Ballot By Mail - College Edition

Do you have a child or neighbor who is attending college but wants to vote in Travis County this fall? There's a two-step process. First, you must complete a ballot-by-mail application and then you'll receive a ballot that will record your vote.
To receive a mail-in ballot, the student must be **registered to vote** in Travis County.

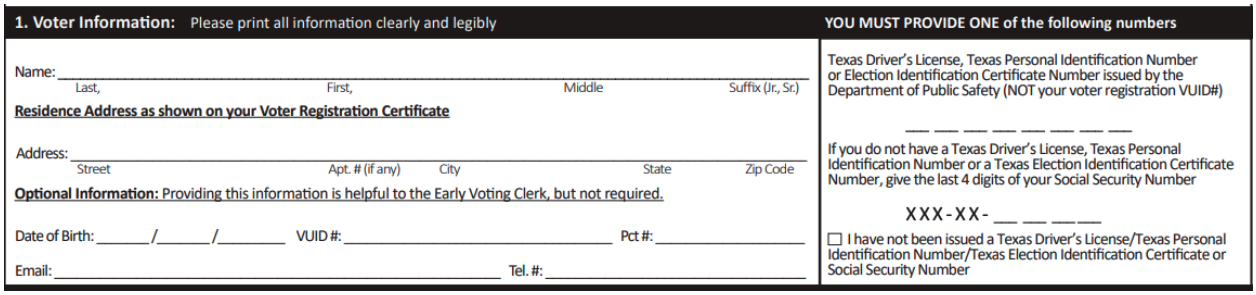
Step One: Complete the application for a mail-in ballot

1. Download the form.
English https://elections.traviscountytx.gov/wp-content/uploads/English-BBM-Application.pdf

Spanish https://elections.traviscountytx.gov/wp-content/uploads/Spanish-BBM-Application.pdf

2. How to fill out the form.

- **Voter Information:** Fill this out with your home address - the address you used to **register to vote**. IMPORTANT: Include BOTH your Driver's License number AND the last four digits of your social security number when applying. This is a change in the law designed to reject your application.



1. Voter Information: Please print all information clearly and legibly

Name: _____
Last, First, Middle Suffix (Jr., Sr.)

Residence Address as shown on your Voter Registration Certificate

Address: _____
Street Apt. # (if any) City State Zip Code

Optional Information: Providing this information is helpful to the Early Voting Clerk, but not required.

Date of Birth: _____/_____/_____ VUID #: _____ Pct #: _____

Email: _____ Tel. #: _____

YOU MUST PROVIDE ONE of the following numbers

Texas Driver's License, Texas Personal Identification Number or Election Identification Certificate Number issued by the Department of Public Safety (NOT your voter registration VUID#)

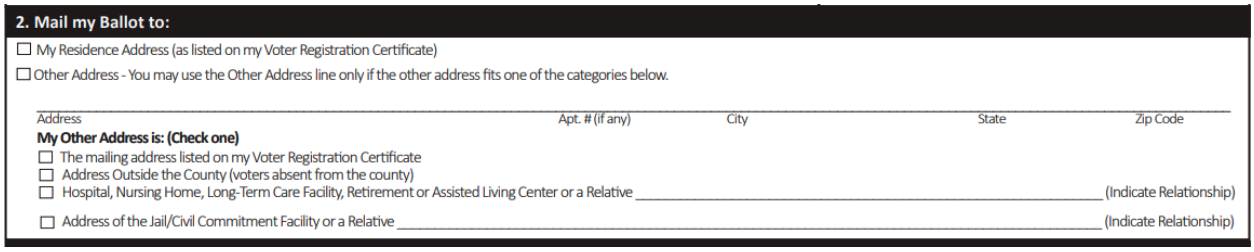
__ __ __ __ __ __ __ __

If you do not have a Texas Driver's License, Texas Personal Identification Number or a Texas Election Identification Certificate Number, give the last 4 digits of your Social Security Number

XXX-XX- __ __ __ __

☐ I have not been issued a Texas Driver's License/Texas Personal Identification Number/Texas Election Identification Certificate or Social Security Number

- **Mail my Ballot to:** This is VERY important. If you want to receive your ballot at school (away from home) select "Other Address" and enter your dorm or apartment information. If you do not do this, your ballot will go to your Travis County address. Under that information, be sure to mark "Address Outside the County"



