



Texas Secretary of State  
ELECTIONS DIVISION



# Qualifying Voters at the Polling Place

March 2025



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# Voter Identification Requirements and Resources



# What Should be Posted in the Polling Place?

- Notice of Acceptable Identification
  - Size 24x36:  
<https://www.sos.state.tx.us/elections/forms/id/poster-24x36-aw-voter.pdf>
  - Size 24x36 in Spanish:  
<https://www.sos.state.tx.us/elections/forms/id/poster-24x36-aw-voter-sp.pdf>
- Posted by Presiding Judge
- Must be printed using font size of at least 24 point.
- Must be posted in a “prominent location” near entrance of polling place.

(Section 62.016 – Election Code)



## Voter Identification – What Is Acceptable?

Any of the following:

1. Texas Driver License
  2. Texas Election ID Certificate
  3. Texas Personal ID Card
  4. Texas Handgun License
  5. US Citizenship with Photo
  6. US Military ID Card
  7. US Passport (book or card)
- For voters aged 18-69, photo ID can be expired up to four years. For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.

(Section 63.0101 – Election Code)



## Voter Identification – If Voter has None of the Previous Acceptable Forms?

- Have voter fill out a Reasonable Impediment Declaration and show a copy or original of any of the following supporting forms of ID:
  1. Certified Domestic Birth Certificate or Court Admissible Birth Document
  2. Current Utility Bill
  3. Bank Statement
  4. Government Check
  5. Paycheck
  6. Government Document with voter's name and an address including Voter's Registration Certificate

(Section 63.0101 – Election Code)



## Copy or Original of Other Government Documents, Including the Voter's Voter Registration Certificate

- Examples of Other Government Documents:
  - Driver's licenses from other states
  - ID cards issued by federally recognized Native American tribes (if the ID card contains an address)
  - DPS Receipts (without a photo)
  - Current or expired voter registration certificates
  - For voters aged 18-69, expired Texas DPS-issued driver licenses or personal ID cards (over 4 years).



## **Copy or Original of Other Government Documents, Including the Voter's Voter Registration Certificate**

- **Examples of Documents NOT included:**
  - Social Security Cards (no address)
  - State College IDs (if no address)
  - State/Federal Employee ID Cards (if no address)
  - Library Cards (if no address)



# Permanent Exemption

- If a voter has applied for and received a permanent exemption to the photo ID requirement, they will provide a voter registration certificate with an (E) notation
  - The (E) notation will appear next to the VUID number on the voter registration certificate
- If the voter has a permanent exemption, and they present their voter registration certificate with the (E) next to the VUID, they **do not** need to also complete a Reasonable Impediment Declaration.





## Voter Identification – Reasonable Impediment Declaration

- Is a form that a voter would need to fill out due to a reasonable impediment, in which a voter would not be able to obtain an ID due to lack of transportation, disability or illness, lack of birth certificate or other documents needed to obtain acceptable photo ID, work schedule, family responsibilities, lost or stolen photo ID, or photo ID applied for but not received.
- Reasonable Impediment Declaration – Form 7-62:
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/7-62f.pdf>
- Reasonable Impediment Declaration in Spanish – Form 7-62
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/7-62fs.pdf>

(Section 63.001(e) – Election Code)



## Expiration Dates

- Remember – some ID cards do not expire, including:
  - Texas Identification Cards for persons aged 60 or older may be permanent and marked “INDEF.”
  - Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
  - Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked “INDEF.”
  - Certificates of Naturalization and Certificates of Citizenship do not expire.



## Qualifying Voters

- A voter should be asked whether they possess one of the acceptable forms of ID
- An ID should not be used to compare an address, as they are not required to match
- If a voter forgot their ID, they may either come back to the polling place or vote a provisional ballot and have 6 days to bring in their ID to the VR
- If a voter does not possess and cannot reasonably obtain one of the 7 acceptable forms of ID, then the voter may present a supporting form of ID and complete the “Reasonable Impediment Declaration.”
  - If a voter forgot their supporting form of ID they may either come back to the polling place or vote provisional and have 6 days to bring in their supporting form of ID and execute a “Reasonable Impediment Declaration” to the VR. This will confirm their registration is complete to vote.



