#32 Texas Election Identification Certificate

DPS/DLD/PBI
7/12/2012

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Abstract

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

Driver License Division 7/13/2012

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

- Introduce the requirements for the Texas Election Identification Certificate.

- List the steps to apply for the Election Identification Certificate.

Texas Election Identification Certificate (EIC)

- The Department of Public Safety will issue EIC 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 Identification Certificate Overview

- The Department of Public Safety will issue Texas Election Identification 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.

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

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

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- 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;
  - 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.
• 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 Identification 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 identification certificate.

**How to Apply for Election Identification Certificate**

To apply for the Texas Election Identification 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 Identification Certificate.

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Election Identification Certificate Application Form

The person applying for the Texas Election Identification Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Identification Certificate.
**APPLICATION FOR TEXAS ELECTION CERTIFICATE**

**FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD**

**NOTICE:** All information on this application must be completed in INK.

### Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Maiden Name</td>
<td></td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Other Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### Address Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Address</td>
<td></td>
</tr>
</tbody>
</table>

### Date of Birth (mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
</tbody>
</table>

### Sex (Circle One)

- Male
- Female

### Eye Color

- [ ] Brown
- [ ] Blue
- [ ] Green
- [ ] Hazel
- [ ] Other

### Hair Color

- [ ] Brown
- [ ] Black
- [ ] Blonde
- [ ] Red
- [ ] Other

### United States Citizen

- [ ] Yes
- [ ] No

### 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

Sworn to and subscribed before me this ________ day of__________________________

Notary Public in and for the State of Texas or Authorized Officer: ____________________________

### For Department Use Only

Steps for Issuing an Original Election Identification Certificate

- Search for applicant on DLS Search Applicant screen.

(Figure 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) 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 Identification Certificate tab located in the blue bar in DLS.
Steps for Issuing an Original Election Identification 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 Identification Certificate screen. Search the record again by entering the name and date of birth of the applicant and select the Search Election Identification Certificate button located at the bottom of the screen. (Figure 2)
If a record is found it will appear on the Election Identification Certificate Search Results page and indicates the person has previously been issued an Election Identification Certificate. Ask for proper identification and select the GO button to view the record and reissue the Election Identification Certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)
Steps for Issuing an Original Election Identification 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 Identification Certificate Search Results shows no record is found proceed to the next screen by selecting the Search Election Identification Certificate button located at the bottom of the screen to initiate the process of issuing an original Election Identification Certificate. (Figure 2b)
Steps for Issuing an Original Election Identification 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 Identification Certificate

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

Steps for Issuing an Original Election Identification 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)
Steps for Issuing an Original Election Identification 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 Identification 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 Identification Certificate

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

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

- Temporary Election Identification 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 identification certificate. Inform the applicant the temporary election identification certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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Resources

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