



NORTH CAROLINA
State Board of Elections

Election Official Resource Guide

NC State Board of Elections

CONTENTS

1	Election Officials.....	1-1
1.1	Election Official General.....	1-1
1.1.1	Appointment & Eligibility to Serve.....	1-1
1.1.2	Oath.....	1-1
1.1.3	Legal Responsibilities	1-2
1.2	Election Official Roles.....	1-2
1.2.1	Chief Judges	1-2
1.2.2	Judges of Election.....	1-5
1.2.3	Election Assistants.....	1-6
1.2.4	Emergency Election Day Assistants.....	1-7
1.2.5	Student Election Assistants.....	1-7
1.2.6	One-stop Officials.....	1-8
1.3	Election Officials: Pre-Election Duties.....	1-8
1.3.1	Training	1-8
1.3.2	Eligibility to Serve.....	1-8
1.3.3	Voting Place Setup	1-8
1.3.4	Contact List.....	1-9
1.3.5	Voting Systems.....	1-9
1.3.6	Precinct Voting Materials.....	1-9
2	Voting Site Administration.....	2-1
2.1	Overview – Rules and Standards for the Process of Voting.....	2-1
2.2	Voting Procedures.....	2-1
2.2.1	Voter	2-2
2.2.2	Precinct Official	2-2
2.3	Voting Site Layout	2-2
2.3.1	Check-in Station	2-2
2.3.2	Ballot Station.....	2-3

2.3.3	Help Station.....	2-3
2.3.4	Curbside Station.....	2-3
2.3.5	Voting Booths.....	2-4
2.3.6	Communication.....	2-4
2.4	Signage.....	2-4
2.4.1	Voter Education and Information.....	2-4
2.4.2	Photo ID Requirements.....	2-4
2.4.3	Availability of Absentee Voting.....	2-5
2.4.4	Executed Absentee Ballot List.....	2-5
2.5	Opening the Precinct Procedures.....	2-5
2.5.1	Voting Systems.....	2-5
2.5.2	Election Supplies.....	2-6
2.5.3	Signage.....	2-6
2.5.4	Site Arrangement.....	2-6
2.5.5	Accessibility.....	2-6
2.5.6	Opening Announcement.....	2-6
2.6	Voting Day.....	2-7
2.6.1	Station Assignment.....	2-7
2.6.2	Certified Absentee List.....	2-7
2.6.3	Reconciliation of Voting Activity.....	2-7
2.6.4	Booth Clean-up.....	2-7
2.6.5	Access to Voting Enclosure.....	2-7
2.7	Maintenance of Order.....	2-8
2.7.1	Limitation on activity in the voting place and in a buffer zone around it.....	2-8
2.7.2	Person Permitted inside Voting Enclosure.....	2-8
2.7.3	Display or Exhibition of Political/Campaign Paraphernalia inside Voting Enclosure.....	2-9
2.8	Election Day Registration.....	2-9
2.9	Closing the Precinct Procedures.....	2-10
2.9.1	Procedures for close of voting (according to statute).....	2-10
2.9.2	Procedures at the close of Voting (according to rules).....	2-10
2.9.3	Election Supplies Return (according to rules):.....	2-12
2.10	Voting Equipment Overview.....	2-12
2.10.1	Voting Equipment Overview (according to statute).....	2-12

- 2.10.2 Ballot Quantity:2-13
- 2.11 Ballot Counting & Reconciliation2-13
- 2.12 Precinct Return2-13
- 3 Special One-stop Absentee Voting Procedures3-1
 - 3.1 Procedures for Voting3-1
 - 3.1.1 Voter3-1
 - 3.1.2 One-stop official’s check-in duties3-1
 - 3.1.3 Issuance of Application3-2
 - 3.1.4 Issuance of Ballot3-2
 - 3.2 Voting Site Layout3-2
 - 3.2.1 Voting Booths3-2
 - 3.2.2 Check-in Station3-3
 - 3.2.3 Ballot Station3-3
 - 3.2.4 Help Station3-3
 - 3.2.5 Curbside Station3-3
 - 3.2.6 Communication3-3
 - 3.3 Signage3-4
 - 3.3.1 Voter Education and Information3-4
 - 3.3.2 Photo ID Requirements3-4
 - 3.3.3 Availability of Absentee Voting3-4
 - 3.3.4 Sign with date of canvass3-4
 - 3.4 Daily Procedures3-4
 - 3.5 End of One-stop Day3-4
 - 3.6 Same Day Registration3-5
 - 3.6.1 Voter Registration Application Procedures3-6
 - 3.6.2 Identification3-6
 - 3.6.3 One-stop Application3-7
 - 3.6.4 Ballot Table3-7
 - 3.6.5 Uniformed Services Voters3-7
 - 3.7 Absentee Voting By-Mail3-8
 - 3.7.1 Return of Absentee Ballots3-8
 - 3.7.2 Security of the ballot3-9
- 4 Photo Identification4-1

4.1	NC Driver License	4-1
4.2	DMV Non-Operator State Identification Card	4-2
4.3	U.S. Passport	4-3
4.4	U.S. Military ID	4-4
4.5	U.S. Veterans Affairs ID	4-5
4.6	Tribal Enrollment Card	4-6
4.7	Out-Of-State Driver License or Non-Operator Identification Card	4-7
4.8	Requirement: Acceptable only if it is unexpired.....	4-7
4.9	Requirement: Acceptable if it expired not more than four years before presented for voting	4-7
4.10	Requirement: Acceptable without a printed issuance or expiration date	4-7
4.11	Exception: Photo ID does not meet expiration requirements, but voter is 70 years of age or older	4-7
5	Voting Site: Pre check-in procedures	5-1
5.1	Voter Education and Information	5-1
5.1.1	HAVA Posters	5-1
5.1.2	Photo ID Materials	5-1
5.1.3	Ask Me.....	5-1
5.2	Election Greeter	5-2
5.2.1	Welcome	5-2
5.2.2	Check Status.....	5-2
5.2.3	Precinct Check.....	5-2
5.2.4	Explanation of Photo ID Requirements.....	5-2
5.2.5	Voting Time	5-7
5.2.6	Issue: Wrong Precinct [Election Day].....	5-8
6	Voting Site: Check-in Station Procedures	6-1
6.1	Check-In Step 1: Ask Voter to Show an Acceptable Photo ID	6-1
6.1.1	Exception: Religious Objection	6-1
6.1.2	Exception: Natural Disaster.....	6-2
6.1.3	Issue: Voter fails to present a Photo ID	6-2
6.1.4	Issue: Photo ID presented is not an acceptable type of Photo ID	6-3
6.1.5	Issue: Voter refuses to present Photo ID	6-3
6.2	Check-in Step 2: Ask Voter to State Name.....	6-5
6.2.1	Issue: Voter is unable to state name.	6-5

- 6.2.2 Issue: Voter is able to state name, but refuses to state name.6-5
- 6.3 Check-in Step 3: Search for Voter’s Name on the Voter List6-6
 - 6.3.1 Issue: Election official cannot locate voter’s name on the voter list. The official shall:6-6
- 6.4 Check-in Step 4: Compare Stated Name with Name on Voter Record6-7
 - 6.4.1 Issue: Name stated by the voter does not match the voter’s name on record. The official shall: 6-7
- 6.5 Check-in Step 5: Ask Voter to State Address6-7
 - 6.5.1 Issue: Voter is unable to state address6-7
 - 6.5.2 Issue: Voter cannot remember address.....6-7
 - 6.5.3 Issue: Voter is able to state address, but refuses.6-7
- 6.6 Check-in Step 6: Compare Stated Address with Address on Voter Record6-9
 - 6.6.1 Issue: Unreported Move Within the Same Precinct.6-10
 - 6.6.2 Issue: Unreported Move to Another Precinct Within the County.6-11
 - 6.6.3 Issue: Unreported Move to another County.....6-13
 - 6.6.4 Issue: No Eligible Ballot Style6-14
- 6.7 Check-in Step 7: Ask Voter to State Party Affiliation6-15
 - 6.7.1 Issue: Voter Affiliated with one Political Party Requests Primary Ballot for Another Party6-15
- 6.8 Check-in Step 8: Check Voter Status6-16
 - 1.1.1 Issue: Voter is Inactive6-16
 - 1.1.2 Issue: Voter Record Shows Voter Already Voted.....6-16
- 6.9 Check-in Step 9: Confirm Photo ID Meets Expiration Requirements6-17
 - 6.9.1 Issue: Photo ID does not meet expiration requirements.....6-17
- 6.10 Check-In Step 10: Determine whether Name is Substantially Equivalent6-18
 - 6.10.1 Issue: Name is not substantially equivalent.....6-18
- 6.11 Check-In Step 11: Determine if Photo Bears Reasonable Resemblance to Voter6-20
 - 6.11.1 Determine whether the photographic image on the photo ID reasonably resembles the voter. 6-20
 - 6.11.2 Issue: Photo does not reasonably resemble voter6-20
- 6.12 Check-In Step 12: Make Determination of Eligibility to Voter6-22
 - 6.12.1 Election official must print or prepare a vote-authorizing document6-22
 - 6.12.2 Election official states voter is duly registered to vote.....6-22
 - 6.12.3 Election official must present a vote authorization document to the voter.6-23
 - 6.12.4 Voter signs Vote Authorization document.6-23

6.13 Check-In Step 12: Election official sends voter to ballot station.6-23

7 Voting Site: Curbside Station Procedures 7-1

7.1 Curbside Check-in Step 1: Determine Person Voting Curbside 7-1

7.2 Check-in Step 2: Give Curbside Oath 7-1

7.3 Curbside Check-in Step 3: Ask Voter to State Name..... 7-1

7.4 Curbside Check-in Step 4: Ask Voter to State Address 7-1

7.5 Curbside Check-in Step 5: Ask Voter to State Party Affiliation 7-2

7.6 Curbside Check-in Step 6: Ask Voter to Show an Acceptable ID 7-2

7.7 Curbside Check-in Step 7: Confirm ID Meets Expiration Requirements..... 7-2

7.8 Curbside Check-in Step 8: Determine if Photo Bears Reasonable Resemblance 7-2

7.9 Curbside Check-in Step 9: Determine if ID Meets Name and Address Standards 7-2

7.10 Curbside Check-in Step 10: Return ID to Voter..... 7-3

7.11 Curbside Check-in Step 11: Interior Procedures 7-3

7.12 Locate the Voter Record 7-4

7.12.1 Compare and Update Name and Address 7-4

7.12.2 Issue/Prepare Vote Authorization Document..... 7-4

7.12.3 Prepare Curbside Balloting Materials 7-4

7.13 Curbside check-in Step 12: Provide Voter with Balloting Materials 7-4

7.14 Curbside Check-in Step 13: Vote the Ballot 7-4

8 Voting Site: Help Station Procedures..... 8-1

8.1 Help Station Attendants..... 8-1

8.2 Resources Needed at the Help Station 8-1

8.3 Help Referral Form..... 8-1

8.4 No Acceptable ID..... 8-2

8.4.1 Voter Did Not Bring ID 8-2

8.4.2 Voter Does Not Have Acceptable ID 8-4

8.4.3 Acknowledgement of Absentee Voting Option 8-5

8.4.4 Check-in Official Has Made a Determination of No Reasonable Resemblance 8-5

8.5 No Record of Registration..... 8-7

8.6 Unreported Move 8-8

8.6.1 Provisional Cast at New Precinct 8-8

8.6.2 Provisional Cast at Old Precinct 8-8

8.7 Previously Removed..... 8-9

8.8 Unrecognized Address (Geocode Issue)8-10

8.9 Incorrect Precinct [Election Day]8-11

8.10 Incorrect Party8-12

8.11 Voter Already Voted8-13

8.12 Jurisdiction Dispute.....8-14

 8.12.1 No Eligible Ballot Style8-14

 8.12.2 Disputed Contests.....8-14

8.13 Voted During Extended Hours8-15

9 Evaluation of Reasonable Resemblance - Judges of Election9-1

 9.1 Overview9-1

 9.1.1 Nature of the determination9-1

 9.1.2 What constitutes reasonable resemblance9-1

 9.2 Determining Reasonable Resemblance9-2

 9.2.1 What evidence may be considered.....9-2

 9.2.2 Considering evidence and testimony in the light most favorable to the voter9-4

 9.3 Procedure.....9-4

10 Voter Record Explored.....10-1

 10.1 General Information10-1

 10.1.1 Voting Address10-1

 10.1.2 Mailing Address.....10-1

 10.1.3 Precinct and VTD.....10-1

 10.1.4 Ballot Style10-1

 10.1.5 Registration Date10-1

 10.2 Voter Status10-1

 10.2.1 Active Voters.....10-2

 10.2.2 Inactive Voters10-2

 10.2.3 Removed Voters.....10-2

 10.2.4 Denied10-2

 10.2.5 Temporary.....10-2

 10.3 Voter ID10-2

 10.3.1 ID Required – HAVA10-2

 10.3.2 Religious Objector Indicator10-2

 10.4 Voting Status.....10-3

10.4.1	Eligible to Vote	10-3
10.4.2	No Ballot Style.....	10-3
10.4.3	Voted.....	10-3
10.4.4	Provisional History	10-3
11	Precinct Transfers	11-1
11.1	New Precinct Procedures.....	11-1
11.1.1	Precinct Transfer	11-1
11.1.2	Provisional Voting	11-1
11.2	Central Precinct Procedures	11-1
11.2.1	Precinct Transfer	11-1
11.2.2	Provisional Voting	11-1
11.3	Old Precinct Procedures.....	11-2
11.3.1	Precinct Transfer	11-2
11.3.2	Provisional Voting	11-2
12	Provisional Voting	12-1
12.1	Overview – Law & Rules.....	12-1
12.1.1	What is Provisional Voting	12-1
12.2	Provisional Voting Categories	12-1
12.3	No Record of Registration.....	12-2
12.4	Unreported Move	12-2
12.5	Previously Removed.....	12-3
12.6	Unrecognized Address (Geocode Issue)	12-3
12.7	Incorrect Precinct [Election Day]	12-3
12.8	Incorrect Party	12-4
12.9	Voter Already Voted	12-4
12.10	Jurisdiction Dispute.....	12-4
12.11	No Acceptable ID.....	12-4
12.11.1	HAVA ID.....	12-4
12.11.2	VIVA ID	12-5
12.12	Voted During Extended Hours	12-6
13	Voting Systems and Ballots	13-1
13.1	Voting Systems.....	13-1
13.2	Ballots.....	13-1

13.2.1	One-stop Ballots.....	13-1
13.2.2	Election Day Ballots.....	13-1
13.2.3	Provisional Ballots.....	13-1
13.2.4	Spoiled Ballots.....	13-2
13.2.5	Absentee Ballots	13-2
14	Election Observers & Electioneering	14-1
14.1	Observers.....	14-1
14.1.1	Role of Observers.....	14-2
14.2	Electioneering	14-3
14.2.1	Buffer Zone.....	14-3
14.2.2	Materials in the Polling Place.....	14-3
14.2.3	Wearing or Displaying Campaign Paraphernalia.....	14-3
15	Voter Challenges	15-1
15.1	Voter Challenge: Non-Election Day.....	15-1
15.2	Voter Challenge: Election Day.....	15-1
15.2.1	Who may challenge.....	15-1
15.2.2	Challenge Proceedings.....	15-1
15.2.3	Request for Challenged Ballot.....	15-3
15.3	Voter Challenge: One-stop Voting	15-4
15.4	Absentee Ballot Challenge	15-4
15.4.1	Time for Absentee Ballot Challenge.....	15-4
15.4.2	Who May Challenge	15-4
15.4.3	Form and Nature of Challenge.....	15-4
15.5	Voter Challenges and Photo ID Implementation	15-4
15.5.1	Reasonable Impediment Challenge	15-4
15.5.2	Nonreasonable Resemblance	15-5
16	Voter Assistance.....	16-1
16.1	Who is entitled to assistance	16-1
16.2	Who may assist	16-1
16.2.1	<i>Near relatives:</i>	16-1
16.2.2	Anyone:	16-1
16.2.3	Candidate:	16-1
16.2.4	Repeat Assister:	16-1

16.3 Who may not assist..... 16-1

16.4 How to determine who needs assistance 16-1

16.5 How May Assistance Be Given 16-2

 16.5.1 Common Courtesies and Guidelines..... 16-2

16.6 Voter Assistance and Questions about Ballot Content..... 16-3

16.7 Voter Assistance and Curbside Voting 16-3

17 Administrative..... 17-1

 17.1 Incident Reports..... 17-1

 17.2 Report of Deceased Voters 17-1

 17.3 Emergency Plan..... 17-1

18 Voting Site Documents..... 18-1

 18.1 Precinct Administrative..... 18-1

 18.2 Check-in Station Documents..... 18-1

 18.2.1 Voter List 18-1

 18.2.2 Vote-Authorizing Documents..... 18-1

 18.2.3 Other Documents..... 18-1

 18.3 Help Station Documents 18-2

 18.3.1 Help Referral Form..... 18-2

 18.3.2 Provisional Voter Application..... 18-2

 18.3.3 Reasonable Impediment Declaration 18-2

 18.3.4 Acknowledgment Notice..... 18-2

 18.3.5 Provisional Voting Log..... 18-2

 18.3.6 Provisional Voting Envelope 18-3

 18.3.7 Provisional Voter Instructions..... 18-3

 18.3.8 Provisional PIN Labels 18-3

 18.4 Curbside 18-3

 18.4.1 Curbside Log..... 18-3

 18.4.2 Affidavit..... 18-3

 18.5 Closing Materials..... 18-4

 18.5.1 Chain of Custody and Reconciliation Form 18-4

 18.6 List Maintenance..... 18-4

 18.6.1 Voter Registration Applications 18-4

 18.6.2 Voter Cancellation..... 18-4

18.6.3 Notification of Deceased Voter.....18-4
18.7 Challenges18-4

1 ELECTION OFFICIALS

Throughout this manual, the term “election official” shall represent any person authorized to act in the capacity of chief judge, judge of election, assistant, student election assistant, or other election worker within the context of the instruction.

1.1 ELECTION OFFICIAL GENERAL

1.1.1 Appointment & Eligibility to Serve

The county board of elections shall appoint one person to act as chief judge and two other persons to act as judges of election for each precinct in the county. Chief judge and judges of election are appointed to two-year terms in August of odd-numbered years. Appointments are made from a list of registered voters provided by the chair of the political party of the county having the highest number of registered voters.

No person shall be eligible to serve as a precinct official (whether chief judge, judge of election, assistant or emergency election-day assistant) who holds any elective office, including any office in a precinct political party or political organization, or who is the manager or treasurer for any candidate or political party or who is a candidate for nomination or election.

No election official (including an emergency election-day assistant) may serve in the same precinct as a spouse, child, spouse of a child, sister or brother, or with any blood relative of kinship of first cousin or nearer, or a parent-in-law, child-in-law, or sibling-in-law.

No election official who is the wife, husband, mother, father, son, daughter, brother or sister of any candidate for nomination or election may serve as precinct official during any primary or election in which such candidate participates.

Any person named to serve as a precinct or election official shall inform the county board of elections of the existence of any of the aforementioned relationships affecting his or her eligibility and must decline to serve in the affected precinct.

1.1.2 Oath

As soon as practicable, following the training as prescribed in G.S. 163-82.24, each chief judge and judge of election shall take and subscribe the following oath of office to be administered by an officer authorized to administer oaths and shall file it with the county board of elections:

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the

United States; that I will administer the duties of my office as chief judge of (judge of election in) _____precinct, _____County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me, God."

1.1.3 Legal Responsibilities

Judges of election shall perform the required legal duties imposed or face criminal consequences.

It shall be unlawful (subject to a Class 2 Misdemeanor) for any officer or judge or chief judge of a primary or other election, or any member of any board of elections:

1. to fail to prepare the books, ballots, and return blanks which it is his or her duty under the law to prepare, or to distribute the same as required by law, or to perform any other duty imposed upon him or her; and
2. to fail to accomplish these responsibilities within the time and in the manner required by law.

It shall be unlawful (subject to a Class I felony) for a chief judge/judge to do any of the following:

1. Knowingly to make any false or fraudulent entry on any election book or any false or fraudulent returns, or knowingly to make or cause to be made any false statement on any ballot, or to do any fraudulent act or knowingly and fraudulently omit to do any act or make any report legally required of such person;
2. Make any entry or copy with intent to commit a fraud;
3. Make, certify, deliver or transmit any false returns of any primary or election, or to make any erasure, alteration, or conceal or destroy any election ballot, book, record, return or process with intent to commit a fraud;
4. Directly or indirectly, to seek, receive or accept money or the promise of money, the promise of office, or other reward or compensation from a candidate in any primary or election or from any source other than such compensation as may be provided by law for his services.

1.2 ELECTION OFFICIAL ROLES

1.2.1 Chief Judges

The chief judge (also called "precinct chief judge") has primary managerial responsibility for a precinct. The chief judges shall conduct the primaries and elections within their respective precincts fairly and impartially, and they shall enforce peace and good order in and about the place of registration and voting.

Any person considered for appointment as chief judge must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to confirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

Where the precinct chief judge does not have the exclusive statutory mandate to perform a task or duty, a precinct judge may be designated to perform such task or duty.

