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: https://txdps.webex.com/txdps/j.php?ED=20940523&UID=60702583&RT=MiM3

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

Lynn M. Hale
Training Specialist V
Policy and Business Improvement
Driver License Division
Texas Department of Public Safety
O-512.437.4745
C-512.571.7759
lynn.hale@dps.texas.gov
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.

![Search Applicant](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)

![Search Election Certificate](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

<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>RCC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 VOTER</td>
<td>02/25/1988</td>
<td>988-44-3722</td>
<td>OTHER</td>
<td>M</td>
<td>6'0&quot;</td>
<td>AUSTIN</td>
<td>TRAVIS</td>
<td>32706-648</td>
</tr>
</tbody>
</table>

New Election Certificate

Fig. 2a

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
</tr>
<tr>
<td>FIRST NAME</td>
</tr>
<tr>
<td>MIDDLE NAME</td>
</tr>
<tr>
<td>SUFFIX</td>
</tr>
<tr>
<td>DOB</td>
</tr>
<tr>
<td>SSN</td>
</tr>
</tbody>
</table>

Physical Address

<table>
<thead>
<tr>
<th>Address 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>County</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>Zip</td>
</tr>
</tbody>
</table>

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:
Voter Registration:

Next

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:

Next

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)
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.

b. ➡️ **Continue** ➡️ **Cancel Transaction**  ➡️ a.

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.

**Transaction Completed Successfully**

b. ➡️ **Continue** ➡️ **Print Temporary EC Card**  ➡️ a.
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.
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.

---

Rev. 12/19/2011
**Election Certificate Issuance Procedures**

<table>
<thead>
<tr>
<th>Task</th>
<th>Name</th>
<th>Address 1</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLS</td>
<td>FOHR</td>
<td>8850 N LAMAR</td>
<td>AUSTIN</td>
<td>TRAVIS</td>
<td>TEXAS</td>
<td>78762</td>
</tr>
<tr>
<td>TASKS</td>
<td>VOTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>SEARCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDLIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election Certificate Number:</td>
<td>34295604</td>
<td>Election Certificate Expiration Date:</td>
<td>02/04/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edit Applicant Information**

**Card Information**

- Card Information
- Election Certificate Number: 34295604
- Election Certificate Expiration Date: 02/04/2016

**Name**

- Last Name: FOHR
- First Name: VOTER
- Middle Name: 
- Suffix: 
- No First Name: 

**Personal Info**

- DOB: 02/04/1966
- SSN: 

**Physical Address**

- Address 1: 8850 N LAMAR
- Address 2: 
- City: AUSTIN
- County: TRAVIS
- State: TEXAS
- Zip: 78762
- Country: UNITED STATES

Rev. 12/19/2011
# 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:** 5' 10''
- **Weight:** 185

**Other Information**
- **US Citizen:** YES
- **Voter Registration:**
- **Voter Status:** NEW
- **Election Judge:**

![Continue Button](Continue.png)

---

**Edit Card Request Confirmation**

Please click the Confirm button to process the Ed.

[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>Transaction Code</th>
<th>DC Number</th>
<th>Application Date</th>
<th>Stream Order</th>
<th>Expired Date</th>
<th>Location</th>
<th>Date ID</th>
<th>Notes</th>
</tr>
</thead>
</table>
#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.
Course # 32

TEXAS ELECTION CERTIFICATES

Course #32 Texas Election Certificate

Slide 2

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.

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.
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.

- 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.
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;
- 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.

Driver License Division 7/13/2012
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.

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Election Certificate Application Form

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.
**APPLICATION FOR TEXAS ELECTION CERTIFICATE**

FOR ELECTION PURPOSES ONLY: CANNOT BE USED AS AN IDENTIFICATION CARD

<table>
<thead>
<tr>
<th>APPLICANT INFORMATION</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>HOME PHONE</td>
</tr>
<tr>
<td>FIRST NAME</td>
<td>OTHER PHONE</td>
</tr>
<tr>
<td>MIDDLE NAME</td>
<td></td>
</tr>
<tr>
<td>SUFFIX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY:</td>
</tr>
<tr>
<td>STATE:</td>
</tr>
<tr>
<td>ZIP CODE:</td>
</tr>
<tr>
<td>COUNTRY:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INFORMATION REQUIRED FROM APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>1. [ ] I have completed a Texas voter registration card.</td>
</tr>
<tr>
<td>2. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>3. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>4. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>5. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>6. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>7. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
<tr>
<td>8. [ ] I have completed a Texas voter registration card that expired more than 60 days ago.</td>
</tr>
</tbody>
</table>

**CERTIFICATION**

I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.

_________________________  __________________________
[Signature]                [Date]

**VERIFICATION**

_________________________  __________________________
[Signature]                [Date]

**FOR DEPARTMENT USE ONLY**

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.
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

1. 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)
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)

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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)
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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Steps for Issuing an Original Election Certificate

☐ All documents must be scanned at this point. (Figure 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)

• 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

Transaction Completed Successfully

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

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***

Judicial

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

Driver License Division 7/13/2012