

Nueces County Poll Worker Training

Part One

August 18, 2026

Election Leaders exhibit Leadership through Codes of Conduct and Following all State and Federal Election Laws

Follow all laws listed in the Texas Election Code, Chapters 1-501 and follow the Poll Workers' Code of Conduct:

- Be courteous, respectful, patient and kind to everyone
- No political discussions with anyone, Voters or Poll Workers
- Dress: clean clothing, closed toe shoes, nothing political, no shorts
- No food or drink in front of Voters
- Voters are not allowed to use their phones, neither are you
- Adhere to your required work schedule. Be on time, every day.

By doing this, you set the example for all other Poll Workers, and you give confidence to Voters who expect a secure and legal election.

To the Judge/Lead:

- **We Train You, You Train Your Team!**
 - **Show your Team you are abiding by all laws:**
 - **Don't use your phone for anything other than calling the Elections offices.**
 - **Don't let your Team members display their phones or use them in the polling place.**
 - **Dress and act professionally.**
 - **Be courteous even during the most stressful times.**
 - **Be on time.**
 - **Keep your paperwork up-to-date.**
 - **Be available to handle troublesome issues.**
 - **Don't eat in front of the Voters.**
 - **Don't talk about political issues or other Voters.**
 - **When it's necessary to talk, keep your voice low.**
 - **Correct Team members appropriately and in a timely manner.**
 - **Train each Team member to do every single job: cross-train by asking a more experienced Team member to teach newer Team members.**

Advice to Judge/Lead: Position Your Team

If you have adequate staff, this is ideal:

1. Poll Worker **greet**s Voters, informs of cell phone laws, does “triage”
2. Poll Worker operates **E-Poll Pad**
3. Poll Worker operates **Controller**
4. Poll Worker **observes Voters scanning their ballots**
5. Poll Worker assists Voters with **paperwork**
6. Poll Worker **observes Voters while voting**; offers help if needed

The Judge/Lead has Extra Responsibilities

- Securely transports election equipment in their car to the Polling Place
- (hint: empty your car first, park your car in your garage, don't drive around a lot with the equipment, and get the equipment to a secure place within the Polling Place ASAP)
- Calls in and/or texts the closing numbers to Election Department
- Makes decisions in troubling situations
- Ultimately responsible for making sure that proceedings are legal
- Buy a signature stamp! Otherwise, your time will be taken up hand-signing blank ballots on Election Day rather than dealing with more important issues
- You can designate a Poll Worker to use this stamp

Judge/Lead Manages Interaction with Poll Watchers

- If Poll Watcher arrives, Judge/Lead Calls Nueces County Elections Department
- Poll Watcher presents Judge/Lead with **Certificate of Appointment** and training certificate
- Judge/Lead puts these in **Daily Folder**
- Judge/Lead has Poll Watcher take an **oath**
- Judge/Lead reminds Poll Watcher **not to use wireless** in polling place.
- Judge/Lead gives Poll Watcher a **name tag** to wear
- Poll Watcher **can sit or stand close enough to hear and see Poll Workers** conducting business
- Poll Watcher may make **written notes**
- Poll Watcher can not work as a **Poll Worker** while **Poll Watching**
- Poll Watcher can only point out observed irregularities or law violations to **Judge/Lead**.
- Poll Watcher can only speak to Judge/Lead, **unless** Judge/Lead allows a Clerk to speak with them
- Poll Watcher **can not watch** Voter vote unless Voter is being assisted by Poll Worker
- Poll Watcher **can follow** Judge/Lead returning election equipment to Nueces County Elections Department at close of Early Voting and/or Election Day

Judge/Lead Receives the Supply Box

- **Elections Department issues a supply box to each Judge/Lead, including:**
 - Forms
 - Indoor signs
 - Tape (only use clear tape or painter's tape, not duct tape, which leaves a sticky residue)
 - Paper clips
 - Pens and styluses
 - Extension cords
 - Scissors
 - Tacky finger
 - Scratch pad
 - It does not include a hammer or shovel for putting signs into the ground, a stapler, or small envelopes. Bring in baggies and more paper clips.