The chief judges have the following responsibilities:

1.2.1.1 Training

Chief judges must attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.2.1.2 Pre-Election Day Responsibilities

Chief judges must promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as precinct chief judge on a primary or election day.

Prior to an election, chief judges must review the list of candidates that have filed for office and determine who will be on the ballot. Upon learning that any parent, spouse, child, or sibling has filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

Chief judges may help recruit precinct assistants, but remember that near relatives may not serve together in the same precinct.

Chief judges should make contact with the other judges of election with whom they will serve to confirm their emergency contact information and review election day duties. If necessary, chief judges should arrange to meet the other judges of election on the Monday prior to election day to setup the voting site.

Chief judges are expected to visit their polling site prior to election day to ensure there are no unknown issues with the site and that the site meets voting accessibility standards. The chief judge should be aware of the sites' electioneering area and measured buffer zones prior to election day.

It is recommended that the chief judges are familiar with the election districts that represent their assigned precinct and have knowledge of the ballot styles that will be available in the precinct on Election Day.

1.2.1.3 Day Before Election Day

Prior to day of the primary or election, a chief judge must receive the following from the county board of elections:

1. Chief judge handbook
2. The precinct observer list. Following review, the chief judge shall promptly make any objection for good cause to the county board.
3. Sample ballots. The chief judge must post sample ballot(s) at the voting place prior to opening on the primary or election day.

4. Keys to voting site or contact information for person to unlock the voting site before 6:00 a.m. on the morning of election day.
5. Security keys or codes as to any voting systems or units that are to be operated at the precinct.
6. Ballots or ballot media (election day, curbside, provisional, and challenges)
7. Voter Registration List
8. Provisional voting materials
9. Curbside voting materials
10. Voter challenge materials
11. Voting site signage
12. Other election supplies (to be determined by county board of elections)

The chief judge is responsible for ensuring the proper setup of the voting site, inclusive of the following:

1. Setting up Check-in station, Help Station, Ballot Station, and Curbside station
2. Setting up space for accessible voting equipment
3. Ensuring there is space for election observers
4. Marking the buffer zone
5. Posting required signage, including: HAVA Voter Information poster, Voter ID posters, identification of polling place signage, any parking signage, and curbside signage.
6. Displaying Voting Site Station Guides
7. Posting sample ballots

1.2.1.4 Election Day Responsibilities

On election day, a chief judge shall be present at the voting place no later than 6:00 a.m., and shall ensure the prompt opening of the polls at 6:30 a.m.

On the day of each primary and general and special election, the precinct chief judge and judges shall remain at the voting place from the time fixed by law for the commencement of their duties there until they have completed all those duties, and they shall not separate nor shall any one of them leave the voting place except for unavoidable necessity.

Opening the Polls

Prior to the opening of the polls, the chief judge shall ensure the following:

1. That all precinct officials, not previously sworn, receive the oath of office.
2. That there is open means of phone/radio communication between the voting place and the county board of elections office or director.
3. That if a judge has not appeared at the time of opening the voting place, the chief judge shall appoint another person to act as precinct judge until the chair of the county board of elections appoints a replacement or ratifies the selection of the chief judge.

Voting Day Procedures

During the voting day, the chief judge is responsible for the following:

1. Maintaining efficient, impartial, and honest election administration at the precinct;
2. Ensuring peace and good order at the voting place;
3. Ensuring that voters are able to cast their votes in dignity, good order, impartiality, convenience, and privacy;
4. Responding to any voter's request to have assistance to vote;
5. Ensuring the continued arrangement of the voting enclosure;
6. Maintaining the voting place buffer zone, and ensuring compliance with the same;
7. Handling challenges made on election or primary day, and conducting the hearings of those challenges; and
8. If needed, checking or assisting in checking the registration of voters at the voting place.

Closing the Polls

At the time of closing the polls, the chief judge is responsible for the following:

1. Supervising the orderly closing of the voting place at 7:30 p.m.;
2. Adhering to all rules pertaining to counting, reporting, and transmitting official ballots;
3. Swearing in any ballot counters prior to their county votes;
4. Reporting to the county board of elections the names and addresses of any ballot counters to the county board at the county canvass; and
5. If ballot counters are needed, receiving the list of counters from the county board, or, if authorized to do so by the county board, appointing counters.

1.2.2 Judges of Election

Judges of election (also called “precinct judges”) help the chief judge with the administration and conduct of all primary and general elections within a polling place. A judge of election may be designated to perform tasks and duties of a chief judge, where those duties are not statutorily made exclusive to the chief judge. If the chief judge fails to appear at the opening of poll, a judge of election must appoint someone to act as chief judge until the chair of the county board appoints a new chief judge.

Any person considered for appointment as a judge of election must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to affirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

1.2.2.1 Training

Each judge of election shall attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.2.2.2 Pre-Election Day Responsibilities

A judge of election must promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as precinct judge on a primary or election day.

Prior to an election, the judges of election must review the list of candidates that have filed for office and determine who will be on the ballot. Upon learning that any parent, spouse, child, or sibling has

filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

A judge of election must inform the county board of elections if any blood relative of kinship of first cousin or nearer or a parent in-law, child in-law or sibling in-law is a precinct official/worker serving with him or her in the same precinct, and not to serve with that relative in the same precinct. A judge must also inform the county board of elections of any relationship, as described in the previous sentence, that he or she may have with an emergency election-day assistant and not serve with that person in the same precinct.

It is recommended that the judges of election be familiar with the election districts that represent their assigned precinct and have knowledge of the ballot styles that will be available in the precinct on Election Day.

1.2.2.3 Election Day Responsibilities

Judges of election must be present at the voting place at 6:00 a.m., and ensure the prompt opening of the polls at 6:30 a.m.

If the chief judge fails to appear at the opening of poll, to appoint, with the other precinct judge, a person to act as chief judge until the chairman of the county board appoints a new chief judge.

On the day of each primary and general and special election, the judges of election shall remain at the voting place from the time fixed by law for the commencement of their duties there until they have completed all those duties, and they shall not separate nor shall any one of them leave the voting place except for unavoidable necessity.

1.2.2.4 General Responsibilities

Judges of election also have the following general duties and responsibilities:

- Perform the required legal duties of chief precinct judge/judge or face criminal consequences.
- Not accept money from candidates, commit fraud, false statements, or false writings in performing election duties, or face the criminal
- Aid and cooperate with the precinct chief judge, as requested or needed, including the duties of the Chief Judge as enumerated in section 1.2.1.

1.2.3 Election Assistants

Election Assistants (also called “precinct assistants”) shall aid the chief judge and other judges of election in the performances of their tasks and duties as needed or directed.

Any person considered for appointment as a precinct assistant must review the section above [\[Appointment and Eligibility to Serve 1.1.1\]](#) to affirm that he or she is not ineligible to serve on the basis of a relationship or relationships referenced in that section.

1.2.3.1 Training

Assistants must receive any training required by the county board of elections prior to each primary or election.

1.2.3.2 Availability & Qualification to Serve

An assistant shall promptly notify the county board of elections of any sickness, emergency, or other circumstances that will or might prevent him or her from performing as an assistant on a primary or election day.

Upon learning that any parent, spouse, child, or sibling has filed for elective office, a judge of election must inform the county board of elections so that the county board may remain in compliance with provisions of the law prohibiting a precinct official from serving in an election with a close relative as a candidate.

1.2.3.3 Specific Responsibilities

Election Assistants, have the following tasks to perform as to each primary or election:

1. Prior to performing duties and tasks after being duly appointed, take the required oath
2. Aid the chief judge and other precinct judges in the performances of their tasks and duties as needed or directed.
3. Check the registration of voters at the voting place
4. Guide voters to voting units or provide voters ballots
5. Act as a precinct greeter.
6. Take applications for provisional voting.
7. Maintain the segregation of blank, voted and spoiled ballots.
8. Instruct voters in the proper use of the voting equipment.
9. Assist with curbside voting.

1.2.3.4 Special Role of the Election Greeter

An election greeter is a special election assistant whose role is not only to welcome voters to the voting site, but also to provide initial assistance and guidance to voters as follows:

1. Assist with checking voter registration status.
2. Assist with determining the voter's proper precinct.
3. Provide information regarding the acceptable types of photo ID and their expiration requirements.
4. Provide information regarding the exceptions to the photo ID requirement and the procedure for those exceptions.
5. Provide information regarding the proper method to ask for assistance.
6. Provide information concerning the expected wait time until the voter reaches a check-in official.

1.2.4 Emergency Election Day Assistants

1.2.5 Student Election Assistants

An applicant who wishes to serve as a student election assistant must be a U.S. citizen who will be at least 17 years old by election day and who resides in the precinct in question. Applicants must be in good academic standing with the school where they are enrolled (including public, private and home schools), and must have permission from a parent (or guardian/legal custodian) and from their school principal/director.

Student election assistants shall be trained in the same manner as precinct assistants (as directed by G.S. 163.82.24) and are to be compensated in the same way that precinct assistants are compensated.

Student election assistants may carry out responsibilities as assigned by their appointing boards of elections, though in no circumstance may a student who is ineligible to register to vote be appointed or directed to act as a precinct judge or observer in any election.

1.2.5.1 Election Day Responsibilities

Student election assistants may help in the same capacity as precinct assistants with the following tasks:

1. Greet voters
2. Assist with checking voter registration list to generate or print vote-authorizing document
3. Assist with ballot distribution
4. Assist in explaining provisional voting procedures
5. Assist voters at the tabulator

1.2.6 One-stop Officials

County boards of elections may staff one-stop absentee voting sites by a member or full-time employee of the county board of elections or an employee of the county board of elections whom the board has given training equivalent to that given a full-time employee. This means that it is permissible to employ persons temporarily to staff one-stop sites.

1.3 ELECTION OFFICIALS: PRE-ELECTION DUTIES

1.3.1 Training

1.3.1.1 County Board of Elections Training

Election officials must attend an instructional meeting presented by the county board of elections prior to each primary or election.

1.3.1.2 State Board of Elections Training

The State Board of Elections shall conduct a program for certification of election officials. The program shall include training in election law and procedures. Before issuing certification to an election official, the State Board shall administer an examination designed to determine the proficiency of the official in election law and procedures.

1.3.2 Eligibility to Serve

1.3.3 Voting Place Setup

Election officials shall set up election day polling places the night before the election.

1.3.3.1 Layout

Election officials shall adhere to the following instructions for setting up the polling site:

- Keep the voting room compact. If the allotted voting space is large, such as an auditorium or gym, use only a portion of the room.

- Do not place the check-in table at the door to the enclosure; even a small line could block people entering and leaving the enclosure.
- Ensure that tables are placed in an arrangement that allows for lines that will not cross or be confusing for voters entering the enclosure.
- Place the accessible voting equipment in a position to allow for voter privacy but not in a position to be mistaken for a tabulator.
- Place tabulators near the exit of the voting enclosure.
- Be mindful of accessibility standards when arranging the layout. If an accessibility issue arises, the election official must immediately notify the affected county board of elections.
- Hang and display all required signage.
- Place a trashcan near the exit of the voting enclosure to assist voters in disposal of unwanted materials.

1.3.3.2 Measurement and Establishment of Buffer Zones

The dimensions of the buffer zone for the voting place must be measured and signage accordingly displayed. Where possible, the buffer limit should be 50 feet from the door of entrance to the voting place (measured when that door is closed). In no event should the buffer limit be less than 25 feet from the door.

1.3.4 Contact List

The election official overseeing the preparation of the polling site shall:

1. Ensure that there is an emergency contact list for the voting site; and
2. Provide the county board of elections with his or her emergency contact information.

1.3.5 Voting Systems

The members of the county board of elections shall ensure that within three days before the election each voting system is delivered to the voting place and is placed in the custody of the chief judge or designated official, with the ballot labels or other necessary identifiers already in place on each unit. Keys and other security devices necessary for the operation of the voting system shall be delivered to the chief judge in a sealed container. All materials shall be transported with a chain of custody form that includes the signatures and times in which the supplies are in the custody of each official. All supplies, once received, shall be verified and signed for by the election official who receives the voting systems materials, including voting equipment, ballots, equipment media readers, or security keys. The election official(s) issuing the ballots to eligible voters shall ensure that the ballots remain secure at all times and are not accessible to anyone other than an election official charged with responsibility for their security.

1.3.6 Precinct Voting Materials

The chief judge must be prepared to pick up the following materials from the county board of elections no later than the evening before election day:

1. Pollbook / Precinct Voter List
2. Ballots
3. Provisional Materials
4. Voter Challenge Materials

A chain of custody document shall be completed for the transmission and receipt of these materials.

2 VOTING SITE ADMINISTRATION

2.1 OVERVIEW – RULES AND STANDARDS FOR THE PROCESS OF VOTING

North Carolina law permits two types of in-person voting: one-stop absentee voting or “early voting” and election day voting. The following standards shall be maintained at every voting site:

1. The voting system shall remain secure throughout the period voting is being conducted.
2. Only properly voted official ballots shall be introduced into the voting system.
3. No official ballots may be removed from the voting enclosure during the time voting is being conducted there. No one shall remove from the voting enclosure any paper record or copy of an individually voted ballot or of any other device or item whose removal from the voting enclosure could compromise the integrity of either the machine count or the paper record.
4. All improperly voted official ballots shall be returned to election officials and marked as spoiled.
5. Voters shall leave the voting place promptly after voting.
6. Voters not clearly eligible to vote in the precinct or voting site but who seek to vote there shall be given proper assistance in voting a provisional official ballot or guidance to another voting place where they are eligible to vote.
7. Information gleaned through the voting process that would be helpful to the accurate maintenance of the voter registration records shall be recorded and delivered to the county board of elections.
8. The registration records shall be kept secure. The State Board of Elections shall permit the use of electronic registration records in the voting place in lieu of or in addition to a paper poll book or other registration record.
9. Party observers shall be given access as provided by G.S. 163-45 to current information about which voters have voted.
10. The voter, before voting, shall sign that voter's name on the poll book, other voting record, or voter authorization document. If the voter is unable to sign, a precinct official shall enter the person's name on the same document before the voter votes.

2.2 VOTING PROCEDURES

A person seeking to vote shall enter the voting enclosure through the appropriate entrance. A precinct official assigned to check registration shall at once ask the voter to state current name and residence address. The voter shall answer by stating current name and residence address and presenting photo identification. In a primary election, that voter shall also be asked to state, and shall state, the political party with which the voter is affiliated or, if unaffiliated, the authorizing party in which the voter wishes to vote. After examination, that official shall state whether that voter is duly registered to vote in that precinct and shall direct that voter to the voting equipment or to the official assigned to distribute official ballots. If a precinct official states that the person is duly registered, the person shall sign the poll book, other voting record, or voter authorization document before voting.

If the voter is found to be duly registered and has not been successfully challenged, the official assigned to distribute the official ballots shall hand the voter the official ballot that voter is entitled to vote, or that voter shall be directed to the voting equipment that contains the official ballot. No voter in a

primary shall be permitted to vote in more than one party's primary. The precinct officials shall provide the voter with any information the voter requests to enable that voter to vote as that voter desires.

If a voter is not found to be registered or the voter cannot be directed to the ballot station, the voter must be referred to the help station for alternative voting options.

2.2.1 Voter¹

1. The voter shall state his or her current name.
2. The voter shall state the address where he or she has resided for 30 days as of election day.
3. The voter shall state party affiliation (if a partisan primary) and, if unaffiliated, his or her primary ballot preference.
4. The voter shall be asked to present an acceptable photo ID.
5. The voter shall sign an authorization to vote document

2.2.2 Precinct Official

1. The precinct official must correctly identify the voter in the voter list.
2. If necessary, the precinct official must update the voter's name and address in the voter record.
3. In a partisan primary, the precinct official must ask the unaffiliated voter to state his or her primary ballot preference, or, if one is available, choose a non-partisan ballot.
4. The precinct official must make a determination that the photo ID presented is one of the acceptable types; that it meets the expiration requirements; that the name on the photo ID is substantially equivalent to the name listed in the voter record; and that the voter bears a reasonable resemblance to the photo on the photo ID.
5. The precinct official must provide the voter with an authorization to vote document and ask the voter to confirm the information and to sign the document. The precinct official must then sign the document before directing the voter to the ballot station.
6. The precinct official must refer a voter who cannot be directed to the ballot station to the help station for the purpose of receiving alternative voting options.

2.3 VOTING SITE LAYOUT

The equipment and furniture in the voting enclosure shall be arranged so that it can be seen from the public space of the enclosure. Each voting enclosure shall contain at a minimum: voting booths; a check-in station; a ballot station; a help station; a curbside station; and a phone or other device or facility for communication with the county board of elections for that precinct.

2.3.1 Check-in Station

The site must have adequate space and furniture for the function of checking voter registration records. The check-in station is the place in the voting site where a voter states his or her name, address and party affiliation for the purpose of declaring the intent to vote in the election. The voter lists or the poll books may be found at this station. A voter's eligibility to vote in the election is determined at this station. Once a voter's eligibility is determined, the check-in station official will issue the voter a vote-

¹ This section describes the requirements for the voting process as specified by statute. In a later section, as a practical matter, election officials, as a matter of practicality, must ask voters to present their photo ID first, before proceeding with the check-in process.

authorizing document – either a **One-Stop Application** during early voting or an **Authorization to Vote [ATV] Form** on election day.

The check-in station may have one or more separate lists of voters. The lists may either be a book of **ATV** labels or an electronic poll book – like **SOSA**² (used during early voting) or **OVRD**³ (used on election day). Some counties use third-party electronic poll books.

2.3.2 Ballot Station

The ballot station is the area in a voting site for the distribution of official ballots to take place. Voters are sent to the ballot station immediately after receiving a vote-authorizing document. Attendants at the ballot station must ensure all information is correct on the vote-authorizing document and verify the proper ballot is issued to all voters. If a voting site is using paper ballots and the site has more than one ballot style available, the site must use the barcode scanning VBT process.

Voters are given ballot-marking instructions at the ballot station. If not signed at the check-in station, the ballot station official must ensure that the voter has signed the vote-authorizing document. Vote-authorizing documents should be numbered sequentially to aid in the voting site’s required ballot reconciliation process.

2.3.3 Help Station

The help station is the location in the voting site for private discussion with voters about irregular situations. A voter may be sent to the help station if there is some issue with the voter’s registration or the voter is unable to receive a regular ballot. Provisional voting or precinct transfers are typically handled at the help station.

2.3.4 Curbside Station

Every voting site in North Carolina has an area where qualified voters (see next paragraph) may vote curbside, both during the one-stop absentee voting period and on election day. The curbside station is located immediately outside a voting site, either in the vehicle that conveyed the voter to the voting place or in a space immediately proximate to the voting place.

A person is “qualified” to vote curbside when, whether because of age, physical disability or physical barriers encountered at the voting place, he or she is unable to enter the voting place or enclosure to vote in person without physical assistance.

The chief judge or a judge of election may assist the voter or designate one of the precinct assistants to assist the voter. The designated official or “curbside attendant” shall approach the vehicle and determine the person(s) voting curbside.

A voter who wishes to vote curbside shall first be sworn by a precinct election official, and shall then execute a curbside affidavit declaring his or her eligibility as a curbside voter. The ballot(s) shall then be delivered to the voter who shall first mark and then hand the ballot(s) back to the assisting precinct

² SOSA = SEIMS One-Stop Voting Application [SEIMS == Statewide Election Information Management System]

³ OVRD = On-site Registration Database

election official. The executed ballot(s) shall be delivered to one of the judges of election, who shall deposit the ballot(s) in the proper box. The signed affidavit shall be delivered to a different judge of election.

The voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot as is authorized for persons voting inside the voting site. In those precincts using voting machines, the county board of elections shall furnish paper ballots of each kind for use by persons authorized to vote outside the voting place by this section. In any precinct using electronic voting equipment, the county board of elections, with the approval of the State Board of Elections, may provide for all such paper ballots to be transported upon closing of the polls to the office of the county board of elections for counting.

2.3.5 Voting Booths

On election day, any polling place must contain a sufficient number of private spaces for all voters to mark official ballots in secrecy. At any site where one-stop absentee voting is conducted, there shall be a curtained or otherwise private area where a voter may mark his or her ballot unobserved.

2.3.6 Communication

A voting site must have a telephone or some means of communication with the county board of elections.

2.4 SIGNAGE

2.4.1 Voter Education and Information

Each voting site must post voter education information. The information must be posted in a manner and format approved by the State Board of Elections. The information to be posted includes:

1. A sample ballot
2. The date of the election and the hours the voting place will be open.
3. Instructions on how to vote, including how to cast a vote or correct a vote on the voting systems available for use in that voting place.
4. Instructions on how to cast a provisional ballot.
5. Instructions to mail-in registrants and first-time voters on how to comply with the requirements concerning voter identification.
6. General information on voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if the voter believes those rights have been violated.
7. General information on federal and state laws that prohibit acts of fraud and misrepresentation as to voting and elections.
8. The date of canvass posted at the help station.
9. The date by which persons who do not show acceptable ID must present in person to the board of elections office and show acceptable ID.

2.4.2 Photo ID Requirements

Counties shall ensure that all polling sites and early voting sites bear posted information concerning photo ID requirements and alternate voting options.

2.4.3 Availability of Absentee Voting

Signage that notifies voters who do not have eligible photo identification of the option to request an absentee ballot shall be displayed at all one-stop absentee voting locations until the deadline for submission of requests for absentee ballots.

