

## Form Notes

**Name of Form:** Request for Updated Annual ABBM.

**Form Number:** AW5-16b.

**Section Reference:** 86.0015, 86.003, 86.041 Texas Election Code.

**Purpose:** To request updated address information on the Annual ABBM when a voter has updated their voter registration address information with the voter registrar but has not sent in a new Annual ABBM.

**Number of Copies Required:** One sent to the voter. Additionally, a copy should be maintained by the EV clerk in the voter's jacket envelope; alternatively, the early voting clerk may make a notation in TEAM or other by-mail tracking system that this Request has been sent to the voter.

**Completed by:** The early voting clerk; sent to the voter along with a new ABBM form

**Filing Date:** As soon as possible after the early voting clerk learns that the voter has updated their voter registration residence or mailing address information.

**Comments:** See "Instructions to Early Voting Clerk," below.

**Version:** Form created in 8/16. No version prior to that time.

### Request for Updated Annual ABBM - Instructions to Early Voting Clerk:

- This form must be sent to a voter who is on the list of Annual ABBM voters, who has provided updated address information to the Voter Registrar, but who has not yet submitted new address information on an ABBM.
  - Such voters should be designated as "Pending" on your List of Annual ABBM Voters.
- A ballot may not be sent to a Pending voter until the voter has submitted an updated ABBM.
- Complete the blanks for the deadline to return the form and your mailing, fax (if available) and email addresses.
  - The deadline is 11th day before Election Day (or the previous Friday, if the 11th day falls on a legal state or national holiday).
- Send the voter this Request form along with a new blank ABBM.
- When the voter returns the updated ABBM, you should update the List of Annual ABBM voters with the new address and remove the "Pending" notation for the voter.
  - If the voter does not return an updated ABBM, then the voter remains in "Pending" status and is not provided a ballot.
- If the voter returns the updated ABBM prior to the 11th day before Election Day (or the previous Friday, if the 11th day falls on a legal state or national holiday), send the voter a ballot for that election.