For Early Voting: Metal Cage is Delivered to Each Polling Place

- Judge/Lead is responsible for contacting the manager of the Polling Place to confirm delivery has occurred, and time of set-up.
- Judge/Lead will have been issued and transported the E-Poll Pad, Controller, Scanner, and blank “ballots” from the Elections Department, and is responsible to transport them for set-up.
- Judge/Lead may or may not be given a key to the Polling Place and is responsible for coordinating daily entries and exits
- Judge/Lead is responsible for confirming the rules of operating elections on the property: allowed entrances, exits, bathrooms, opening and closing times, where signs can be posted

Judge/Lead is Responsible for Coordinating Setting Up and Tearing Down the Polling Place

- **Judge/Lead will inform Poll Worker team when both take place**
- **Setting up: tape informational paperwork on the check-in table**
 - **Set up a separate table for Voters to fill out paperwork**
 - **Set up the large folding poster on another table, and display sample ballot there**
 - **Set up the handicapped “booth” near the check-in table**
 - **Set up the Scanner near the exit but within sight of Poll Workers**
 - **Think about the “flow” of Voters entering and exiting: tape signs**

Judge/Lead Manages End of Day Tasks Correctly & Quickly

- Nearing 7pm, assign a Team member to watch the line of Voters and give the last Voter a card.
- Close the Polls on the Controller and Scanner immediately after the last voter leaves.
- Sync the Poll Pads, then write down the number of checked-in Voters.
- After writing down the numbers from Poll Pads, Controller and Scanner, Lead/Judge calls the numbers in, promptly.
- On the last day of Early Voting and on Election Day, the Lead/Judge writes down the numbers, handles the Poll Pad, Controller and Scanner, while the Team is locking up the DUO's and putting away everything.
- EOD last day of EV and on ED, Lead/Judge should go to the Courthouse ASAP, even if it means leaving the Team to finish up.
- EOD last day of ED (and maybe last day of EV), all left-behind equipment and supplies should be in the cage, if it fits, or next to the cage if it doesn't.

Setting Up Before Elections

- **Set up is usually a day or so before opening, though it can be early on opening morning. (That's not the best option.)**
- **Judge/Lead checks issued supplies and equipment, and informs Elections Department if anything's missing.**
- **Poll Workers document seal numbers before removing. Set up DUOs, Controller, and Scanner. Power up to make sure everything works. Don't open polls! Shut off and seal equipment after testing.**
- **Set up tables, chairs, forms, sample ballots & legal display board on table closest to entrance. Tape down all wires with blue painter's tape. Tape signs on doors and tables: (on Election Day only) # of voters who voted every 2 hours, No Wireless Devices/Cameras, ID Required for Texas Voters, Prohibition of Hand Guns, (on Election Day only) 4 nearest Voting Locations**
- **Place outside signs**

Fill out Seal Verification Form Before Setting Up Equipment



Nueces County Elections Department Early Voting Seal Verification Log

Location: I Training

Election: November 4, 2025 Constitutiona

Instructions: Verify the starting seal number is correct. At the end of the day, log the seal # for each device. The next day, verify that the

Equipment	Serial Number	Starting Seal	Oct. 20th	Oct. 21st	Oct. 22nd	Oct. 23rd	Oct. 24th	Oct. 25th	Oct. 27th	Oct. 28th
Controller										
Scanner										
Pollpad										
Pollpad										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										
Duo										

Laws

How is the General Election Different from the Primaries?

- **Shorter ballot than the Primaries in March, because of limited candidates**
- **Voter will not have to select a party's ballot while checking in on the E-Poll Pad**

Newer State Laws Affecting this Election Cycle

- No loitering or electioneering during the voting period within 100 feet of an outside polling place entrance **or within 20 feet of a designated curbside voting parking space.**
- Must have a sign (large font/easily readable) that says electioneering is prohibited within 20 feet of the curbside voting space. The SOS says to **measure 20 feet from the end of the curbside parking space**, and place the additional distance marker sign there.
- Now we make **2 trips for curbside voting**: First we deliver a form for curbside Voter to sign, affirming they are physically unable to enter the polling place without personal assistance or likelihood of injuring their health, and that they are requesting to vote curbside. Once the form is signed, we return inside to the Poll Pad and use Voter's photo ID to check them in on the Poll Pad. **This gives us additional time to verify the photo of the Voter.**
- If Voter refuses to sign the Curbside Voter Statement, they will not be able to vote curbside. We tell them they can still vote inside. They may not vote provisionally curbside.
- **The individual accompanying a Voter is eligible to vote curbside without also completing a Curbside Voter Statement. HB 521.**
- **Additional passengers are not eligible to vote curbside unless they sign the Curbside Voter Statement. HB 521**
- An election officer who delivers a ballot to a curbside Voter **may not** provide assistance in marking the ballot, unless they sign the Election Worker Assistance Sheet – for every voter assisted!

