

QUALIFYING BALLOT BY MAIL

1

Phase 1: Delivery and Receipt **Phase 2: Review and Qualification** **Phase 3: Corrective Action** **Phase 4: Final Determination**

REVEAL ID NUMBERS

Remove the secrecy flap on the carrier envelope to find the required ID numbers, unless the early voting clerk already removed it.



VERIFY ID NUMBERS

Compare the ID number (Texas Driver's License, personal identification card issued by the DPS, election identification certificate, or last 4 digits of SSN) on the voter's application with the carrier envelope and voter's registration record. If the voter has not been issued one of these ID numbers, ensure the application, carrier envelope, and voter's registration record reflects this.



HANDLE MISMATCHES

If an ID number is missing or does not match the number in the voter's registration record, complete your full review of the carrier envelope to identify all potential issues before starting the corrective action process.



THE COMPARISON STANDARD

Compare signatures on the application and carrier envelope only to determine if the signatures on these documents are of the same person or not. You may compare signatures using electronic copies of the application and carrier envelope, but have a plan in place and keep your review method consistent.



SETTING UP SUBCOMMITTEES

The EVBB presiding judge may create subcommittees to review signatures. These subcommittees should have an even number of members. In an election where party alignment is indicated on the ballot, the presiding judge should consider party alignment when forming subcommittees. Before qualifying any ballots, the EVBB must agree on a consistent process for what counts as a majority vote. They should also decide if the presiding judge will act as a tiebreaker for any subcommittee decisions.



REVIEW THE CERTIFICATE

Confirm the certificate on the carrier envelope is complete and is signed by the voter, his/her assistant, or a witness.



CONFIRM VOTER SIGNATURES

Confirm that the voter signed both the application and carrier envelope, or ensure the witness information is complete.



HANDLING WITNESSES

A voter can use different witnesses/assistants for his/her application and carrier envelope. If a witness signed for the voter, do not compare signatures; instead, accept the ballot if it meets all other qualifications.



EXTERNAL COMPARISON

When necessary, verify the voter's signature by comparing it against any known signature on file with the county clerk or voter registrar.



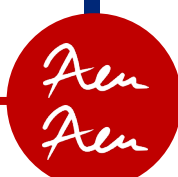
MISSING SIGNATURES AND EXCEPTIONS

A signature located anywhere on the carrier envelope satisfies legal requirements. If the carrier envelope lacks a signature from either the voter or a witness, begin the corrective action process. Exceptions to this requirement include witnessed signatures, emergency ballots (due to death in family, sickness, or physical disability), and limited or presidential ballots. For more information, refer to Chapter 3 of the EVBB Handbook.



THE MATCHING ID PRESUMPTION

If the ID number on the carrier envelope matches the voter's registration record, the law assumes the signature on the application and carrier envelope belong to the voter. Even with this match, the EVBB must still compare the signatures before deciding to accept the ballot.



OVERTURNING THE PRESUMPTION

To reject a ballot due to a signature mismatch, an EVBB member must prove the signatures are different. This is done by finding other signatures in the voter's registration record that show the signatures on the carrier envelope and application were not made by the same person.



SEPARATE THE BALLOTS

After the EVBB decides, separate the accepted voted ballots with signatures from the rejected voted ballots with signatures.

