

6. Complete Your Mail-In Ballot

Use a black or blue pen to complete your ballot. Place it in the official ballot envelope and seal it. Then, place the ballot envelope in the official carrier envelope and seal it. Sign the back of the carrier envelope in the same way you signed the application. The signatures are compared to verify they came from the same person.

7. Submit Your Mail-In Ballot

- Submit your completed ballot at the earliest possible opportunity.
- You can deliver your own ballot in person to the Bexar County Elections Department **only on Election Day, Sat., May 1, 7 a.m.–7 p.m.** You will be asked to show acceptable photo ID when you deliver it. Go to votetexas.gov to see acceptable ID options.
- You can mail your ballot; it may require more than one postage stamp. Your ballot must be **postmarked by 7 p.m. on Election Day (May 1) AND received by 5 p.m. the next business day (May 3)** to be counted. You can also use common or contract carriers (for example UPS, FedEx, DHS).
- You can use the “Track Your Ballot” form at <https://www.bexar.org/3327/Track-your-Mail-Ballot> to confirm receipt of your ballot.



Additional Resources

lwvsa.org

LWVSA website for comprehensive, nonpartisan voting and elections information, including the *Texas Voters' Bill of Rights* in English and Spanish

VOTE411.org

online, interactive LWVSA *Voters Guide*

VoteRiders.org

844-338-8743

for free legal, practical, or financial assistance obtaining photo ID

Election Protection—866-OUR-VOTE

866ourvote.org

attorney-staffed voter protection hotline

Bexar County Elections Department

elections.bexar.org

210-335-8683

Texas Secretary of State Elections Division

votetexas.gov

800-252-VOTE (8683)

About the League

The League of Women Voters is a grassroots, all-volunteer organization that promotes informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. The League, strictly nonpartisan, does not support or oppose any political party or candidate.

League of Women Voters of the San Antonio Area
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lwvsa.org

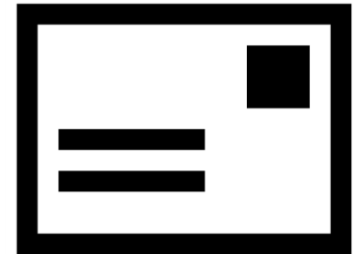
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**LEAGUE OF WOMEN VOTERS®
OF THE
SAN ANTONIO AREA**

Steps to Voting by Mail



**May 1, 2021
Municipal Elections**

Applying

1. Who is eligible to vote by mail?

You are eligible to vote by mail if you are registered to vote and:

- will be away from the county during all of Early Voting and on Election Day,
- are sick or have a disability,
- are 65 years of age or older on Election Day; or
- are confined in jail, but eligible to vote.

2. Obtain an Application to Vote by Mail

There are two ways to request an application be sent to you:

- Call the Bexar County Elections Department at 210-335-8683.
- Mail a written request to: *Jacque Callanen, Bexar County Elections Administrator, 1103 S. Frio Street, STE 100, San Antonio, TX 78207*

You can also print an application at

<https://www.bexar.org/DocumentCenter/View/25422/Application-for-Ballot-by-Mail>

It's possible you will receive multiple applications to vote by mail from political action groups or candidates. You can use one of them, but be sure there is nothing pre-marked that you do not approve.

3. Complete Your Application

Use a black or blue pen to complete your application.

The application comes with instructions that are important to read. Some of the instructions for the numbered sections can be confusing. Here is some guidance on sections to pay special attention to.

Section 4: Include contact information so that the Elections Department can reach you if they have questions about your application that might delay approval.

Section 5: Voters with disabilities are not required to explain or provide proof of their disability. Simply check the box marked "disability."

Section 6a: If you are 65 or over, or have a disability, you can choose "Annual Application," and you will be sent a mail-in ballot for every election in the calendar year.

Section 6b: People who will be away from the county or who are in jail must fill out a new application for each election.

Section 8: You need to indicate when you can start receiving mail at the address outside the county that you identified in Section 3. That's the first date you enter. The second date in this section is when you expect to be back at the address you identified in Section 2.

Section 11: If you cannot fill out the form or sign it yourself, there are important rules about assistants and witnesses. Carefully read and follow the instructions on the back of the form.

4. Submit Your Application

Before submitting your application, take note of how you wrote your signature because when the time comes, you'll want to sign your ballot carrier envelope the same way.

Submit your completed application as soon as possible. It must be **received** at the Bexar County Elections Department **no later than April 20**.

By mail

- Address the application to: *Early Voting Clerk, Bexar County Elections Department, 1103 S. Frio Street, STE 100, San Antonio, TX 78207*

Delivering in person

- You can deliver your own application in person to the Bexar County Elections Department by **April 16** (the last business day before the start of the Early Voting period). You will be asked to show an acceptable photo ID. Go to votetexas.gov to see acceptable ID options.

By fax or email (only if close to deadline)

- ***In both cases, you must also mail in the original, signed application. The Bexar County Elections Department must receive it within four (4) business days of receiving the fax or email.***
- Fax your signed application by **April 20** to 210-335-0850 and call 210-335-8683 to confirm receipt.
- Email a scan of your signed application by **April 20** to votebymail@bexar.org.

5. Follow Up on Your Application

The League recommends you call Bexar County Elections Department at 210-335-8683 or use the online "Track Your Ballot" form at <https://www.bexar.org/3327/Track-your-Mail-Ballot> to confirm receipt of your application.

If you don't receive a ballot in a timely manner, call to make sure there were no problems with your application.

Voting

Something to keep in mind —

If you decide you want to vote in person instead...

Take your mail-in ballot with you when you go to vote in person and present it, with your ID, when you check in. You will sign an affidavit and vote a regular ballot. Even if you've lost the ballot or forgotten to bring it, you can still vote a regular ballot. An election worker will notify the Elections Department that you will not be voting by mail.