


TEXAS SECRETARY OF STATE

FAQs with the Elections Division 2/17/2022

Texas Secretary of State – Elections Division

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TOPICS COVERED

- Texas.Gov Process
- Validating Personal Identification Information in TEAM
- Corrective Action Process Questions

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THE STATE OF TEXAS
Texas Office of the Secretary of State
Voter Name and Address Changes

Welcome

This free service is offered to registered Texas voters who need to submit Name and/or Address changes.

You may use this service to update your Texas voter registration information. Allowable updates include changes to your current residential address and/or your changes to your name.

NOTE:
If you update your county of residence to a new county, your voter registration in your current county will be cancelled. Your voter registration information will be updated to the corresponding county of your new residential address.

You will receive a new Voter Certificate in the mail within 30 days of submitting a change through this service. If you submit changes less than 30 days prior to an election, you must vote at your current polling location.

To use this service, you need your:

- Current Driver License or ID Card
- Social Security Number
- Voter Registration Card VUID (Voter Unique Identifier) Number may be obtained from your County Voter Registrar.

This service does not change your address or name on your Driver License. Please visit the Driver License and ID Card Online Services website to update your address.

[Continue](#)

Information

Steps to Complete:


1. Welcome
2. Login
3. Qualification
4. Make Changes
5. Confirmation
6. Receipt

Site Tools

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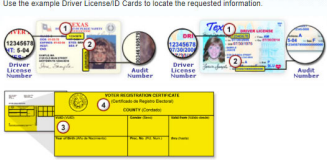


TEXAS SECRETARY OF STATE

THE STATE OF TEXAS
Texas Office of the Secretary of State
Voter Name and Address Changes

Login

To make changes to your Voter Certificate, enter the following information.
Use the example Driver License/ID Cards to locate the requested information.



Login Information

Texas Driver License or Identification Number Required (8 to 10 digits)

Date of Birth Required (MMDDYYYY)

Last Four Digits of Social Security Number Required

DPS Audit Number Required (Enter the Audit Number and 4 spaces on your card.)

Voter Unique Identifier Number (VUID) Required (10 digits)

County Name Required

I understand that my personal information, including my Texas Driver's License and the last four digits of my Social Security number are being used to update my current voter registration.

[Login](#)

For technical assistance with this application, please call 1-877-452-9090 or send an email to Texas.gov.Help. For questions regarding voter registration you may contact your local County Voter Registrar.

Information

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TEXAS SECRETARY OF STATE

THE STATE OF TEXAS
Texas Office of the Secretary of State
Voter Name and Address Changes

Welcome CHRISTINA ADKINS. Not you? [Log out](#) and report this issue to your local County Voter Registrar.

Please complete the below questionnaire.

Are you a United States Citizen?
 Yes No *Required.

Will you be 18 years of age on or before election day?
 Yes No *Required.

Are you interested in serving as an election worker?
 Yes No

[Continue](#) [Log Out](#)

For technical assistance with this application, please call 1-877-452-9060 or send an email to [Texas.gov Help](#).
For questions regarding voter registration you may contact your local County Voter Registrar <#>.

Information

Steps to Complete:


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TEXAS SECRETARY OF STATE

THE STATE OF TEXAS
Texas Office of the Secretary of State
Voter Name and Address Changes

Welcome CHRISTINA ADKINS. Not you? [Log out](#) and report this issue to your local County Voter Registrar.

Select the appropriate button to make changes to your Voter Certificate, then fill in your information.

[Change Name](#) [Change Address](#) [Change Both](#)

Information

Steps to Complete:

1. Welcome
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Site Tools

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For technical assistance with this application, please call 1-877-452-9060 or send an email to [Texas.gov Help](#).
For questions regarding voter registration you may contact your local County Voter Registrar <#>.

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Texas Office of the Secretary of State
Voter Name and Address Changes

Registration Changes

Welcome CHRISTINA ADKINS. Not you? Log out and report this issue to your local County Voter Registrar.