2.4.4 Executed Absentee Ballot List

The chief judge shall post one copy of the executed absentee voter list immediately in a conspicuous location in the voting place and retain one copy until all challenges of absentee ballots have been heard by the county board of elections.

2.5 OPENING THE PRECINCT PROCEDURES

The chief judge, judges, and assistants must arrive at the voting place no later than 6:00 a.m. on the day of the election. The chief judge shall administer the oath to the judges and to any assistants who have not already taken the oath. The chief judge shall assign tasks regarding the setup of the polling place to ensure the participation of judges and assistants of each represented party. The tasks and duties assigned shall adhere to the rules and orders promulgated by the State Board of Elections. At least one official shall be directed by the chief judge to manage curbside voting and facilitate the process for voters with special needs.

The chief judge or designated official shall ensure that the telephone or other approved communications device is working.

2.5.1 Voting Systems

Within three days before the election, each voting system must be delivered to the voting place and placed in the custody of the chief judge or designated official, with the ballot labels or other necessary identifiers already in place on each unit. Keys and other security devices necessary for the operation of the voting system should have been delivered to the chief judge in a sealed container. A board member or agent of the county board of elections and the chief judge or designated official shall together inspect the contents of the sealed container to ensure that all necessary mechanisms are provided to the chief judge. All numbers stamped on the keys and security devices should correspond to the number of the voting units. Voting tabulating units should be locked and sealed (or otherwise secured in the manner recommended by the manufacturer) and should remain that way until the polls are closed.

2.5.1.1 *Confirmation of Zero Vote Count*

Together, the election officials must ensure that the ballots are correctly in position, that no votes have been cast or recorded on any unit, and that the units are in good working order.

2.5.1.2 *Ballot Reconciliation*

Together, the election officials must ensure that the ballot chain of custody document has been completed and the precinct has been assigned the requisite ballot styles for the precinct. The Ballot Chain of Custody must reflect the following:

1. The precinct name
2. The voting place for the precinct
3. The date the ballots were picked up for the precinct
4. The name of the person picking up the ballot

5. The number of voters who are registered to vote in the precinct
6. The number of voters who have already cast a ballot in the precinct.
7. A list of each ballot style assigned to the precinct

2.5.2 Election Supplies

The chief judge, with the cooperation of at least one official of the other major political party shall verify the delivery of all election supplies, records and equipment necessary for the conduct of the election.

2.5.3 Signage

The chief judge shall ensure that all applicable instructions, signs, and sample ballots are posted around the polling place, including signs designating the voting place, the buffer zone, temporary and/or permanent accessible parking, and the curbside voting area. The chief judge must also ensure that all signage related to photo identification requirements are displayed.

2.5.4 Site Arrangement

The chief judge shall ensure that the polling place is arranged to provide private spaces so voters may cast votes unobserved. The chief judge shall also ensure that there is adequate space and furniture for separate areas for voter registration records, ballot distribution, and private discussions with voters concerning irregular situations. The voting enclosure must be set up so that all equipment and furniture can be generally seen from the public space of the enclosure. The exterior of the voting units and every part of the voting enclosure shall be in plain view of the chief judge and judges.

2.5.5 Accessibility

The door to the voting place/enclosure should be sufficiently wide to accommodate voters in wheelchairs. The door width, hardware, and thresholds shall comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The county board of elections must approve any plan that would cause a deviation in the set up and arrangement of the voting enclosure. For example, generally the door into the voting place/enclosure should be the same door used to exit the voting place/enclosure. However, if this arrangement causes the flow of voters to be disturbed, a separate door may be used to exit the voting place/enclosure. If a separate door is used, it should be in plain view of the chief judge, judges, and assistants so that no unauthorized persons may enter the voting enclosure through the exit door.

The chief judge shall assign an election judge or assistant to provide demonstrations to voters, upon request, in the proper use of the voting system.

2.5.6 Opening Announcement

At the chief judge's request at 6:30 a.m. (according to the official timepiece used by the chief judge), one of the election judges shall announce that the polls are open and shall state the hour at which they will be closed.

2.6 VOTING DAY

2.6.1 Station Assignment

1. Election Greeters – election greeters must be assigned to assist voters who are waiting to be checked-in at the registration table or check-in station. These individuals must be ready to explain voting procedures to voters and provide guidance on voter identification requirements.
2. Check-in Station – An election official shall be stationed to verify voter registration, check affiliation, check voter status, request photo ID and determine whether the presented ID meets legal requirements. If circumstances require, this official will also be prepared to fill out a [Help Referral Form](#) and direct a voter to the help station for assistance.

2.6.2 Certified Absentee List

After receipt of the executed list of absentee voters the chief judge shall call the name of each person recorded on the list and enter an "A" in the appropriate section on the voter's record in the voter list, or a similar entry in the electronic poll book.

If a voter presents to vote who is marked as having already voted absentee, inform him or her that he or she has already cast an absentee ballot and is not eligible to vote again in the precinct. The voter should be offered a provisional ballot if he or she indicates that they had not yet voted.

2.6.3 Reconciliation of Voting Activity

Throughout the voting day, the election officials must reconcile the number of [Authorization to Vote](#) forms issued with the number of ballots issued. During an early voting day, the reconciliation must take place at the beginning of the voting day, at least two times during the voting day, and at the end of the voting day. On election day, the judges of election must reconcile the voting records, at a minimum, at 10:00 a.m., 2:00 p.m., and 4:00 p.m.

2.6.4 Booth Clean-up

Throughout the voting day, election officials shall check the voting booths and remove any electioneering materials and trash. A trashcan should be placed near the exit to the voting enclosure to assist voters disposing of unwanted materials.

2.6.5 Access to Voting Enclosure

During the time allowed for voting, only the following persons may enter the voting enclosure:

1. An election official.
2. An appointed observer.
3. An appointed runner, but only to the extent necessary to announce that runner's presence and to receive the voter list as provided by statute.
4. A person seeking to vote in that voting place on that day, but only while in the process of voting or seeking to vote.
5. A voter in that precinct while entering or explaining a challenge.
6. A person authorized to assist a voter but, only while assisting that voter.
7. Minor children of the voter under the age of 18, or minor children under the age of 18 in the care of the voter, but only while accompanying the voter and under the control of the voter.

8. Persons conducting or participating in a simulated election within the voting place or voting enclosure, provided that the simulated election is approved by the county board of elections.

2.7 MAINTENANCE OF ORDER

The chief judge and judges of election must enforce peace and good order in and about the place of registration and voting. They shall especially keep open and unobstructed the place at which voters or persons seeking to register or vote have access to the place of registration and voting. They shall prevent and stop improper practices and attempts to obstruct, intimidate, or interfere with any person in registering or voting. They shall protect challenger and witnesses against molestation and violence in the performance of their duties, and they may eject from the place of registration or voting any challenger or witness for violation of any provisions of the election laws. They shall prevent riots, violence, tumult, or disorder.

In the discharge of the duties prescribed in the preceding paragraph of this section, the chief judge and judges may call upon the sheriff, the police, or other peace officers to aid them in enforcing the law. They may order the arrest of any person violating any provision of the election laws, but such arrest shall not prevent the person arrested from registering or voting if he is entitled to do so. The sheriff, police officers, and other officers of the peace shall immediately obey and aid in the enforcement of any lawful order made by the precinct election officials in the enforcement of the election laws. The chief judge and judges of election of any precinct, or any two of such election officials, shall have the authority to deputize any person or persons as police officers to aid in maintaining order at the place of registration or voting. The judges of election should use appropriate discernment before proceeding with this extreme course of action. The judges of election should first use diplomacy to mollify tense situations before they escalate. Further, officials must immediately notify the county board of elections office in all instances of riots, violence, tumult, or disorder at a voting site.

2.7.1 Limitation on activity in the voting place and in a buffer zone around it.

No person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity in the voting place or in a buffer zone which shall be prescribed by the county board of elections around the voting place. In determining the dimensions of that buffer zone for each voting place, the county board of elections shall, where practical, set the limit at 50 feet from the door of entrance to the voting place, measured when that door is closed, but in no event shall it set the limit at more than 50 feet or at less than 25 feet.

Area for Election-Related Activity: The county board of elections shall also provide an area adjacent to the buffer zone for each voting place in which persons or groups of persons may distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity.

2.7.2 Person Permitted inside Voting Enclosure

Only the following persons are allowed within a voting enclosure:

- Officers of elections, including members of the State Board of Elections, the Executive Director of the State Board of Elections and SBOE and staff, members of the county board of elections, the County Board of Elections Director and county board staff

- The Chief Judge and judges of election appointed to a polling site, election assistants assigned to a polling site, precinct coordinators or rovers assigned to attend a voting site, and one-stop workers hired to work a one-stop voting site.
- Voters in the act of voting
- A near relative of a voter, but only while assisting the voter as authorized.
- Any person called upon to assist another voter, if the voter is entitled to assistance, but only while assisting the voter.
- Police officers assigned by the authority to keep the peace in a voting place located within the precinct, but only when requested to come within the voting enclosure by the county board of elections or by the Chief judge or judges of election for the purpose of preventing disorder.
- Any voter of the county who presents to challenge a voter, but shall leave after the challenge is heard.
- Approved observers and runners

Persons may not simply enter the voting enclosure and ask how many people have voted. No person may loiter or do any electioneering within the voting place.

2.7.3 Display or Exhibition of Political/Campaign Paraphernalia inside Voting Enclosure

Voters inside the enclosure in the act of voting may wear or display campaign paraphernalia as long as they do not cross the line into electioneering. There is no prohibition against a voter wearing campaign tee shirts, buttons, pins, or other campaign paraphernalia into the voting enclosure, but a voter may not actively or demonstratively electioneer, campaign, or use any type of physical action to call other voters' attention to their articles of clothing or campaign paraphernalia while inside of the voting enclosure. They may not hand out campaign material within the buffer zone. No political banner or poster may be posted within the voting place.

2.8 ELECTION DAY REGISTRATION

Under limited circumstances, certain persons may appear to a voting site or the county board of elections on election day and register in person and vote. These persons include:

1. Newly naturalized citizens: Persons who have achieved citizenship after the voter registration deadline,
2. Former active felons: persons whose citizenship rights are restored after the voter registration deadline,
3. Returning uniformed service voters: Uniformed services voters who were absent due to military service, but who return home after the voter registration deadline, are entitled to register and vote on election day. Uniformed services voters include:
 - a member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty;
 - a member of the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States;
 - a member of the National Guard or State militia unit who is on activated status; or
 - a spouse or dependent of a uniformed services member.

Election officials should process these election day registrations using the provisional process.

2.9 CLOSING THE PRECINCT PROCEDURES

2.9.1 Procedures for close of voting (according to statute)

§ 163-166.10. Procedures after the close of voting.

The State Board of Elections shall promulgate rules for closing the voting place and delivering voting information to the county board of elections for counting, canvassing, and record maintenance. Those rules shall emphasize the need for the appearance as well as the reality of security, accuracy, participation by representatives of more than one political party, openness of the process to public inspection, and honesty. The rules, at a minimum, shall include procedures to ensure all of the following:

- (1) The return and accurate accounting of all official ballots, regular, provisional, voted, unvoted, and spoiled, according to the provisions of Article 15A of this Chapter.
- (2) The certification of ballots and voter-authorization documents by precinct officials of more than one political party.
- (3) The delivery to the county board of elections of registration documents and information gleaned through the voting process that would be helpful in the accurate maintenance of the voter registration records.
- (4) The return to the county board of all issued equipment.
- (5) The restoration of the voting place to the condition in which it was found (2001-460, ss. 3, 3.1)

***Chief judge and judges of election:** The precinct chief judge and judges shall remain at the voting place until they have completed all the duties required there. They shall not separate nor shall any one of them leave the voting place except for unavoidable necessity. [§ 163-47(a)]

2.9.2 Procedures at the close of Voting (according to rules)

8 NCAC 10B.0105 PROCEDURES AT THE CLOSE OF VOTING

(a) Before each primary and election, the chairman of the county board of elections shall furnish each chief judge written instructions on how ballots shall be marked and counted. Before starting the counting of ballots in the precinct, the chief judge shall instruct all of the judges, assistants, and ballot counters in how differently marked ballots shall be counted and tallied.

(b) The chief judge shall announce or have it announced that the polls are closed at 7:30 p.m. unless the time has been extended until 8:30 p.m. Time shall be determined by the same timepiece used to determine the opening of the polls.

(c) Any person who is in line at the close of polls shall be afforded an opportunity to vote. A list shall be made, starting at the end of the line and moving forward, of everyone standing in line at the close of polls and anyone whose name is on that list shall be permitted to vote. No person entering the voting

enclosure after the close of polls has been announced, other than those whose names are on the list, shall be permitted to vote under any circumstance.

(d) The chief judge and judges must subscribe their names to each pollbook.

(e) Only official ballots shall be voted and counted. No official ballot shall be rejected because of technical errors in marking it, unless it is impossible to determine the voter's choice under the rules for counting ballots. Such determination shall be made by the county board of elections if the chief judge and judges are unable to determine the voter's choice, or whether a particular ballot should be counted.

(f) No person shall purposely deface or tear an official ballot in any manner, and no person, other than the voter, shall purposely erase any name or mark written on a ballot by a voter.

(g) The chief judge, along with a judge of another political party, shall "close the polls" on each voting unit. The results sheet from each unit shall be placed in an "Official Precinct Returns Envelope." As soon as the polls are closed the chief judge and judges shall, without adjournment or postponement, count the ballots. The counting of ballots at the precinct shall be continuous until completed. More than one voting unit may be counted at the same time by the precinct officials, assistants, and ballot counters, but the chief judge and judges shall supervise the counting of all units and shall be responsible for them. From the time the first unit is read or opened and the count of votes begun until the votes are counted and the statement of returns made out, signed, certified and provided to the chief judge or judge responsible for delivering them to the county board office, the precinct chief judge and judges shall not separate, nor shall any one of them leave the voting place except in case of unavoidable necessity as determined by the Chief Judge.

(h) The counting of the ballots shall be made in the presence of the precinct election officials and witnesses and observers who are present and desire to observe the count. Observers shall not interfere with the orderly counting of the ballots. As soon as the votes have been counted and the precinct returns certified, the chief judge, or one of the judges selected by the chief judge, shall report the total precinct vote for each ballot item to the witnesses and observers who are present and also by telephone or other electronic means to the county board of elections. This report shall be unofficial and shall have no binding effect upon the official county canvass to follow.

(i) The chief judge and judges shall sign the consolidation and accounting sheets and statement of returns and shall place them in the "official precinct returns" envelope or container.

The chief judge shall place or cause to be placed by an authorized person under the chief judges direction and control: voter registration documents and information, provisional ballot envelope, payroll information, county board communication devices, unit keys and security devices and the official returns envelope. The container should be sealed with non-transparent tape of sufficient size to contain signatures. It shall be signed by the chief judge and two judges.

(k) Consolidation sheets, including the statement of returns for all voted official ballots, shall be completed by adding curbside votes to the totals. In any precinct using direct record electronic voting equipment, the county board of elections, with the approval of the State Board of Elections, may provide for any paper ballots to be transported upon closing of the polls to the office of the county board of elections for counting. An accounting form shall be completed that accounts for every used and

unused ballot--providing the number of blank ballots received from the board of elections, the number of regular voted ballots, provisional voted ballots, and spoiled ballots.

(l) Voted provisional ballots must be placed in a sealed envelope or container and the seal must be signed by the chief judge and judges.

(m) The chief judge shall bring (or have delivered by secure means) the results cartridge (or reading) from each unit to the board of elections office.

(n) All supplies must be collected for return to the board of elections office. Any items brought into the polling place facility shall be removed upon vacating the polling place. Precinct Judges shall ensure that the facility is left in the same condition in which it was received for voting purposes.

(o) Under no circumstance shall voting items be left in the polling place facility out of the custody of the Chief Judge or other designee.

2.9.3 Election Supplies Return (according to rules):

8 NCAC 10B.0106 ELECTION SUPPLIES RETURN

(a) After an election or primary, all election supplies shall be immediately taken to the county board of elections office.

(b) Election materials and supplies, used or unused, shall not remain in the custody of the chief judge, judges, or any other person in unsecured locations overnight. However, if it is not possible for a county board of elections to have all precincts return materials and supplies on the night of the election, the county board of elections must submit a security plan to the Executive Director of the State Board of Elections 30 days prior to the election. The Executive Director will provide either approval or required modifications to the plan in writing no later than 15 days prior to the election. The board of elections shall have an emergency backup plan that will enable board of elections employees or other authorized persons to retrieve the items from the custody of the chief judge and judges and transport them to the board of elections office. A county board must have an alternative security plan approved by the Executive Director in order to use it.

(c) All materials shall be transported with a "chain of custody" form that includes the signatures and times in which the supplies are in the custody of each official. All supplies, once received at the board of elections, will be verified and signed for by a board of elections representative.

2.10 VOTING EQUIPMENT OVERVIEW

2.10.1 Voting Equipment Overview (according to statute)

§ 163-165.10. Adequacy of voting system for each precinct.

The county board of elections shall make available for each precinct voting place an adequate quantity of official ballots or equipment. When the board of county commissioners has decided to adopt

and purchase or lease a voting system for voting places under the provisions of G.S. 165-165.8, the board of county commissioners shall, as soon as practical, provide for each of those voting places sufficient equipment of the approved voting system in complete working order. If it is impractical to furnish each voting place with the equipment of the approved voting system, that which has been obtained may be placed in voting places chosen by the county board of elections. In that case, the county board of elections shall choose the voting places and allocate the equipment in a way that as nearly as practicable provides equal access to the voting system for each voter. The county board of elections shall appoint as many voting system custodians as may be necessary for the proper preparation of the system for each election and for its maintenance, storage, and care. The Executive Director of the State Board of Elections may permit a county board of elections to provide more than one type of voting system in a precinct, but only upon a finding that doing so is necessary to comply with federal or State law. (2001-460, s. 3; 2005-428, s. 2.)

2.10.2 Ballot Quantity:

During one-stop voting, all eligible ballot styles in the county must be available – including at every one-stop site. On election day, each precinct should have all ballot styles that are eligible to be voted in the precinct. County boards of elections may reduce the number of ballot styles available at a precinct on election day to account for the number of voters who have already voted in the precinct by absentee ballot.

2.11 BALLOT COUNTING & RECONCILIATION

The initial counting of official ballots shall occur immediately after the polls close and shall be continuous until completed. Vote counting at the precinct shall be conducted with the participation of precinct officials of all political parties then present. Vote counting at the county board of elections shall be conducted in the presence or under the supervision of board members of all political parties then present.

Any member of the public wishing to witness the vote count at any level shall be allowed to do so. No witness shall interfere with the orderly counting of the official ballots. Witnesses may not participate in the official counting of official ballots. Precinct officials are not responsible for counting provisional ballots. Precinct officials must provide a preliminary report of the vote counting to the county board of elections as quickly as possible. The preliminary report is unofficial and has no binding effect upon the official county canvass to follow.

2.12 PRECINCT RETURN

The chief judge of each precinct shall be responsible for the adherence of the precinct officials to the State Board rules for counting, reporting, and transmitting official ballots.

3 SPECIAL ONE-STOP ABSENTEE VOTING PROCEDURES

Not earlier than the second Thursday before an election for which absentee ballots are authorized and not later than 1:00 P.M. on the last Saturday before that election, a voter may appear in person at an one-stop absentee voting site for purposes of requesting and receiving an in-person absentee ballot. The absentee one-stop site may be:

- the office of the county board of elections
- a site in lieu of the county board of elections office
- any additional one-stop sites permitted by the board

If the election allows for absentee voting, a county board of elections must conduct one-stop voting on the last Saturday before the election until 1:00 P.M.

3.1 PROCEDURES FOR VOTING

One-stop absentee voting (also known as early voting), permits a qualified voter to present in person, request and receive an absentee ballot application and the absentee ballot, vote the ballot and timely return the voted ballot to the board of elections all in “one-stop.” One-stop absentee voting differs from election day voting in that the ballot is an absentee ballot subject to challenge and is thus retrievable.

3.1.1 Voter

To receive a one-stop absentee ballot, a voter must enter the voting enclosure and state his or her name and place of residence to an election official (who may be an employee of the county board of elections⁴) and must present his or her photo ID. In a primary election, the voter must also state the political party with which he or she affiliates. An unaffiliated voter must state the name of the political party in whose primary he or she wishes to vote, or, if one is available, the voter may choose a non-partisan ballot.

1. The voter shall present an acceptable photo ID.
2. The voter shall state his or her current name.
3. The voter shall state the address where he or she has resided for 30 days prior to election day.
4. The voter shall state his or her party affiliation (if a partisan primary) or, if unaffiliated, the primary ballot choice

3.1.2 One-stop official’s check-in duties

One-stop officials to whom the voter gives this information must announce the name and residence of the voter. The officials must examine the registration records and state whether the person seeking to vote is duly registered. The official must examine the voter’s identification and make a determination as to whether he or she has met the ID requirements.

1. The one-stop worker must make a determination that the photo ID presented is one of the

⁴ An employee of the board of elections may serve as an election official provided he or she is qualified and has received the requisite training.

acceptable types.