## Addresses

- Election workers should not compare the address on any ID (List A or List B) to the address on the list of registered voters. –
  - **THEY ARE NOT REQUIRED TO MATCH!!!**
- You are only required to confirm with the voter that the address on the list of registered voters is correct. (§63.0011)
  - For example, by asking the voter: “Do you still live on Main Street?”
  - This allows the voter to update their registration records



## Qualifying Voters - Continued

- A voter should be asked whether they live at the same address based on the Original List of Registered Voters (OLRV)
- If a voter says their address has not changed they may vote a regular ballot
- If a voter says their address has changed, then the voter will need to complete a Statement of Residence (SOR) to update their registration so they may vote a regular ballot
- This will confirm their registration is complete to vote



## Substantially Similar Names

- If a voter's name appears similar, but not identical, on their photo identification and official list of registered voters:
  - Slightly different – Barry Allen vs. Barry Allan
  - Customary variation – Peg Carter vs. Peggy Carter
  - Former name or hyphenated names – Lois Lane vs. Lois Lane-Kent
- Use all available information to determine if similar name or different person.
- If a similar name, have voter initial the "Similar Name 63.001(c)" box on the Combination Form (Forms 7-59 and Form 7-61)



# Provisional Ballots

- If voter is registered, and moved from the county in which they are registered to a new county in Texas, and will not be a qualified voter by May 3, 2025, then voter can vote a Provisional Ballot.
- Inform voter of right to cast a provisional ballot and provide the voter with a Notice to Provisional Voter (form 9-2):
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/9-2f.pdf>
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/9-2fs.pdf>

(Section 63.011 – Election Code)





## Limited Ballots

- May be voted in person at the main early voting location, or by mail; and under the following conditions:
  1. The person seeking to vote a limited ballot would be eligible to vote in the former county of residence on election day if still residing there;
  2. The person seeking to vote a limited ballot is registered to vote in the former county of residence at the time the person (1) offers to vote in the new county of residence or (2) applies for registration in the new county; and
  3. The person's voter registration is not effective in the new county of residence on or before election day.

**NOTE:** On election day, the polling place official must inform any voter who requests a limited ballot that this process is not available. If the voter insists on voting, a provisional ballot is the only option.

(Section 112.002 – Election Code)





## Forms – Voter Identification

- Form 7-47 – Notice of Acceptable Identification Poster:
  - <https://www.sos.state.tx.us/elections/forms/id/poster-24x36-aw-voter.pdf>
- Form 7-48 – Notice of Acceptable Identification Poster (Spanish):
  - <https://www.sos.state.tx.us/elections/forms/id/poster-24x36-aw-voter-sp.pdf>
- Form 7-62- Reasonable Impediment Declaration
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/7-62f.pdf>
- Form 9-2 – Notice to Provisional Voter Who Did Not Present an Acceptable Form of Identification:
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/9-2f.pdf>
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/9-2fs.pdf> (Spanish)



## Forms – Voter Identification

- Acceptable Forms of Identification Guide
  - <https://www.sos.state.tx.us/elections/forms/id/acceptable-forms-of-ID.pdf>
- May 3 Election Calendar:
  - <https://www.sos.state.tx.us/elections/laws/advisory2024-37-may-3-2025-election-law-calendar.shtml>
- June 7 Runoff Election Calendar
  - <https://www.sos.state.tx.us/elections/laws/advisory2024-38-june-7-2025-runoff-election-law-calendar.shtml>
- Forms Manual
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml>
- Conducting Elections Page
  - <https://www.sos.state.tx.us/elections/conducting/index.shtml>
- Election Judges and Clerks Handbook
  - <https://www.sos.state.tx.us/elections/forms/judges-clerks-handbook.pdf>
- VoteTexas.gov
  - <https://www.votetexas.gov/>



