



OFFICE OF
DON SUMNERS, CPA, RTA
HARRIS COUNTY TAX ASSESSOR-COLLECTOR AND VOTER REGISTRAR

Volunteer Deputy Voter Registrar Information Manual 2011-2012

Harris County Voter Registration Department
1001 Preston St., 2nd Floor, Houston, Texas 77002

For help, call 713-368-VOTE (8683) ♦ *Para ayuda en Español, llame al 713-368-2201*
Cho các câu hỏi về bầu cử bằng tiếng Việt, gọi số 713-368-2202
Website: www.hcvoter.net ♦ E-Mail: Tax_Voters@hctx.net ♦ Fax: 713-368-2309



DON SUMNERS, CPA, RTA
HARRIS COUNTY TAX ASSESSOR-COLLECTOR AND
VOTER REGISTRAR

Thank you for your interest in becoming a Volunteer Deputy Voter Registrar. Serving as a Volunteer Deputy Voter Registrar places you in a position of important trust and responsibility. As the Harris County Voter Registrar, I am authorized by the State of Texas to make two-year appointments of persons who seek to register qualified U.S. citizens to vote.

*Please familiarize yourself with this **Volunteer Deputy Voter Registrar Informational Manual 2011-2012** to assist you in serving as a Volunteer Deputy.*

A person registering voters without an appointment as a Volunteer Deputy Voter Registrar commits a Class C misdemeanor offense. Texas Election Code Section 13.044(a)(b).

Should you have any further questions, please contact us at 713-368-VOTE (8683). Thank you for your valuable efforts to help increase voter registration in Harris County.

Respectfully,

Don Summers
Harris County Tax Assessor-Collector & Voter Registrar

Harris County Voter Registration Department
1001 Preston St., 2nd Floor, Houston, Texas 77002

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I. What is a Harris County Volunteer Deputy Voter Registrar?

The Harris County Voter Registrar's office has prepared this **Information Manual** to answer questions you may have about your new responsibilities. The Voter Registrar's office is ready to assist you in your efforts. For questions, please call our Help Line at 713-368-VOTE (8683), E-mail at tax_voters@hctx.net, or visit our website at www.hcvoter.net.

What is a Volunteer Deputy Voter Registrar?

A Volunteer Deputy Voter Registrar is a person who is authorized, under the laws of the State of Texas, to register qualified U.S. citizens to vote.

Who may serve as a Volunteer Deputy Voter Registrar?

To serve as a Volunteer Deputy Registrar, a person must be at least 18 years of age and not have been finally convicted of a felony unless:

- they have fully discharged their sentence, including any term of incarceration, parole, or supervision, completed period of probation ordered; or,
- been pardoned or otherwise released from the resulting disability to vote. *Texas Election Code, Section 13.031.*

Texas law does not require a Volunteer Deputy Voter Registrar to be a U.S. citizen, a resident of Harris County, or a registered voter.

What can Volunteer Deputy Voter Registrars do?

A Volunteer Deputy Voter Registrar can:

- Accept applications for voter registration from residents of Harris County;
- Accept applications for requesting a change of information: name, residence address, and mailing address;
- Accept applications for requesting a replacement voter registration certificate;
- Distribute applications;
- Assist persons in completing applications; and,
- Complete the application for anyone who requests assistance. *Texas Election Code, Section 13.038.*

What Volunteer Deputy Voter Registrars CANNOT do!

A Volunteer Deputy Voter Registrar cannot:

- Copy Voter Registration Applications (Texas Election Code, Section 13.004, Recording and Disclosure of Certain Information).
- Create business cards, letterhead, or any other medium which portrays the volunteer deputy as a Harris County Tax Office employee and/or agent/representative.
- Determine if the applicant is actually qualified to register to vote.
- Make the applicant provide his/her telephone number.

II. How to Become a Harris County Volunteer Deputy Voter Registrar

How do I become a Volunteer Deputy Voter Registrar?

A person may request an appointment by the Voter Registrar in person or by mail. An **Application for Appointment as a Harris County Volunteer Deputy Voter Registrar** may be downloaded in English, Spanish or Vietnamese at www.hcvoter.net and must be returned by U.S. mail. **Original signatures are required; no faxes or e-mails will be accepted.** Once approved, an ID card will be mailed.