2. Mail my Ballot to:

☐ My Residence Address (as listed on my Voter Registration Certificate)

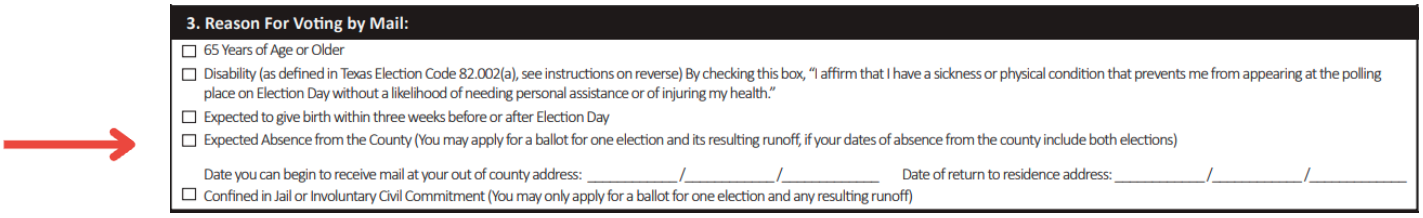
☐ Other Address - You may use the Other Address line only if the other address fits one of the categories below.

Address Apt. # (if any) City State Zip Code

My Other Address is: (Check one)

☐ The mailing address listed on my Voter Registration Certificate
☐ Address Outside the County (voters absent from the county)
☐ Hospital, Nursing Home, Long-Term Care Facility, Retirement or Assisted Living Center or a Relative _____ (Indicate Relationship)
☐ Address of the Jail/Civil Commitment Facility or a Relative _____ (Indicate Relationship)

- **Reason for Voting by Mail:** College Students need to select the 4th box, "Expected Absence from the County" Enter the first date of your fall term and the last date of your fall term. ((Even if you might be home for a visit.))



3. Reason For Voting by Mail:

- ☐ 65 Years of Age or Older
- ☐ Disability (as defined in Texas Election Code 82.002(a), see instructions on reverse) By checking this box, "I affirm that I have a sickness or physical condition that prevents me from appearing at the polling place on Election Day without a likelihood of needing personal assistance or of injuring my health."
- ☐ Expected to give birth within three weeks before or after Election Day
- ☐ Expected Absence from the County (You may apply for a ballot for one election and its resulting runoff, if your dates of absence from the county include both elections)

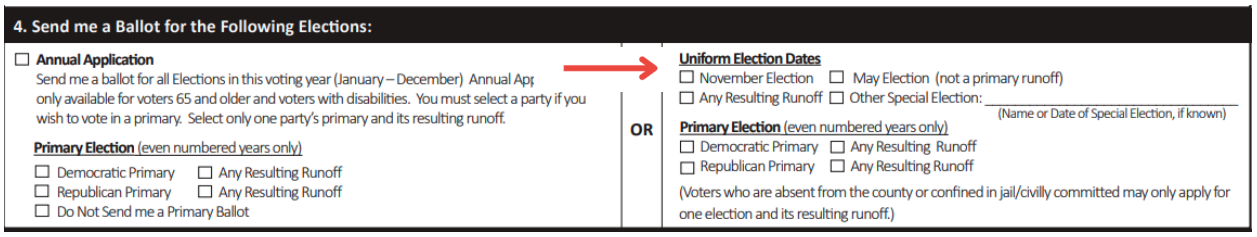
Date you can begin to receive mail at your out of county address: _____/_____/_____ Date of return to residence address: _____/_____/_____

- ☐ Confined in Jail or Involuntary Civil Commitment (You may only apply for a ballot for one election and any resulting runoff)

- **Send me a Ballot for the Following Elections:**

College Students - fill out the **Right Side** of this section. Select November Election (the others don't apply right now). You do not need to select any other box.

NOTE: College STUDENTS must apply for a ballot EVERY election cycle, meaning every time there's an upcoming election, you have to resubmit this form. Unfair? Yes, that's how they keep you from voting.



4. Send me a Ballot for the Following Elections:

☐ **Annual Application**
Send me a ballot for all Elections in this voting year (January – December) Annual Ap[only available for voters 65 and older and voters with disabilities. You must select a party if you wish to vote in a primary. Select only one party's primary and its resulting runoff.

