Voter Registration Applications: Public Library Assistance
Overview

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Updated July 2019
Voter Registration Eligibility

ELIGIBILITY REQUIREMENTS
Voter Registration Eligibility
Texas Election Code (TEC) § 11.002

Applicant **must**: 
- be a United States Citizen;  
- be at least 17 years and 10 months old;  
- be a resident of Texas;  
- not have been finally convicted of a felony; and if so, have completed their term of incarceration, parole, or supervision, or completed a period of probation ordered by any court  
- not have been declared totally or partially mentally incapacitated without the right to vote by a court of law.

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Determination of Eligibility
TEC § 20.006

• An employee of a public library may not make any determination about a person’s eligibility for registration other than whether or not a person is of voting age or a U.S. Citizen.

• A person’s age and citizenship status may be determined only if such information is filed with the library for purposes other than voting.

• A person must be offered voter registration assistance even if the applicant’s age and/or citizenship status cannot be determined.
Voter Registration Application
UNDERSTANDING THE FORM
Voter Registration Applications

Applications include a list of the qualifications to register to vote as well as instructions for completing the application.

Applications are pre-addressed to SOS office.

Postage paid

Qualifications
- You must register to vote in the county in which you reside.
- You must be a citizen of the United States.
- You must be at least 17 years and 10 months old to register, and you must be 18 years of age by Election Day.
- You must not be finally convicted of a felony, or you are a felon, you must have completed all of your punishment, including any term of incarceration, parole, supervision, period of probation, or you must have received a pardon.
- You must not have been determined by a final judgment of a court exercising probate jurisdiction to be a legally incompetent or mentally incompetent without the right to vote.

Filling out the Application
- Fill out the form and mail to the voter registrar in your county or drop it by the voter registrar's office.
- All voters who register to vote in Texas must provide their social security number and select their political party preference.
- Your registration will be effective 60 days after it is received or on your 18th birthday, whichever is later. Your registration must be received or postmarked on or before the election day in order to vote in that election.

Please visit the Texas Secretary of State website, www.sos.state.tx.us, for additional information on how to register to vote.
Completing the Application

Section 1 –

• The applicant must:
  1. Indicate whether this is a new application, a change of address, name or other information, or a request for a replacement card;
  2. Declare their citizenship status; and
  3. Declare whether he or she will be 18 years old on or before election day

• Only if the applicant indicated affirmatively to both questions should he/she continue completing the application.

• The applicant may select whether he or she is interested in serving as an election worker. This is optional.
Completing the Application

Section 2 – Name.
• The applicant **must** provide:
  • A last name;
  • First name;
  • Middle name, *if any*; and
  • Former name (*Previous/Maiden name*).

Section 3 - Residence address.
• If the applicant does not have a street address, he/she must provide a physical description of the location where he/she resides for the assignment of a voting precinct by the voter registrar.
Completing the Application

Section 4 – Alternate mailing address.
• If the applicant receives mail at an address other than the residence address, he/she can provide it here.

Section 5 – Former residence.
• City and county of former residence in Texas, if applicable.

Section 6 - Date of Birth.
• Date of birth must include the month, day and year of birth.

Section 7 – Gender. *(optional)*
Completing the Application

Section 8 – Telephone Number. *(optional)*

Section 9 –

• The applicant must include:
  • Driver’s License number; or
  • Personal Identification number issued by the TX DPS; or
  • Last 4 digits of applicant’s social security number.
• Note: *If the applicant does not have a Texas issued Driver’s License or Personal Identification number, he or she will need to check the box indicating that fact.*

Section 10 – Acknowledgement and Signature.

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Review of Application

- Public library employees may review applications for completeness only in the applicant’s presence. If the employee determines that the application does not contain all required information and required signature, the employee may return to the applicant for completion. (TEC § 20.032)

- If a question arises concerning voter registration that the library employee cannot answer, the employee must provide:
  - The toll-free number for Elections Division at the Office of the Secretary of State (800-252-8683).
  - The telephone number of the voter registrar to whom registrations applications are submitted within the county. (TEC §20.008)
Submission of Application

EFFECTIVE DATE OF REGISTRATION
Effective Date of Registration

• The date of submission of a completed voter registration application to a library employee is considered the date of submission to the county voter registrar for the purpose of determining the effective date of registration only (TEC §20.033).

• The voter registration will become effective thirty (30) days after it is received or on the voter’s 18th birthday, whichever is later.

• Information regarding the library to which an application is submitted is confidential and may be used only for voter registration purposes. (TEC § 20.032(d))
Prohibited Acts

WHAT NOT TO DO
Prohibited Acts

TEC § 20.007

An employee of a public library may not:
• influence an applicant;
• display political party materials;
• seek to influence an applicant’s party preference;
• discourage or mislead an applicant in any way; or
• imply that registering to vote has any affect on the patron receiving library services.
Application Delivery
WHO, WHAT, WHEN & WHERE
Once collected by library personnel, the library staff **must**:

- deliver all completed registration applications submitted to library employees to the **voter registrar of the county** in which the library is located; and
- deliver to the appropriate state election official **no later than the 5th day** after the application is submitted to an employee.
Voter Registration Resources

Please visit our website for additional training material and voter education resources at www.sos.texas.gov.

- NVRA Training Presentations
- NVRA Handbooks
- Voter Identification Information
- Posters & Pamphlets