Walk-in deputations are conducted Monday through Friday, 8:00 a.m. to 4:00 p.m., at:

- ★ Harris County Administration Building (no free parking), 1001 Preston St., 2nd Floor, Houston, Texas 77002, (713) 368-2200, OR
- ★ Harris County Tax Office Distribution Center (free onsite parking), 1155 West Loop North, Houston, Texas 77055.

The appointment is not conditional upon completion or attendance at any training class although such training is strongly encouraged.

How long is the term for a Volunteer Deputy Voter Registrar?

You may be appointed a Volunteer Deputy Voter Registrar at any time. However, **your appointment as a Volunteer Deputy Voter Registrar expires on Dec. 31, 2012.** All appointments expire December 31 of even-numbered years. You may renew your appointment upon expiration, provided you have satisfactorily fulfilled your responsibilities. *Texas Election Code, Section 13.031.*

Your appointment can be revoked earlier if:

- ★ You fail to deliver a completed Voter Registration Application to the voter registrar; or
- ★ You fail to adequately review a Voter Registration Application. *Texas Election Code, Section 13.033(b)(6).*

You are responsible for complying with all Volunteer Deputy Voter Registrar rules as stated in the *Texas Election Code* and outlined in the *Volunteer Deputy Voter Registration Information Manual 2011-2012* located at www.hcvoter.net. FAILURE TO DO SO CAN RESULT IN APPOINTMENT TERMINATION AND/OR CRIMINAL CONSEQUENCES.

As a Volunteer Deputy Voter Registrar, you are encouraged to begin registering voters as soon as you receive your Certificate of Appointment ID card.

Can organization members become Volunteer Deputy Voter Registrars?

Yes. Your organization can sign up to become a Deputy Registrar Organization where an organization ID number will be assigned. All group members will be listed as Volunteer Deputy Voter Registrars under the organization name and ID number and an Application Report can be generated (listing the total number of submitted voter registration applications).

May I serve as a Volunteer Deputy Voter Registrar and support a particular candidate or political party while I register voters?

Yes.

III. Registering Voters as a Harris County Volunteer Deputy Voter Registrar

Anyone may distribute voter registration applications for voters to mail in, but only Volunteer Deputy Voter Registrars can accept completed voter registration applications and issue receipts (*Texas Election Code, Sections 13.039 and 13.044*).

Among your duties as a Volunteer Deputy Voter Registrar, you are charged by the state with accepting completed voter registration applications, providing receipts, and personally submitting the completed applications to the Office of the Voter Registrar NO LATER THAN THE FIFTH DAY* after the application is submitted to you. The following information should prove helpful in executing your duties as a Volunteer Deputy Voter Registrar.

What materials do I need to register voters?

1. Certificate of Appointment ID card.
2. Volunteer Deputy Voter Registrar Guide and/or Information Manual
3. Voter Registration Applications (bar-coded with tear-off Applicant's Receipt)
4. A pen (do NOT use pencil or use highlighters to color in blank answer spaces).

What information MUST be included on the Voter Registration Application?

Per Texas Election Code, Section 13.002, a voter registration application must include:

- The applicant's first name, middle name, if any, last name, and former name, if any;
- The month, day, and year of the applicant's birth;
- A statement that the applicant is a United States citizen;
- A statement that the applicant is a resident of Harris County;
- A statement that the applicant has not been determined by a final judgment of a court to be totally mentally incapacitated or partially mentally incapacitated without the right to vote;
- A statement that the applicant has not been finally convicted of a felony or, if a felon, that the applicant has completed all punishment including any term of incarceration, parole, supervision, period of probation or has been pardoned;
- The applicant's residence address or, if the residence has no address, the address at which the applicant receives mail, and a concise description of the location of the applicant's residence (P.O. Boxes are NOT accepted);
- The applicant's Texas Driver's License number or the number of a personal ID card issued by the Texas Department of Public Safety; or the last four (4) digits of the applicant's Social Security Number; or a statement by the applicant that the applicant has not been issued a TDL, personal ID, or Social Security Number described above. If the applicant does not have any of these numbers, the box indicating such must be checked on the application.
- If the application is made by an agent, a statement of the agent's relationship to the applicant;
- Signature of the applicant or witness;
- Date the applicant signed;
- Volunteer Deputy Registrar Name, ID Number, Signature and date the application was received by the volunteer deputy.