Primary Election (even numbered years only)

☐ Democratic Primary ☐ Any Resulting Runoff
☐ Republican Primary ☐ Any Resulting Runoff
☐ Do Not Send me a Primary Ballot

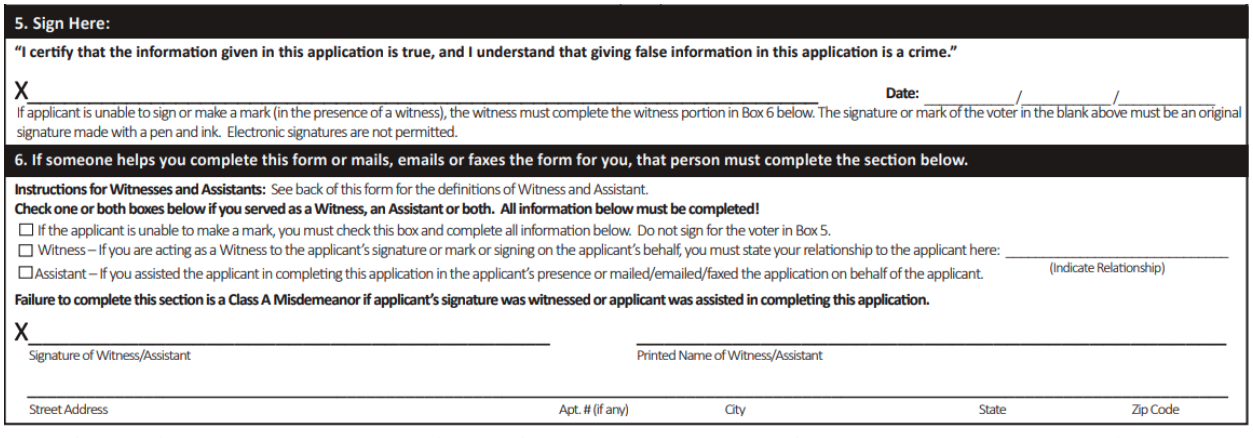
OR

Uniform Election Dates
☐ November Election ☐ May Election (not a primary runoff)
☐ Any Resulting Runoff ☐ Other Special Election: _____ (Name or Date of Special Election, if known)

Primary Election (even numbered years only)
☐ Democratic Primary ☐ Any Resulting Runoff
☐ Republican Primary ☐ Any Resulting Runoff

(Voters who are absent from the county or confined in jail/civilly committed may only apply for one election and its resulting runoff.)

- Sign and date the form. **IMPORTANT:** the signature on this form will be compared to the signature on your ballot envelope that you will submit. TAKE A PICTURE of this form and your signature so you're sure to sign the same way when you turn in your ballot.
- MANY BALLOTS **are rejected** because the voter does NOT sign the envelope. Be sure to remember to sign the envelope that contains your ballot when you mail it in the fall. (more below)



5. Sign Here:

"I certify that the information given in this application is true, and I understand that giving false information in this application is a crime."

X_____ **Date:** _____/_____/_____

If applicant is unable to sign or make a mark (in the presence of a witness), the witness must complete the witness portion in Box 6 below. The signature or mark of the voter in the blank above must be an original signature made with a pen and ink. Electronic signatures are not permitted.

6. If someone helps you complete this form or mails, emails or faxes the form for you, that person must complete the section below.

Instructions for Witnesses and Assistants: See back of this form for the definitions of Witness and Assistant.
Check one or both boxes below if you served as a Witness, an Assistant or both. All information below must be completed!

- ☐ If the applicant is unable to make a mark, you must check this box and complete all information below. Do not sign for the voter in Box 5.
- ☐ Witness – If you are acting as a Witness to the applicant's signature or mark or signing on the applicant's behalf, you must state your relationship to the applicant here: _____ (Indicate Relationship)
- ☐ Assistant – If you assisted the applicant in completing this application in the applicant's presence or mailed/emailed/faxed the application on behalf of the applicant.

Failure to complete this section is a Class A Misdemeanor if applicant's signature was witnessed or applicant was assisted in completing this application.

