

Coldspring Area Public Library

National Voter Registration Act (NVRA) Implementation Plan



Voter Registration Coordinators:

Maggie Moseley and Margaret Welker
Library Directors
Phone: 936-653-3104
Email: coldspringpubliclibrary@gmail.com

Coldspring Area Public Library (CAPL) has been designated by the Secretary of State (SOS) to provide voter registration services.

Basic Overview of Procedures:

a. Distribution:

- Library patrons are offered a voter registration card when applying for a library card.
- Voter registration cards are available in the library year-round via a public display.

b. Forms and ordering procedures:

- Coldspring Area Public Library distributes postage paid Texas voter registration applications obtained from the Texas Secretary of State's Office.
- When the supply of voter registration forms is low, a CAPL Voter Registration Coordinator will obtain more forms using the online voter registration application order form found on the Texas Secretary of State website or by visiting the San Jacinto County Election Office.

c. Form submission options:

When a patron completes a voter registration application form, the library employee will inform the patron of the options for submitting the form.

- The patron can take the form to the post office to mail themselves.
- The patron can deliver the form to the San Jacinto County Election Office located at 51 E Pine Ave, Coldspring, TX 77331.
- The patron can leave the form with the library employee for the Voter Registration Coordinator to submit in their stead.

d. Services Provided:

- Completed form delivery:

If the patron submits the completed voter registration application form to a library employee (rather than take the application to submit themselves) a Voter Registration

Coordinator will submit the form to the San Jacinto County Election Office located at 51 E Pine Ave, Coldspring, TX 77331, no later than the fifth (5th) day after the application is submitted to the library employee.

– Applicant Questions:

If a patron has questions regarding filling out the voter registration form, the employee will answer based on the training they received and in accordance to the Texas Election Code.

If information beyond an employee's knowledge is needed, the employee will provide the patron with the Secretary of State voting information or the local elections office:

Website: <https://www.votetexas.gov>

Email: elections@sos.texas.gov

Toll free phone: 800-252-VOTE (8683)

San Jacinto County Election Office

51 E Pine Ave

Coldspring, TX 77331

Phone: (936) 653-5804

e. Training:

- All employees will be provided with annual training, as well as supplemental training material available from the Texas Secretary of State website.

f. Date of Implementation:

- The National Voter Registration Act will be implemented at the Coldspring Area Public Library on November 5, 2025.

g. Location of Services/Hours:

Coldspring Area Public Library is located at:
14221 TX-150 W
Coldspring, TX 77331

Operating Hours:
Monday–Friday: 10:00 am – 5:30 pm
Saturday: 10:00 am – 2:00 pm

h. Contact Information:

Phone: 936-653-3104

Email: coldspringpubliclibrary@gmail.com

Website: coldspringpubliclibrary.com