*The 5-day rule does not apply to applications submitted to a volunteer deputy registrar on the "cut-off" date. These applications must be turned in the following business day. Section 13.042 of the Texas Election Code states that applications must be submitted no later than 5:00 p.m. on the 29th day before the date of the election. The Harris County Voter Registration Department (1001 Preston, 2nd Floor, Houston, Texas 77002) and the Harris County Tax Office Distribution Center (1155 West Loop North, Houston, Texas 77055) will be open until 5:00 p.m. on this day only. All other days are regular business hours from 8:00 a.m. to 4:30 p.m.

The omission of the applicant's middle or former name, or ZIP code, does not affect the validity of the registration application, and the registrar may not reject the application because of that omission (*Texas Election Code, Section 13.002(d)*).

What is required when ACCEPTING applications?

Upon receipt of a Voter Registration Application, you are **required** to review it for completeness in the applicant's presence (*Texas Election Code, Section 13.039*).

Failure to adequately review a voter registration application may result in termination of your appointment as a Volunteer Deputy Voter Registrar (*Texas Election Code, Section 13.036*). Be certain the application is signed and includes the date the application was submitted to you.

VOTER REGISTRATION APPLICATIONS ACCEPTANCE GUIDELINES:

- **Fill out a receipt for each applicant with the applicant's name, your Volunteer Deputy ID number, print your name, sign and date the receipt. Then, give the receipt to the applicant (*Texas Election Code, Section 13.040*).**
- You may help a person fill out a voter registration application.
- Voters may correct or update information on their current voter registration certificate (i.e., NAME OR ADDRESS) by filling out a new registration form and checking the "change" box.
- If an applicant cannot sign his/her name on the form, the applicant may make a mark on the signature line. Print the name of the applicant beside the mark. Sign your name and address as the witness and state the reason the applicant is unable to sign.
- You may allow another registered voter (or anyone who has submitted a registration application) to fill out and sign an application for his or her SPOUSE, PARENT or CHILD. That person must sign the application as "agent" and state the relationship to the applicant on the registration

If the application does not contain all the required information and the required signature, the Volunteer Deputy Voter Registrar shall return the application to the applicant for completion and resubmission (*Texas Election Code, Section 13.039*).

NOTE: Effective February 2010, the three-part duplicating receipt booklets are no longer being distributed for use by a volunteer deputy registrar. Please use the new bar-coded application with a tear-off Applicant's Receipt (see Voter Registration Application on page 16).

How does a voter make changes to their current Voter Registration?

A voter may make changes and corrections to the information on the current voter registration roll by completing and signing a Voter Registration Application or by making the changes on the back of their current Voter Registration Certificate (see Note below) (*Texas Election Code, Section 15.021*).

NOTE: It is preferable that Volunteer Deputy Voter Registrar's not accept changes from voters marked on the Voter Registration Certificate. Have the voter complete a Voter Registration Application to ensure that all required information is provided and to avoid any delay in processing the change.

Will I be able to conduct voter registration drives at a place of business or a place of worship?

Yes.

If you wish to hold a voter registration drive at a business, a place of worship, or elsewhere, please secure written permission from the management of the designated venue prior to the drive. You may want to enlist assistance of other volunteers, such as co-workers or members of the congregation.

You may request materials, such as signage, display boxes and extra Voter Registration Applications (English, Spanish and/or Vietnamese) for conducting voter registration drives at a place of business or worship.

IV. Delivery of Voter Registration Applications

Now that you have registered new applicants to vote, you must submit your paperwork in a proper and timely manner to the Harris County Voter Registrar.

Please make sure you have provided the Voter Registrar with the following:

1. Volunteer Deputy Voter Registrar Certificate of Appointment ID Number; and Name.
2. Completed Volunteer Deputy Voter Registration Applications; and,
3. Individual Voter Registration Applications that may have been handed to you.

WHEN & WHERE do I submit my completed voter registration applications?

You ***MUST*** deliver completed Voter Registration Applications in person (or by another designated Volunteer Deputy Voter Registrar) to any [Harris County Tax Office branch location](#) ***NO LATER THAN THE FIFTH DAY*** by 4:30 p.m. after the date submitted to the Volunteer Deputy Voter Registrar (Texas Election Code, Section 13.042).

