

**Name of Form:**

Register of Surrendered Ballots by Mail

**Section Reference:**

Sections 66.026, 66.051(b), 84.032(d-1), 85.071, Texas Election Code

**Purpose:**

To keep a register of the names of voters who surrender their ballots by mail at the polling place during early voting in person and on election day in order to cancel their ballots by mail and vote in person.

**Number of Copies Required:**

One per early voting polling place and election day polling place

**Completed by:**

The election officer who is handling the cancellation of the voter's Ballot by Mail.

**Early Voting:**

Not later than the end of the last day of Early Voting

**Election Day:**

At the conclusion of voting on Election Day

**Filed with:**

Early Voting: Early Voting Clerk [TEC 85.071]

Election Day: General Custodian of Election Records [TEC 66.051(d)]

**Comments:**

**Early Voting:** The Ballots by Mail that were surrendered at the polling place by voters shall be returned to the Early Voting Clerk not later than the end of the last day of Early Voting. This allows the Early Voting Clerk to properly cancel the voter's Application for a Ballot by Mail so that the voter will no longer be noted as having applied for a Ballot by Mail and can be noted as having voted in person. The SOS strongly recommends that the medium of transfer be locked and sealed when it is transported back to the Early Voting Clerk's Office.

Note: The Ballots by Mail that were surrendered at the polling place along with the Register of Surrendered Ballot form may be returned to the Early Voting Clerk prior to the last day at the discretion of the Early Voting Clerk.

**Election Day:** At the conclusion of voting on Election Day, the Presiding Judge of the polling place shall deliver Ballot Box #4 to the General Custodian of Election Records. **Ballot Box #4 must be locked when it leaves the polling place. A seal cannot not be substituted for a lock.**

**Version:**

Current form is dated 9/2023.