Greetings Driver License Staff!

Circumstances have come up whereby we may need to begin issuing the Election certificates as early as Monday. Because of this possibility, we are holding a WebEx refresher training at **4PM today.** This will be a review of the training that was initially given last year and in 2011. The training document is attached to this email. Please only print enough for those attending the WebEx. Further copies can be printed if the decision comes down to actually issue the Election Certificates.

**Access information follows below:**

**Topic:** ELECTION CERTIFICATE  
**Date:** Friday, June 21, 2013  
**Time:** 4:00 pm, Central Daylight Time (Chicago, GMT-05:00)  
**Meeting Number:** 498 516 135  
**Meeting Password:** (This meeting does not require a password.)  
**Host number:** not displayed

To join the online meeting (Now from mobile devices!)

2. If requested, enter your name and email address.  
3. If a password is required, enter the meeting password: (This meeting does not require a password.)  
4. Click "Join".  
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:  

To join the teleconference only

**Call-in toll-free number:** 1-866-5689431 (US)  
**Call-in number:** 1-224-4446694 (US)  
**Leader PIN:** 9151  
**Conference Code:** 610 339 56
Lynn M. Hale

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Training Specialist V
Policy and Business Improvement
Driver License Division
Texas Department of Public Safety
O-512.437.4745
C-512.571.7759
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**Election Certificate Issuance Procedures**

**Steps for Issuing an Original Election Certificate**

1. Search for applicant on **DLS Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1)
   
   a. If record is found determine if applicant has a driver license or identification card which may be used as a photo identification for election purposes.
   
   b. If no record is found, select the **Election Certificate** tab located in the blue bar in DLS.

   ![DLS Search Applicant Screen](image)

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)

   ![DLS Search Election Certificate Screen](image)

   a. 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.)
Election Certificate Issuance Procedures

Election Certificate Search Results

Fig. 2a

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>SSN</th>
<th>Race</th>
<th>Sex</th>
<th>Height</th>
<th>City</th>
<th>County</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TROY VOTER</td>
<td>05/25/1988</td>
<td>555-44-3222</td>
<td>OTHER</td>
<td>M</td>
<td>6'01&quot;</td>
<td>AUSTIN</td>
<td>TRAVIS</td>
<td>32996948</td>
</tr>
</tbody>
</table>

If a record is found, proceed with the following steps.

b. 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)

Election Certificate Search Results

Fig. 2b

No record found for the criteria provided.

New Election Certificate
Issue Election Certificate

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

Fig. 3a

Name

Last Name: TROY
First Name: VOTER
Middle Name:
Suffix:
No First Name:

Personal Info

DOB: 05/25/1988
SSN:

Physical Address

Address 1:
Address 2:
City: 
County: TEXAS
State: 
Zip: 78701
Country: UNITED STATES

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: 
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

- 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: 

- 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)

Photo, Fingerprint, 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.

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

b.  

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.

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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.

Selected Applicant: TWENTY VOTER

Basic Information
- Name: VOTER
- Title: TWENTY
- Sex: MALE
- Date of Birth: 05-10-1940
- Age: 62

Physical Description
- Eye Color: BLUE
- Hair Color: BLACK
- Height: 5'10"
- Weight: 150

Other Information
- Record Creation Date: 12-19-2011
- Voter Registration: YES

Election Certificate Card Information
- TC Number: 33629601
- Issuance Date: 12-19-2011
- Issue Date: 12-19-2011
- Expiration Date: 06-10-2015
- Address:
  - Street 1: 8501 LA AMAR
  - City: AUSTIN
  - Zip Code: 78758

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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

<table>
<thead>
<tr>
<th>Card Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Certificate Number:</td>
<td>34299504</td>
</tr>
<tr>
<td>Election Certificate Expiration Date:</td>
<td>02/04/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>FOUR</td>
</tr>
<tr>
<td>First Name:</td>
<td>VOTER</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>No First Name:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>02/04/1968</td>
</tr>
<tr>
<td>SSN:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td>5555 N LAMAR</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>AUSTIN</td>
</tr>
<tr>
<td>County:</td>
<td>TRAVIS</td>
</tr>
<tr>
<td>State:</td>
<td>TEXAS</td>
</tr>
<tr>
<td>Zip:</td>
<td>78762</td>
</tr>
</tbody>
</table>

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Election Certificate Issuance Procedures

Mailing Address: [ ] (Same as physical)
Address 1:
Address 2:
City:
State: [ ]
Zip:
COUNTRY:

Physical Description Information
Sex: [ ] MALE
Eye Color: [ ] BROWN
Hair Color: [ ] BROWN
Race: [ ] OTHER
Height: 8' 10"
Weight: 185

Other Information
US Citizen: [ ] YES
Voter Registration: [ ]
Voter Status: [ ] NEW
Election Judge: [ ]

Continue

Edit Card Request Confirmation
Please click the 'Confirm' button to process the Edit

Confirm [ ] Back [ ]
Election Certificate Issuance Procedures

Remake Card

Reasons:
- CARD QA FAILED - VENDOR CREDIT
- CLERICAL ERROR
- CUSTOMER NEVER RECEIVED CARD
- SUPERVISOR APPROVAL
- SYSTEM PROCESSING ERROR

Remake Card Request Confirmation

Remake EC information has been submitted successfully.

Continue
Election Certificate Issuance Procedures

Transaction History

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Registration Status</th>
<th>DC Number</th>
<th>Application Date</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Location</th>
<th>Date ID</th>
<th>Notes</th>
</tr>
</thead>
</table>

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#32 Texas Election Certificate
Pending Judicial Review

DPS/DLD/PBI
7/12/2012

Disclaimer: This training material was developed by Policy and Business Improvement (PBI). The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be accurately reflected as that information was not available at the time of printing. As a result of these unforeseen changes, always refer to the “Driver License Manual” posted on the intranet under the Driver License section for the most current information. This policy is pending judicial review.
Abstract

This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.
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.

Course Objectives

- Introduce the requirements for the Texas Election Certificate.

- List the steps to apply for the Election Certificate.
Texas Election Certificate (EC)

- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

Texas Election Certificate Overview
- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

- The Texas Election Certificate is to be used for election purposes only and cannot be used as an identification card.

- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

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- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.
Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

Persons Not Eligible

- 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;