Federal Post Card Application (FPCA) Checklist for Use by Early Voting Clerks

NOTE: Please review the election law calendar for this election for variations in the dates noted in steps 5, 7, 9, & 10.

1. Receive and review FPCA.
   - Note that unless applicant indicates that s/he is permanently/indefinitely away or is not certain that s/he will return to the U.S., you should retain a copy of the FPCA for your records and forward the original FPCA to the voter registrar for any necessary processing for registration purposes, except as noted directly below.
   - If you are NOT the correct early voting clerk to receive this FPCA, forward the original FPCA to the correct early voting clerk. If applicant is currently registered in your county but the residence address on the FPCA indicates the applicant now lives in another county, send a copy of the FPCA to your county voter registrar.
   - If you ARE the correct early voting clerk, continue to step 2 below.

2. Did applicant complete all necessary information on the FPCA? [Note, applicant should complete Block 1, Block 2 (if applicant wants a primary ballot), Block 3, Block 4 (if applicant has no ID #s, must also complete Block 9), Block 5 (optional but strongly recommended), Block 6 (if not completed, ballot will be mailed and not emailed to applicant), Block 7, Block 8, and if necessary, Block 9. Applicant must sign and date form]. If applicant did not complete all necessary information, reject FPCA and send applicant notice using Form AWS-15-FPCA, “Notice of Defective FPCA." If applicant completed all necessary information, go to step 3.

3. If applicant indicated that s/he is a National Guard member on State Orders or has never resided in the U.S., do not send applicant a ballot; such persons are not entitled to receive a ballot under current Texas law. If applicant made no such indication, go to step 4.

4. Is applicant currently registered to vote in your political subdivision? If YES, go to step 5. If NO, go to step 7.

5. Did you receive the FPCA on or before the 7th day before Election Day? If YES, go to step 6. If NO, go to step 13.

6. Did applicant indicate s/he is permanently/indefinitely away or has an uncertain intent to return to the U.S.? If YES, applicant receives federal ballot only; go to step 12. If NO, go to step 11.

7. Did you receive the FPCA no later than the 20th day before Election Day? If YES, go to step 8. If NO, go to step 9.

8. Does the FPCA contain information sufficient to register applicant in your political subdivision? If YES, go to step 10. If NO, go to step 11.

9. If you do not have a federal office on your ballot in this election, then do not send the applicant a ballot for this election; go to Step 13.

10. If you are NOT the correct early voting clerk to receive this FPCA, forward the original FPCA to the correct early voting clerk. If applicant is currently registered in your county but the residence address on the FPCA indicates the applicant now lives in another county, send a copy of the FPCA to your county voter registrar.

11. If you ARE the correct early voting clerk, continue to step 2 below.

12. Send a full ballot:
   - If this is an election with a federal office on the ballot AND applicant requested balloting materials by email, email the applicant the full scanned ballot and the accompanying balloting materials (or an SOS-approved link to the ballot and such materials), including the ballot secrecy envelope, carrier envelope or signature sheet, and other necessary materials or information. Go to step 14.
   - If this is not a federal election OR applicant did not request materials to be sent by email, use regular mail to send applicant the full ballot and accompanying balloting materials. Go to step 14.

13. Send applicant a federal ballot (i.e., a ballot listing only the federal offices up for election) and accompanying balloting materials. Go to step 14.

14. Indicate on the “Roster for Early Voting by Mail” (form AW 5-10) that applicant has been sent a ballot. Also indicate ballot has been returned by the voter, when applicable. Go to step 15; perform step 15 if applicable.

15. Required for all federal elections and recommended for other elections: ballots and the accompanying balloting materials must be sent to applicants with FPCAs on file no later than the 45th day before Election Day.

FOR COUNTIES, CITIES, AND SCHOOL DISTRICTS ONLY: If applicant is a registered voter, determine whether voter is registered in other political subdivisions (county, city, or school district only), and forward the FPCA to the early voting clerk(s) of such political subdivision(s), using Form AWS-36a, “Federal Post Card Application (FPCA) Forwarding Form.”