X_____ _____
Signature of Witness/Assistant — Printed Name of Witness/Assistant

_____
Street Address — Apt. # (if any) — City — State — Zip Code

Este formulario está disponible en Español. Para conseguir la versión en Español favor llamar sin cargo al 1-800-252-8683 a la oficina del Secretario de Estado o la Secretaria de Votación Adelantada.

Mail the form.
All forms have to be submitted by mail, no exceptions.
Regular mail: Travis County Clerk, Elections Division
PO BOX 149325
AUSTIN, TX 78714-9325.
The form must be **received by October 25**. Don't wait!

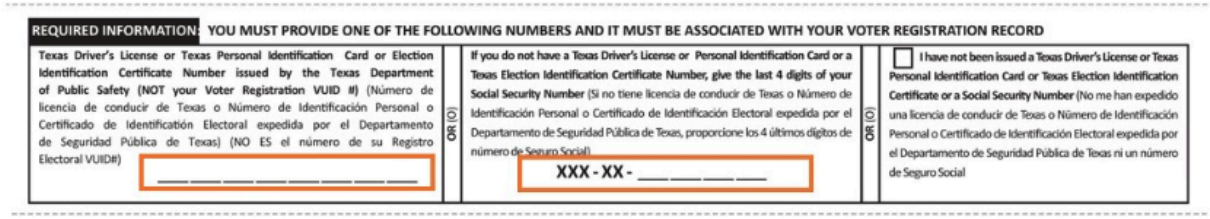
IF you FED Ex your form use this address(*FedEx, UPS, USPS Express or Priority Mail, etc.*):
Travis County Election Division
5501 Airport Blvd, Suite #100
Austin, TX 78751-1410

TRAVIS COUNTY CLERK - ELECTIONS DIVISION
PO BOX 149325
AUSTIN, TX 78714-9325

Step Two: Getting your ballot and making it count

You will be mailed an absentee ballot in October. Make your selections and seal the envelope provided. **Provide BOTH your Driver's License and Social Security digits.**

IMPORTANT: SIGN the ballot envelope with the same signature you used on your application form.
The number one reason ballots are rejected is a failure to complete this step!


REQUIRED INFORMATION: YOU MUST PROVIDE ONE OF THE FOLLOWING NUMBERS AND IT MUST BE ASSOCIATED WITH YOUR VOTER REGISTRATION RECORD

Texas Driver's License or Texas Personal Identification Card or Election Identification Certificate Number issued by the Texas Department of Public Safety (NOT your Voter Registration VUID #) (Número de licencia de conducir de Texas o Número de Identificación Personal o Certificado de Identificación Electoral expedida por el Departamento de Seguridad Pública de Texas) (NO ES el número de su Registro Electoral VUID#)

OR (O)

If you do not have a Texas Driver's License or Personal Identification Card or a Texas Election Identification Certificate Number, give the last 4 digits of your Social Security Number (Si no tiene licencia de conducir de Texas o Número de Identificación Personal o Certificado de Identificación Electoral expedida por el Departamento de Seguridad Pública de Texas, proporcione los 4 últimos dígitos de número de Seguro Social)

XXX - XX - ____

OR (O)

☐ I have not been issued a Texas Driver's License or Texas Personal Identification Card or Texas Election Identification Certificate or a Social Security Number (No me han expedido una licencia de conducir de Texas o Número de Identificación Personal o Certificado de Identificación Electoral expedida por el Departamento de Seguridad Pública de Texas ni un número de Seguro Social

Under the flap on your purple and white carrier envelope, where it says "Required Information", you must provide at least one of the required ID numbers. **We recommend providing both.**

The ballot should be mailed back to the Travis County Clerk and **received by November 8 (election day)**.

Track your ballot: You can track your Travis County ballot once it's mailed to see if it's been received. (This is for Travis County only.) The Texas Secretary of State also has a ballot tracking system.

Pro Tip: Mail your ballot before Halloween!

Let's be honest - a lot of students won't complete this maze of steps. Or, they may want the thrill of casting their vote in person. It's okay to have your student register to vote where they go to school – but look up their polling location so they have a plan of where and when to vote. Their campus Democratic group will be able to register them to vote locally. However, they will no longer be able to vote in Travis County elections (local races, state house, congressional rep, etc.)