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# Handling Common Voter Scenarios



# Voter Identity and Address

- Determining Identity and Address Verification
  - When a voter presents ID, poll workers must **compare the voter's face to the picture on the photo ID**
  - Poll workers must determine if the **voter still lives at the registered address**
    - **Look at the voter's registered address** as noted in the Official List of Registered Voters/ePollbook and **ask the voter if the voter still lives there**
  - **Do not** compare the address on the ID to the Official List of Registered Voters
  - **It does not matter** if the address on the ID matches the Official List of Registered Voters



# Importance of the Statement of Residence

- Importance of collecting a Statement of Residence before the voter votes
  - When a voter **verbally** says the voter has moved or the voter is in **Suspense status**
  - The **law says** the Statement of Residence **must be executed before being accepted for voting** [63.0011(c)]
  - What if the address the voter records is outside the county/political subdivision?
    - The voter has already voted an “in county” ballot
  - Many voters will not complete the form after voting
  - Failure to make an update can result in the voter’s registration being cancelled



# Voter Has Moved Within the County

- Voter Has Moved Within the County
- If the voter no longer resides at the registered address, **the voter must complete a Statement of Residence before being accepted for voting** [Sec. 63.0011(c)]
- Ask the voter to step aside and complete the form
- Verify that the voter provided an address inside the county
  - Remember, the voter must still reside in the county/political subdivision.
- The voter's registered address does not have to match the address on the ID presented.
- Teach poll workers that they not are verifying the address on the ID. They are verifying the address in the Official List of Registered Voters/ePollbook



# Voter Has Moved Outside the County

- Voter Has Moved Outside the County
  - If the Statement of Residence indicates that the voter has moved outside the county
    - A voter is not allowed to vote in a county/political subdivision in which the voter no longer resides.
    - If the voter has moved to another Texas County, inform the voter that there may be eligibility to vote a Limited Ballot in the new county of residence if during Early Voting
    - There have to be overlapping jurisdictions for Limited Ballot to be available – Less likely in a May election, but still possible



## Voter Assistance

- Assistant of the voter's choosing
  - No age requirements
  - Assistant does not have to be a registered voter
  - Must take the Oath of Assistance and sign it
  - Must state relationship to the voter
  - Must state whether the assistance received any form of compensation for rendering assistance
  - Cannot be the voter's employer, agent of the voter's employer or an officer or agent of a labor union to which the voter belongs
  - The name and address of the assistant must be added to the Poll List (Combination Form) beside the voter's name





## Voter Assistance

- Assistance rendered by an election worker
  - Election workers do not have to take the Oath of Assistance [64.0322(a)]
  - On Election Day, it takes two election workers to render assistance to a voter [64.032(b)]
- In Early Voting it only requires one election worker to render assistance [85.035]
  - A person voting an early voting ballot by personal appearance who is assisted in preparing the ballot by election officers under Subchapter B, Chapter 64, may be assisted by a single officer.



## Voter Interpreter

- **Interpreter selected by the voter**
  - Cannot be the voter's employer, an agent of the voter's employer or an officer or agent of a labor union to which the voter belongs
  - Must take the Oath of Interpreter and sign it
- **Interpreter selected by an election officer on behalf of the voter**
  - Must be a registered voter of the county in which the voter needing the interpreter resides or a registered voter of an adjacent county
  - Cannot be the voter's employer, an agent of the voter's employer or an officer or agent of a labor union to which the voter belongs
  - Must take the Oath of Interpreter and sign it