NOTE: Extended office hours until 5:00 p.m. will be given to Volunteer Deputy Voter Registrars ***ONLY*** the day after the Voter Registration Cut-Off Date (in order for any applications received on the cut-off date to be effective for the next uniform election date as outlined by Section 13.042(c) of the Texas Election Code). The Harris County Voter Registration Department and the Harris County Tax Office Distribution Center will be the only locations open until 5:00 p.m. for extended hours. All other days are regular business hours from 8:00 a.m. to 4:30 p.m.

Failure to submit your completed voter registration applications in a proper and timely manner will result in termination of your appointment as a Volunteer Deputy Voter Registrar. Failure to deliver applications is a Class C misdemeanor, or, if intentional, a Class A misdemeanor (Texas Election Code, Section 13.043).

If over 60 applications are being submitted requiring an Application Report, the applications must be submitted to the downtown office or the Harris County Tax Office Distribution Center (see directions listed below):

Harris County Tax Office Distribution Center (free onsite parking)
1155 West Loop North • Houston, Texas 77055

OR

Harris County Administration Building, Harris County Tax Office (no free parking)
1001 Preston Street, 2nd Floor • Houston, Texas 77002
Telephone: 713-368-2200

NOTE: All Volunteer Deputy Voter Registrars must wait for a Voter Application Report to be generated by a Voter Registration Department representative. The bar-coded voter registration applications must be scanned, generating a report listing the exact number of submitted applications. Application Reports will ***not*** be mailed.

Can I mail my completed voter registration applications?

NO! APPLICATIONS RECEIVED BY VOLUNTEER DEPUTY VOTER REGISTRARS CANNOT BE MAILED.

All completed applications, changes, replacements, and corrections must be returned IN PERSON to the Voter Registrar.

The Texas Election Code, Section 13.042 allows a Volunteer Deputy Voter Registrar to personally deliver applications collected by another Volunteer Deputy to the Voter Registrar.

Intentional failure to deliver Voter Registration Applications in person to the Voter Registrar is a Class A misdemeanor (*Texas Election Code, Section 13.043*).

**DIRECTIONS TO
HARRIS COUNTY TAX OFFICE DISTRIBUTION CENTER
1155 West Loop North, Houston, Texas 77055**

Coming from the SOUTH heading north on I-610 West Loop: Exit 10 Woodway & Memorial Dr. Continue North on feeder road past Woodway, turn left at Memorial Dr. Turn right immediately on N. Post Oak. Continue over I-10, turn right on W. 12 St. Turn right (south) onto feeder road. 1155 West Loop North is on the right turning into second entrance.

Coming from the NORTH heading south on I-610 West Loop: From I-610 South Exit 11B Katy Road (before you get to I-10). Stay on southbound feeder road. 1155 West Loop North is immediately on the right. Take second entrance into parking lot.

Coming from EAST going west on I-10: Take Exit 762B for Silber Rd/Katy Rd/ N Post Oak Rd. Turn Left onto Old Katy Rd. Turn Right onto N. Post Oak Rd. Turn Right on W. 12 St. Turn Right (south) onto 610 feeder road into second entrance.

Coming from WEST going east on I-10: Take Exit 762 toward Silber Rd/Post Oak Rd. Turn Left onto N. Post Oak Road. Turn Right on W. 12 St. Turn right (south) onto feeder road. 1155 West Loop North is on the right. Take second entrance into parking lot.

