Location.

**NOTE: NEW LAW: SB 477 (2023, R.S.)** amended Section 64.009 of the Code, effective June 18, 2023, requires for a polling place to designate a space for curbside voting. **DO NOT PLACE THE A-FRAME IN AN ADA/ACCESSIBLE PARKING SPACE.** Also, new law states that a voter requesting curbside voting "may call or text to request assistance." The cell phone number displayed on the sign will be answered by an Elections Department staff member that will call your location to provide you with the voter(s) information and vehicle information.

122

## CURBSIDE VOTER

- You may not question or challenge the voter for voting curbside!
- Curbside voters **will be checked-in** on the E-Poll Book.
- Curbside voters **will now receive an activation card** during the check-in process.
- Voter will vote on the Curbside Express Vote machine.
- If curbside voter is a provisional voter (not registered to vote, does not have an acceptable form of ID, does not have their mailed ballot) you must provide voter with activation card, secrecy envelope and the Affidavit of Provisional Voter. Deposit the sealed affidavit (containing voted ballot) inside the Provisional Bag.
- Remember, should any questions arise call the Elections Department first!



123





130

STATE OF TEXAS  
COUNTY OF DALLAS  
ELECTIONS

DATE OF ELECTION: 3/5/2026  
COUNTY CLERK: LISA WILK

**OATH OF INTERPRETER**  
I, the undersigned, being duly sworn, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-named election.  
Given under my hand and seal of office on the 24th day of February, 2026.  
*Felipe Ramirez*  
Signature of Presiding Judge  
Felipe Ramirez  
Printed Name of Presiding Judge

**RETURN INSIDE ENVELOPE #2**

130

**SPOILED BALLOT**

- A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an Election Worker and exchange it for a new ballot (Texas Election Code, Section 64.007(a)).
- A voter may spoil up to **two ballots and vote a third ballot** (Texas Election Code, Section 64.007(b)).
- The Election Worker shall put the name of the voter and the ballot number on the *Register of Spoiled Ballots*, write on the FRONT of the ballot "Spoiled". **Both the register and the spoiled ballot, if any, must be returned inside the Spoiled Ballots Envelope.**

131

131

**REGISTER OF SPOILED BALLOTS**

Ballot Serial Number	Name of Voter	Reason for Spoil	Other
000002	Juanita Martinez	YES	NO

**SPOILED BALLOT (EXPRESSVOTE MACHINE VOTER)**

Write "Spoiled" on the ballot. Number of ballot is on the back of the ballot.

Insert spoiled ballot and register inside Spoiled Ballots Envelope

132

132







EL PASO COUNTY ELECTIONS DEPARTMENT

Ballot Machine Chain Of Custody Form

Election Date: 03/03/26

Vote Center: Brewitt Place

Time of Verification by Judge: 6:50 am

Expected Vote Machine Count: 19 00000 Count: 1

Confirmed Location Election Judge's Signature: [Signature]

Judge's Signature Verifying Voting Equipment: [Signature]

Time: 8:10 pm

Return in Envelope #2

## CHAIN OF CUSTODY FORM

This form is to be completed before polls open on the first day or Early Voting, its purpose is to verify the number of Voting Equipment units assigned to each Early Voting Location. Please count each unit and sign this form and return inside envelope #2.

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139



## YELLOW CANVAS BAG

- Place the **VOTED ACTIVATION CARDS** extracted from the **BLUE BALLOT BOX** in the Yellow Canvas Bag. The Early Voting Supervisor assigned to your location will pick-up bag daily during the Early Voting period, (except for last day).

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140

## DAILY ENVELOPE


Early Voting Judge:

Envelopes are labeled by location.

**The following completed forms must be returned inside the assigned envelope:**

- Statement of Residence
- Reasonable Impediment Declaration
- Early Voting Daily Report
- Register of Surrendered Ballots by Mail

Daily envelope will be picked up by your appointed Rover every other day.



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141

## ENVELOPE #2

Any completed forms during the Early Voting period must be distributed to appropriate authorities in particular envelopes. The following forms must be placed inside Envelope #2 ready to return on the last day of Early Voting. Unused forms go back inside the Election Forms envelope:

- Election Seal Log(s) (do not leave inside binder)
- Oath of Election Judges and Clerks
- Oath of Assistance
- Oath of Interpreters
- Notice of Total Number of Voters Who Voted
- Notice of Defective Delivery
- Blank Activation Cards Bag-Seal Log
- Register of Official Ballots/Ballot and Seal Certificate (white copy)
- Information of Person that Provided Transportation to seven or More Voters for Curbside Voting
- Poll Watcher Certificate of Appointment and Training Completion (if presented)
- Chain of Custody Form (NEW)

**ENVELOPE #2**

TO: LISA MATE, EL PASO COUNTY VOTER REGISTAR

**NOTE TO PRESIDING JUDGE**  
 Enclose in this envelope:

1. Election Seal Log(s) (do not leave inside binder)
2. Oath of Election Judges and Clerks
3. Oath of Assistance
4. Oath of Interpreters
5. Notice of Total Number of Voters Who Voted (if presented)
6. Notice of Defective Delivery (if presented)
7. Blank Activation Cards Bag-Seal Log
8. Register of Official Ballots/Ballot and Seal Certificate (white copy)
9. Information of Person that Provided Transportation to seven or More Voters for Curbside Voting (if presented)
10. Poll Watcher Certificate of Appointment and Training Completion (if presented)
11. Chain of Custody Form (if presented)

142

## ENVELOPE FOR DAMAGED BALLOTS

Enclose in this envelope perfect ballot cards that have been:

- Torn
- Crumpled
- Damaged

These ballots will be duplicated at Central Counting Station prior to counting on Electronic Tabulating Equipment.