2. The one-stop official must correctly identify the voter in SOSA and must update the voter's name and address in the voter record.
3. In a partisan primary, the one-stop official must ask any unaffiliated voter to state his or her primary ballot preference, or, if one is available, to choose a non-partisan ballot.
4. The one-stop official must make a determination that the photo ID presented meets the expiration requirements, that the name on the photo ID is substantially similar to the name listed in the voter record, and that the voter bears a reasonable resemblance to the photo on the photo ID.

3.1.3 Issuance of Application

If the voter is found to be registered and eligible to cast a ballot, the one-stop official must furnish the voter with a **One-Stop Application**. The voter must complete and sign the application in the presence of the one-stop official. The official who shall then receive the application from the voter, and sign the certification as a witness. Only one witness is required for the **One-Stop Application** certificate.

If the application is properly filled out, the one-stop official must ensure that the voter's name is entered in the register of absentee requests, applications, and ballots issued and shall direct the voter to the ballot station to receive the proper ballot.

1. One-stop official must provide voter with a **One-Stop Application**, ask the voter to confirm the information and sign the application. The one-stop official shall then sign the application before directing the voter to the ballot station.
2. One-stop official must offer a voter a provisional ballot if the voter is unable to vote a regular ballot.

3.1.4 Issuance of Ballot

The one-stop official at the ballot station must accept the **One-Stop Application** and ensure that the voter receives the ballot for which he or she has applied. The official must record the retrievable **One-Stop Application** number on the ballot. The voter shall vote that voter's absentee ballot in a voting booth in the one-stop voting site. A voter at a one-stop site shall be entitled to the same assistance as a voter at a voting place on election day.

3.2 VOTING SITE LAYOUT

The equipment and furniture in the voting enclosure shall be arranged so that it can be seen from the public space of the enclosure. Each voting enclosure shall contain at a minimum: voting booths; a check-in station; a ballot station; a help station; a curbside station; and a phone or other device or facility for communication with the county board of elections for that site.

3.2.1 Voting Booths

Any one-stop site must contain a sufficient number of private spaces for all voters to mark official ballots in secrecy. There shall be a curtained or otherwise private area where the voter may mark the ballot unobserved.

3.2.2 Check-in Station

The site must have adequate space and furniture for the function of checking voter registration records. The check-in station is where a voter presents and states his or her name, address and party affiliation for the purpose of declaring intent to vote in the election. The voter lists or the poll books shall be kept at this station. A voter's eligibility to vote in the election is determined at this station. Once a voter's eligibility is determined, the check-in station official shall issue the voter a **One-Stop Application** .

The election official at the check-in station during one-stop voting uses SOSA electronic poll books to search for the list of registered voters in the county and issue the one-stop absentee voting application.

3.2.3 Ballot Station

The ballot station is the area in a voting site for the distribution of official ballots take place. Voters are sent to the ballot station immediately after submitting the **One-Stop Application**. The ballot station official must ensure that the one-stop application number is properly recorded on each person's ballot.

3.2.4 Help Station

The help station is the location in the voting site for private discussion with voters about irregular situations. A voter may be sent to the help station if there is some issue with the voter's registration or the voter is ineligible for a regular ballot. The issuance of a provisional ballot is normally handled at the help station.

3.2.5 Curbside Station

Every voting site in North Carolina has an area where qualified voters (see next paragraph) may vote curbside, both during the one-stop absentee voting period and on election day. The curbside station is located immediately outside a voting site, either in the vehicle that conveyed the voter to the voting place or in a space immediately proximate to the regular voting place. A designated official or "curbside attendant" shall take a curbside oath from the voter(s), obtain the voters name and address, and provide the voter with balloting materials.

A person is "qualified" to vote curbside when, whether because of age, physical disability or physical barriers encountered at the voting place, he or she is unable to enter the voting place or enclosure to vote in person without physical assistance.

The voter and any assisting person shall be entitled to the same assistance and subject to the same restrictions in marking the ballot as is authorized for persons voting inside of the voting site. In those sites using voting machines, the county board of elections shall furnish paper ballots of each kind for use by persons authorized to vote outside the voting place by this section. In any site using electronic voting equipment, the county board of elections, with the approval of the State Board of Elections, may provide for all such paper ballots to be transported upon closing of the polls to the office of the county board of elections for counting.

3.2.6 Communication

A voting site must provide a telephone or some facility for communication with the county board of elections.

3.3 SIGNAGE

3.3.1 Voter Education and Information

Each voting site shall post voter education information. The information shall be posted in a manner and format approved by the State Board of Elections. The information to be posted shall include:

- 1) A sample ballot
- 2) The date of the election and the hours the voting place will be open.
- 3) Instructions on how to vote, including how to cast a vote or correct a vote on the voting systems available for use in that voting place.
- 4) Instructions on how to cast a provisional ballot.
- 5) Instructions to mail-in registrants and first-time voters on how to comply with the requirements of voter identification.
- 6) General information on voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if the voter believes those rights have been violated.
- 7) General information on federal and state laws that prohibit acts of fraud and misrepresentation as to voting and elections.

3.3.2 Photo ID Requirements

Counties shall post at the polls and at early voting sites information concerning photo ID requirements and alternate voting options.

3.3.3 Availability of Absentee Voting

Signage that notifies voters who do not have eligible photo identification of the option to request an absentee ballot shall be displayed at all one-stop absentee voting locations until the deadline for submission of requests for absentee ballots.

3.3.4 Sign with date of canvass

The help station shall feature a sign showing the date of canvass. The date of canvass is significant to voters who cast provisional ballots. To have his or her provisional ballot counted, such a voter must present acceptable ID in person to the appropriate county board of elections before noon on the day prior to the county canvass.

3.4 DAILY PROCEDURES

Throughout the one-stop day, one-stop workers should ensure that the number of issued **One-Stop Applications** that were not cancelled equals the number of voters who voted on the voting equipment.

3.5 END OF ONE-STOP DAY

If a county uses a voting system with retrievable ballots, a one-stop voter shall cast the ballot and deposit the ballot in the ballot box or voting system in the same manner as if such box or system was in use at a site on election day.

At the end of each business day, an election official shall secure the ballot box or system and shall ensure that no additional ballots are placed in the box or system.

3.6 SAME DAY REGISTRATION

An individual who is qualified to register to vote, but for whom no existing active or inactive record of registration is found, may register in person and then vote at a one-stop voting site in the person's county of residence during the period for one-stop voting. A one-stop voting site includes the county board of elections office, if that office is used for one-stop voting, sites in lieu of a county board of elections office and alternative one-stop voting sites.

To register and vote under the *same day registration* provision, the person shall do both of the following:

1. Complete a voter registration form, including the attestation requirement that the person meets each eligibility requirement. Such attestation is signed under penalty of a Class I felony; and
2. Provide proof of residence by presenting any of the following valid documents that show the person's current name and current residence address: a North Carolina drivers license, a photo identification from a government agency, or any of the documents: a current utility bill, bank statement, government check, paycheck, or other government document.

Voting With Retrievable Ballot: A person who registers under this section shall vote a retrievable absentee ballot immediately after registering. If a person declines to vote immediately, the registration shall be processed, and the person may later vote at a one-stop voting site in the same election.

Verification of Registration; Counting of Ballot. - Within two business days of the person's registration under this section, the county board of elections in conjunction with the State Board of Elections shall verify the North Carolina drivers license or Social Security number, update the statewide registration database and search for possible duplicate registrations, and proceed to verify the person's address. The person's vote shall be counted unless the county board determines that the applicant is not qualified to vote.

We cannot locate a voter record for you, but the law permits you to register to vote and vote on the same day during the one-stop absentee voting period.

To use Same Day Registration, you must complete a voter registration application and show proof of your residential address in this county. You may use:

- *Photo ID - a current photo ID with your name and address, or*
- *Identity Document - a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.*

You will also need to meet North Carolina's voter ID requirements in order to cast a ballot.

You may cast a ballot today, but your voter registration application will be processed by the board of elections to ensure that you are qualified to vote. This process will include sending you a verification mailing to confirm your address by mail. Your vote will be counted unless the county board of elections determines that you are not qualified to vote at the address provided.

3.6.1 Voter Registration Application Procedures

Before processing a same day registration, the election official shall search for the person in SOSA. If a record for the person cannot be located in the voter list, the one-stop official should provide the person with a **Notice to Same Day Registrant**. This notice explains the same day registration voting procedures to the voter. The notice also lists the documents that are acceptable as proof of residence for purposes of same day registration.

In lieu of requiring a same day registrant to manually complete a North Carolina voter registration application, the one-stop official should ask the registrant for the relevant information required to process a voter registration application and then type the information directly into SOSA. Once the official has entered the registrant's voter registration information into SOSA, he or she shall then print the **Voter Registration Application**. The official must give the printed application to the registrant so that the registrant may review the form and verify that the application contains accurate information. If the registrant is satisfied that the one-stop official has accurately completed the voter registration application, the official shall ask the registrant to sign the voter's attestation on the application. The voter registration application must be signed before the one-stop official can proceed with the issuance of the one-stop application.

3.6.2 Identification

Before proceeding with the issuance of the one-stop application, the election official must ask the registrant to present for proper identification.

May I please see your photo ID and proof of your voting residence?

The identification provided by the voter must meet the following requirements:

1. *Voter Identification and Verification* -- The ID must be an acceptable type of photo identification under North Carolina's voter identification law, unless the voter is exempt from showing a photo identification.
2. *Proof of residence* -- The ID must show the person's current name and address. The address on the ID must match the address provided to the election official on the **Voter Registration Application**. Acceptable *proof of residence* documents include:
 - a North Carolina driver license,
 - a photo identification from a government agency,
 - a current utility bill, bank statement, government check, paycheck, or other government document

It is possible that the registrant will only show one type of ID that will satisfy both requirements. For example, a registrant may show his or her North Carolina driver license, and the license may bear the registrant's current name and address. It is also possible that the registrant will need to show more than one type of identification. For example, the registrant may show a United States passport book to satisfy

the state's voter identification and verification requirement and a copy of his or her utility bill to satisfy the proof of residence requirement.

3.6.3 One-stop Application

After the voter has signed the **Voter Registration Application** and provided acceptable ID, the election official shall print the **One-Stop Application** from SOSA, provide it to the voter, and ask the voter to verify that the name, address and ballot style are correct. If the voter is satisfied that the document accurately shows this information, the voter shall sign it. The official shall direct the voter to the ballot station and shall place the signed **One-Stop Application** in a special binder or folder.

If a same-day registrant signed the **Voter Registration Application**, but decides not to vote, the election official must still transmit the application to the county board of elections office for processing.

3.6.4 Ballot Table

The election official should accept the **One-Stop Application** and confirm that the voter has signed it. The official must record the voter's absentee application number on the ballot or enter the application number into the voting equipment prior to permitting the voter to cast the in-person absentee ballot.

3.6.5 Uniformed Services Voters

Returning uniformed service voters who were absent due to military service, but who return home after the voter registration deadline, are entitled to register and vote during the one-stop absentee voting period, irrespective of whether same day registration is available to non-uniformed services voters.

Uniformed services voters include:

1. A member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, or Coast Guard of the United States who is on active duty.
2. A member of the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the National Oceanic and Atmospheric Administration of the United States.
3. A member of the National Guard or State militia unit who is on activated status.
4. A spouse or dependent of a uniformed services member.

3.7 ABSENTEE VOTING BY-MAIL

A sealed container-return envelope in which executed absentee ballots have been placed may be delivered in person by a voter, or by the voter's near relative or verifiable legal guardian, to an election official at a one-stop voting site.

3.7.1 Return of Absentee Ballots

A voter or the voter's near relative or verifiable legal guardian may deliver a by-mail absentee ballot to a one-stop site. A "near relative" is considered to mean spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. No one other than these persons may be in possession of a person's absentee ballot. See GS § 163-226.3 (6) (emphasis added).

§ 163-226.3. Certain acts declared felonies.

(a) Any person who shall, in connection with absentee voting in any election held in this State, do any of the acts or things declared in this section to be unlawful, shall be guilty of a Class I felony. It shall be unlawful:

- (1) For any person except the voter's near relative or the voter's verifiable legal guardian to assist the voter to vote an absentee ballot when the voter is voting an absentee ballot other than under the procedure described in G.S. 163-227.2; provided that if there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance;
- (2) For any person to assist a voter to vote an absentee ballot under the absentee voting procedure authorized by G.S. 163-227.2 except as provided in that section;
- (3) For a voter who votes an absentee ballot under the procedures authorized by G.S. 163-227.2 to vote that voter's absentee ballot outside of the voting booth or private room provided to the voter for that purpose in or adjacent to the office of the county board of elections or at the additional site provided by G.S. 163-227.2(f1), or to receive assistance except as provided in G.S. 163-227.2;
-
- (6) *For any person to take into that person's possession for delivery to a voter or for return to a county board of elections the absentee ballot of any voter, provided, however, that this prohibition shall not apply to a voter's near relative or the voter's verifiable legal guardian;*
- (7) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S. 163-231(a), and G.S. 163-227.2(e), for any voter to permit another person to assist the voter in marking that voter's absentee ballot, to be in the voter's presence when a voter votes an absentee ballot, or to observe the voter mark that voter's absentee ballot.

The voted ballot should be **sealed in its container-return envelope** and the application on the back of the container-return envelope should have the required signatures. The absentee application should be signed by the voter and witnessed by two persons over the age of eighteen, or alternatively, witnessed by a notary-public. If the application on the container-return envelope is missing the required signatures, or is otherwise incomplete, the one-stop official should still accept the voted ballot for delivery back to the county board of elections. The one-stop official(s) may not witness the voter's

container-return envelope if the voted ballot is already sealed inside of the envelope. Neither the election official(s) or county board of elections staff may attempt to correct the deficiency of the required signatures on a voter's absentee application. Pursuant to the absentee voting law, the voter was supposed to mark his or her ballot "in the presence of two persons who are at least 18 years of age," or alternatively, by a notary public. The voter's absentee witnesses are required to sign the application on the container-return envelope in order to certify that they observed the voter mark the ballot, or cause the ballot to be marked; fold the ballot; and place it into the container-return envelope and securely seal it, or have this done in the voter's presence.

§ 163-231. Voting absentee ballots and transmitting them to the county board of elections.

(a) Procedure for Voting Absentee Ballots. - In the presence of two persons who are at least 18 years of age, and who are not disqualified by G.S. 163-226.3(a)(4) or G.S. 163-237(b1), the voter shall do all of the following:

- (1) Mark the voter's ballots, or cause them to be marked by that person in the voter's presence according to the voter's instruction.
- (2) Fold each ballot separately, or cause each of them to be folded in the voter's presence.
- (3) Place the folded ballots in the container-return envelope and securely seal it, or have this done in the voter's presence.
- (4) Make the application printed on the container-return envelope according to the provisions of G.S. 163-229(b) and make the certificate printed on the container-return envelope according to the provisions of G.S. 163-229(b).
- (5) Require those two persons in whose presence the voter marked that voter's ballots to sign the application and certificate as witnesses and to indicate those persons' addresses. Failure to list a ZIP code does not invalidate the application and certificate.

Alternatively to the prior paragraph of this subsection, any requirement for two witnesses shall be satisfied if witnessed by one notary public, who shall comply with all the other requirements of that paragraph. The notary shall affix a valid notarial seal to the envelope, and include the word "Notary Public" below his or her signature.

The persons in whose presence the ballot is marked shall at all times respect the secrecy of the ballot and the privacy of the absentee voter, unless the voter requests assistance and that person is otherwise authorized by law to give assistance. When thus executed, the sealed container-return envelope, with the ballots enclosed, shall be transmitted in accordance with the provisions of subsection (b) of this section to the county board of elections which issued the ballots.

3.7.2 Security of the ballot.

The sealed container-return envelope must be given to an election official at a one-stop voting site during any time that site is open for voting. The ballot cannot be dropped off when the one-stop site is closed or unattended.

Upon receipt, the one-stop official must record the delivery of a voted absentee ballot in the SOSA application. The official must select the correct voter in the SOSA after performing a voter search and

then record the name of the person delivering the ballot, the person's relationship to the voter, and the ballot application number. The SOSA application will note the date and location of the return.

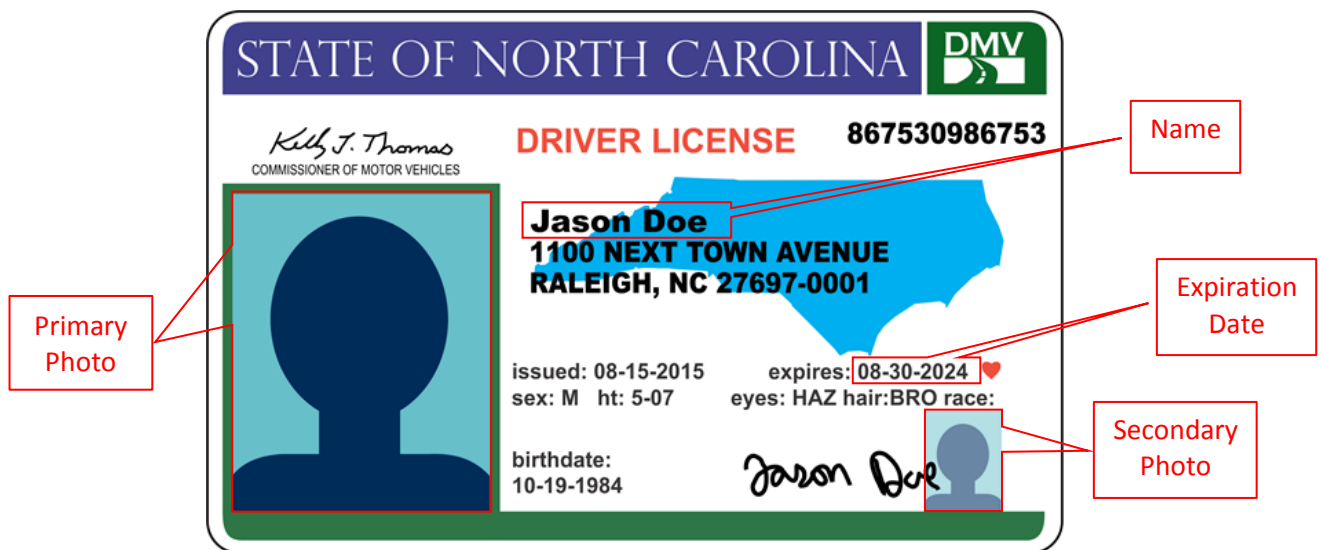
Absentee ballot container-return envelopes delivered to one-stop sites must be kept secure and delivered by the one-stop election officials to the county board of elections office to process the return of a by-mail absentee ballot.

4 PHOTO IDENTIFICATION

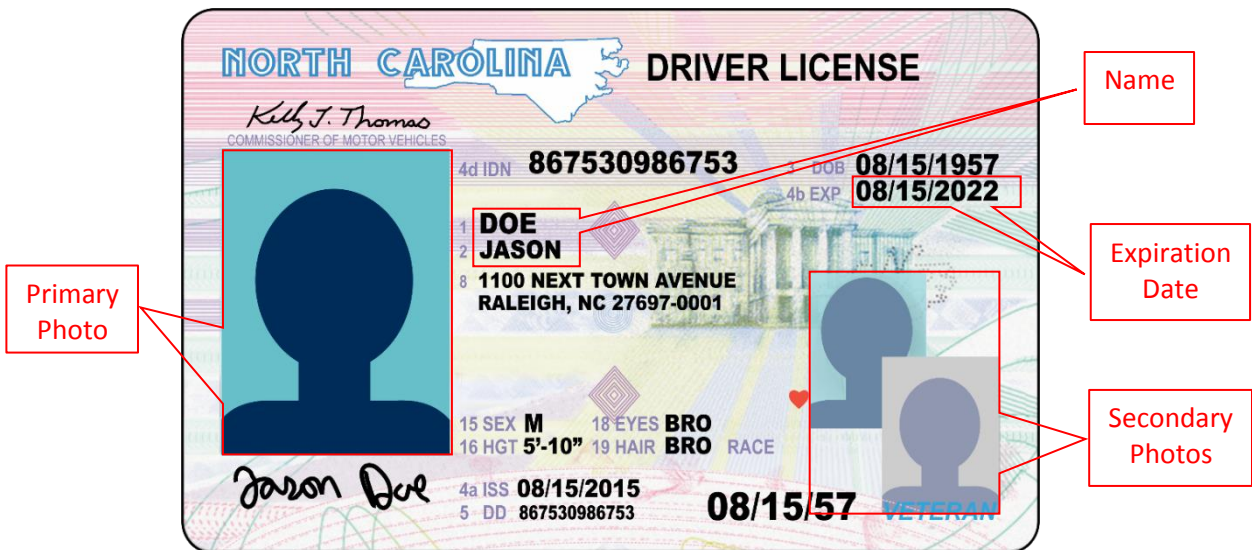
4.1 NC DRIVER LICENSE

The driver license shall be acceptable if it has a printed expiration date that is not more than four years before it is presented for voting. A driver license also includes a commercial driver license, a limited or full provisional license, a limited learner permit, or a motorcycle learner permit. There is no requirement that the address on the license match either the voter's address in the voter record or the address stated by the voter.