Vote.org https://www.vote.org/
Check voter registration and register to vote in states that have online voter registration. (Not TX) and look up your ballot - anywhere in the US.

PRINT ALL INFORMATION CLEARLY AND LEGIBLY. THEN, FOLD AND MOISTEN SHUT TO SEAL.

TEXAS APPLICATION FOR BALLOT BY MAIL

Voter information

Failure to provide your voter registration number, voter registration precinct number, or telephone number does not invalidate this application

1

Last Name | First Name | Middle Name (if any) | Suffix (Jr., Sr., III)

Residence Address (Number and Street) | Apt/Unit

City | State | Zip Code

Optional Information: Providing this information is helpful to the Early Voting Clerk if needed to clarify any information on this application and/or your voted mail ballot.

VUID Number | Voter Registration Precinct Number

Telephone Number | Email Address

Date of Birth (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

You must provide one of the following numbers

Texas Driver's License (TX DL), Texas Identification (TX ID) Card, or Election Identification Certificate (EIC) number:

☐☐☐☐☐☐☐☐

I have not been issued a TX DL, TX ID, or EIC number, and the last four digits of my Social Security Number are:

XXX - XX - ☐☐☐☐

☐ I have not been issued a TX DL, TX ID, EIC, or Social Security Number

Where to mail my ballot

Select one option

2

An address from my voter registration certificate

☐ My residence address

☐ My mailing address

OR

Another address that fits one of the categories below

Number and Street | Apt/Unit | City | State | Zip Code

☐ Hospital, nursing home, long-term care facility, retirement center, assisted living facility, or a close relative (state your relationship) _____

☐ Jail, civil commitment facility, or a close relative (state your relationship) _____

☐ Other address outside the county

Reason for applying and ballots requested

**Primary elections take place in even-numbered years only*

3

My reason for voting by mail

☐ 65 years of age or older

☐ Disability – I affirm that, "I have a sickness or physical condition that prevents me from appearing at the polling place on Election Day without a likelihood of needing personal assistance or injuring my health," as defined in Texas Election Code 82.002(a).

Send me a ballot for the following elections

☐ *Annual Application* – I want to receive a ballot for all elections in this voting year. I qualify because I am 65 years of age or older, or have a disability.

I would like to vote in a primary election* for the following party and any resulting runoff:

☐ Democratic Primary ☐ Any resulting runoff

☐ Republican Primary ☐ Any resulting runoff

☐ Do not send me a ballot for a primary election

OR

My reason for voting by mail

☐ Expected to give birth within three weeks before or after Election Day

☐ Confined in jail or involuntarily civilly committed

☐ Expected absence from the county – The dates during which I can receive mail at the address outside of the county are:

_____/_____/_____ to _____/_____/_____

Send me a ballot for the following elections

☐ May Election

☐ November Election

☐ Any resulting runoff

☐ Special Election (name or date, if known) _____

I would like to vote in a primary election* for the following party and any resulting runoff:

☐ Democratic Primary ☐ Any resulting runoff

☐ Republican Primary ☐ Any resulting runoff

Applicant, sign here

4

I certify that the information given in this application is true, and I understand that giving false information in this application is a crime.

The box below requires your original signature signed in ink. A witness must complete Section 5 if you are unable to sign and you make a mark instead of a signature, or you are unable to sign or make a mark.

X _____

Date (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Witness and/or assistant, sign here

For definition of witness and assistant, see the application instructions

5

☐ Check this box and complete this section if the applicant is unable to make a mark in Section 4. Do not sign for the voter in Section 4.

☐ **Witness** – Check this box if you witnessed the applicant make a mark or the applicant could not sign in Section 4 and you are signing on his or her behalf. Do not sign for the voter in Section 4. State your relationship to the applicant below and complete this section.

_____

☐ **Assistant** – Check this box and complete this section if you assisted the applicant in filling out this application in his or her presence or submitted on his or her behalf (by mail, email, or fax).

Printed name of witness or assistant

Residence Address | Apt/Unit | City | State | Zip Code

Failure to complete this section is a Class A Misdemeanor if applicant's signature or mark was witnessed or applicant was assisted in completing this application.

