

Voting by Mail

I. Submit an Application

Submit an “Application for a Ballot by Mail” to:

Fayette County Elections Office
PO Box 605
La Grange, TX 78945

Or email an application to:

elections@co.fayette.tx.us

Or fax your application to:

979-968-6426

Note: If you choose to email or fax your application, you must also mail the application with the wet signature to the Fayette County elections office within 4 days of the date you submitted the application by email or fax.

Applications can be obtained from:

- the Secretary of State website at www.sos.state.tx.us
- the Fayette County website: www.co.fayette.tx.us
- the Elections Administrator’s office by calling 979-968-6563 or emailing elections@co.fayette.tx.us

Before you fill out the application, it is recommended that the voter read over all the instructions on the back of the application.

II. Reminders about the application for a ballot by mail

A. If a voter is requesting a ballot by mail due to their **absence from the county** during early voting and Election Day, the voter needs to make sure the application contains:

1. Their residence address in Fayette county
2. The mailing address outside of the county where the voter wants their ballot mailed.

In addition, these voters need to let us know the following:

1. Whether they want a Democratic or Republican ballot in even numbered years for primary elections.
2. If the voter wishes to receive ballots for any possible runoff

election.

- B. If a voter is applying for a ballot by mail because they are **65 yrs or older, or because they are disabled**, they need to consider checking the following boxes to ensure they get correct ballots:
1. Annual application box if the voter wants a ballot for any election in which they are entitled to vote for the upcoming election year. This will insure the voter receives a ballot by mail for any county election and any other political subdivision election (cities and schools etc.) in which they are entitled to vote.
 2. Democratic or Republican box in an even numbered year for primary elections if the voter wishes to receive a ballot by mail for a primary election. Democratic and Republican Primary elections are held every two years in even numbered years only. If one of these boxes is not checked in a primary election year, the Fayette County Elections Office will only mail non-partisan ballots to the ballot by mail applicant.
 3. Any Resulting Runoff if the voter wishes to receive ballots for possible runoff elections.
- C. You can receive assistance completing your application. However, if you do, the person helping you needs to be aware of these two things:
1. A person may assist a voter in filling out the application, but must note their own information on the application and sign it.
 2. A person may witness for only one voter; witnessing a mark made by the voter because of the inability to sign a name, and, the witness must include their own information on the application and sign it.

III. What happens after I submit my application for a ballot by mail?

- A. You will receive a green envelop from the Fayette County Elections Office containing the following information:
1. A letter from the Texas Secretary of State
 2. An instruction list to help you understand the ballot by mail process
 3. A checklist helping you understand how to prepare your ballot by mail package
 4. Your ballot.
 5. A white ballot envelope, also known as the “secrecy envelope” for you to place your marked ballot which protects the secrecy of your vote.
 6. A pre-addressed yellow “carrier” envelope that you will use to mail your secret ballot to the Fayette County Elections Office.

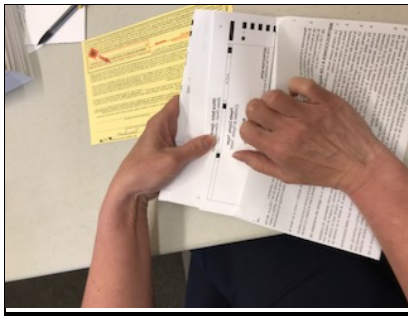
You need to make sure you read the affidavits and sign the back of the yellow ballot envelope to ensure your ballot will be counted.

B. Mark and return your ballot. Some things to remember about returning your ballot:

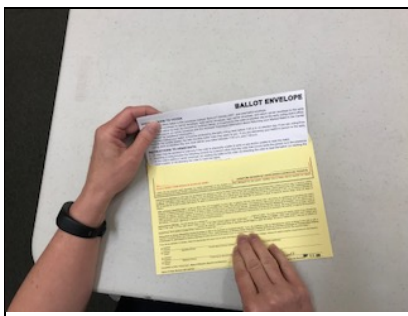
1. Mark your ballot



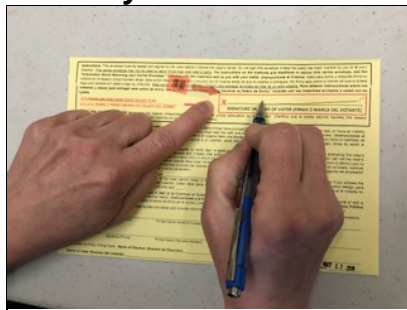
2. Place the marked ballot into the white ballot envelope (also known as the secrecy envelope) and seal it.



3. Place the white ballot envelope containing your marked ballot into the yellow carrier envelope and seal it.



4. Sign your yellow carrier envelope. ***This is very important to make sure your vote counts.***



5. Mail your ballot to the Fayette County Elections Office.

Note: The only time that the Fayette County Elections Office can accept in person hand delivery of your ballot by mail is on Election Day at the Fayette County Elections Office. In addition, you can only return your own ballot by mail. You cannot deliver the ballot for your spouse, friend etc.

IV. Ways to Return my marked ballot

A. Mail

1. A ballot by mail can be returned by mail or contract carrier.
2. A regular first class stamp is sufficient postage
3. As stated previously, make sure you sign the back of the yellow carrier envelope before mailing your ballot to the Elections Office.
4. In order for your mailed ballot to be counted, it must be postmarked by Election Day and received in the Elections Office no later than 5pm on the day after the election.

Note: If your ballot is received by 7pm on Election Day, it will be tallied and counted with the other ballots tallied and counted on Election Day. If your ballot is received the day after Election Day, it will be counted and tallied with the other ballots tallied and counted after Election Day.

B. In Person on Election Day

1. **A ballot by mail can only be returned in person to the Elections Office on Election Day no later than 7pm.**
2. A voter can hand deliver their own ballot by mail.
3. A voter cannot deliver a ballot belonging to someone else such as a spouse, parent etc.

V. Ballots Received by the Elections Office

A. Counted

1. On Election Day, your yellow ballot envelope will be reviewed by the Early Voting Ballot Board.
2. If your signature is present and confirmed, your yellow carrier envelope will be opened and separated from your white ballot envelope containing your secret ballot.
3. The white envelope containing your secret ballot will be placed with the other white envelopes containing secret ballots for tallying and counting.

B. Not Counted

1. On Election Day, your yellow ballot envelope will be reviewed by the Early Voting Ballot Board

2. If the ballot board determines that your ballot cannot be counted (the most common reason is that the back of the yellow envelope is not signed), the yellow envelope will not be opened.
3. You will be sent a letter in the mail informing you that your ballot by mail was not counted and the reason why it was not counted.

VI. After the election

A. Voters absent from the County

1. Absent voters may only apply for a ballot by mail for one election, and any resulting runoff. That means you would need to submit a new application for any other upcoming elections in which you would like to vote if you will still be out of the county during early voting and on Election Day.

B. Voters over 65 or Disabled whose application **is not** marked “annual”

1. If you did not indicate that your application is an annual application, you will only be sent a ballot by mail for one election, and any resulting runoff. That means you would need to submit a new application for any other upcoming elections in which you would like to vote.

C. Voters over 65 or Disabled whose application **is marked** “annual”

1. You do not need to do anything else to receive ballots in the current election year. Ballots will be sent to you automatically for any county or local election in which you are eligible to vote.
2. Current election year for annual ballot by mail voters is defined as January 1 through December 31. Therefore, at the beginning of each new election year you will need to submit a new annual ballot by mail application. Don't forget to mark “annual”!