HARRIS COUNTY TAX OFFICE BRANCH LOCATIONS

BRANCH NAME	ADDRESS
BAY AREA	16603 Buccaneer Ln., Houston, Texas 77062
BAYTOWN	701 W. Baker Rd., Baytown, Texas 77521
BELLAIRE	6000 Chimney Rock Rd., Houston, Texas 77081
CLAY ROAD	16715 Clay Rd., Houston, Texas 77084
CYPRESSWOOD	6831 Cypresswood Dr., Spring, Texas 77379
* DISTRIBUTION CENTER	1155 West Loop North, Houston, Texas 77055
DOWNTOWN	1001 Preston Avenue, Houston, Texas 77002
HUMBLE	7900 Will Clayton Pkwy., Humble, Texas 77338
JIM FONTENO	14350 Wallisville Rd., Houston, Texas 77049
JOHN PHELPS	101 S. Richey, Suite E, Pasadena, Texas 77506
MICKEY LELAND	7300 N. Shepherd Dr., Houston, Texas 77091
PALM CENTER	5300 Griggs Rd., Houston, Texas 77021
RAUL C. MARTINEZ	1001 SGT Macario Garcia, Houston, Texas 77011
SCARSDALE	10851 Scarsdale, Houston, Texas 77089
SPRING BRANCH	1721 Pech Rd., Houston, Texas 77055
TOMBALL	101 S. Walnut St., Tomball, Texas 77375

If over 60 applications are being submitted requiring an Application Report, the applications must be submitted to the downtown office or the Harris County Tax Office Distribution Center listed below:

Harris County Tax Office Distribution Center (free onsite parking)
1155 West Loop North • Houston, Texas 77055

OR

Harris County Administration Building, Harris County Tax Office (no free parking)
1001 Preston Street, 2nd Floor • Houston, Texas 77002
Telephone: 713-368-2200

NOTE: All Volunteer Deputy Voter Registrars must wait for a Voter Application Report to be generated by a Voter Registration Department representative. The bar-coded voter registration applications must be scanned, generating a report listing the exact number of submitted applications. Voter Application Reports will **not** be mailed.

V. General Voter Registration Information

Can I accept non-conforming voter registration applications or voter registration applications in other formats?

Yes, you can, providing that you follow certain procedures. For the purposes of this manual, a ***non-conforming voter registration application*** is defined as a voter registration application which **does not have** a tear-off application receipt at the bottom of the application.

When accepting a non-conforming Voter Registration Application, a Volunteer Deputy Voter Registrar shall prepare a receipt bottom of a blank Voter Registration Application form and give it to the applicant. You must complete the receipt in the applicant's presence.

Each receipt must contain:

1. The name of the applicant and, if applicable, the name of the applicant's agent;
2. Volunteer Deputy Certificate of Appointment ID number;
3. Volunteer Deputy name (please print);
4. Volunteer Deputy signature (signed in the applicant's presence); and
5. The date the completed application is submitted to the Volunteer Deputy Voter Registrar (Texas Election Code 13.040).

Write your Volunteer Deputy Voter Registrar Certificate of Appointment ID number, printed name, and sign and date the non-conforming Voter Registration Application form at the bottom of the non-conforming form below the voter's signature. Attach the blank Voter Registration Application form (from which the receipt was taken) to the original non-conforming Application, and submit both to the Voter Registrar no later than the fifth day* after the date the original application is submitted to you.

What if the applicant is unable to complete the application?

As a Volunteer Deputy Voter Registrar, you may assist the voter in filling out a voter registration application, or an agent may fill out the application for them (see next question).

Applicants **MUST** then sign and date the application if they are physically able to do so. If an applicant is unable to sign the application, have the applicant make his/her mark, if possible, on the signature line. If the applicant cannot make a mark, the witness shall state that fact on the application.

The witness must also affix his/her signature, printed name, and residence address next to the "X" or signature line. (Texas Election Code, Section 1.011).

*The 5-day rule does not apply to applications submitted to a volunteer deputy registrar on the "cut-off" date. These applications must be turned in the following business day. Section 13.042 of the Texas Election Code states that applications must be submitted no later than 5:00 p.m. on the 29th day before the date of the election. The Voter Registration Department of the Tax Office, on the second floor at 1001 Preston, Houston, and the Voter Registrar Service Center will be open until 5:00 p.m. on this day only. All other days are regular business hours.

Who can fill out an application to register another person to vote?

An applicant's spouse, parent, or child (acting as an agent) may fill out and sign a voter registration application, provided that the agent is a registered voter, or has applied for voter registration. The agent is to sign the application with his/her signature, date the application, and write their relationship to the applicant next to their signature (Texas Election Code, Section 13.003).

If applicants are already registered and have moved, do they need to update their address?

Yes. To update a voter registration, a voter must submit a written, signed request to the Voter Registrar. The voter may request a change by:

- Submitting a new application
- Marking the changes on the back of the current voter certificate and returning it to the Voter Registrar (all required identification information must also be provided) (See NOTE below).
- Writing a letter (specifying the old and new addresses, full name, date of birth and identification information as required) and notifying the Voter Registrar of the changes.

