

APPLICANT'S STEP-BY-STEP INSTRUCTIONS (FOR EARLY VOTING CLERK STAFF) FOR COMPLETING THE CONFIDENTIAL VOTER REGISTRATION FORM AND EARLY VOTING BALLOT APPLICATION:

NOTE: The application is confidential, not a public record, and should not be shared by anyone. Internally, only one person should be designated to process and have access to this application.

SECTION 1: Applicant's Last, First and Middle Names

The name should be the applicant's current legal name (same as Driver License) as it is on their Texas Address Confidentiality certificate and Authorization ID card. Please make sure it is legible and that only one name is listed per box, not nicknames or a maiden name they may be wishing to use in the future. It is important to complete all areas of this section: Last, First and Middle Name (if applicable).

SECTION 2 and 3: Confidential Mailing Address and Authorization Number

This section is to be completed by the Applicant, and Applicant should provide the same confidentiality mailing address shown on the applicant's program card verified by the staff member of the early voting clerk's office. The mailing address is provided by the Office of the Attorney General's office.

SECTION 4: Date of Birth

Please make sure this section is legible and reflects a complete date (MM/DD/YYYY) for the date of birth.

SECTION 5: Gender

Ask the applicant to provide their gender but be sure to stress that this information is optional.

SECTION 6: Texas Driver's License, Texas ID Card Number OR Social Security Number

Federal and state laws require the applicant to provide their Texas Driver's License or personal ID number. If the applicant does not have either of these forms of identification, they must provide the last 4 digits of their social security number. If the applicant does not have a Texas driver's license, Texas ID or social security number, have applicant indicate this fact by checking boxes that say they do not have these numbers.

SECTION 7: Telephone/ Email Address

Ask the applicant to provide their telephone number and email address that they can be contacted should questions arise. Please be sure to stress that this section is optional, and

that no person shall be denied the right to register to vote for failure to furnish a telephone number and/or email address.

SECTION 8: Political Party

Make sure the applicant fills in the box preceding their choice of a political party which conducts primary elections or the applicant may mark the box “None.” If the applicant marks “None,” this means the voter will not be sent either party’s primary election ballots. Be sure to stress to the applicant that in Texas we do not register to vote by political party; and, no person shall be entitled to vote the ballot of any political party unless he or she has requested a specific party primary ballot.

SECTION 9: Acknowledgement of Confidential Status

Please be sure the applicant initials where indicated on the line to acknowledge their status as a confidential applicant and they will need to register to vote with their county voter registrar once their status has been terminated. Please also stress to the applicant that upon termination, withdrawal, expiration or inactive status in the Texas Confidentiality Address program, their confidential voter status will be terminated.

SECTION 10: Voter Declaration and Signature/Date

Have the applicant sign and date the application.

Office Use Only

You can search an address in TEAM to determine political subdivisions located in the territory. Please put district type and district code information in the designated spaces. Be sure to get the expiration of the Address Confidential Certificate as that will determine the expiration of this application unless the protected applicant leaves the program before the expiration date.