Record the number of ballot cards placed in this envelope on the "Register of Official Ballots/Ballot and Seal Certificate."

**ENVELOPE FOR DAMAGED BALLOTS**

Enclose in this envelope perfect ballot cards that have been torn, crumpled, or otherwise damaged to the extent that they cannot be counted by the DES200. These ballots will be duplicated at Central Counting Station prior to counting on Electronic Tabulating Equipment.

Record the number of ballot cards placed in this envelope on the "Register of Official Ballots/Ballot and Seal Certificate."

143

## EARLY VOTING DAILY REPORT

Remember:

- Early Voting Judge and Alternate Judge, complete your Early Voting Daily Report and return inside your Return Forms Envelope, form is double-sided.
- For any voting machine or E-Poll Book issues call the Elections Department immediately!
- Main Line: (915) 273-3597.

**EL PASO COUNTY ELECTIONS DEPARTMENT**  
**EARLY VOTING DAILY REPORT**

County: El Paso Date: 2/4/2026 Time: 10:00 AM

1. Information of the presiding judge (do not leave inside binder)

Presiding Judge	Signature	Date
Alternate Judge	Signature	Date
Recorder	Signature	Date
Tabulator	Signature	Date
Witness	Signature	Date

2. Information of the presiding judge (do not leave inside binder)

Presiding Judge	Signature	Date
Alternate Judge	Signature	Date
Recorder	Signature	Date
Tabulator	Signature	Date
Witness	Signature	Date

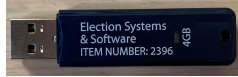
3. Information of the presiding judge (do not leave inside binder)

Presiding Judge	Signature	Date
Alternate Judge	Signature	Date
Recorder	Signature	Date
Tabulator	Signature	Date
Witness	Signature	Date

144

## DELIVERY OF FLASH DRIVE

- After closing your location, the Early Voting Judge and Alternate Judge **must remove the flash drive from the DS200**. See "DS200 Closing Procedures" on binder for instructions.
- Place **flash drive** inside **yellow bank bag**. Judges, you **must** lock the **yellow bank bag** with red seal provided inside the clear pouch.
- Sealed bank bag **must** be delivered with the rest of the election supplies to Justice Warehouse.
- If you forget the flash drive, you will be required to return to your Early Voting Location to retrieve that flash drive and bring it to the warehouse. This is the law!



145

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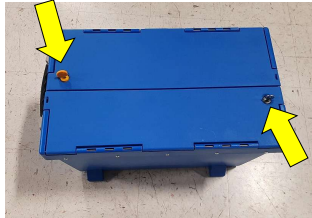
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## DS200-BLUE BALLOT BIN

- This process is **ONLY for Early Voting Locations**:
- The blue bin must be locked every night with both the silver key and the yellow key. This will ensure that once it's empty, no ballots are being inserted until opening procedures the next day.
- Voted ballots will be picked up every night by your assigned Early Voting Supervisor (Rover).



146

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## RECEIPT FOR TRANSFER BALLOT BOX

Early Voting Judge:

- Only complete top right box and print the name of your Early Voting Location, your name and the name of your Alternate Judge.
- DO NOT SIGN OR WRITE TIME IN.** Representative from the Central Counting Station will complete this portion of the form.

Note: You must archive the carbon copy once executed by both you and the Central Counting Station Representative for 22 months.

Signature of Early Voting Judge	Signature of Central Counting Station Representative
Primary	Alternate
3/3/2026	
<p>RECEIPT FOR TRANSFER CASE (BLUE BALLOT BOX WITH LIVE BALLOTS)</p> <p>I, the undersigned, receiving judge of the central counting station, do hereby acknowledge receipt of the ballot box for early voting case: <u>Case #2396</u> the transfer case delivered by <u>Johnny Rings</u> on <u>Doc Holiday</u> the day of delivery.</p> <p>Time of delivery: _____</p> <p>DO NOT COMPLETE DO NOT SIGN</p> <p>Signature of Early Voting Judge of Central Counting Station or designated representative</p>	

NOTE: COPY CENTRAL COUNTING STATION YELLOW COPY ELECTION JUDGE  
RECEIVED JUDGE AND EARLY VOTING JUDGE SIGNATURES  
DATE FOR TRANSFER CASE TO BE COMPLETED

147

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## REPUBLICAN PARTY CONVENTION FORM

- The Republican Party Convention form must be available at your qualifying table at all times.
- On the back of the form:
  - Write the voter's precinct number
  - Highlight their precinct convention location
  - Print the voters name and date the form was completed
  - Poll Worker: Write your initials and your title
- After the Poll Pad check-in, provide each voter with their Party Convention form along with their activation card.
- Every Republican voter **MUST** receive their convention form as required by law.

148

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## DELIVERY OF EARLY VOTING SUPPLIES

The **Early Voting Judge** and **Alternate Judge** must deliver the:

- Early Voting Bag
- All assigned E-Poll Books
- Locked and sealed DS200-Blue Ballot Bin

To the Elections Warehouse, 3850 Justice Dr., El Paso, Texas 79938.

Note: Leave the trash can and alcohol wipes with all voting machines at the Early Voting Location. **Alternate Judge** can follow the **Early Voting Judge** in a separate vehicle.

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## EARLY VOTING LAST DAY GUIDE

Preparing to leave your location on the **last day** of Early Voting:

- Items listed on this form must be at the very top of the bag.
- This form will be available in the back of your Early Voting binder.

Note: The red bank bag has been replaced with the **yellow bank bag**.



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## END OF TRAINING

For more information or questions  
regarding this training contact Marco  
Covarrubias, Training Coordinator  
Supervisor at  
[M.Covarrubias@epcounty.com](mailto:M.Covarrubias@epcounty.com).

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