NOTE: Do not accept changes from voters marked on their Voter Registration Certificate. Have the voter complete a Voter Registration Application. Ensure that all required information is provided, and avoid any delay in processing the change. Issue a receipt to the voter.

What if the applicant is already registered and has moved out of Harris County?

Applicants must re-register by completing a new application and submit it to the Voter Registrar in their new county of residence either by mail or in person (Texas Election Code, Section 13.002).

Can a person who has been convicted of a felony register to vote?

A person who has been finally convicted of a felony is not eligible to register to vote, unless they:

- a) Have been fully discharged of the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or
- b) Have been pardoned or otherwise released from the resulting disability to vote; and,
- c) Satisfy all other registration eligibility requirements (Texas Election Code, Section 13.001).

Other than the nearest Harris County Tax Office branch location, where else can people register to vote?

In addition to our branch office locations throughout Harris County, the state agencies designated as voter registration agencies (Texas Election Code, Section 20.001) are as follows:

- Health and Human Services Commission
- Department of Aging and Disability Services
- Department of Assistive and Rehabilitative Services
- Department of State Health Services
- Department of Public Safety
- Each public library, including any branch or other service outlet
- Each marriage license office of the County Clerk

When is the applicant eligible to vote after registering?

Once the Volunteer Deputy Voter Registrar receives a completed application, the voter's registration becomes effective 30 days from the date the application is received by the volunteer deputy registrar (Texas Election Code, Section 13.041).

However, for applicants who prefer to mail in an application, the effective date of a registration is considered to be submitted to the registrar on the date it is placed with postage prepaid and properly addressed in the United States mail. The date indicated by the post office cancellation mark is considered to be the date the application was placed in the mail unless proven otherwise (Texas Election Code, Section 13.143).

If a person's name has changed, can that person still vote?

Yes. The person can continue to vote.

Applicants should promptly notify the Voter Registrar in writing of the name change by:

- Submitting a new application ;
- Marking the changes on the back of the current voter certificate and returning it to the Voter Registrar (all required identification information must also be provided); or,
- Writing a letter specifying the full name (old and new name), address, date of birth, and identification information (required) and notifying the Voter Registrar of the changes (Texas Election Code, Section 15.021).

When will an applicant receive a new voter registration certificate?

All new registrations, and any change of registration (i.e., address or name change), become effective 30 days after being received by you, or if the applicant chooses to mail their application in, 30 days after the date of the postmark. A Voter Registration Certificate will be sent to the voter during this period. A voter who does not receive their certificate within this period should contact the Harris County Voter Registration Department at 713-368-2200 (Texas Election Code Sections 13.144 and 14.001).

How long is the applicant registered after receiving a voter registration certificate?

Once registered, as long as the voter remains at the same residence address, the applicant will be permanently registered and will receive a new certificate on or after November 15th of odd-numbered years (Texas Election Code, Section 14.001).

Voters who move from a Texas county to another Texas county must re-register with the Voter Registrar in the county in which they currently reside.

Can the applicant vote in any election after receiving the certificate?

Yes. All registered voters in Harris County are eligible to vote in an election conducted by a political subdivision in which they reside.

When is Election Day?

2011 ELECTION CALENDAR

MAY 14, 2011 – Uniform Election Date

Last Day to Register to Vote: Thursday, April 14, 2011

First Day of Early Voting: Monday, May 2, 2011

Last Day of Early Voting: Tuesday, May 10, 2011

Uniform Election Date: Saturday, May 14, 2011

NOVEMBER 8, 2011 – Uniform Election Date *

Last Day to Register to Vote: Tuesday, October 11, 2011

First Day of Early Voting: Monday, October 24, 2011

Last Day of Early Voting: Friday, November 4, 2011

Uniform Election Date: Tuesday, November 8, 2011

** These dates are subject to changes from the 2011 legislative session.*

There are two (2) uniform election dates per calendar year, as described by Section 41.001 (a) of the Texas Election Code. Each General or special election in this state shall be held on one of the following dates (except as otherwise provided by subchapter (b)):

- (1) the second Saturday in May; or
- (2) the first Tuesday after the first Monday in November.