## Curbside Voting

- If a voter is physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health
- At each polling place an area for parking not smaller than the size of one parking space shall be reserved for voting under this section. [64.009(a-1)]
  - The area may not be designated specifically for persons with disabilities.
- A sign that indicates the space is reserved for use by a voter who is unable to enter the polling place
  - The sign must have a **phone number** that a voter **may call or text** to request assistance from an election worker [64.009(a-1)(2)]
  - As an alternative to displaying a telephone number, the parking space may have a call button or intercom that the voter may request assistance from an election worker



# Curbside Voting

- Important things to consider...
  - Curbside voters must be qualified and vote in the same manner as those in the polling place
    - If using an ePollbook, take the ePollbook to the curbside
    - If using a voting system, take the ballot marking device to the curbside
    - Names of voters who voted at curbside cannot be tracked
  - The voter shall mark the ballot and give it to an election officer who shall deposit it in the ballot box [64.009(c)] OR
  - A person that accompanied the voter may deposit the ballot
    - An alternate curbside ballot box or bag is not recommended. The ballot should be immediately deposited into the official ballot box



## Curbside Voting

- **Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting – Form 7-65**
  - Person that provided transportation must:
    - Sign the form
    - Print name
    - Provide an address
    - Indicate if assistance in voting the ballot was provided to the voter
  - This form must be delivered to the Secretary of State as soon as practicable after the election. [64.009(g)]



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# Other Practical Considerations



# Line Management

- Designate a worker to walk the line from beginning to end regularly
  - Rotate workers - it can be tiring to constantly walk up and down the line
- Determine if voters are eligible for Voting Order Priority
  - Voters **SHALL** be given Voting Order Priority
  - Anyone who accompanied the voter also gets priority
- Determine if voters are at the correct polling place – if precinct based
  - Consider using a printed list of registered voters
- Walking the line allows poll workers to identify electioneering

7-28  
Prescribed by Secretary of State  
Section 63.0015, Texas Election Code  
09/2023

## NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

- An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.**
- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
  - Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
  - Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

## AVISO de PRIORIDAD de ORDEN de VOTACIÓN PARA VOTANTES CON CIERTAS DISCAPACIDADES

De conformidad con la Sección 63.0015, Código Electoral de Texas:

- Un oficial de elecciones debe dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.**
- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
  - Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
  - Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que presten servicios en el lugar de votación. El juez presidente de elecciones debe llevar al votante y el asistente del votante, si es aplicable, adelante al frente de la línea.





# Line Management

- Give voters information as a group – No need to repeat the same thing to each voter individually
  - Answer questions about IDs and tell voters to have an ID ready for check-in
  - Review Cell phone prohibition
    - Ask if voters' selections are on their phone – if so give a sample ballot so they can mark choices before entering the restricted area
  - Distribute Sample/Bedsheet Ballots – [52.008]
  - Ask if anyone is registered in another Texas County – Limited Ballots (Early Voting)
    - Call the call center to be sure
    - Make small informational cards with a map to the Main Early Voting Polling Place





# Why is Line Management Important?

- Voters can receive information while waiting
- Engaging voters in line is customer service
- Identifies voters eligible for Voting Order Priority
- Identifies voters at the wrong precinct
- Allows voters to ask questions
- Allows poll workers to identify electioneering
- May help reduce waiting times



## Arranging the Polling Place

- Arrange the room so that it is not crowded and traffic flows smoothly
- Measure for ADA compliance
  - Height of voting devices
  - Width of doorways
  - Grades of ramps
  - Height of thresholds
  - Convert round doorknobs to lever handles
  - Cones near protruding obstacles
- Try to make a separate entrance and exit
- Place the ballot box near the exit and designate an election worker to attend the ballot box at all times.