Select the appropriate button to make changes to your Voter Certificate, then fill in your information.





Change Name

Last Name: Required

Middle Name:

First Name: Required

Suffix:

Former Last Name:

County Of Residence: Travis

Contact Information

Phone Number: () -

Email Address:

Change

For technical assistance with this application, please call 1-877-452-9000 or send an email to Texas.gov.Help. For questions regarding voter registration you may contact your local County Voter Registrar.

Information

Steps to Complete:

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- Qualification
- Make Changes
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Texas Office of the Secretary of State
Voter Name and Address Changes

Please Confirm

Confirm your information before selecting 'Submit Changes'. To correct any information, select 'Edit Changes'.

Current		Proposed	
Last Name: ADKINS	First Name: CHRISTINA	Last Name: Adkins	First Name: CHRISTINA
Middle Name: WORRELL	Suffix:	Middle Name: WORRELL	Suffix:
Former Last Name: WORRELL		Former Last Name: Worrell	

Contact Info

Residence / House Number / Designation / Direction Pref / Street Nam / Street Typ / Direction Suffix / Unit Number / Unit Typ / City / State / Zip / County

Qualification

Current	Proposed
Are you a United States Citizen?	Are you a United States Citizen? Yes
Will you be 18 years of age on or before election day?	Will you be 18 years of age on or before election day? Yes
Are you interested in serving as an election worker?	Are you interested in serving as an election worker? Yes

I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen;
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or legally mentally incapacitated without the right to vote.

Submit Changes **Edit Changes**

For technical assistance with this application, please call 1-877-452-9000 or send an email to Texas.gov.Help. For questions regarding voter registration you may contact your local County Voter Registrar.

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Texas Office of the Secretary of State
Voter Name and Address Changes

Receipt

Thank you for submitting your changes. Please print this receipt for your records.

Your new Voter Certificate will be mailed to you within 30 days. If you have not received a new Voter Certificate after 30 days, contact your local County Voter Registrar #.

Transaction Information

Date: 02/17/2022
Confirmation Number: SOS00001551001
Type of Change: Name

Name

Current	Proposed
Last Name: ADKINS	Last Name: Adkins
First Name: CHRISTINA	First Name: CHRISTINA
Middle Name: WORRELL	Middle Name: WORRELL
Suffix:	Suffix:
Former Last Name: WORRELL	Former Last Name: Worrell

Information

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Availability of SSNs/TXDLs

- We are hearing reports from counties that their offline vendor hasn't updated their local data to include all the DLs and SSNs that TEAM contains.
- That file was provided in January to offline counties.
- **If that's the case for your county, you should also check voter personal identification information in TEAM.**
- Otherwise, voters may have their carrier envelopes improperly rejected.

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What if the EVC thinks a carrier envelope is empty?

- There is nothing under the law that allows you to notify a voter if you think a carrier envelope does not contain a voted ballot. The carrier envelope should be sent to the EVBB and the EVBB will process.
- If a voter discovers they didn't include the ballot, they can surrender the ballot and vote a regular ballot in person.



If the EVC notifies the voter of a defect and the voter wants to cancel their mail ballot and vote in person, how do they do so?

- The voter must appear in person to the EVC's office and complete the top box on the cancellation form. (Form 6-6)
- The EVC will issue a "Notice of Surrendered Ballot"
- Voter will be allowed to vote a regular ballot in person.



If an EVC notifies a voter of a defect, and the voter does not appear to correct defect, what does the EVC do with the mail ballot?

- The EVC should provide the carrier envelope to the EVBB for review.
- The EVBB may also contact the voter to notify the voter of a defect. This would allow the voter additional time (6 days after election day) to correct defect.



If the EVC notifies voter of a defect on the carrier envelope, can they vote in person at a polling place without first cancelling?