Texas Election Code, Section 41.001, Uniform Election Dates:

(b) Subsection (a) (listed above) does not apply to:

- (1) a runoff election;*
- (2) an election to resolve a tie vote;*
- (3) an election held under an order of a court or other tribunal;*
- (4) an emergency election ordered under section 41.0011;*
- (5) an expedited election to fill a vacancy in the legislature held under Section 203.013; or*
- (6) an election held under a statute that expressly provides that the requirement of Subsection (a) does not apply to the election.*

Where can I find information for Ballots by Mail, Early Voting, or Polling Locations?

Please contact the Harris County Clerk's Office directly for Ballots by Mail, Early Voting, and Polling Location information at 713-755-6965 or www.harrisvotes.com.

VI. Voter Registration Applications Are Public Information

Voter registration applications are legal documents and contain confidential information that is *not* for public disclosure. (See Texas Election Code, Section 13.004 next page and Secretary of State (SOS) opinion-06/24/2010 below):

“It is the opinion of the Secretary of State that a volunteer deputy registrar is not authorized to make photocopies of voter registration applications.

“The driver's license number and last four digits of the social security number are not public information. Those numbers are for the record keeping of the voter registrar only, not for the record keeping of a volunteer deputy.

“Although a volunteer deputy registrar may not photocopy an application, a volunteer deputy registrar could certainly transcribe the basic information that is contained on the receipt that is issued to the voter and to the voter registrar.

“The information on the receipt includes the name of the applicant and the date the application is submitted to the volunteer deputy registrar. Transcribing this limited information is consistent with the general powers of a volunteer deputy registrar listed in section 13.038 of the Election Code.” (SOS Opinion, 06/24/2010)

As a Volunteer Deputy Voter Registrar, you must adhere to all applicable laws and Secretary of State opinions regarding disclosure of non-public information.

NOTE: Telephone numbers, Texas Driver License (TDL) or Personal Identification Card (ID), Social Security numbers, and an applicant's interest in working as an election judge are all defined as non-public information.

Voter registration information requested or displayed on the Voter Registrar's Web site will not include the telephone number, date of birth, Social Security, Texas Driver License or Personal Identification Card number, if shown on original applications as also outlined by Section 13.004 of the Texas Election Code.

NOTE: As a Volunteer Deputy Registrar, your primary function is to distribute and accept applications for voter registration. In doing so, you must abide by all applicable laws. You cannot copy voter registration applications (as outlined above) and you cannot create business cards, letterhead, or any other medium which portrays you as a Harris County employee and/or Harris County Tax Office agent/representative.

TEXAS ELECTION CODE

Sec. 13.004. RECORDING AND DISCLOSURE OF CERTAIN INFORMATION BY REGISTRAR. (a) The registrar may not transcribe, copy, or otherwise record a telephone number furnished on a registration application.

(b) The registrar may transcribe, copy, or otherwise record a social security number furnished on a registration application only in maintaining the accuracy of the registration records.

(c) The following information furnished on a registration application is confidential and does not constitute public information for purposes of Chapter 552, Government Code:

- (1) a social security number;
- (2) a Texas driver's license number;
- (3) a number of a personal identification card issued by the Department of Public Safety;
- (4) an indication that an applicant is interested in working as an election judge; or
- (5) the residence address of the applicant, if the applicant is a federal judge or state judge, as defined by Section 13.0021, or the spouse of a federal judge or state judge, and included an affidavit with the registration application under Section 13.0021 or the registrar has received an affidavit submitted under Section 15.0215.

(c-1) The registrar shall ensure that the information listed in Subsection (c) is excluded from disclosure.

(d) The voter registrar or other county official who has access to the information furnished on a registration application may not post the following information on a website:

- (1) a telephone number;
- (2) a social security number;
- (3) a driver's license number or a number of a personal identification card;
- (4) a date of birth; or
- (5) the residence address of a voter who is a federal judge or state judge, as defined by Section 13.0021, or the spouse of a federal judge or state judge, if the voter included an affidavit with the application under Section 13.0021 or the registrar has received an affidavit submitted under Section 15.0215.

VII. Renewal of Volunteer Deputy Voter Registrar Appointment

What do I do when my appointment expires?