# Speed of Voter Qualification

- Monitor the speed of voter qualification
- When voting stations are full, slow down so that voters are not waiting for a voting station
- Voting Stations should not be empty because voters are not qualified fast enough
- Length of ballot plays a part
  - Long ballot – Voters spend more time in the booth
    - Constitutional Amendments
    - City Charter Amendments
  - Short Ballot – Voters are finished quickly



## Back Out Voters

- A voter can “back out” of the voting process any time before the ballot is cast.
- Determine where the voter is in the voting process
  - Has the voter started the voting session/ Begun marking the ballot?
  - Is the ballot in the voting machine?
  - Voter should be asked to give back the ballot
  - Spoil the ballot and make the proper notations on the Register of Spoiled Ballots
- The voter cannot be forced to vote



## Fleeing Voters

- Fleeing voters do not inform poll workers that they wish to leave the polling place
- Fleeing voters just disappear without casting the ballot
  - Voter left it outside the ballot box or tabulator
  - Voter took it out of the polling place
- Even if you know who it was...
  - **DO NOT** cancel the voter's check in
  - **DO NOT** cross the voter's name off the Combination Form
  - If there is a ballot left behind, it must be added to the Register of Spoiled Ballots.
- Balancing Daily Numbers...
  - Metal ballot box precincts will not be able to reconcile numbers
  - Precincts with units of automatic tabulating equipment will be able to reconcile check ins with votes cast.



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# Etiquette When Processing Voters



# Etiquette When Processing Voters

- The word *please* goes a long way!
- Look voters in the eye and make them feel welcome.
- Think about how you would like your voting experience to take place.
- Use non-technical language so voters can understand.
- Use action words when giving directions.
  - Verify your information *please*
  - Sign here *please*
  - Proceed to the voting station
  - Deposit your ballot in the ballot box



# Etiquette When Processing Voters

- Oftentimes voters think election workers are personally keeping them from the voting process
- Voters don't understand all the legal requirements for voting
- It's a good idea to let voters know when their registration record has been located
- Certain phrases can help minimize that perception
  - State Law Requires...
  - The records indicate...
  - Let me call the elections office and check on that...
  - Let's step aside and investigate this situation further...





## Etiquette Examples #1 and #2

- If a voter is wearing a medical mask and identity cannot be determined, politely ask the voter to briefly lower the mask for a moment.
  - “Please lower your mask for a brief moment so I may compare you to your picture.”
- If a voter is using a wireless device in the prohibited area.
  - Approach the voter quietly. Do not yell across the room.
  - “Pardon me, you probably didn’t know that state law prohibits the use of wireless devices in the polling place. Please cease use of the device until you exit the polling place.”



## Etiquette Examples #3 and #4

- If a voter has a firearm
  - “Pardon me, you probably didn’t know that state law prohibits firearms in the polling place. Would you please take the firearm to your vehicle. I’ll put you right back in line where you were.”
- Electioneering
  - “Pardon me, you probably didn’t know that state law prohibits the wearing of campaign T-Shirts or other political attire. Please cover or remove it to the best of your ability.”



## When a Voter Does Not Live in the Territory

- Certain voters may not live in any of the political subdivisions conducting an election in a less than countywide election
- Telling the voter that the voter can't vote in an election is a delicate matter
- Don't use the word "ineligible"
  - When notifying a voter that the territory in which the voter lives is not a part of the election, don't say "ineligible"
    - "Your registered address does not fall within the boundaries of any of the territories in the current election."
    - "This is not a countywide election and your address is not included in the current election."
    - "The portion of the county where you live has nothing on the ballot in the current election."
      - Show a map if possible



## When a Voter Does Not Live in the Territory

- **If using a paper, printed Official List of Registered Voters - OLRV**
  - Consider programming it to say “no election” in one of the columns
  - Notation informs poll workers that voter is not a part of the current election
- **If using an ePollbook**
  - Work with your vendor to determine how the ePollbook messaging treats voters who are not a part of the election
  - Teach poll workers the work flow and how to communicate with voters



## Available Support



**WEBINARS**



**TRAINING**



**RESOURCES**

[elections@sos.texas.gov](mailto:elections@sos.texas.gov)

800-252-VOTE • 512-463-5650

[sos.texas.gov](http://sos.texas.gov)