- If a voter doesn't first complete cancellation paperwork at the EVC's office, the voter can only vote provisionally.
- The voter should also complete the "Request to Cancel Ballot by Mail."




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Where can I find updated forms?

- We have a special section of the Elections Forms Manual where we are listing all the new or updated 2022 forms.

Form	Instructions	Form	Form Number	Revision Date	Previous Form Number
*Carrier Envelope (regular ARBM)	Notes	Form	6-15	12/2021	ARF-22
*Information about Returning Your Carrier Envelope (Carrier Insert)	Notes	Form	6-16	12/2021	ARF-22b
Carrier Envelope (FPCA)	Notes	Form	6-36	01/2022	N/A
*Information about Returning Your Voted Mail Ballot (FPCA Insert)	Notes	Form	6-36	01/2022	ARF-35
Signature Sheet for FPCA Voters		Form	6-37	01/2022	N/A
Dear Voter Letter		Form	6-19	01/2022	N/A
*Notice of Rejected Application for Ballot by Mail	Notes	Form	6-2	12/2021	ARF-16
Notice of Rejected Application for Ballot by Mail - Missing or Incorrect Personal Identification Numbers		Form	6-3	12/2021	N/A
Notice of Rejected Application for Ballot by Mail - Required Personal Identification Number is Not Associated with Your Voter Record		Form	6-4	12/2021	N/A
oath of Assistance and Oath of Interpreter Form	Notes	Form	7-68	12/2021	AR7-3
Outside Voting Assistance Forms		Form	7-69	01/2022	N/A
*Roster for Voters Hand-Delivering Carrier Envelope	Notes	Form	5-6	12/2021	ARF-11a
*Register of Spoiled Ballots	Notes	Form	7-80	12/2021	7-6
SAMPLE Roster of Voters with Defective Carrier Envelopes - Returned to the Voter by Mail		Form	8-20	01/2022	N/A
SAMPLE Roster of Voters with Defective Carrier Envelopes - Voter Notified by Phone or Email		Form	8-21	01/2022	N/A
SAMPLE Roster of FPCA Voters with Defective Carrier Envelopes - Notified by Phone or Email		Form	8-22	01/2022	N/A
Notice of Carrier Defect - Carrier Envelope Returned by Voter by Mail		Form	8-23	01/2022	N/A
Notice of Carrier Defect - Voter Notified by Phone or Email		Form	8-24	01/2022	N/A
Notice of Surrendered Ballot		Form	6-13	01/2022	N/A
Corrective Action for Carrier Envelope		Form	6-14	01/2022	N/A
*Request to Cancel Application for Ballot by Mail - Early Voting Clerk's Form	Notes	Form (Optional)	6-6	12/22	5-17
Request to Cancel Application for Ballot by Mail - Polling Place Form		Form	6-7	12/22	N/A



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Where can I find webinar recordings and presentations?

- On the SOS's Training and Educational Resources page

Webinars for County Election Officials			
Precincts and Polling Places and Redistricting (PDF)	Elections2021	2/23/2021	
Legislative Update	Elections2021	12/15/2021	
Preparing for your May 2, 2022 Constitutional Amendment Election	Elections2021	12/09/2021	Preparing for your May 2, 2022 Constitutional Amendment Election (PDF)
Reviewing the new Application for Ballot by Mail form (ARBM) (PDF)	Elections2021	12/21/2021	Reviewing the new Application for Ballot by Mail form (ARBM) (PDF)
FACs on New ARBM Requirements	Elections2022	01/19/2022	FACs on New ARBM Requirements (PDF)
Early Voting in Person Changes	Elections2022	1/27/2022	Early Voting in Person Changes (PDF)
Opportunity to Correct Defects on Application for Ballot by Mail and Carrier Envelope	Elections2022	2/1/2022	Opportunity to Correct Defects on Application for Ballot by Mail and Carrier Envelope (PDF)

For information on additional webinars please contact elections@texas.sos.gov



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Questions?

elections@sos.texas.gov

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