Old Driver License



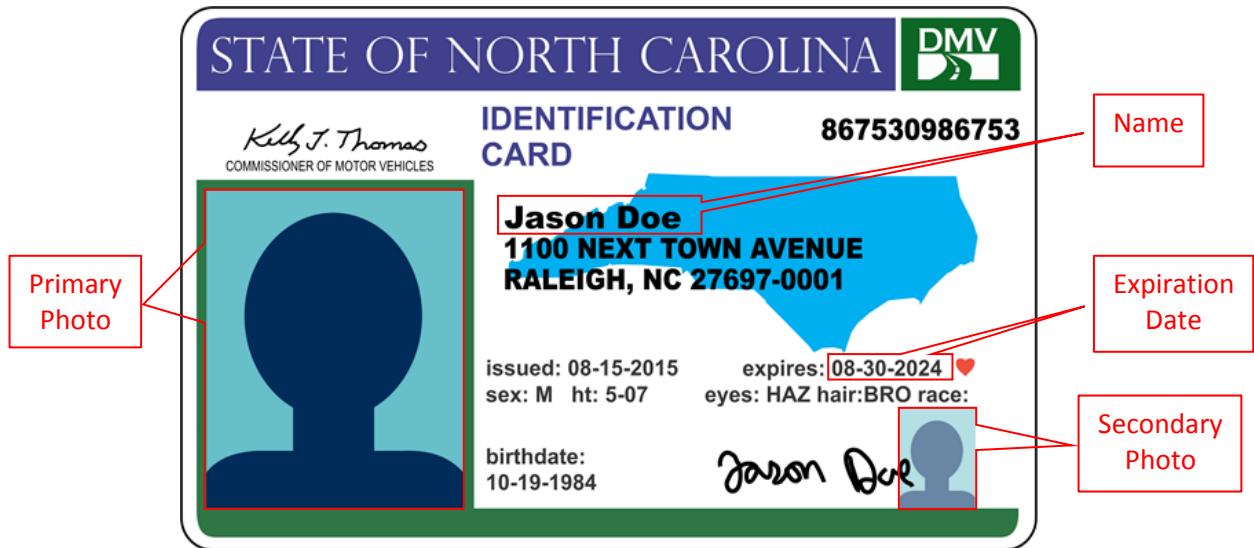
New Driver License



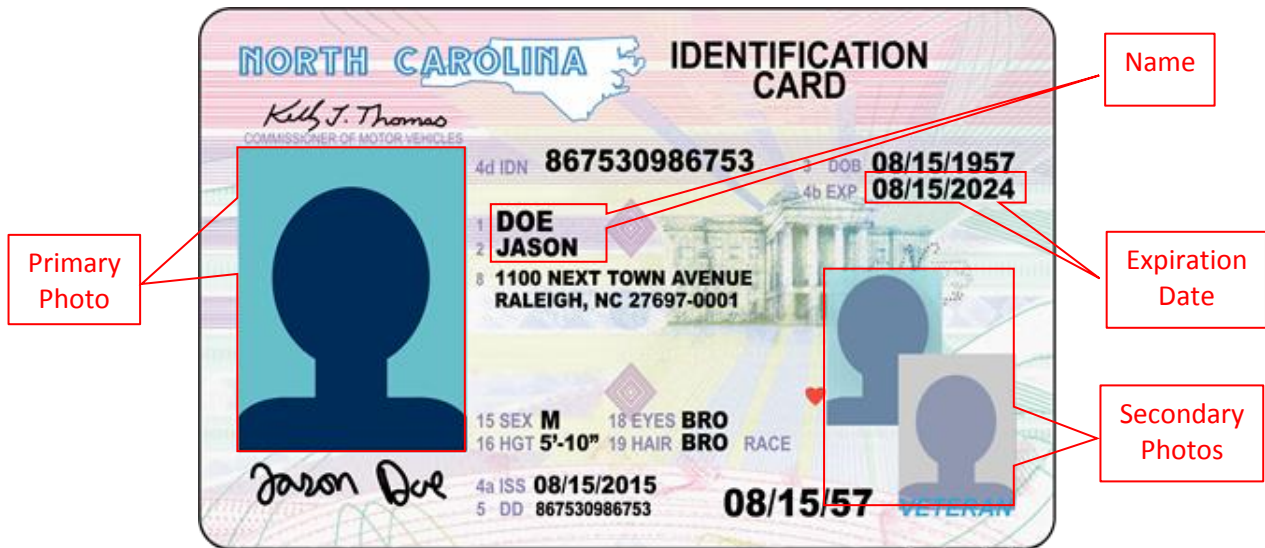
4.2 DMV NON-OPERATOR STATE IDENTIFICATION CARD

The ID card shall be acceptable if it has a printed expiration date that is not more than four years before it is presented for voting. There is no requirement that the address on the license match the address of the voter in the voter record or the address stated by the voter.

Old Identification Card



New Identification Card



4.3 U.S. PASSPORT

The passport must be unexpired. Both the passport book and the passport cards are acceptable.

Passport Book



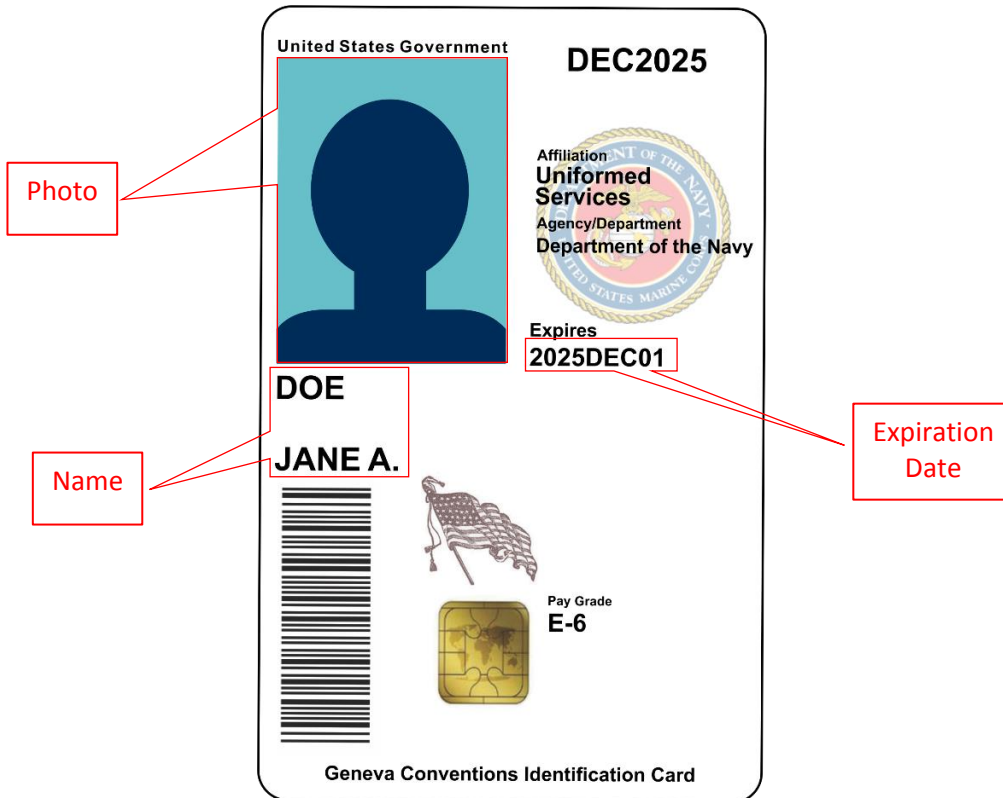
Passport Card



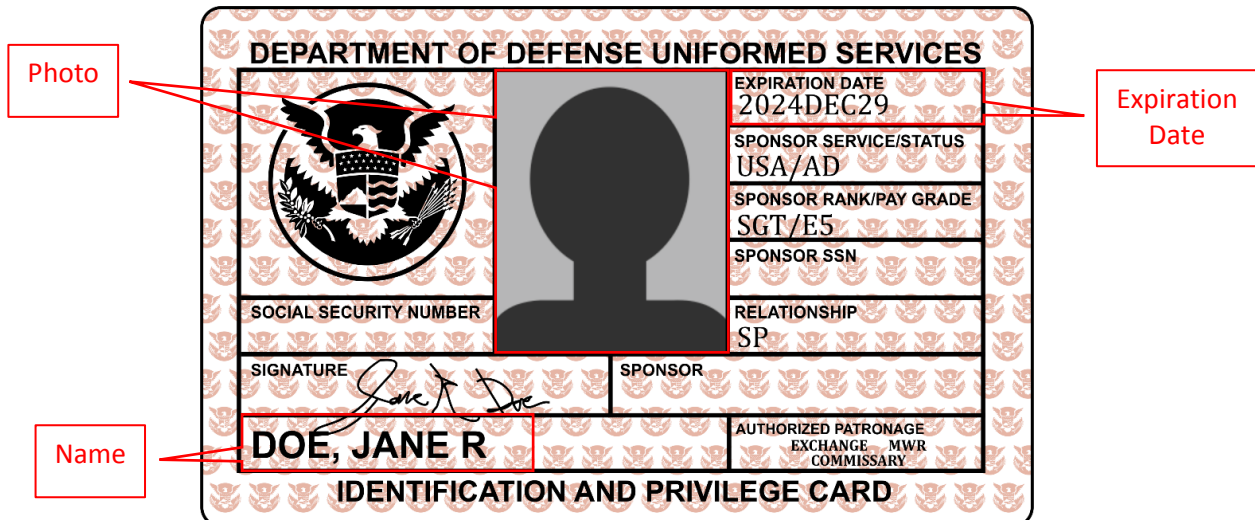
4.4 U.S. MILITARY ID

The Military ID must be unexpired if it contains an expiration date. However, there is no requirement that it have a printed expiration or issuance date. Branches include U.S. Army and Reserves, Army National Guard; Navy and Reserves, Air Force and Reserves, Air National Guard, U.S. Marines and Reserves; and U.S. Coast Guard and Reserves. Classifications include active, retired, dependent, civilian contractors and reserves.

Active Duty



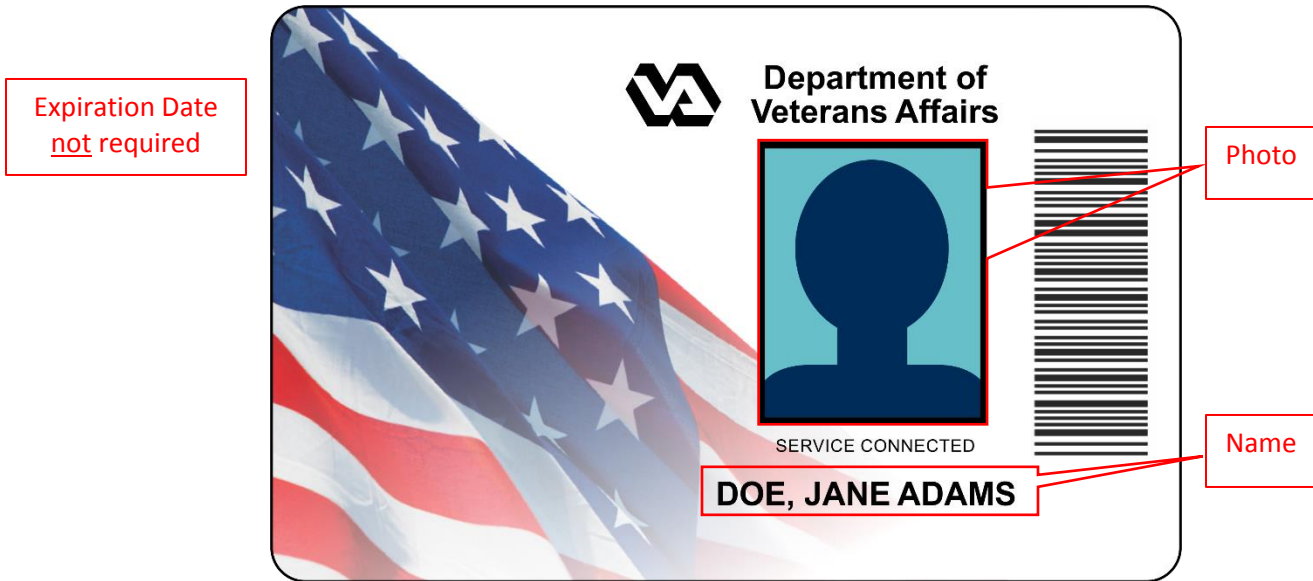
Dependent, Civilian Contractor, Retired



4.5 U.S. VETERANS AFFAIRS ID

The Veterans ID, as issued by the United States Department of Veterans Affairs for use at Veterans Administration medical facilities, must be unexpired if it contains an expiration date. However, there is no requirement that it have a printed expiration or issuance date.

Old Veterans Affairs Card



New Veterans Affairs Card



4.6 TRIBAL ENROLLMENT CARD

A tribal enrollment card issued by a federally recognized tribe must be unexpired if it contains an expiration date. If the tribal enrollment card does not contain a printed expiration date, it shall be acceptable if it has a printed issuance date that is not more than eight years before it is presented for voting.

A tribal enrollment card issued by a tribe recognized by North Carolina under Chapter 71A of the General Statutes must be unexpired and must meet the following criteria:

- a. be issued in accordance with a process approved by the State Board of Elections that requires an application and proof of identity equivalent to the requirements for issuance of a special identification card by the Division of Motor Vehicles under G.S. 20-7 and G.S. 20-37.7.
- b. be signed by an elected official of the tribe.



4.7 OUT-OF-STATE DRIVER LICENSE OR NON-OPERATOR IDENTIFICATION CARD

A driver license or non-operator identification card issued by another state, the District of Columbia, or a territory or commonwealth of the United States can only be accepted if the card is unexpired and if the voter registered within 90 days of the date of the election.

4.8 REQUIREMENT: ACCEPTABLE ONLY IF IT IS UNEXPIRED

The following forms of photo ID must be **unexpired** when presented.

- A U.S. Passport (both the book and the card)
- A federally recognized tribal enrollment card **see note below*
- A state recognized tribal enrollment card that meets the requirements outlined in GS 163-166.13(e)(7)
- A driver license issued by another state, the District of Columbia, or a territory or commonwealth (acceptable only if the voter registered within 90 days of the election)

** A federally recognized tribal enrollment card that does not contain an expiration date must have a printed issuance that cannot be more than eight (8) years prior to the date it is presented for voting purposes.*

4.9 REQUIREMENT: ACCEPTABLE IF IT EXPIRED NOT MORE THAN FOUR YEARS BEFORE PRESENTED FOR VOTING

The following forms of photo ID may be expired up to four (4) years from the date presented.

- N.C. DMV-issued driver license, provisional license, learner permit, non-operator State ID card

To determine whether the expiration requirements are met, election officials must consider the election date and subtract 4 from the year. If the DMV photo ID expired after that date, it meets the expiration requirements. If it expired before that date, it does not meet the expiration requirements.

Example: The current election day is November 2, 2016. Subtract 4 from 2016 to get 2012. If the expiration date is after November 2, 2012, the photo ID meets the expiration requirements.

4.10 REQUIREMENT: ACCEPTABLE WITHOUT A PRINTED ISSUANCE OR EXPIRATION DATE

The following forms of photo ID are acceptable without a printed issuance or expiration date. However, if there is a printed expiration date, the photo ID must be unexpired when it is presented.

- A U.S. Military identification card
- A U.S. Veterans Affairs ID card issued by the U.S. Department of Veterans Affairs for use at Veterans Administration medical facilities.

4.11 EXCEPTION: PHOTO ID DOES NOT MEET EXPIRATION REQUIREMENTS, BUT VOTER IS 70 YEARS OF AGE OR OLDER

Any voter 70 years of age or older shall be permitted to present an expired form of acceptable photo ID if it expired at any point after that voter's 70th birthday.

If the voter presents an expired Photo ID, the election official must first determine whether it is a DMV issuance that expired within the past four (4) years. If so, the check-in process should proceed.

If the expiration is greater than four years, the election official shall compare voter's birth date in the voter record with the expiration date listed on the photo ID to determine how old the voter was when the photo ID expired. If the voter was 70 years of age or older when the photo ID expired, the check-in process should proceed.

Process	Example	Example	Example
Year of Expiration – Year of Birth	2016 – 1932	2016 – 1954	Nov. 2, 2016 – Nov. 2, 1946
Age at Expiration	84	62	70
<i>Remember to make adjustment based on whether voter's birthday has passed for the current year.</i>	<i>If the photo ID expired when the voter was 84 years old, the expired photo ID <u>can</u> be accepted.</i>	<i>If the photo ID expired when the voter was 62 years old, the expired photo ID <u>cannot</u> be accepted.</i>	<i>If the photo ID expired <u>on</u> the voter's 70th birthday, the expired photo ID <u>can</u> be accepted.</i>

5 VOTING SITE: PRE CHECK-IN PROCEDURES

5.1 VOTER EDUCATION AND INFORMATION

5.1.1 HAVA Posters

For each election that involves candidates for federal or state office, each county board of elections must post at each active voting site the following information:

1. Sample Ballot
2. Date of the election and the hours the voting place will be open
3. Instructions on how to vote
4. Instructions on how to comply with HAVA identification
5. General Information on voting rights under federal and state law, including the right to vote a provisional ballot
6. Provisional voting instructions
7. Contact information for the appropriate election officials if a voter believes his or her rights have been violated.
8. General information on federal and state law that prohibit acts of fraud and misrepresentation as to voting and elections

5.1.2 Photo ID Materials

Display posters that clearly display the acceptable types of photo ID and inform voters of when they will need to present one of the acceptable forms of photo ID. Place informational palm cards in an area easily accessible to voters. These materials should be viewable before the voter checks-in.

5.1.3 Ask Me

Display signage that encourages voters to ask questions before checking in to vote.

- Ask Me: Do I have an acceptable form of photo ID?
- Ask Me: I moved; what do I do?
- Ask Me: My name has changed; what do I do?
- Ask Me: May I have assistance with voting?

5.2 ELECTION GREETER

An election greeter should be easily identifiable, such as by wearing a smock or vest that clearly identifies him or her as an official election worker who is available to answer questions. The greeter may wear an ASK ME hat or button to encourage voters to seek assistance before checking-in.

5.2.1 Welcome

An election greeter will welcome voters to the precinct and provide information about:

- voter registration status
- proper precinct
- acceptable types of photo ID and their expiration requirements
- exceptions to the photo ID requirement and the procedure for those exceptions
- the proper method to ask for assistance
- expected wait time for the check-in station

5.2.2 Check Status

An election greeter may check voter name and address to determine whether the voter is registered.

5.2.3 Precinct Check

An election greeter may assist voters in determining their proper precincts by using an electronic device to check the information via the State Board of Elections website or a SOSA tablet. The election greeter may also inform voters what to do if the voter has an unreported move.

5.2.4 Explanation of Photo ID Requirements

An election greeter may explain the various types of acceptable photo ID and their expiration requirements. The election greeter may inform the voter that the check-in official will request to view the voter's photo ID when it is time to check-in to vote, and will ask the voter to remove the photo ID from their wallet or purse.

An election greeter should be proficient in understanding the exceptions to the photo ID requirement, including the process for declaring a religious objection to being photographed or declaring a reasonable impediment to obtaining photo identification.

5.2.4.1 *Issue: No Acceptable Photo ID – Voter Fails to Bring Acceptable Photo ID*

If a voter in line indicates that he or she failed to bring acceptable Photo ID, he or she may vote a provisional ballot and subsequently bring acceptable photo ID in person to the county board of elections office no later than 12:00 noon on the day before the county canvass. If the time to request a mail absentee ballot has not passed, the voter shall be informed that a photo ID is not required for mail absentee voting and that he or she may request an absentee ballot.

5.2.4.2 *Issue: No Acceptable Photo ID – Voter Does Have or Possess Acceptable Photo ID*

If a voter in line indicates that he or she does not have or possess any form of acceptable photo ID due to some impediment, obstacle or barrier, he or she may cast a provisional ballot. If the time to request a mail absentee ballot has not passed, the voter shall be informed that a photo ID is not required for mail absentee voting and that he or she may request an absentee ballot.

5.2.4.3 No Acceptable ID Voting Options

The Election Greeter should explain the immediate voting options to voters who are in line and indicate that they are not in possession of acceptable photo ID:

Provisional Ballot - Return Later

If the voter has access to an acceptable form of photo ID, but is not currently in possession of the ID, the voter can vote a provisional ballot. To have their ballot count, the voter must return in person to the board of elections and show the Photo ID to a local election official no later than **12:00 noon** on the last business day before the county canvass.

Provisional - Reasonable Impediment

If the voter does not own an acceptable form of Photo ID, the voter can complete a **Reasonable Impediment Declaration** and vote a provisional ballot. To have their ballot count, the County Board of Elections must be able to verify the identity information provided by the voter on the **Reasonable Impediment Declaration**.

Request Mail Absentee Ballot

During early voting (only), if there is still time to request a mail absentee ballot, the voter may complete the **State Absentee Ballot Request Form** and ask the county board of elections to mail him a mail absentee ballot. The deadline for requesting an absentee ballot is 5 p.m. on the Tuesday before Election Day.

Go Get Photo ID

Voter may go retrieve their photo ID and return later (before the end of early voting or before the polls close on Election Day). If the voter simply forgot to bring the photo ID, if there is time, the voter may go get the photo ID (e.g. voter left his or her wallet at home) and return to the site before it closes to cast a regular ballot. Caution: Never suggest to the voter that he or she is being refused the opportunity to vote. The decision to leave the site and not cast a provisional ballot must solely be the voter's decision.

