

ACCEPTABLE IDENTIFICATION FOR PROOF OF RESIDENCE

Documents that may be issued by a private or a governmental entity:

- Utility bill (including mobile service providers)
- Bank statement
- Paycheck

Documents issued by any federal, state, or local governmental agency or subdivision showing name and current address of the applicant:

- drivers license or ID card issued by North Carolina or another state
- a citizenship document issued by the U.S. Department of Homeland Security or U.S. Citizenship and Immigration Services
- property tax statement issued by a governmental agency
- vehicle registration issued by a governmental agency
- government check, including any Social Security, employment, pension, benefit, or reimbursement check from any government entity
- government invoice, statement, or receipt
- public housing identification card, lease, or rental statement
- public educational institution documents, including any student card, transcript, tuition statement, invoice, or receipt issued by any public educational institution
- government insurance plan card, drug discount card, or drug prescription issued by a government care facility (including military and veterans' facilities)
- discharge certificates, pardons, or other government documents issued in connection with the resolution of a criminal case, indictment, sentence, or other matter
- public transportation authority cards, invoices, receipts, or correspondence
- public assistance or disability agency documents
- documents issued by any government shelter or temporary/transitional housing facility
- drug prescription issued by a government doctor or other governmental health care provider

The above list of government documents merely contains examples and is not exhaustive. Documents that are not listed above are acceptable provided they include the registrant's current name and residence address and meet the definition of a HAVA document in G.S. § 163-82.6B(e). Documents issued by an official entity of a recognized tribe are government documents.

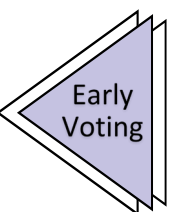
Documents Issued by Colleges and Universities

- Students may also provide proof of residence by presenting any document from a college or university that contains the student's current name and residential address. Acceptable documents may be issued by either public or private educational institutions and include an invoice, transcript, correspondence, or a print-out or screenshot from any college or university source displaying the student's name and residential address (e.g., online student portals for registration, tuition, or housing). Such documents are acceptable whether the student's address is an on-campus or off-campus residence.
 - If a student presents a document from a private college or university as proof of residence, they must also present an approved photo ID from that institution.
 - Students attending public educational institutions may present any acceptable photo ID.

In order to be considered "current," the document must be unexpired, if it has an expiration date. **If the document does not have an expiration date, the issuance date must be within six months of the date it is presented to the election official.** An end date for a pay period or billing period is not an expiration date. To determine whether such a document is current, refer to its issuance date. In the absence of an issuance date or expiration date, for a document to be considered current, there must be other time-based indicators on the document showing that it is current.

You can provide either the original document or a copy of that document in paper or electronic format, including by showing the document on a cell phone.

In-Person Registration Quick Guide



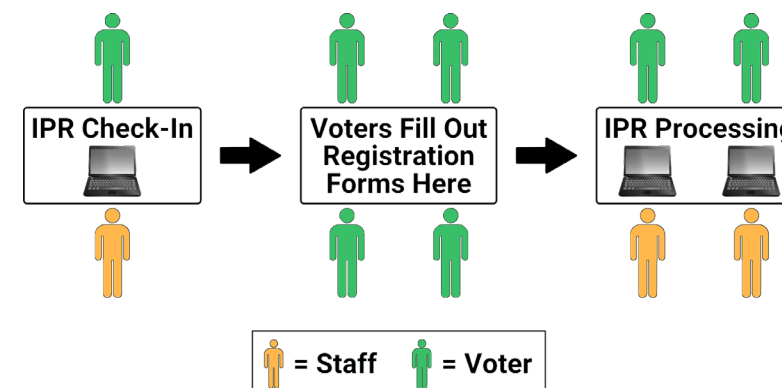
- » Be sure to review the In-Person Registration section of the Early Voting Manual and *Acceptable Identification for Proof of Residence* form in this Quick Guide.

Reminders for IPR Check-In Table

- » Perform a diligent search for the voter in SOSA to make sure they are not already registered.
- » Tips for searching:
 - Search for the voter using the Wildcard (%) character in multiple ways.
 - Search for the voter using only their birth date.
 - Ask the voter if they may be registered under a different name (such as a nickname or previous name), and search for them under any alternate name(s).
 - Do NOT type apostrophes in the voter's name.
 - Do NOT type in the Middle Name field.
 - Always type hyphens (or the Wildcard (%) character) in hyphenated names; same with spaces.
- » Review the eligibility requirements (listed below) with the voter before they complete a *Voter Registration Form*.
 - The voter must be a U.S. citizen.
 - The voter must be at least 18 years old by Election Day (November 5, 2024).
 - The voter must have lived in Wake County for at least 30 days by Election Day (moved on or before October 6, 2024).
 - The voter must have not been convicted of a felony, or if so the voter has completed their sentence (including any probation, post-release supervision, or parole).
 - The voter must have an acceptable proof of residence listing **both** their current name and current residential address.
- » If the voter does not meet these eligibility requirements but insists on voting, send them to the Help Table.