Signature of witness or assistant

X _____

HOW TO COMPLETE YOUR TEXAS APPLICATION FOR BALLOT BY MAIL

Section 1 – Voter information
Print your **legal name** (include suffix) and **residence address**. *Optional Information:* Failure to provide your **voter registration number**, **voter registration precinct number**, or **telephone number** does not invalidate your application. However, providing this information, as well as your **date of birth** and **email address**, is helpful to the Early Voting Clerk to clarify any information on this application and/or your voted mail ballot. Please check your voter registration before submitting your application. Changing your voter registration address after submitting an application could result in your ballot being rejected. You must provide your Texas Driver's License, Texas Identification Card, or Election Identification Certificate number. If you have not been issued one of these numbers, provide the last four digits of your Social Security Number. If you have not been issued any of these required numbers, check the relevant box.

Section 2 – Where to mail my ballot
Your ballot will be mailed to your residence or mailing address unless you qualify for one of these exceptions: (1) **65 years of age or older, or have a disability** – Your ballot can be mailed to a hospital, nursing home, long-term care facility, retirement center, assisted living facility, or a close relative (state relationship); (2) **Confined in jail or involuntarily civilly committed** – Your ballot can be mailed to a jail, facility, or a close relative (state relationship); or (3) **Expected absence from the county** – Your ballot must be mailed to an address outside the county if you expect to be out of the county on Election Day and during any remaining period of Early Voting by personal appearance after you submit your application.

Section 3 – Reason for applying and ballots requested
Check the box that best describes your reason for voting by mail: (1) **65 years of age or older**; (2) **Disability**; (3) **Expected to give birth within three weeks before or after Election Day**; (4) **Confined in jail or involuntarily civilly committed**; or (5) **Expected absence from the county**. Then, below the reason you selected, check the relevant box(es) for the election(s) you want to receive a ballot for.

Section 4 – Applicant, sign here
The boxes require your original signature signed and dated in ink. A witness must complete

FOLD HERE SECOND AND MOISTEN SHUT TO SEAL.

APPLY FIRST CLASS MAIL POSTAGE HERE

FROM:

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service ®

TO: TRAVIS COUNTY CLERK - ELECTIONS DIVISION
PO BOX 149325
AUSTIN, TX 78714-9325

FOLD HERE FIRST.

Section 4 (continued)
Section 5 if you are unable to sign and you make a mark instead of a signature, or you are unable to sign or make a mark.

Section 5 – Witness and/or assistant, sign here

- Check the relevant box and complete this section if the applicant is unable to make a mark in Section 4. Do not sign for the voter in Section 4.
- **Witness** – Check the relevant box if you witnessed the applicant make a mark or the applicant could not sign in Section 4 and you are signing on his or her behalf. Do not sign for the voter in Section 4. State your relationship to the applicant and complete this section. Acting as a witness for more than one applicant for an annual application for ballot by mail in the same calendar year is a *Class B Misdemeanor,* unless you are related to the applicants as a parent, grandparent, spouse, child, or sibling.
- **Assistant** – Check the relevant box and complete this section if you assisted the applicant in filling out this application in his or her presence or submitted on his or her behalf (by mail, email, or fax). Providing assistance without disclosing the information required in this section is a *Class A Misdemeanor.*

Submitting your application
Acceptable methods include: (1) **In-person** delivery by the voter to your Early Voting Clerk; (2) **By mail** (U.S. Postal Service); (3) **Common or contract carrier** (via a bona fide, for-profit carrier); or (4) **By email or fax,** but only if this original hard copy is received by mail within *four business days* of its initial submission. Call your Early Voting Clerk, the Secretary of State, or scan the QR code for the email address or fax number.

Deadline to apply
Your application must be received by your Early Voting Clerk by the *11th day before Election Day.* If that day is a weekend or holiday, the deadline moves to the preceding business day.

SEE THE ATTACHED DOCUMENT FOR ADDITIONAL INSTRUCTIONS

ADDITIONAL INSTRUCTIONS FOR COMPLETING YOUR TEXAS APPLICATION FOR BALLOT BY MAIL

Section 1 – Voter information
Print your **legal name** (with suffix) and **residence address** (not mailing address). *Optional Information:* Providing this information is helpful to the Early Voting Clerk if needed to clarify any information on this application and/or your voted mail ballot. Failure to provide your **voter registration number, voter registration precinct number,** or **telephone number** does not invalidate this application. Please check your voter registration before submitting an application. Changing your voter registration address after submitting an application could result in your ballot being rejected. You must provide your Texas Driver's License, Texas Identification Card, or Election Identification Certificate number. If you have not been issued one of these numbers, provide the last four digits of your Social Security Number. If you have not been issued any of these required numbers, check the relevant box.