When voting in person, you must show an acceptable type of photo ID to vote a regular ballot. These are the acceptable types of photo ID [point to ID]. I understand that you do not have one of these with you. That's not a problem, you may still vote today. There are a few options:

- 1) You may vote a provisional ballot.*
- 2) If you prefer, we can help you request an absentee ballot by-mail. [If the time for requesting an absentee ballot has not passed.]*
- 3) Of course, if you forgot your photo ID and would prefer to vote a regular ballot, you also have the option of leaving the voting enclosure to get your eligible ID and returning to cast your ballot before voting ends.*

Would you like more information on provisional voting [or absentee voting]?

If the voter requests more information on provisional voting (no photo ID - failed to bring):

Provisional voting is a fail-safe process that allows you to cast a ballot today that will be counted before the results of this election are final, provided that the county board of elections determines you are eligible to cast the ballot.

*If you have one of these types of acceptable photo ID [point to acceptable photo ID], but simply failed to bring it today, you may vote a provisional ballot now. However, please remember that you must go in person to the county board of elections no later than **12:00 noon** on [the day before the county canvass] and show your photo ID to an election official. This requirement must be met for your provisional ballot to be counted.*

When you reach the check-in station, let the official know that you do not have your photo ID and would like to vote a provisional ballot today. He or she will direct you to the help station where you will be assisted further.

If the voter requests more information on provisional voting (no photo ID - Reasonable Impediment):

Provisional voting is a fail-safe process that allows you to cast a ballot today that will be counted before the results of this election are final, provided that the county board of elections determines you are eligible to cast the ballot.

If you do not own a photo ID due to one of these reasons [\[point to reasonable impediment list\]](#),

- *Lack of transportation.*
- *Disability or illness.*
- *Lack of birth certificate or other documents needed to obtain photo identification.*
- *Work schedule.*
- *Family responsibilities.*
- *Lost or stolen photo identification.*
- *Photo identification applied for but not received by the voter voting in person.*
- *Other reason, including a reason that state or federal law prohibits listing the impediment,*

you may complete a [Reasonable Impediment Declaration](#).

This declaration requires that you provide one of three types of identifying information:

- *a copy of a current utility bill, bank statement, government check, paycheck, or other government document with your name and address;*
- *your voter registration card; or*
- *your date of birth and the last four digits of your social security number*

When you reach the check-in station, just let the official know that you do not have your photo ID and you would like to vote a provisional ballot today. He or she will direct you to the help station. The help station will provide you with the provisional voting materials and instructions on how to check the status of your provisional ballot.

5.2.5 Voting Time

An election greeter will monitor the amount of time it takes voters to check-in from various checkpoints and will provide periodic update to the voters waiting in line.

5.2.6 Issue: Wrong Precinct [Election Day]

A voter in line presents on election day to a polling place that is not the voter's proper precinct. The election greeter may explain to the voter that NC law requires voters to vote at the polling place assigned to the voter's proper precinct to vote a regular ballot. The proper precinct is based on the address where the voter resided as of 30 days prior to election day. The greeter or any other election official may direct the voter to the proper precinct. If the voter does not want to go to the proper precinct, he or she should be offered a provisional ballot.

Election officials should not suggest to the voter that he or she is being denied the opportunity to vote. The decision to leave the site and not cast a provisional ballot must be solely the voter's decision.

On election day, you must vote at the polling place assigned to your precinct to vote a regular ballot. The proper precinct is determined based on the address where you have resided for at least 30 days prior to today.

Based on your address, it appears that the polling place for your precinct is located at [name and address of polling place for the voter's proper precinct]. Your options are to go to the precinct before it closes to cast a regular ballot, or, if you prefer not to go to your precinct, you may cast a provisional ballot here today. What would you like to do?

If the voter would prefer to cast a provisional ballot in this precinct, say:

Okay. When you reach the check-in station, please let the official know that you are not in your precinct and that you would like to vote a provisional ballot today. He or she will direct you to the help station. The help station will provide you the provisional voting materials and instructions on how to check the status of your provisional ballot.

6 VOTING SITE: CHECK-IN STATION PROCEDURES

6.1 CHECK-IN STEP 1: ASK VOTER TO SHOW AN ACCEPTABLE PHOTO ID

When a voter presents to the check-in station, the election official attending the station must for an acceptable type of photo identification. If the ID is inside of a voter's wallet or ID pouch, the official should ask the voter to remove the ID for ease of viewing.

May I please see your photo ID?

With the ID in hand, the election official must ensure that the photo ID presented by the voter is one of the acceptable types of photo ID. If the photo ID is an acceptable type, the official should place the ID aside until it is time to review it for the reasonable resemblance determination. To protect the voter's privacy, the election official should keep it close and out of sight of other voters.

6.1.1 Exception: Religious Objection

A voter may indicate to an election official that he or she does not have a photo ID because of a sincerely held religious objection to being photographed. Voters who state a religious objection to being photographed are required to sign a special declaration before an election official at least 25 days before the date of an election (the voter registration deadline) to vote a regular ballot. If the declaration was timely signed, there will be an indication of the religious objection declaration on the voter's record that can immediately be confirmed by the election official. At this point, the official should inform the voter that his or her voter record will be checked to determine whether the religious objection indicator is present.

No problem; let me check to see if there is a religious objection indicator on your voter record. What is your last name and your first name?

The indication on the voter record that the voter has declared a religious objection is "ID Exempt: Y" on the SEIMS [ATV](#) labels or SOSA/ documents.

A voter who is "ID Exempt" is not required to show a photo ID. If an official sees the ID Exempt indicator, the official should proceed with the check-in process without the photo ID requirements for these voters.

Voters with a religious objection to being photographed who do not have acceptable photo ID and did not file the declaration ahead of time should be offered a provisional ballot. The official should complete the [Help Referral Form](#) and direct the voter to the help station.

Your voter record does not indicate a Religious Objection. That's not a problem; you can still cast a provisional ballot. I'm going to complete a [Help Referral Form](#) and then direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

6.1.2 Exception: Natural Disaster

A voter will not be required to show photo ID if the voter declares that he is a victim of a natural disaster occurring within 60 days of the election date. The voter must reside in a county that has officially been declared a natural disaster area by either by the Governor of North Carolina or by the President of the United States.

If the voter declares that he or she is a victim of a natural disaster, the voter should be given the **Declaration of No Photo ID Due to Natural Disaster** form to complete and sign. Once the voter has signed the form, an official should proceed with the check-in process.

I'm sorry to hear about how this natural disaster has affected you. Since you reside in an area that has been declared a natural disaster by the [Governor/President] within the past 60 days, you are not required to show a photo ID. We'll go ahead and proceed with the next step.

6.1.3 Issue: Voter fails to present a Photo ID

If a voter presents to vote without acceptable photo ID, the voter must be referred to the help station where the voter will be given alternative options for casting a ballot. Before referring the voter to the help station, an election official should first ascertain whether the voter has his ID nearby and has immediate access to the ID.

In order to vote a regular ballot today, you will first need to present acceptable photo ID. Do you have a photo ID nearby? If not, that's not a problem, I will just need to refer you over to our help station where you will be provided alternative voting options.

If a voter forgot to bring his photo ID inside the voting enclosure, then if the voter desires, an election official should allow the voter to leave the enclosure and go retrieve the ID. Otherwise, if the voter confirms that he does not have immediate access to acceptable photo ID, then the check-in election must refer the voter to the help station where the voter will be provided alternative voting options. The election official must complete a **Help Referral Form** and then direct the voter to the help station with instructions that the officials there will provide the voter with alternative voting options.

*I understand that you do not have your photo ID with you. We want to help you vote today, so I'm going to complete a **Help Referral Form** and direct you to our help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.*

If the voter asks for more information regarding provisional voting, the check-in official should inform the voter that all of his questions will be answered at the help station. However, if the voter insists on receiving more information or if it is otherwise appropriate to the situation, the official should explain that provisional voting is a fail-safe method of voting that will permit voters to cast a ballot on the day the voter is presenting to vote. It should be explained that the county board of elections will verify the voter's eligibility to cast the ballot after election day, but the provisional ballot will be counted before the results of the election are final, if it can be confirmed that the voter is eligible to vote in this election.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot now and allow the county board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election, your provisional vote will be counted before the results of

this election are final.

The help station can provide you with all of the information you will need to help you understand provisional voting and the requirements needed to ensure that your provisional ballot can be counted.

6.1.4 Issue: Photo ID presented is not an acceptable type of Photo ID

If a voter presents with a photo ID, but the ID presented is not an acceptable *type* of photo ID recognized under North Carolina election law, then an election official must show the voter the list of photo ID that is acceptable for voting in North Carolina and ask the voter if he has with him one of the acceptable types with him. If the voter does not have any other forms of photo ID that will be acceptable, then the official must refer the voter to the help station who will provide the voter with his voting options.

I'm sorry, but your photo identification is not one of the acceptable types of photo ID for voting purposes. Do you have one of these with you today? [\[point to acceptable ID list\]](#)

If the voter indicates that he does not presently have another type of ID, then the official must refer the voter to the help station to receive alternative voting options.

I understand that you do not have any other photo ID with you. We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and direct you to our help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

If the voter asks for more information regarding provisional voting, the check-in official should inform the voter that all of his questions will be answered at the help station. However, if the voter insists on receiving more information or if it is otherwise appropriate to the situation, the official should explain that provisional voting is a fail-safe method of voting that will permit him to cast a ballot on the day he is presenting to vote. It should be explained that the county board of elections will verify the voter's eligibility to cast the ballot after election day and if it can be confirmed that the voter is eligible to vote in this election, then his provisional ballot will be counted before the results of the election are final.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the county board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

The help station can provide you with all of the information you will need to help you understand provisional voting and the requirements needed to ensure that your provisional ballot can be counted.

6.1.5 Issue: Voter refuses to present Photo ID

If a voter refuses to present acceptable photo ID, inform the voter of the option to either present photo ID to vote a regular ballot, or cast a provisional ballot. If the voter decides to cast a provisional ballot, he or she will must present in person to the county board of elections before 12:00 noon on the day before the county canvass day and show photo ID for the provisional ballot to be counted. If the voter decides to cast a provisional ballot, complete a [Help Referral Form](#) and direct the voter to the help station.

Thank you for understanding that I am here to carry out the duties required by North Carolina law. We would like to accommodate you in the most courteous and expedient manner. In order to cast a regular ballot, the law requires that you show us a photo ID. If you decide not to present a photo ID today, we will be unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day.

If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

*If you decide to cast a provisional ballot, you will must appear in person to the county board of elections office no later than noon on **[the day before the county canvass]** and present an acceptable type of photo ID for your ballot to be counted.*

*We do want to help you vote today, so I'm going to complete a **Help Referral Form** and then direct you over to our help station. Please provide the help station official with this form. The help station official will assist you with voting options, including the ability to cast a provisional ballot.*

6.2 CHECK-IN STEP 2: ASK VOTER TO STATE NAME

The law requires a voter to immediately state his or her name and address. This requirement means that the voter's statement of name and address be heard by the election official and by election observers. The election official may ask that the name be stated as last name, first name and middle name. Time may be given between each question to permit the election official to query the voter registration lists first by last name and then by first and middle name of the voter.

If voter's statement is difficult to hear or discern, an election official may ask the voter to repeat the name more slowly or louder, or to spell any portion of the name. Once the voter has made the statement, the election official may reference the photo ID to confirm the spelling and locate it in the voter list.

Caution: Even an election official is familiar with a given voter, the official may not proffer that person's name without the voter having stated it first. However, an exception may be made for voters who are unable to state their names because of some disability.

Please state your last name and then your first name and middle name.

6.2.1 Issue: Voter is unable to state name.

If a voter is unable to state his or her name ("unable" means that the voter is willing but not able because of an impairment), the election official may make reasonable accommodations, including asking the voter to write the name or asking the voter to confirm the name on his or her photo ID.

*If you are unable to state your name, can you write your name for me?
If you are unable to state or write your name, can you indicate whether the name on your ID photo [point to name] is correct?*

6.2.2 Issue: Voter is able to state name, but refuses to state name.

The voter may be able but unwilling to state his or her name. The election official shall explain that the law requires each voter to state his or her name and address audibly enough that the election official can hear it.

We want to help you vote today, but before I can issue a ballot, you must state your name aloud so that I can hear it. This is the law.

If the voter states his or her name, continue with the check-in process. If the voter continues to refuse to cooperate with the election official at the check-in station, the voter shall be directed to speak with an election judge. If after speaking with an election judge, the voter still refuses to cooperate, the election official shall complete a [Help Referral Form](#) and direct the voter to the help station.

I understand that you prefer not to state your name. Thank you for understanding that I am here to carry out the duties required by North Carolina law.

Without your cooperation, we are unable to issue a regular ballot, but you may cast a provisional ballot. I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the official at the help station with this form. He or she will connect you with the election judges who will be able to assist further.

6.3 CHECK-IN STEP 3: SEARCH FOR VOTER'S NAME ON THE VOTER LIST

After the voter states his or her name, the election official should search for the voter's name on the voter list. The official should check carefully to ensure that the existence of a similar name on the list does not cause the wrong voter to be checked off. If more information is needed to determine the correct voter record, it is permissible for the election official to ask that the voter spell the name and/or to ask that the voter provide his or her date of birth.

6.3.1 Issue: Election official cannot locate voter's name on the voter list. The official shall:

- Examine the spelling on the voter's photo ID
- Ask the voter to spell his or her name
- If name is hyphenated, look up the name by replacing the hyphen (-) with a space.
- Ask the voter if he or she had a name change
- Inquire for the voter's date of birth as a means of searching for the name
- Search for the voter by his or her address

If the voter's name cannot be located in the voter record, the official should refer the voter to the help station.

We are unable to locate a record for you in the voter list. To avoid further delay, let us have you vote provisionally.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today and allow the board of elections to verify your voting eligibility after election day.

If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and direct you to our help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

6.4 CHECK-IN STEP 4: COMPARE STATED NAME WITH NAME ON VOTER RECORD

The election official must compare the name stated by the voter to the name in voter list.

6.4.1 Issue: Name stated by the voter does not match the voter's name on record. The official shall:

- Ask the voter if his or her name has changed
- Confirm that there is not a reasonable variation in the name stated and the name on the voter record.
- Ask the voter for his or her legal name

If the voter's name in the voter record is not current, update the voter's name. The voter must sign the appropriate section on the vote-authorizing document or the change of name/address form to have the county board of elections process the name change.

6.5 CHECK-IN STEP 5: ASK VOTER TO STATE ADDRESS

Once the election official locates the voter's record in the voter registration list, the official must ask the voter to state his or her voting residence. The statement must be audible to the election official.

Please state your current address.

Note: In ordinary circumstances, the election official shall not proffer the voter's address as listed in the voter record. The voter is to audibly state his or her address.

6.5.1 Issue: Voter is unable to state address

If a person is unable to state his or her address ("unable" means that the voter is willing but not able because of an impairment), the election official may make reasonable accommodations, including asking the voter to write the address or to confirm it on the photo ID (provided the photo ID bears an address and is current).

If you are unable to state your address, can you write it down for me?

If you are unable to state or write your address, can you indicate whether the address here on your photo ID [point to address] is correct?

6.5.2 Issue: Voter cannot remember address

In some circumstances, a voter may have difficulty remembering his or her address. This may occur if the voter is elderly or has a mental impairment. Every reasonable opportunity must be given to the voter to assist in identifying the correct address. In these circumstances, the election official may prompt the voter by proffering the address on the photo ID and asking the voter to verify whether that is the correct address (provided the photo ID bears an address and the ID is current). The election official may also proffer the address in the voter record and ask the voter to confirm it.

6.5.3 Issue: Voter is able to state address, but refuses.

The voter may be able but unwilling to state his or her address. The official shall explain that the law requires voters to state their address such that the election official can hear it. If the voter continues to refuse to cooperate with the election official at the check-in station, the official shall arrange for the voter to speak with an election judge.

We want to help you vote today, but before I can issue a ballot, you must state your address aloud so

that I can hear it. This is the law.

If the voter states his or her address, continue with the check-in process.

If the voter continues to refuse, the official shall complete the [Help Referral Form](#) and direct the voter to the help station.

I understand that you prefer not to state your address. Thank you for understanding that I am here to carry out the duties required by North Carolina law.

Without your cooperation, I am unable to issue a regular ballot, but you may cast a provisional ballot. I'm going to complete a [Help Referral Form](#) and direct you to our help station. Please provide the help station official with this form; he or she will connect with the election judges who will be able to discuss this further.

6.6 CHECK-IN STEP 6: COMPARE STATED ADDRESS WITH ADDRESS ON VOTER RECORD

The election official must compare the address stated by the voter to the address in voter list. The stated address must be used to ensure that the election official has identified the correct voter in the voter list. Further, after confirming that the election official has found the correct voter in the voter list, the official must also confirm that there is an eligible ballot style for the voter at the address given.

The election official may not compare those addresses to any address on the acceptable photo ID, if there is one. Remember that current address is not a requirement for acceptable photo ID, and some forms of acceptable photo ID, such as U.S. Passport, do not include an address. Issue: Voter is *Inactive*

If the voter is in *inactive* status, the election official must ask the voter to confirm his or her residential and mailing address. A voter who is in *inactive* status will have a flag or indicator on the voter record that states “VERIFY ADDRESS.”

A registered voter is made *Inactive* by the statewide voter registration system if the county board of elections sends a series of mailings to the voter, one or more of the mailings are returned as undeliverable by the U.S. Postal Service, and the voter fails to respond to a follow-up mailing that asks the voter to *confirm* his or her address within 30 days of the last mailing. Voters who are *Inactive* on a county’s voter registration list are still registered and are entitled to vote in any election in the county as long as they have an eligible ballot style based on proper voting residence in the county. An *Inactive* voter’s proper voting address is the address in the county where the voter will have resided for at least 30 days as of the date of the election.

If a voter is *Inactive* when presenting to vote, he or she is not required to show any document or ID that *proves* a current address. The voter simply must give oral or written affirmation of the current address.

- If the voter confirms the same address that is on the voter record, ask whether the voter is able to receive mail there, and if not, whether he or she has an alternative mailing address.
- If the voter provides a new address in the county and is presenting to vote during early voting, update the voter’s address and provide the appropriate ballot.
- If the voter provides a new address in the county and is presenting to vote on election day, follow the proper procedures for *unreported moves*.

Bottom line: the election official must proceed with the proper voting method and the issuance of the appropriate ballot based on the address given by the voter and the timing of the voter’s move.

6.6.1 Issue: Unreported Move Within the Same Precinct.

If the address stated by the voter does not match the voter list, but is within the same precinct of registration, then an election official must determine whether the voter is still eligible to vote based on the previous address or is now qualified to vote based on the voter's current address. Removal from one precinct to another in this State shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the person's removal. A registrant who has moved from one address to another within the same precinct shall, notwithstanding failure to notify the county board of the change of address before an election, be permitted to vote at the voting place of that precinct upon oral or written affirmation by the registrant of the change of address before a precinct official at that voting place.

1

- Confirm that you pulled up the correct voter record, according to the voter's name.

2

- If you have the correct voter record, ask whether the voter has moved.

3

- If voter indicates he or she has moved, ask for the voter's previous address.

4

- If the voter's previous address matches the address in the voter's record, ask the voter for the date of the move.

5

- Determine ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If the voter moved 30 or more days prior to election day, that voter's ballot style is based on his or her new address in the precinct. If the move was less than 30 days prior to election day, the voter's ballot style is based on his or her previous address in the precinct.

6.6.2 Issue: Unreported Move to Another Precinct Within the County.

If the address stated by the voter does not match the voter list, but is within the county of registration, an election official must determine whether the voter is still eligible to vote based on the previous address or is now qualified to vote based on the current address. Removal from one precinct to another in this state shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the person's removal.

- 1 • Confirm that you pulled up the correct voter record, according to the voter's name.
- 2 • If you have the correct voter record, ask voter if he or she moved.
- 3 • If the voter moved, ask for his or her previous address.
- 4 • If the previous address matches the address in the record, ask the voter for the date of the move.
- 5 • Determine proper voting method and ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If a registrant has moved from an address in one precinct to an address in another precinct within the same county more than 30 days before an election and has failed to notify the county board of the change of address before the close of registration for that election, an election official shall permit that person to vote in the election. Upon the registrant's written affirmation of the new address, the official shall permit the registrant to vote at the registrant's new precinct, or, if the registrant prefers, at a central location in the county chosen by the county board. The central location is typically the county board of elections office.

If the registrant appears at the old precinct, precinct officials there shall explain that if the voter desires to vote the ballot containing all of the contests for which he is entitled to vote, he may go:

- 1 • to the new precinct or, if the voter prefers,
- 2 • to the central location.

The voter must also be offered the opportunity to cast a provisional ballot at the old precinct. In this case, the county boards of elections will only be able to count the individual's provisional official ballot for all ballot items on which it determines that the individual was eligible under state or federal law to vote.

In short, if the voter moved 30 or more days prior to election day, the voter's precinct and ballot style is based on the voter's new address in the county. If the voter moved less than 30 days prior to election day, the precinct and eligible ballot style is based on the voter's previous address in the county.