More New State Laws Affecting this Election Cycle

- If 4 or more election officers are present at the polling place - 2 election officers – preferably from different parties - must deliver a ballot to the curbside Voter.
- To the person transporting the Voter(s), we must ask if they have transported 7 or more Voters during the voting period. If they have, they must sign a form that contains their name and address and whether the person is providing more assistance. Not filling out the form is a Class A Misdemeanor for the transporter.
- If the Voter's transporter refuses to sign the form for transporting 7 or more curbside Voters, the Voter can still vote curbside, if they sign the Curbside Voter Statement.
- If a Voter is unable to sign their name or is unable to make a mark on the Curbside Voter Statement, anyone in their car can act as that Voter's witness, providing their printed name, signature, and residence address.
- Election Worker Assistance Sheet is public information. However, SB 1540 amended Election Code by adding confidentiality protections for a current or former election official, volunteer, or designee of an election official. If you want to protect your personal information from being disclosed while responding to public information requests, fill out Form 21-19 Request for Confidentiality Under Texas Government Code. FYI: if you sign this form, you have to physically go to the Voter Registrar's office to get your Voter Registration Card.

Election Worker Assistance Sheet
Hoja de Asistencia para Trabajadores Electorales

Type of Election	Polling Location
Date of Election	Authority Conducting Election

	Name of Voter (Nombre del Votante)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

Type of Election	Polling Location
Date of Election	Authority Conducting E

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)

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".)

Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____	Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____
Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____	Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
 Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

***Witness Information only required if voter is unable to sign.
 See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)**

 Signature of Election Officer

 Printed Name of Election Officer

Type of Election	Polling Location
Date of Election	Authority Conducting Election

**INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION
 TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY/ INFORMACIÓN DE LA PERSONA
 QUE PROPORCIONÓ EL TRANSPORTE A UN TOTAL DE SIETE O MÁS VOTANTES EN LA ACERA DURANTE LA VOTACIÓN ADELANTADA
 Y EL DÍA DE LAS ELECCIONES**

<i>Signature of Person that Provided Transportation Firma de la persona que proporcionó el transporte</i>	<i>Printed Name of Person that Provided Transportation Nombre en letra de molde de la persona que proporcionó el transporte</i>	<i>Address of Person that Provided Transportation Dirección de la persona que proporcionó el transporte</i>	<i>Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? ¿La persona que proporcionó el transporte actuó como asistente del votante en virtud del Capítulo 64, Subcapítulo B, además de proporcionar transporte al lugar de votación?</i>	
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

Instructions:

A person that provides transportation to 7 or more curbside voters to the polling place during early voting and on election day must complete and sign this form.
 If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.
 If the person that provided transportation translates for the voter, the person must repeat the Oath of Interpreter aloud and sign it prior to translating.
 A person commits a Class A Misdemeanor if the person intentionally fails to complete this form.

CURBSIDE VOTING SPACE **Espacio Para Votación en la Acera**

ONLY available for voters who are physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health.

Electioneering or loitering is prohibited within 20 feet of this curbside voting space. An electioneering or loitering violation is a Class C Misdemeanor.

SOLO disponible para votantes que no pueden físicamente entrar al lugar de votación sin asistencia personal o probabilidad de afectar su salud.

Está prohibido hacer campaña electoral o merodear dentro de un radio de 20 pies de este espacio de votación en la acera. Una infracción por hacer campaña electoral o merodear constituye un delito menor de Clase C.

**CALL OR TEXT TO REQUEST ASSISTANCE FROM AN
ELECTION OFFICER AT THE POLLING PLACE**

**LLAME O ENVÍE UN MENSAJE DE TEXTO PARA SOLICITAR
ASISTENCIA DE UN FUNCIONARIO ELECTORAL EN EL LUGAR
DE VOTACIÓN**

Call/Llame (XXX) XXX-XXXX

Text/Texto a _____ to (XXX) XXX-XXXX

(Polling Place Name or Number, if applicable)

This is the old sign displayed where curbside voter parks.

