Election Certificate Issuance Procedures

Election Certificate Search Results

b. If the Election Certificate Search Results show 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)

Election Certificate Search Results

3. Type in the required information on the Applicant Information screen.
   a. The fields which include a red asterisk (*) must be filled, i.e. name, dob, physical address. (Figure 3a)

Applicant Information

   b. Mailing address, physical description, and other information. U.S. citizen must be “YES” to be eligible for an election certificate. (Figure. 3b)
Election Certificate Issuance Procedures

Mailing Address: (Same as physical)
Address 1: 
Address 2: 
City: 
State: TEXAS 
Zip: 
COUNTRY: UNITED STATES 

Physical Description Information
Sex: 
Eye Color: 
Hair Color: 
Race: 
Height: 
Weight: 

Other Information
US Citizen: NO 
Voter Registration: YES NO

(c) 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: CHANGE NEW REPLACEMENT

4. 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)

DLS

Photo, Fingerprints, and Signature

Please click Refresh after completing image capture process

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5. 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)
   a. If the transaction needs to be cancelled, select the Cancel Transaction button.
   b. Select the Continue button to proceed with the transaction.

REMINDER: All Identification documents must be scanned at this point.

6. On the Transaction Completed Successfully
   a. Select the Print Temporary EC Card to cue the printer to print a temporary election certificate card.
   b. Select the Continue button after the temporary election certificate has been successfully printed.
7. 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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Election Certificate Issuance Procedures

Steps to Re-Issue an Election Certificate
Follow the steps 1 and 2 listed above to search for the applicant. If the applicant has an election certificate on record and wants to replace a lost card select Go and proceed to the applicant’s election certificate record screen.

To re-issue a lost election certificate
1. In the Transaction Eligibility box select the Re-Issue Election Certificate and follow the steps outlined above to issue the election certificate.

To remake a card
1. Follow steps 1 and 2 to search for the applicant.
2. When the applicant’s record is found on the Election Certificate select the link: View Transaction History.
# Election Certificate Issuance Procedures

## Edit Applicant Information

**Card Information**
- Election Certificate Number: 34295804
- Election Certificate Expiration Date: 02/04/2016

**Name**
- Last Name: FOUR
- First Name: VOTER
- Middle Name:
- Suffix:
- Jr./Sr./II:

**Personal Info**
- DOB: 02/04/1988
- SSN:

**Physical Address**
- Address 1: 5905 N LAMAR
- Address 2:
- City: AUSTIN
- County: TRAVIS
- State: TEXAS
- Zip: 78752

City: AUSTIN
State: TEXAS
Zip: 78752

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### Election Certificate Issuance Procedures

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>(Same as physical)</th>
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<tbody>
<tr>
<td>Address 1</td>
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</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
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<tr>
<td>Zip</td>
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<tr>
<td>COUNTRY</td>
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### Physical Description Information

<table>
<thead>
<tr>
<th>Sex</th>
<th>MALE</th>
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<tbody>
<tr>
<td>Eye Color</td>
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<tr>
<td>Hair Color</td>
<td>BROWN</td>
</tr>
<tr>
<td>Race</td>
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<tr>
<td>Weight</td>
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### Other Information

<table>
<thead>
<tr>
<th>US Citizen</th>
<th>YES</th>
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</thead>
<tbody>
<tr>
<td>Voter Registration</td>
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</tr>
<tr>
<td>Voter Status</td>
<td>NEW</td>
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<tr>
<td>Election Judge</td>
<td></td>
</tr>
</tbody>
</table>

### DLS

**Selected Applicant:** FOUR VOTER

### Edit Card Request Confirmation

Please click the 'Confirm' button to process the Edit.
Election Certificate Issuance Procedures

Remake Card

Reasons:
- CARD GA FAILED - VENDOR CREDIT
- CLERICAL ERROR
- CUSTOMER NEVER RECEIVED CARD
- SUPERVISOR APPROVAL
- SYSTEM PROCESSING ERROR
- Department of Public Safety

Remake Card Request Confirmation

Remake EC information has been submitted successfully.

Continue

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Election Certificate Issuance Procedures

## Transaction History

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Transaction Status</th>
<th>C/C Number</th>
<th>Application Date</th>
<th>Issued Date</th>
<th>Expiration Date</th>
<th>Location</th>
<th>User ID</th>
<th>Notes</th>
</tr>
</thead>
</table>

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