Reminders for IPR Processing Table

- » Review the statements on the *IPR Processing Table Reminder* sheet with every voter.
- » Ensure the voter **only** signs the original *Voter Registration Form* that **they completed**.
- » Instruct the voter to review the printed *Voter Registration Form* very carefully before you click **Vote**. Do **not** have the voter sign the printed review form from SOSA.
 - Notify the Chief Judge if you discover you made a mistake entering the voter's information after clicking **Vote**. The Chief Judge must call the Help Line for further instructions.



At the IPR Processing Table, Double-Check Your Data Entry in SOSA
Is the U.S. Citizen box checked?
Is the Birth Date correct?
Is the Name entered in the correct order, last then first ?
Does the address have an apt/unit?

In-Person Registration Flow Chart

In-Person Registration Check-In Table

Conduct a diligent search for the voter in SOSA using all of the following search techniques:

1. Search for the voter using the Wildcard (%) in multiple ways.
2. Ask the voter if they may be registered under a different name (such as a nickname or previous name), and search for them under any alternate name(s).
3. Search for the voter using only their birth date.

Search Reminders

- Do NOT type apostrophes.
- Do NOT type in the Middle Name field.
- Always type hyphens in hyphenated names.

Did you find the voter's record in SOSA?

NO

Search for the voter's residential address using **Street Search**. (Tools > Street Search)
Does the voter have a ballot style?

NO

YES

Does the voter intend to vote today?

NO

YES

Send the voter to the Help Table.

Instruct the voter to review the *Eligibility Requirements for New Registrations* taped to the table, and ask the voter the following three questions:

1. **"Do you have an acceptable Photo ID?"**
 - » The *Photo ID Quick Guide* lists all acceptable forms of Photo ID. If you are unsure if the voter's Photo ID is acceptable, notify the Chief Judge or call the Help Line.
2. **"Do you have acceptable proof of residence?"**
 - » The *Acceptable Identification for Proof of Residence* form on the back of this Quick Guide lists all acceptable forms of proof of residence. The voter only needs to provide one form of proof of residence, which can be from any of the listed categories. If you are unsure if the voter's proof of residence is acceptable, notify the Chief Judge or call the Help Line.
3. **"Do you meet ALL of the remaining requirements to register to vote?"**

Did the voter answer YES to all three questions?

YES

NO

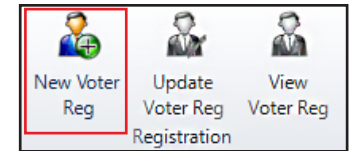
Send the voter to complete a *Voter Registration Form* at the designated table, and instruct them to take their completed *Voter Registration Form* to the IPR Processing Table.

Send the voter to the Help Table.
The Help Line **must** be called.
Voters with no Photo ID are unable to register through SOSA.

Click the **Home** tab in SOSA, and then click the **Clear** button to prepare for the next voter.

In-Person Registration Processing Table

1. Confirm the voter has completed and signed their *Voter Registration Form* and they intend to vote **today**.
2. Review the *IPR Processing Table Reminder* sheet with the voter.
3. Click **New Voter Reg** in SOSA.



Only enter information into the fields below (and outlined in red to right):

- A. U.S. Citizen checkbox
- B. Last Name
- C. First Name
- D. Birth Date
- E. Voter Verification
 - » Enter NCDL or last four digits of SSN, and both if provided.
- F. Residence Address
 - » Enter all applicable fields.
- G. 30 Day "Yes" checkbox
 - » If the voter checked "No," notify the Chief Judge.
- H. Party

* Enter a mailing address only if different from residential address.

1. Click **Review**. A pop-up will appear requiring the voter to provide proof of residence.
2. Ask the voter to show acceptable Photo ID. Verify it meets the *Photo ID Quick Guide* requirements.
3. Ask the voter to show acceptable proof of residence. Verify the name and address on the document match the information the voter provided. Highlight the document provided on the "Proof of Residence" pop-up, and click **Select**.
4. Ask the voter to confirm their information on the review form that prints from SOSA but instruct them to **not** sign it.
 - » If you make a mistake in SOSA, click **Back**. Write "VOID" across the printed form using a red pen, and place it in the Black Bag. Re-enter the information, and repeat steps 1 through 4.
5. Paper clip the voter's printed form from SOSA to the *Voter Registration Form* completed by hand, and place them in the Purple Bag.
6. Click **Vote**. The voter's ATV will print.
7. Ask the voter to review and sign their ATV using a black pen. Complete the Official's Initials line on the ATV using a red pen.
8. Send the voter to the Ballot Table with their ATV.