CURBSIDE DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE SPACE DESIGNATED FOR CURBSIDE VOTING

Electioneering or loitering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA EN LA ACERA

NO SE PERMITE HACER CAMPAÑA ELECTORAL NI MERODEAR ENTRE ESTE PUNTO Y EL ESPACIO DESIGNADO PARA VOTAR EN LA ACERA.

Hacer campaña electoral o merodear dentro del marcador de distancia constituye un delito menor de Clase C. Un delito menor de Clase C se castiga con una multa que no excederá los 500 dólares.

The curbside distance marker shall be posted at least 20 feet from the parking area designated for curbside voting.
(Sec. 85.036, Texas Election Code).

DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE ENTRANCE TO THE POLLING PLACE

Electioneering or loitering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA

NO SE PERMITE HACER CAMPAÑA ELECTORAL NI MERODEAR ENTRE ESTE PUNTO Y LA ENTRADA AL LUGAR DE VOTACIÓN.

Hacer campaña electoral o merodear dentro del marcador de distancia constituye un delito menor de Clase C. Un delito menor de Clase C se castiga con una multa que no excederá los 500 dólares.

The distance marker shall be posted at least 100 feet from any entrance to the building. (Sec. 85.036, Texas Election Code).

This is the sign to post 100 feet from the entrance to Polling Place.

Curbside Voting: Review

If Voter is physically unable to enter polling place **without assistance or likelihood of injury to their health**, election official may, at Voter's request, deliver a DUO for Voter to vote at the designated curbside voting location.

- Following new laws, require Voter to sign an **affidavit curbside** before election official delivers the DUO for Voter to vote. Get Voter's photo ID.
- Return to polling place with **Voter's affidavit and photo ID**, process on Poll Pad, signing "Curbside" for Voter on Poll Pad.
- Get **access code** from Controller, then enter access code into a **DUO**.
- Remove DUO when it says "**Insert Paper to Continue**".
- Insert DUO in DUO GO, and insert paper in DUO GO printer **while still plugged in** (for maximum power to load the paper).
- Take DUO Go, Voter's ID, Poll Pad receipt and **secrecy folder** to the car.
- Have Voter **sign Poll Pad receipt, give Voter their ID, and position the DUO Go on Voter's lap to vote. Do not leave until Voter has voted.**
- When Voter finishes voting, ask Voter to **verify** that the printed ballot is correct. Place Voter's printed ballot and Poll Pad receipt in secrecy folder.
- Ask Voter their preference on who scans it: you, their assistant, or offer that the assistant observe the scanning.
- Return to Polling Place, scan Voter's ballot, re-seat the DUO back in the booth, and lock it in place.

Voter may be assisted by a person of their choice.

Follow new laws regarding number of election officials delivering curbside service: **2 election officials** deliver to curbside, **if 4** election officials are working there.

Persons Allowed in Polling Place

- Judge/Lead & Poll Workers
 - Voting system technician
 - The Secretary of State
 - Staff member of the Elections Division of the Office of the Secretary of State
 - Poll Watcher
 - State Inspector
 - A person admitted to vote
- A child under 18 years of age with a parent who is voting
 - A person providing assistance to a Voter
 - A person accompanying a disabled Voter
 - A special police officer appointed by the Presiding Judge/Lead
 - A county election official

Types of Ballots: When and How They're Used

Types of Ballots we deal with at the polling place:

Regular Ballot: vote on every Federal, State, City, County race pertinent to Voter's precinct

Ballot by Mail: same as Regular Ballot, but it's a **paper** ballot mailed to Voter and returned by mail. It must be surrendered to Judge/Lead if Voter wants to vote a regular ballot at the polling place. Must be canceled by Elections Department for Voter to vote at the polling place.

Provisional Ballot: offered when Voter doesn't have Ballot by Mail to surrender, or can't or won't present sufficient identification for a regular ballot, or for numerous other reasons discussed later in this presentation

Types of Ballots that are only handled by Kara's office: Restricted, Limited and Military Ballots

Ballots by Mail

Ballots by Mail were originally provided only to soldiers who were away from home, fighting a war.

Over decades, it has expanded to anyone who is away from their home when voting is taking place, and expanded to those that have or claim disabilities that cause them not to be able to vote in person.