The 2011-2012 appointment as a Volunteer Deputy Voter Registrar expires on Dec. 31, 2012. You may renew your appointment upon expiration at the end of even-numbered years (Texas Election Code, Section 13.031).

If, however, you choose not to renew your appointment, you must cease all activity immediately as a Volunteer Deputy Voter Registrar and return your Voter Registration materials, if any, to the Harris County Voter Registrar within 30 days of the expiration date of your appointment (Texas Election Code, Section 13.036).

Will I be able to get another appointment even if I do not register any voters before my appointment expires?

Yes. You may renew your appointment to serve as a Volunteer Deputy Voter Registrar in person or by mail. An **Application for Appointment as a Harris County Volunteer Deputy Voter Registrar** may be downloaded in [English](#), [Spanish](#) or [Vietnamese](#) and must be returned by U.S. mail. Original signatures are required; no faxes or e-mails will be accepted. Once approved, an ID card will be mailed.

Walk-in deputations are conducted Monday through Friday, 8:00 a.m. to 4:00 p.m., at:

- ★ Harris County Administration Building (no free parking), 1001 Preston St., 2nd Floor, Houston, Texas 77002, (713) 368-2200, OR
- ★ Harris County Tax Office Distribution Center (free onsite parking), 1155 West Loop North, Houston, Texas 77055.

Acting as a Volunteer Deputy Voter Registrar without an effective appointment is a Class C misdemeanor offense (Texas Election Code, Section 13.044).

VIII. Sample Voter Registration Application

Texas Voter Registration Application		Prescribed by the Office of the Secretary of State	VR17.09E.13
Please complete sections by printing LEGIBLY. If you have any questions about how to fill out this application, please call your local Voter Registrar or the Secretary of State's Office toll free at 1-800-252-VOTE(8683), TDD 1-800-735-2989, www.sos.state.tx.us.			
1 These Questions Must Be Completed Before Proceeding			
Check one			
<input type="checkbox"/> New Application		<input type="checkbox"/> Change of Address, Name, or Other Information	
		<input type="checkbox"/> Request for a Replacement Card	
Are you a United States Citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be 18 years of age on or before election day?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you checked 'No' in response to either of the above, do not complete this form.			
Are you interested in serving as an election worker?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 Last Name (Include Suffix if any (Jr, Sr, III))	First Name	Middle Name (if any)	Former Name (if any)
3 Residence Address: Street Address and Apartment Number. If none, describe where you live. (Do not include P.O. Box, Rural Rt. or Business Address)		City	TEXAS Zip Code
4 Mailing Address: Street Address and Apartment Number. (If mail cannot be delivered to your residence address.)		City	State Zip Code
5 Date of Birth: (mm/dd/yyyy)	6 Gender (Optional)	7 Telephone Number (Optional)	
□□/□□/□□□□	<input type="checkbox"/> Male <input type="checkbox"/> Female	Include Area Code (□□□)□□□-□□□□	
8 Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)		If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number	
□□□□□□□□		XXX-XX-□□□□	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.			
9 I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all <u>three</u> statements to affirm before signing.			
<ul style="list-style-type: none"> • I am a resident of this county and a U.S. citizen; • I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and • I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. 			
X		Date ____/____/____*	
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.			
FOR VOLUNTEER DEPUTY USE ONLY			
Original application must be delivered to Voter Registrar no later than 5 days after receipt (TEC 13.042).			
Deputy Number (If applicable)	Volunteer Deputy Signature (If applicable)	Date	
Detach the receipt below for your records. To mail: Wet the glue strip, fold in half and seal.			
*If this application is delivered to the Voter Registrar via US mail, the post office postmark date will be used to determine the effective date of this application (TEC 13.143).			
THE OFFICE OF Don Summers			
HARRIS COUNTY TAX ASSESSOR-COLLECTOR AND VOTER REGISTRAR			
APPLICANT'S RECEIPT			
Receipt # _____			
Applicant's Name: _____			
(If applicable)			
Volunteer Deputy Number: _____			
Volunteer Deputy Name: _____			
Volunteer Deputy Signature: _____ Date ____/____/____*			
*If this application is delivered to the Voter Registrar via US mail, the post office postmark date will be used to determine the effective date of this application (TEC 13.143).			