Section 2 – Where to mail my ballot
Your ballot will be mailed to your residence or mailing address unless you qualify for one of these exceptions:

- **65 years of age or older, or have a disability –** Your ballot can be mailed to a hospital, nursing home, long-term care facility, retirement center, assisted living facility, or a close relative (state your relationship);
- **Confined in jail or involuntarily civilly committed –** Your ballot can be mailed to a jail, facility, or a close relative (state your relationship); or
- **Expected absence from the county –** Your ballot must be mailed to an address outside the county if you expect to be out of the county on Election Day and during any remaining period of Early Voting by personal appearance after you submit your application.

Section 3 – Reason for applying and ballots requested
Check the box that best describes your reason for voting by mail:

- **65 years of age or older –** You must turn 65 no later than Election Day.
- **Disability –** You affirm that, "I have a sickness or physical condition that prevents me from appearing at the polling place on Election Day without a likelihood of needing personal assistance or injuring my health," as defined in Texas Election Code 82.002(a).
- **Expected to give birth within three weeks before or after Election Day**
- **Confined in jail or involuntarily civilly committed –** At the time you submit your application, you are either: (1) Confined in jail serving a misdemeanor sentence for a term that ends on or after Election Day; (2) Pending trial after denial of bail; (3) Without bail pending an appeal of a felony conviction; (4) Pending trial or appeal on a bailable offense for which release on bail before Election Day is unlikely; or (5) Are involuntarily civilly committed under Chapter 841, Health and Safety Code.
- **Expected absence from the county –** List the dates during which you can receive mail at the address outside of the county.

Then, below the reason you selected, check the corresponding box(es) for the election(s) you want to receive a ballot for. Only voters 65 years of age or older, or have a disability, are eligible for an *annual application*. An annual application, submitted within 60 days of an election in the following calendar year, will be valid for all elections held during that year. To ensure you receive all appropriate

Section 3 (continued)
ballots, your application may be forwarded to other entities holding elections. As a result, you may receive a ballot for other elections in addition to the ballot you originally requested.

Section 4 – Applicant, sign here
The boxes require your original signature signed and dated in ink. A witness must complete Section 5 if you are unable to sign and you make a mark instead of a signature, or you are unable to sign or make a mark.

Section 5 – Witness and/or assistant, sign here

- Check the relevant box and complete this section if the applicant is unable to make a mark in Section 4. Do not sign for the voter in Section 4.
- **Witness –** Check the relevant box if you witnessed the applicant make a mark or the applicant could not sign in Section 4 and you are signing on his or her behalf. Do not sign for the voter in Section 4. State your relationship to the applicant and complete this section. Acting as a witness for more than one applicant in the same election or for more than one applicant for an annual application for ballot by mail in the same calendar year is a *Class B Misdemeanor,* unless you are related to the applicants as a parent, grandparent, spouse, child, or sibling.
- **Assistant –** Check the relevant box and complete this section if you assisted the applicant in filling out this application in his or her presence or submitted on his or her behalf (by mail, email, or fax). Providing assistance without disclosing the information required in this section is a *Class A Misdemeanor.*

Submitting your application
Acceptable methods include:

- **In-person** delivery by the voter to your Early Voting Clerk;
- **By mail** (U.S. Postal Service);
- **Common or contract carrier** (via a bona fide, for-profit carrier); or
- **By email or fax**, but only if this original hard copy is received by mail within *four business days* of its initial submission. Call your Early Voting Clerk, the Secretary of State, or scan the QR code for the email address or fax number.

Deadline to apply
Your application must be received by your Early Voting Clerk by the *11th day before Election Day*. If that day is a weekend or holiday, the deadline moves to the preceding business day.

Questions?

Call your Early Voting Clerk

Visit sos.texas.gov or votetexas.gov

La solicitud está disponible en español. Por favor llame al secretario de votación adelantada para obtener una versión en español.