Process starts with Voter requesting an application for Ballot by Mail from the Nueces County Elections Department before the advertised deadline of each election.

Voter fills out the Ballot by Mail application and returns it to the Elections Department.

Voter has choices when filling out the application: to request it for just one election and its' runoffs, or to request it for the whole calendar year. If Voter doesn't select one of those, the Elections Department will usually select "Annual" for Voter.

More Ballots by Mail

When Ballots by Mail are ready to be sent out for the specified election, the Elections Department sends them out to those who requested them and were approved to receive them.

A completed Ballot by Mail CAN'T be “dropped off” at any polling place. It must be mailed. Voter may hand deliver it to County Clerk’s office on Election Day ONLY.

When a Voter surrenders the Ballot by Mail at the Polling Place, the Judge/Lead calls the Elections Department, who then cancels the ballot so that the Voter can vote a regular ballot. The Judge/Lead (or a designated Election Clerk) then uses the red pen to draw a line through every page of the Ballot by Mail and accompanying paperwork that came with it. After calling the Elections Department and confirming the Ballot by Mail was canceled, Voter is processed through the E-Poll Pad, and votes a regular ballot. (But sometimes the cancelation isn’t immediate. Take the Voter’s phone number and contact them when the cancelation goes through.)

The Ballot by Mail, and the form/log for the Ballot by Mail, go in the Ballot by Mail canvas bag. This bag is locked up in the “cage” overnight, and is secured by a zip tie.

Ballots by Mail in the General Election:

- **Voters may bring in unwanted Ballots by Mail: if a Voter requested a Ballot by Mail for the Primary, it's possible they'll get one for the General, too. That's because many Voters don't check the box saying which election they want it for, and the Election Office selects "annual" for the Voter. Sometimes that's a surprise to the Voter.**
- **Judge/Lead: Call the Elections Department to get the Ballot by Mail canceled, do the BBM cancelation paperwork, then wait for the Voter's check-in to be cleared before letting Voter check in again and vote a regular ballot.**

Many Provisional Voters are Ballot by Mail Voters who have no Ballot by Mail to Surrender

But, according to the SoS form, a Provisional Voter is also a person:

- whose name does not appear on list of registered Voters, or
- does not present valid Voter registration card, or
- cannot be verified through Voter Registrar's office, or
- who possesses an acceptable form of ID but does not have it with them, or
- who does not have a form of supporting ID with them and does not choose to retrieve one and vote later, or
- who is registered to vote but is attempting to vote in a precinct other than the one in which Voter is registered **(DOESN'T APPLY TO NUECES: WE VOTE COUNTY-WIDE)**
- who is on the list of registered Voters, but whose residence address is outside the political subdivision in which Voter is presenting to vote. **(DOESN'T APPLY TO NUECES: WE VOTE COUNTY-WIDE)**

If Voter Surrenders Ballot by Mail

- Voter fills out sections 1 & 3 on the Request to Cancel Ballot by Mail. Judge/Lead completes and signs
- Call Nueces County Elections Department to cancel the ballot
- Upon confirmation that the Ballot by Mail has been canceled, process Voter normally on the E-Poll Pad and Controller, issuing access code to allow voting a **regular ballot**.

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

This Section Must Be Completed by Every Voter	84.032 (b) I, _____, a qualified voter for the _____ (printed name of voter) (name of election) Election to be held on _____ / _____ / _____ request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled. _____ VOID (required) 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. _____ 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. _____ Signature of Voter

This section to be completed by Election Official.

Name of Voter _____ VOID Number _____ (Name of Voter) (Required)

Registered Precinct Number _____

Sworn and subscribed before me, this _____ day of _____, 20_____. (Day) (Month) (Year)

Signature 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:

- Printed name of voter as it appears on the List of Registered Voters
- Name of Election
- Date of Election
- 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)]

- 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.

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)]

- Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
- Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

If Ballot by Mail is not Surrendered...

- Inform Voter that they can vote a **Provisional Ballot**.
- Have Voter fill out sections 1 & 3 on the Request to Cancel Ballot by Mail. Lead completes and signs.
- Call Nueces County Elections Department to cancel the ballot.
- Refresh on the E-Poll Pad.
- Then, follow guidelines for voting a **Provisional Ballot**.