Unreported Move – Moved 30 days or more before election day

- During the one-stop absentee voting period, if the voter moved 30 or more days before the date of the election, the voter's address in the county should be updated and the voter given the ballot style based on the updated address.
- On election day, the voter may update the address in the new precinct or a central precinct and vote a regular ballot. In this case, a precinct transfer assistant should process the voter at the help station. Alternatively, the voter may vote provisionally in the previous precinct.

Recent Move – Moved less than 30 days before election day

- During the one-stop absentee voting period, if the voter moved less than 30 days from the date of the election, the voter's address should not be updated. The voter should be issued a ballot based on previous address in the county and provided a **Voter Registration Application** form to update the address in the county for future elections.
- On election day, the voter's proper precinct is based on his or her previous address. A voter who presents to vote at the polling place for the precinct based on previous address should be issued a regular ballot and provided a form to update the address in the county for future elections. If the voter presents to vote at any other polling site, he or she should be offered a provisional ballot.

6.6.3 Issue: Unreported Move to another County

If the address stated by the voter does not match the voter list and is in a different county, an election official will need to determine whether the voter is still qualified to vote in the county. If a person removes to another county with the intention of making that county a permanent residence, he or she has lost residence in the previous county. Removal from one precinct to another in this state shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the move.

- 1 • Confirm that you pulled up the correct voter record, according to the voter's name.
- 2 • If you have the correct voter record, ask voter if he or she has relocated.
- 3 • If the voter affirms a relocation, ask the voter for the previous address.
- 4 • If the previous address matches the address in the voter's record, ask the voter for the date of the move.
- 5 • Determine proper voting method and ballot style based on the address where the voter will have resided 30 days prior to the date of the election.

If the voter moved 30 or more days prior to election day, he or she is no longer qualified to vote in the original county. If the voter moved less than 30 days prior to election day, the voter's precinct and eligible style is based on previous address in the original county.

Unreported Move – Moved 30 days or more before election day

Regardless of whether the voter is presenting to vote during the one-stop absentee voting period or on Election Day, the voter is no longer qualified to vote in the county. The voter should be referred to the help station and offered a provisional ballot.

Recent Move – Moved less than 30 days before election day

- During the one-stop absentee voting period, if the voter moved less than 30 days from the date of the election, the voter's address should not be updated. The voter should be issued a ballot based on previous address in the county and provided a **Cancellation of Voter Registration** form to cancel the registration in the original county; he or she will not be eligible to vote there in future elections.

On election day, the voter's precinct is based on the previous address. If the voter presents to vote at the polling place for a precinct based on the previous address, he or she should be provided a regular ballot. If the voter presents to vote to any other polling site, he or she should be offered a provisional ballot and provided a **Cancellation of Voter Registration** form to cancel registration in the original county.

6.6.4 Issue: No Eligible Ballot Style

If the address stated by the voter does not indicate an eligible ballot style for the voter, the election official must refer the voter to the help station. The precinct in which the voter currently resides may not have an eligible contest in the election for which the voter is qualified to vote.

Your voter record lists the election contests in which you are qualified to vote. In this election, there are no contests for which you are eligible to vote. If you believe that you are qualified to vote in election contests that are not listed on your voter record and desire to vote, I may offer you a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.

We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and then direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

6.7 CHECK-IN STEP 7: ASK VOTER TO STATE PARTY AFFILIATION

In a partisan primary election, the voter shall be asked to state, and shall state, the political party with which the voter is affiliated. An unaffiliated voter may choose the party in which the voter wishes to vote, or, if one is available, may choose to vote a non-partisan ballot.

Please state your party affiliation.

If voter is Unaffiliated: *What is your primary ballot preference? You may choose a Democratic, Libertarian, Republican, or a non-partisan ballot.*

6.7.1 Issue: Voter Affiliated with one Political Party Requests Primary Ballot for Another Party

In a partisan primary election, if a voter is affiliated with one political party, but requests a primary ballot for an alternative party, the election official must explain that the voter is not eligible for that ballot style, but may vote that ballot provisionally.

Your voter record indicates that you are registered as a [party affiliation]. You are only eligible to participate in a primary election of the political party for which you are affiliated.

If you desire to vote a ballot style for which you are not eligible, I can refer you to the help station, where you will be offered a provisional ballot.

Provisional voting is a fail-safe method that will permit you to cast a ballot today, and allow the board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election with this ballot style, your provisional ballot will be counted before the results of this election are final.

I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

6.8 CHECK-IN STEP 8: CHECK VOTER STATUS

Check the voter's record to determine whether there are voter status issues that require the voter to provide information or documentation before being provided a regular ballot.

1.1.1 Issue: Voter is Inactive

Voters are not listed as inactive for failure to vote; a voter is listed as inactive if the county board of elections has been unable to verify the voter's address by mail. If the voter's record indicates that the voter is inactive, the election official shall ask the voter to confirm residential and mailing address. The voter will be required to sign a special section on the **ATV** form or **One-Stop Application**, or a separate **Name/Address Update** form to change or verify the voter's address. The voter is not required to provide any documentation for proof of address. If the voter is presenting to vote during the one-stop early voting period or in the proper precinct on election day, a provisional ballot is not required. An inactive voter is required to vote a provisional ballot only if he or she is voting outside the proper precinct on election day.

1.1.2 Issue: Voter Record Shows Voter Already Voted

If the record indicates that the voter has already cast a ballot, the election official should reconfirm that the correct voter record has been located in the voter list. If it is determined that the correct voter record was located and the record shows that the voter has already cast a ballot (whether by absentee voting or voting on election day), the election official should explain that the voter may cast a provisional ballot that will allow the county board of elections to research the matter.

Our voter records show that you have already voted in this election. It is possible that the record is in error, but we are unable to issue you a regular ballot today. Have you already cast a ballot in this election? You may cast a provisional ballot if you believe that you have not already voted.

If the voter indicates that he or she has not already cast a ballot in the election, the official should refer the voter to the help station, where an official there may conduct further research into the voter's voting history and, if necessary, provide the voter a provisional ballot.

Since I am unable to authorize a regular ballot, I am referring you to the help station to discuss a provisional ballot.

Provisional voting is a fail-safe method that will permit you to cast a ballot today, and allow the board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible and have not already voted, your provisional ballot will be counted before the results of this election are final.

*I'm going to complete a **Help Referral Form** and direct you to the help station. Please provide the help station official with the form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.*

6.9 CHECK-IN STEP 9: CONFIRM PHOTO ID MEETS EXPIRATION REQUIREMENTS

After the voter has met the requirements of stating name, address and party affiliation, the election official should pick up the photo ID and locate the expiration date. The official must confirm that the expiration date meets the appropriate requirements based on its type and the voter's age.

6.9.1 Issue: Photo ID does not meet expiration requirements

If the photo ID is expired and does not qualify for an exception based on the type of ID, the voter's age, or lack of printed issuance/expiration date, the election official must inform the voter of the reason that the photo ID does not meet the expiration requirement and inquire whether the voter has another form of acceptable photo ID.

I'm sorry, but your photo ID does not meet the expiration requirements because [state reason here]. Do you have another form of acceptable photo ID?

If the voter indicates that he or she does not have another form of acceptable photo ID, the official must refer the voter to the help station to be advised of alternative voting options. The official shall not suggest to the voter that he or she is being denied the opportunity to vote.

I understand that you do not have acceptable photo ID with you. We want to help you vote today, so I'm going to complete a [Help Referral Form](#) and direct you to the help station. Please provide the help station official with this form. The help station will provide information about provisional ballots and the requirements for having your ballot counted.

If the voter asks for more information about provisional voting, the check-in official should advise that his or her questions will be answered at the help station. However, if the voter insists on receiving more information or if it is otherwise appropriate, the official should explain that provisional voting is a fail-safe method of voting that will permit the voter to cast a ballot that day. It should be explained that the county board of elections will verify the voter's eligibility to cast the ballot after election day and if it can be confirmed that the voter is eligible to vote in this election, the provisional ballot will be counted before the results of the election are final.

*Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final**.*

6.10 CHECK-IN STEP 10: DETERMINE WHETHER NAME IS SUBSTANTIALLY EQUIVALENT

An election official must determine whether the name on the photo ID is the same as or substantially equivalent to the name in the voter's record. The official must make this determination based on the totality of the circumstances, construing all evidence, including any explanation or documentation voluntarily proffered by the person presenting to vote in the light most favorable to the voter. The name appearing on the photo identification shall be considered substantially equivalent to the name contained in the registration record if the totality of the circumstances and available evidence or explanation supports that any differences are attributable to one or more of the following reasons:

Reasonable Variations of Name	Example
Omission of one or more parts of the name	Mary Beth Smith <i>versus</i> Beth Smith Patrick Todd Jackson, Jr. <i>versus</i> Patrick Todd Jackson Maria Guzman-Santana <i>versus</i> Maria Guzman
Use of a variation or nickname rather than a formal name	Bill <i>versus</i> William Sue <i>versus</i> Susanne
Use of an initial in place of one or more parts of a given name	A.B. Sanchez <i>versus</i> Aaron B. Sanchez
Use of a former name, including maiden names	Emily Jones <i>versus</i> Emily Gibson
Name variation that includes or omits a hyphenation	Chantell D. Jacobson-Smith <i>versus</i> Chantell D. Jacobson
Ordering of names	Maria Eva Garcia Lopez <i>versus</i> Maria E. Lopez-Garcia
Variation in spelling or typographical errors	Dennis McCarthy <i>versus</i> Denis McCarthy Aarav Robertson <i>versus</i> Aarav Robertsson

If the election official determines that the names are substantially equivalent, the official should proceed with the check-in process.

6.10.1 Issue: Name is not substantially equivalent

If the election official determines that the name is not substantially equivalent, the official should offer the voter an opportunity to voluntarily provide an explanation of the name variance.

Example

Name on ID: Laquisha John **Name on Voter Record:** Renee Smith

Ms. Smith, your name on your photo ID is listed as Laquisha John, but you have stated that your name is Renee Smith. Which name is correct?

If the election official is satisfied with the explanation or documentation proffered by the voter, the official should proceed with the check-in process.

However, if the election official is not satisfied with the voter's proffered explanation or documentation, the official must conclude that the voter has not met the requirements of presenting acceptable photo ID. The official should complete the *Evaluation of Reasonable Resemblance of photo ID* section of the

Help Referral Form and refer the voter to the help station. At the help station, the voter will be referred to the judges of election who will further evaluate the voter's photo ID to determine whether it meets the standards of reasonable resemblance.

The name on your photo ID does not substantially match the name on your voter record. I am unable to determine that you have met the reasonable resemblance requirements of this state's photo ID law. Our election judges will help determine whether you may vote a regular ballot today."

*I'm going to complete a **Help Referral Form** and direct you to the help station. Please provide the help station official with this form. He or she will connect you with the election judges who will be able to assist you further. If one of the election judges can make a determination that the photo ID that you are presenting is acceptable, you will be able to proceed with voting a regular ballot.*

*Otherwise, you will be given **alternative voting options** so that you may cast a ballot today.*

Caution: Election officials must engage in this scenario in a way that demonstrates situational awareness and respect for the voter. The election official's level and tone of voice when interfacing with the voter shall always convey respect.

6.11 CHECK-IN STEP 11: DETERMINE IF PHOTO BEARS REASONABLE RESEMBLANCE TO VOTER

6.11.1 Determine whether the photographic image on the photo ID reasonably resembles the voter.

An election official must make a determination that the photographic image on the photo ID bears a reasonable resemblance to the voter presenting the ID. The official must make this determination based on the totality of the circumstances, construing all evidence, including any explanation or documentation voluntarily proffered by the person presenting to vote, in the light most favorable to that person.

Perceived differences of the following features shall not be grounds for the election official to find that the photograph appearing on the photo identification fails to depict the person presenting to vote:

- Weight;
- Hair features and styling, including changes in length, color, hairline, or use of a wig or other hairpiece;
- Facial hair;
- Complexion or skin tone;
- Cosmetics or tattooing;
- Apparel, including the presence or absence of eyeglasses or contact lenses;
- Characteristics arising from a perceptible medical condition, disability, or aging;
- Photographic lighting conditions or printing quality*

*(However, if the photographic image on the photo ID is so faded, obscured, or otherwise damaged that the election official cannot readily compare the photograph to the voter, the election official has grounds to determine that the photograph on the photo identification fails to adequately depict the person presenting to vote. The election official should make every effort to examine the photograph and make a conclusive determination as to whether the photograph reasonably resembles the person, and should find that it does not adequately depict the person only in extreme cases where the photographic image is so distorted or indistinct as to make a fair comparison impossible.)

If the election official determines that the photo reasonably resembles the voter, the official should proceed with the check-in process.

6.11.2 Issue: Photo does not reasonably resemble voter

If the election official determines that the photo does not reasonably resemble the voter, the official must provide the voter an opportunity to offer an explanation or documentation.

[Ms./Mr. _____], your appearance is a bit different from the photo on your ID. If you would like to offer information or documentation to help me understand the difference, we may then be able to proceed with issuing you a regular ballot.

If the election official is satisfied with the explanation or documentation offered by the voter, the official should proceed with the check-in process.

However, if the election official is not satisfied with the voter's proffered explanation or documentation, the official must conclude that the voter has not met the requirements of presenting acceptable photo

ID. The official should complete the *evaluation of reasonable resemblance of Photo ID* section of the **Help Referral Form** and refer the voter to the help station. At the help station, the voter will be referred to the judges of election who will further evaluate the voter's photo ID to determine whether it meets the standards of reasonable resemblance.

I am unable to determine that the photo on this ID depicts you. I will need the assistance of our election judges to determine whether you may vote a regular ballot today.

*I'm going to complete a **Help Referral Form** and direct you to the **help station**. Please provide the help station official with this form. He or she will connect you with the election judges who will be able to assist you further. If one of the election judges determines that the photo ID that you are presenting does depict you, you will be able to proceed with voting a regular ballot.*

*Otherwise, you will be given **alternative voting options** so that you may cast a ballot today.*

Caution: Election officials must engage in this scenario in a way that demonstrates situational awareness and respect for the voter. The election official's level and tone of voice when interfacing with the voter shall always convey respect.

Issue: Voter's apparel inhibits evaluation of reasonable resemblance

The election official shall not require that a voter remove apparel for the purposes of rendering a determination of reasonable resemblance. If a voter's face is covered or obscured such that the election official is unable to determine reasonable resemblance, the official may provide the voter with an opportunity to remove the covering but shall not require that removal.

Ms. Smith, your [state item name] is preventing me from determining whether the photo on your ID resembles you. Would you like to remove it? You are not required to do so. However, I am required to make a determination of reasonable resemblance and I am currently unable to do that.

If the person declines to remove the covering, complete the *evaluation of reasonable resemblance of Photo ID* section of the **Help Referral Form** and direct the voter to the help station.

I am unable to determine that the photo on this ID depicts you. I will need the assistance of our election judges to determine whether you may vote a regular ballot today.

*I'm going to complete a **Help Referral Form** and direct you to the **help station**. Please provide the help station official with this form. He or she will connect you with the election judges who will be able to assist you further. If one of the election judges determines that the photo ID that you are presenting does depict you, you will be able to proceed with voting a regular ballot.*

*Otherwise, you will be given **alternative voting options** so that you may cast a ballot today.*

Caution: Election officials must engage in this scenario in a way that demonstrates situational awareness and respect for the voter. The election official’s level and tone of voice when interfacing with the voter shall always convey respect.

6.12 CHECK-IN STEP 12: MAKE DETERMINATION OF ELIGIBILITY TO VOTER

Once the voting procedure requirements have been met:

1. Voter has stated name, address, and if applicable, party affiliation;
2. Voter has provided acceptable photo ID;
3. Proper voter record has been identified and selected;

The election official must make the determination that the voter has met the requirements of the check-in process and is eligible to vote. The election official should return the voter’s ID and state that the voter is duly registered. The official shall issue the voter a **voter authorization** document – either the **One-Stop Application** or **Authorization to Vote (ATV)** form to sign before voting.

6.12.1 Election official must print or prepare a vote-authorizing document

First, the election official must issue or prepare a voter-authorization document – either the **One-Stop Application** or **Authorization to Vote (ATV)** form to sign before voting.

One-stop (SOSA)	• Select ISSUE to print the One-stop Application
Election Day (OVRD)	• Select VOTE to print the ATV form
Election Day (ATV Labels)	• Affix labels and prepare ATV
Election Day (Other ePoll Book)	• Print/Generate ATV

6.12.2 Election official states voter is duly registered to vote.

Once the vote authorization document is printed or prepared, the official shall show the form to the voter and shall announce the name and residence of the voter so that the information may be heard by the necessary officials and observers and shall state whether the person seeking to vote is registered and eligible to vote in the election.

[Voter’s first and last name] who resides at [Voter’s address] is registered and eligible to vote here today.

[He/She] is voting a [ballot party]. (state only if a partisan primary election).

6.12.3 Election official must present a vote authorization document to the voter.

In addition to stating the voter's name and address, the official shall also refer the voter to the form so that the voter may verify the following:

- ✓ Correct name is listed on the form
- ✓ Correct address is listed on the form
- ✓ Correct party affiliation or ballot preference is listed on the form (for partisan primary elections only)

Mr. /Ms. [voter last name], this is your [One-Stop Application] [Authorization to Vote form], please:

- *check your name [point to name],*
- *address [point to address],*
- *(if applicable) and primary ballot preference [point to ballot choice if it is a partisan primary] on the form.*

If everything is correct, please sign here [point to correct place on the form].

6.12.4 Voter signs Vote Authorization document.


Once the voter signs the voter authorization document, the election official must receive the form. If it is an **ATV** Form, the election official must record a unique or sequential number on the form. This number will be used later to reconcile the number of issued ballots to the number of ballots cast on the voting equipment. Voter authorization forms must be secured for purposes of recoding voter history after election day.

If the voter reported a change of name and address, the election official must have the voter sign the name or address change form or the name and address change section on the **One-Stop Application** or **ATV** form.

6.13 CHECK-IN STEP 12: ELECTION OFFICIAL SENDS VOTER TO BALLOT STATION.

Once the determination is made that the voter is eligible to vote on the voting equipment, the voter should be directed to take the **One-Stop Application** or the **Authorization to Vote** form to the ballot station to receive his or her ballot.

Authorization to Vote Form

 <p>AUTHORIZATION TO VOTE FORM [County] County, North Carolina</p>	<p>ATV # Number sequentially</p> <p>ELECTION _____</p> <p>VR PARTY _____ PRIMARY PARTY _____</p> <p>BALLOT STYLE _____</p> <p>PRECINCT _____</p>
<p>FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS 1 FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.</p>	
<p>A Voter's Certification of Voting Qualifications</p> <p>IF ID required, check the type of current ID shown:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Photo ID <input type="checkbox"/> Government Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Paycheck <input type="checkbox"/> Utility Bill <input type="checkbox"/> Other Government Doc </div> <p style="text-align: right;">Voter Name _____</p> <p style="text-align: right;">Voter Address _____ City, State, Zip _____</p> <p style="text-align: right;">Mailing Address _____ VRN _____</p> <p>I hereby certify the address above is where I currently live or is corrected below. I understand that, if I have moved from this address more than 30 days ago, it is a violation of NC law to claim my old address as my voting address. I further certify that I have not voted in this election.</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> All voters must sign before a ballot may be issued. </p> <p style="text-align: center;"> <small>SIGNATURE OF VOTER</small> _____ <small>OFFICIAL'S INITIALS</small> _____ </p>	
<p>B Change or Verification of Name and Address (Use this section to verify or change a voter's name or address in the registration records.)</p> <p>New Name _____ Former Name _____</p> <p>New Address _____ New Mailing Address _____</p> <p>Have you lived here for 30 days or more? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X</p> <p>If no, date moved? ____ / ____ / ____ DAYTIME PHONE NO. _____ SIGNATURE OF VOTER _____</p>	
<p>C Election Day Transfer (Use this section to send a voter from their old polling place to their new polling place after moving.)</p> <p>This person is hereby authorized to vote in his/her precinct after executing this form.</p> <p>Old Precinct # _____ Name Of New Polling Place: _____</p> <p>New Precinct # _____ Address Of New Polling Place _____</p> <p>Party Affiliation On Record _____ <input checked="" type="checkbox"/> X _____</p> <p style="text-align: right;"><small>SIGNATURE OF PRECINCT OFFICIAL</small> _____</p>	
<p>D Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)</p> <p>STATE OF NORTH CAROLINA, COUNTY OF _____</p> <p>I, do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.</p> <p style="text-align: center;"> <small>DATE</small> _____ <small>VOTER ADDRESS</small> _____ </p> <p style="text-align: center;"> <input checked="" type="checkbox"/> <small>SIGNATURE OF VOTER</small> _____ <input checked="" type="checkbox"/> <small>SIGNATURE OF PRECINCT OFFICIAL</small> _____ </p>	



Check if voter is required to show HAVA ID

Use this section if the voter needs to report a name or address change.

Use to transfer a voter to a new precinct based on an Unreported Move

Complete if voter is a curbside voter.

