• Texas concealed handgun license – unexpired or expired less than 60 days;
• United States military identification card containing the person’s photograph;
• United States passport – unexpired or expired less than 60 days;

Persons Not Eligible

- United States citizenship certificate containing the person’s photograph; or
- Persons who are not United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

Persons Who Are Eligible

- The department shall issue an election certificate upon request to persons who do not have one of the forms of acceptable photo identification listed above, and are:
  - a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department
Persons Who Are Eligible

- The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - A registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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Persons Who Are Eligible

- A United States citizen;
- A resident of Texas;
- Age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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How to Apply for Election Certificate

- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department’s identification policy; and
- Request and complete an application for the election certificate.
How to Apply for Election Certificate
To apply for the Texas Election Certificate the person must:
• Visit a Texas driver license office;
• Bring documents to verify U.S. citizenship;
• Bring documents that meet the department's identification policy; and
• Request and complete an application for the Texas Election Certificate.

Election Certificate Application Form
The person applying for the Texas Election Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Certificate.
Search for applicant on DLS Search Applicant screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Certificate tab located in the blue bar in DLS.
Steps for Issuing an Original Election Certificate

- Search for the on the Search Election Certificate screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

Search for the on the Search Election Certificate screen. Search the record again by entering the name and date of birth of the applicant and select the Search Election Certificate button located at the bottom of the screen. (Figure 2)
Steps for Issuing an Original Election Certificate

If a record is found it will appear on the Election Certificate Search Results page and indicates the person has previously been issued an election certificate.

If a record is found it will appear on the Election Certificate Search Results page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the GO button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)
Steps for Issuing an Original Election Certificate

☐ If the Election Certificate Search Results shows no record is found proceed to the next screen by selecting the Search Election Certificate button.

If the Election Certificate Search Results shows no record is found proceed to the next screen by selecting the Search Election Certificate button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure 2b)
Steps for Issuing an Original Election Certificate

- Type in the required information on the Applicant Information screen.

  • The fields which include a red asterisk (*) must be filled, i.e., name, DOB, physical address. (Figure 3a)
Steps for Issuing an Original Election Certificate

- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)
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Steps for Issuing an Original Election Certificate

- If applicant is registering to vote, select the Voter Registration box and select the Voter Status from the drop-down menu that applies to the applicant. Select the Next button to proceed to the image capture screen. (Figure 3c)

Voter Registration:

Voter Status:

Election Judge:

Next

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Steps for Issuing an Original Election Certificate

- Signature, Thumbprints, Photograph refresh. Select the Refresh button to proceed to the Scan Documents screen. (Figure 4)

Photo, Fingerprints, and Signature

Please click Refresh after completing Image Capture Process

Refresh

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In the Digimarc program capture the applicant’s signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; Signature, Thumbprints, Photograph refresh. Select the Refresh button to proceed to the Scan Documents screen. (Figure 4)

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The Scan Documents screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

*If the transaction needs to be cancelled, select the Cancel Transaction button (a).
*Select the Continue button (b) to proceed with the transaction.
Steps for Issuing an Original Election Certificate

- Transaction Completed Successfully
  - Print Temporary EC Card
  - Select Continue

On the Transaction Completed Successfully
- Select the Print Temporary EC Card (a) to cue the printer to print a temporary election certificate card.
- Select the Continue button (a) after the temporary election certificate has been successfully printed.
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Steps for Issuing an Original Election Certificate

- Temporary Election Certificate

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Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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***PENDING LEGISLATION***

Driver License Division 7/13/2012
The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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Resources

- Texas Administrative Code, Title 37 Part 1
- Texas Transportation Code, Chapter 521A

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