6-7
Prescribed by Secretary of State
Sections 63.011, 84.032, 84.038 Texas Election Code
1/2022

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

This Section Must Be Completed by Every Voter	84.032 (b)	I, _____, a qualified voter for the _____ (printed name of voter) (name of election) Election to be held on _____ / _____ / _____ request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled. _____ VOID (required) Signature of Voter
	84.032 (d)	To be Completed at an Early Voting or Election Day Polling Place 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. _____ Signature of Voter
Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	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. _____ Signature of Voter

This section to be completed by Election Official.
Name of Voter _____ VOID Number _____
(Name of Voter) (Required)
Registered Precinct Number _____
Sworn and subscribed before me, this _____ day of _____, 20____
(Day) (Month) (Year)

Signature of Election Official Witnessing Affidavit

Instructions for Deputy Early Voting Clerk or Election Judge:

Top Box to be Completed by Election Official and Voter

- Complete the top box labeled, "This Section Must Be Completed by Every Voter."
Include all the required information:
 - Printed name of voter as it appears on the List of Registered Voters
 - Name of Election
 - Date of Election
 - VOID number as it appears on the List of Registered Voters
- Direct the voter to sign the top box on the "Signature of Voter" Line.
- Ensure that all information is complete including the required VOID number.

Instructions for Completion of Affidavit by Voter

- Determine which affidavit the voter should complete.
- 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)]
 - 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.
- 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)]
 - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
 - Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.



Judge/Lead directs Voter to fill out Provisional Voter envelope completely.

(This is a picture of an old form. It's now a Felony to vote for an election if you're not eligible.)

Be sure to have the Voter sign it on the bottom, and put the name of your Polling Place on the top.

7-15, 12/2021 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación	Precinct Number where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)					
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 Class A Misdemeanor to vote in an election for which I know I am not eligible. 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 aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito menor de clase A votar en una elección para la que sé que no soy elegible.					
Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay)		First Name / Su nombre de pila	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior	
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)				Gender: (Optional) / Sexo (Optativo) ☐ Male (Hombre) ☐ Female (Mujer)	
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).				Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año □□ / □□ / □□□□	
TX Driver's License No. or TX Personal I.D. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas). □□□□□□□□		Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) XXX-XX-□□□□		☐ I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cédula de Identidad Personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos Yes ☐ Si ☐ NO ☐ No			Signature of Voter / Firma del votante X _____		

**Judge/Lead completes the left side on the back of the green envelope.
Mark the reason for voting Provisional. If not surrendering Ballot by Mail, select #8: "other"**

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF AND EXECUTED IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION A REASONABLE IMPEDIMENT DECLARATION

Yes No

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. _____ 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. _____ 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 (DPS): When: _____ Where: _____
8. _____ Other: _____ (Please explain)

Sworn and subscribed to before me this date: _____.

Signature of Election Lead

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

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.

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 Voter Registrar

Date

Action taken by the Early Voting Ballot Board: ACCEPTED REJECTED Signature of Ballot Board Lead: _____

Processing Provisional Voters on the E-Poll Pad

- If you can run the Voter's ID on the E-Poll Pad, select "Process Provisionally"
- Select reason for Provisional Ballot from E-Poll Pad menu
- If successful, you get a DRE code to put on the green envelope
- **If Voter's name can't be pulled up on the E-Poll Pad, you don't get a DRE that you can scan and put on the Provisional paperwork's green envelope. Issue an extra access code on the Controller and proceed, and document this.**

Provisional Voter – Finishing paperwork

- Voter votes on the DUO with their access code, folds the “voter record” (it’s not a ballot until it’s accepted by the Ballot Board and the vote is cast), and puts it in the white secrecy envelope
- Voter takes the filled out and signed form that was below the access code that was printed on the Controller, and puts it in the white secrecy envelope, too.
- Voter places sealed **white** secrecy envelope in **green** envelope then seals green envelope. **Judge/Lead signs green envelope.**
- Judge/Lead adds Voter to “List of Provisional Voters” on the form provided in the Provisional Voters canvas bag.
- Judge/Lead informs Voter that they have 5 days to appear at county courthouse to resolve their issue to make their vote count.

Processing Provisional Voters on Controller

- Select **Create Access Code**
- Choose correct precinct and select OK
- Select “**Mark as Provisional**” and print access code
- Access code will be a very long code, with the top half being the code and the bottom half being the part that you have to cut off and put in the white secrecy envelope along with the Voter’s Provisional Ballot
- Voter prints their name and signs the bottom part of the access code where indicated
- Separate top and bottom parts of access code, giving the **top part** to the Voter to begin voting

Voters Using Interpreters for Assistance

- Voter may select an interpreter who is **not the Voter's employer, an agent of Voter's employer, or an officer or agent of a labor union to which Voter belongs.**
- An interpreter may interpret for any number of **Voters.**
- For each Voter, the interpreter must take the **Oath of Interpreter.**

ASSISTING A VOTER: Who is Eligible for Assistance?

Voter is eligible to receive assistance in marking or reading the ballot if Voter can not prepare or read the ballot because of:

- (1) a physical disability that renders Voter unable to write or see, or
- (2) an inability to read the language in which the ballot is written

Assisting a Voter includes the following

- (1) reading the ballot to the Voter, or
- (2) directing the Voter to read the ballot or
- (3) marking the Voter's ballot, or
- (4) directing the Voter to mark the ballot

ASSISTING A VOTER: VOTER'S CHOICE

Voter's choice of Assistant must sign an **Oath of Assistance**.

- If Voter is assisted by a person of the Voter's choice, Poll Worker asks **Voter** if Voter wants the entire ballot read to Voter.
- If Voter says “yes”, Poll Worker instructs the person assisting Voter to read **entire ballot** to Voter.
- **No other person** except for the person rendering assistance is permitted to be present while Voter prepares their ballot.
- Poll watchers and inspectors **MAY NOT** observe the assistance rendered by Voter-chosen assistants

ASSISTANTS MAY NOT INSTRUCT VOTERS HOW TO VOTE!⁹

**Electronic Equipment Used in the
Polling Place –
And, What Kind of Equipment We Don't
Use!**

NOTICE

Prohibition of Certain Devices Within 100 Feet of Voting Stations



Persons are not allowed to use a wireless communications device within 100-feet of the voting stations. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **Said devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the cause of their employment.



NOTIFICACIÓN

DE PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO DE CIEN (100) PIES DE LA ESTACIÓN DE VOTACIÓN

No se permite usar dispositivos de comunicación inalámbrica dentro de cien (100) pies de la estación de votación. Adicionalmente, no se permite usar medios mecánicos o electrónicos que graban imágenes o sonido dentro de cien (100) pies de la estación de votación. **Dichos dispositivos incluye pero no se limite a teléfonos celulares, teléfonos digitales, cámaras, celular con cámara, y grabadoras.** La estación de votación es el área donde el votante marca su boleta.

El juez de la elección tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los Observadores Electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarán o desactivarán al servir como Observador.

Si tiene alguna pregunta adicional o necesita clarificación, por favor diríjase al juez de la elección de su lugar de votación.

Atención: Esta notificación no se aplica a oficiales de la elección efectuando servicios oficiales o al uso de equipo de elección necesario para efectuar la elección. Además, tampoco se aplica a aquellos empleados en la localidad donde se ubica un lugar de votación mientras actúan debido a su empleo.

CELL PHONES;

**AS VOTERS ENTER THE AREA WHERE VOTING TAKES
PLACE, REMIND THEM THEY CAN'T USE THEIR CELL
PHONES.**

IF QUESTIONED, SAY SOMETHING DIPLOMATIC LIKE:

“Excuse me, I’m not sure if you are aware that cell phone use where voting is taking place is prohibited by law.”

Using wireless communication devices within the area where voting is taking place is prohibited. Persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations. That includes members of the media. Devices include but are not limited to:

**cell phones
cameras
sound recorders
iPads**

**This rule also applies to children who come with their parents to the
polling station.**

Members of the media are not permitted unless voting.

Voting Equipment Used in Nueces County

- E-Poll Pad, which helps you check in Voters, and the “Mi-Fi”, which provides secure intranet from Elections Department to E-Poll Pad
- Controller, which issues access codes to Voters for the DUO's
- DUO's, which Voters use to create their paper voting record
- Scanner, which Voters use to scan their paper voting record; then it becomes a cast ballot
- DUO-Go, which houses a DUO to help Voters vote in their cars and prints their voting record so that it can be scanned inside the polling place

End of Part One