ATV Label

LAST	VRN	LAST, FIRST MIDDLE SUFFIX	MM/DD/YYYY
FIRST MIDDLE SUFFIX	XXX XXX		VRN
DOB: MM/DD/YYYY	Sex: X Race: X	Registration Date: MM/DD/YYYY	XXX XXX
RESIDENTIAL ADDRESS	RESIDENTIAL ADDRESS	RESIDENTIAL CITY, STATE ZIP	RESIDENTIAL CITY, STATE ZIP
RESIDENTIAL CITY, STATE ZIP	ID EXEMPT: Y	AGE: XXX	PCT: XXXXXX
1 ID REQUIRED	VTD: XXXX	XXXX/XXXX/XXXX	VTD: XXXXXX
2 VERIFY ADDRESS			

- 1** ID REQUIRED Used when voter is subject to HAVA ID.
- 2** VERIFY ADDRESS Used when voter is *Inactive*.
- 3** Registration Date Check the registration date if voter presents an out-of-state driver license. The out-of-state driver license may be presented if the voter registered within 90 days of the date of the election.
- 4** ID EXEMPT If "Y", then voter is a Religious Objector voter and is exempt from presenting a photo ID.

Voting Procedures Quick Reference Sheet

<p>1. Ask voter for a photo ID and make an initial determination that ID type is an acceptable type of photo ID.</p>	<p><i>May I please see your photo ID?</i></p>
<p>2. Ask voter to state last name and first name.</p>	<p><i>May I please see your photo ID?</i></p>
<p>3. Search and locate voter’s name on the voter list.</p>	
<p>4. Compare stated name with name on the voter record.</p>	
<p>5. Ask voter to state his or her address.</p>	<p><i>Please state your last name, then your first and middle names.</i></p>
<p>6. Compare address stated by the voter to the voter list.</p>	
<p>7. If a partisan primary, ask voter to state his or her party affiliation. If the voter is unaffiliated, ask which party primary he or she prefers to vote.</p>	<p><i>Please state your party affiliation.</i> <i>Which party primary would you like to vote?</i></p>
<p>8. ID Check: Confirm the ID meets the expiration guidelines.</p>	
<p>9. ID Check: Make a determination that name on photo ID is the same or substantially equivalent to the name on the voter list.</p>	
<p>10. ID Check: Compare photographic image on photo ID to person presenting the ID to vote. Make a determination whether photographic image on the photo ID depicts the person presenting to vote.</p>	
<p>11. Make a determination of eligibility to vote.</p> <ul style="list-style-type: none"> • Give the photo ID back to the voter. • Restate the voter’s name, address and ballot preference and let the voter know he is eligible to vote today • Issue One-stop Application or ATV form • Have voter sign One-Stop Application or ATV form 	<p><i>Thank you, here’s your Photo ID. I have [Voter Name] at [voter address], you are eligible to vote today.</i></p> <p><i>This is your [form], please check your name, address, and primary ballot choice, if everything is correct, sign here.</i></p>
<p>12. Direct voter to the ballot station.</p>	<p><i>Take this form to the ballot station to receive your ballot.</i></p>

7 VOTING SITE: CURBSIDE STATION PROCEDURES

EXTERIOR PROCEDURES

7.1 CURBSIDE CHECK-IN STEP 1: DETERMINE PERSON VOTING CURBSIDE

The election official must approach the vehicle and ask for the name of person(s) voting curbside.

May I have the name of the person voting curbside today?

Once the name(s) of the person(s) desiring to vote curbside is given, the election official should record the name(s) on a **curbside log**. The official will use the information on the log once he goes into the voting site to lookup the voter(s) and prepare the curbside balloting materials.

7.2 CHECK-IN STEP 2: GIVE CURBSIDE OATH

Next, the election official must read the curbside oath to the person(s) desiring to vote curbside.

In order to use curbside voting, you are required to take an oath attesting to your eligibility to use this voting method. Can you repeat after me?

[Recite the curbside oath and have voter swear or affirm]

"I do solemnly swear (or affirm) that I am a registered voter in [name of county][precinct]. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place and enclosure, and that I understand that a false statement as to my condition will be in violation of North Carolina law."

Do you agree with this statement and will you be able to sign the oath?

7.3 CURBSIDE CHECK-IN STEP 3: ASK VOTER TO STATE NAME

The election official shall ask the voter to state his or her full name and record it on the curbside log.

7.4 CURBSIDE CHECK-IN STEP 4: ASK VOTER TO STATE ADDRESS

The election official shall ask the voter to state his or her current residential address; and shall record it on the curbside log. The official should ask whether the voter has moved since last voting. If the voter has moved since last voting, the official must ask for the previous address and whether the move occurred thirty days prior to the election.

7.5 CURBSIDE CHECK-IN STEP 5: ASK VOTER TO STATE PARTY AFFILIATION

If the election is partisan primary election, the election official must ask the voter's current party affiliation. If the voter indicates *unaffiliated*, the official shall ask the voter's primary ballot preference.

7.6 CURBSIDE CHECK-IN STEP 6: ASK VOTER TO SHOW AN ACCEPTABLE ID

The election official shall ask the curbside voter to present acceptable ID. The ID presented by the voter may be one of the acceptable types of photo ID, or an alternative identification document. If the voter presents a photo ID, the election official must inspect the photo ID to determine whether it is an acceptable type of photo ID. If the document cannot be accepted, the voter must be asked for an alternative type of ID.

In lieu of one of the acceptable types of photo ID, the voter may accept a copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document. If the voter presents an alternative ID in lieu of a photo ID, the election official must inspect the document to ensure that it may be accepted. If the document cannot be accepted, the curbside official shall offer the voter alternative voting options.

May I please see an ID? You may show one of these [point to ID list]:

1. *a photo ID or*
2. *a copy of one of the following documents that shows your name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.*

7.7 CURBSIDE CHECK-IN STEP 7: CONFIRM ID MEETS EXPIRATION REQUIREMENTS

If the voter presented a photo ID, the election official shall confirm that the ID meets the expiration requirements.

7.8 CURBSIDE CHECK-IN STEP 8: DETERMINE IF PHOTO BEARS REASONABLE RESEMBLANCE

If the voter presented one of the acceptable types of photo ID, the election official shall compare the photographic image on the ID to the curbside voter and determine whether the photographic image on ID bears a reasonable resemblance to the person presenting to vote.

7.9 CURBSIDE CHECK-IN STEP 9: DETERMINE IF ID MEETS NAME AND ADDRESS STANDARDS

If the voter presented one of the alternative documents in lieu of a photo ID, the election official shall compare the name and address on the document and determine whether the document shows the current name and address of the voter.

7.10 CURBSIDE CHECK-IN STEP 10: RETURN ID TO VOTER

The election official shall return the ID to the voter after examining and determining whether the ID is acceptable. If the ID or ID document is not acceptable, the official shall ask for alternative ID or advise the voter of alternative voting options.

7.11 CURBSIDE CHECK-IN STEP 11: INTERIOR PROCEDURES

The election official shall take the [Curbside Log](#) or voter's [Curbside Affidavit](#) into the voting site to look up the voter and prepare the curbside voting materials.

INTERIOR PROCEDURES

7.12 LOCATE THE VOTER RECORD

Using the information on the curbside log or curbside affidavit, the election official shall locate the voter's name on the voter list.

7.12.1 Compare and Update Name and Address

The election official shall compare the name and address stated by the voter to the name and address on the voter list and make updates to the voter record indicated by the curbside log.

7.12.2 Issue/Prepare Vote Authorization Document

If the election official is using SOSA or OVRD, he or she shall issue a **One-Stop Application** or vote authorization document for the curbside voter, and shall choose *curbside* as the voting method. The proper label shall be affixed and the necessary information shall be recorded on the **ATV** form (provided that **ATV** labels are being used).

7.12.3 Prepare Curbside Balloting Materials

The election official shall retrieve the appropriate ballot style for the voter. If necessary, the official shall record the proper precinct/VTD on the ballot style. If the voter is voting one-stop, the official shall write the one-stop application number on the ballot.

7.13 CURBSIDE CHECK-IN STEP 12: PROVIDE VOTER WITH BALLOTING MATERIALS

The election official shall return to the vehicle and present the curbside voter with a vote authorization document. The voter shall be asked to review the vote authorization document to ensure that the name and address are correct on the form. If everything is correct, the official shall ask the voter to sign the vote authorization document and the curbside affidavit section. In some counties, the curbside affidavit may be a separate document. Once the vote authorization document and curbside affidavit are signed, the voter shall be provided the ballot and a privacy sleeve to be used upon the voter's completion of the ballot.

"I Voted" Option 1: Once the voter has finished voting, you may provide the voter with an "I Voted Sticker."

7.14 CURBSIDE CHECK-IN STEP 13: VOTE THE BALLOT

The election official shall take the ballot into the voting site and announce that he or she has a curbside ballot. If applicable, the official shall place the ballot into the tabulator. The official may then return to the vehicle to let the voter know that the ballot was placed into the tabulator without any issues.

"I Voted" Option 2: The voter may now be provided an "I Voted Sticker."

8 VOTING SITE: HELP STATION PROCEDURES

The help station is the location in the voting site for private discussion with voters about irregular situations. A voter is to be directed to the help station if there is some issue with registration or the voter is unable to receive a regular ballot. Provisional voting or precinct transfer matters are typically handled at the help station.

8.1 HELP STATION ATTENDANTS

It is preferable that at least one of the judges of election remain present at the help station at all times.

8.2 RESOURCES NEEDED AT THE HELP STATION

The following resources are needed at the help station:

- help station guide
- street lookup list
- county and precinct Maps
- countywide voter list (printed list; or SOSA, OVRD or other electronic poll book)
- SOSA/OVRD (configured to handle provisional voting)
- blank provisional voting applications
- provisional voting envelopes
- provisional ballot security Box or envelope
- acceptable photo ID list
- phone
- signage

8.3 HELP REFERRAL FORM

If it is determined that a voter cannot vote a regular ballot, election officials should refer the voter to the help station so that the voter may be given alternative voting options, including provisional voting. A [Help Referral Form](#) may be used to refer a voter to the help station. This form helps the help station officials identify the voter and the nature of the issue. Using this information, the help station officials may determine whether the voter should be offered a provisional ballot, and if so the reason that the voter must vote provisionally.

If the voter was referred to the help station because of a determination of nonreasonable resemblance, the election official must complete the *evaluation of reasonable resemblance of photo ID* section on the [Help Referral Form](#) prior to sending the voter to the help station.

8.4 NO ACCEPTABLE ID

If a voter is referred to the help station for lack of acceptable photo ID, or because the photo ID does not meet expiration requirements, the election official shall present the voter with alternative voting options.

Any voter who does not present acceptable photo ID in accordance with North Carolina law shall be notified of the following options:

1. The voter is permitted to vote a provisional official ballot that shall be counted in accordance with G.S. 163-182.1A.
2. The voter is permitted to complete a reasonable impediment declaration, as provided in G.S. 163-166.15, and vote a provisional official ballot that shall be counted in accordance with G.S. 163-182.1B.
3. The voter is permitted to complete a written request for an absentee ballot in accordance with G.S. 163-227.2(b1) until the deadline for submission of a request for absentee ballots provided in G.S. 163-230.1.

The help station may attempt to determine whether the voter has access to an acceptable form of photo ID.

I see that you are not able to present acceptable photo ID today. That is not a problem that will prevent you from casting a ballot.

Any voter who does not present acceptable photo ID in accordance with North Carolina law has the following alternative voting options:

1. *If a voter failed to bring acceptable ID, the vote may cast a provisional ballot and then bring the ID to the board of elections no later than 12:00 noon on the day before the county canvass;*
2. *If a voter does not have acceptable ID due to some impediment or barrier, the voter may sign a special declaration, provide an alternative form of identification, and then vote a provisional ballot, or*
3. *If the deadline for requesting an absentee ballot has not passed, the voter may request a by-mail absentee ballot here today. No photo ID is required to vote a by-mail absentee ballot. The ballot must be mailed to the voter, and the voter must return the ballot by the required deadline.*

*Before proceeding, I must ask whether the reason you are unable to present acceptable photo ID is because you **forgot to bring it** with you, or because you **do not have any** of the accepted forms of photo ID?*

8.4.1 Voter Did Not Bring ID

If a voter indicates that the ID was forgotten, the help station official may offer the following options:

1. If time permits, the voter may leave the polling place to retrieve the photo ID, and return with it at another time to cast a regular ballot.
2. The voter may cast a provisional ballot and bring an acceptable type of photo ID to the county board of elections before 12:00 noon on the day before the county election canvass.
3. If the deadline for requesting absentee ballots has not yet passed, the voter may complete an absentee ballot request form and receive an absentee ballot by mail.

I understand that you do have a photo ID, but do not have it with you. That's not a problem, you may still vote today. Here are your options:

1. *You may leave to go and get your photo ID, and return later to vote a regular ballot.*
2. *You may vote a provisional ballot today, and then bring your acceptable photo ID in person to the county board of elections office before 12:00 noon on [supply the date of the day before county canvass]. Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted before the results of this election are final.*
3. *If you prefer, we can help you request a by-mail absentee ballot. If you request and vote a by-mail absentee ballot, you are not required to show a photo ID. You must complete a State Absentee Ballot Request form. The county board of elections will mail your ballot to you. You must vote according to the instructions and return the ballot by the appropriate deadline.*

What is your preference?

The election official may also give the voter instructions for using the reasonable impediment option, but must explain that this option requires a signed declaration under penalty of a Class I felony that the voter does not have ID or cannot show ID due to some impediment, obstacle or barrier.

Under either of the provisional options, the help station official must prepare a provisional voting packet for the voter. If the voter elects to request an absentee ballot, the official must assist the voter in completing the form and accept the form so that the board of elections may process the request and mail a ballot to the voter as soon as practicable.

8.4.2 Voter Does Not Have Acceptable ID

If a voter indicates that he or she does not have any of the types of acceptable photo IDs and can neither produce one now or before the date of the county canvass, the help station official should assist the voter with the following alternative voting options:

1. The voter may complete a **Reasonable Impediment Declaration** and cast a provisional ballot
2. If the deadline for requesting absentee ballots has not passed, the voter may complete an absentee ballot request form and receive an absentee ballot by mail.

*If you do not have or possess a photo ID due to some **reasonable impediment, barrier or obstacle** that prevents you from showing a photo ID today, you may indicate or declare the impediment on a special form and then vote a provisional ballot. Given your impediment, the law permits you to provide a form of identification alternative to a photo ID.*

Is your reasonable impediment due to one of these issues?

- *Lack of transportation.*
- *Disability or illness.*
- *Lack of birth certificate or other documents needed to obtain photo identification.*
- *Work schedule.*
- *Family responsibilities.*
- *Lost or stolen photo identification.*
- *Photo identification applied for but not received by the voter voting in person.*
- *Other reason, including a reason that State or federal law prohibits listing the impediment,*

*If so, you must declare the reason on a **Reasonable Impediment Declaration**. In lieu of presenting a photo ID, you may provide one of these forms of identification:*

- *a copy of a current utility bill, bank statement, government check, paycheck, or other government document with your name and address;*
- *your voter registration card; or*
- *your date of birth and the last four digits of your social security number.*

If there is still time to request an absentee ballot, the official shall explain that the voter may also request an absentee ballot by mail.

*If you prefer, we can help you request a by-mail absentee ballot. If you request and vote a by-mail absentee ballot, you will not be required to show a photo ID. You must complete a **State Absentee Ballot Request Form**. The county board of elections will mail your ballot to you. You must vote according to the instructions and return the ballot by the appropriate deadline.*

*You will need to vote and return the ballot by the **[supply the date of the appropriate deadline]**.*

8.4.3 Acknowledgement of Absentee Voting Option

Until the deadline for submission of requests for absentee ballots, any voter who fails to present an eligible form of photo identification shall be notified of the option to complete a written request form for an absentee ballot at that one-stop absentee voting location. The county board of elections shall notify the voter of each of the following:

1. The option to request an absentee ballot to vote in that election;
2. The instructions for completing the absentee ballot request, along with the deadlines for returning the absentee ballot; and
3. The means by which the voter may transmit the executed ballot to the county board of elections, including through delivery in person to an election official at a one-stop voting location.

Upon receiving notice pursuant to this subsection, a voter shall be asked to sign a form acknowledging that he or she was notified of the option to request and vote an absentee ballot. This required statement is on the [Provisional Voting Application](#). Voters who choose to request a by-mail absentee ballot or who choose not to cast a ballot, must be given an [Acknowledgment of Voting Options](#) form to sign before leaving the voting enclosure.

I am required to notify you of each of the following:

- *The option to request an absentee ballot to vote in this election.*
- *The instructions for completing the absentee ballot, along with the deadline for returning the absentee ballot.*
- *The means by which you may transmit the executed ballot to the county board of elections, including delivery in person to an election official at a one-stop voting location.*

Once you have received notice, you must sign a form acknowledging that you were notified of the option to request and vote an absentee ballot.

Here is an absentee ballot request form. The required instructions are on the back on this form.

Please acknowledge having receiving all of the required notices by signing this [Acknowledgment of Voting Options](#) form.

8.4.4 Check-in Official Has Made a Determination of No Reasonable Resemblance

If the election official at the check-in station has made a determination that a photo ID does not bear a reasonable resemblance and has referred the voter to the help station, the help station official should welcome the voter and explain what is happening.

The election official at check-in was not able to determine that this photo ID depicts you [or was not

able to determine that the name on the ID is substantially equivalent to the name listed in the voter record].

This is not a problem that will prevent you from voting today, but we must complete a brief process to make sure that no one else is allowed to cast a ballot in your name.

Since the check-in official is uncertain that the photo ID, the chief judge and two judges of election must make a determination. You will have the opportunity to offer the election judges any information or documentation that you think will help clarify the issue, and if there is anyone else here with you who can help, such as a family member, the judges will hear from them as well.

If any one of the election judges can make a determination that the photo ID that you are presenting does bear a reasonable resemblance to you [or does show a name that is substantially equivalent to the name in your voter record], you may proceed casting a regular ballot. Otherwise, you will be provided alternative voting options.

Caution: Election officials must engage in this scenario in a way that demonstrates situational awareness and respect for the voter. The election official's level and tone of voice when interfacing with the voter shall always convey respect.

When the election official returns to the help station, he or she shall introduce the judges to the voter and provide the judges the [Help Referral Form](#).

[Ms./Mr. _____], thank you for your patience. This is chief elections judge _____ and election judges _____, and _____. They will be taking a look at your photo ID and discussing any issues with you.

8.5 NO RECORD OF REGISTRATION

If a voter presents to the help station because the check-in station was unable to locate a registration record for the voter, he or she should be offered a provisional ballot. *No Record of Registration* is the designation used when no registration for the voter can be found in the voter record. Before using this designation, the election official shall have thoroughly searched for the voter by date of birth, variations of the spelling of the last name, etc.

If the elections official cannot locate a record for the voter, the voter shall be offered a provisional ballot.

We cannot locate a record for you in the voter list. To avoid further delay, let us have you vote provisionally.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.6 UNREPORTED MOVE

Voters who report a change of address out of a precinct may be referred to the help station with an *unreported move* designation. This designation is used when a voter provides an address *within* the county of registration that is different from the voter's current registered address, and the voter indicates that relocation to the new address occurred 30 or more days prior to election day. If a voter relocated to another residence in the county with the intent of making the new residence permanent, the voter is considered to have lost voting eligibility at the previous residence 30 days from the date of the move. Thirty (30) days after the date of the move, the voter is qualified and eligible to vote in the precinct for the new address.

If the voter moved 30 or more days before election day, his or her precinct is based on that address. The voter's precinct will have all of the contests for which the voter is eligible to vote. Voters with an unreported move may be *transferred* into the new precinct. If for some reason the voter cannot be transferred into the new precinct, or the voter does not present to vote in the new precinct in order to be transferred, the voter must be offered a provisional ballot.

8.6.1 Provisional Cast at New Precinct

You must vote a provisional ballot here today because your name is not on the voter list in this precinct. Since your registration is still tied to your old address, your name is on the voter list in your old precinct.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.6.2 Provisional Cast at Old Precinct

You moved from this precinct 30 or more days ago. This is no longer your proper precinct.

Therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.7 PREVIOUSLY REMOVED

The *Previously Removed* provisional voting reason shall be used when it is determined that a voter was previously registered in the county but the registration was cancelled for some reason. A voter's registration may be cancelled due to any number of reasons, such as the following:

- moved within state
- moved to another state
- felony conviction
- removed due to list maintenance
- sustained challenge
- deceased, etc.

If a voter was previously removed, the county board of elections determined at the time of that removal that the voter was no longer eligible to be registered in the county.

Typically, an election official will confer with the county board of elections office in cases where the election official cannot locate a voter record for a person who presents to vote. After conferring with the board of elections office, the official may be informed that the voter was removed from the voter lists. The county board of elections will ask that the voter be offered a provisional ballot. Due to the sensitive nature of some reasons voters are removed (felony conviction, death, etc.), the county board of elections may or may not inform the election official as to the specific reason that the voter was removed from the voter list. The voter shall be offered a provisional ballot.

When an election official is informed by the county board of elections that a voter was previously removed, he or she must offer the voter a provisional ballot. Reassure the voter that the registration issue will be thoroughly researched by the county board of elections after election day, but before the results of the election are made final. If the county board of elections determines the voter is qualified and eligible to vote, the provisional ballot will be counted for all contests for which the voter is eligible.

The county board of elections needs time to research your voter registration issue, therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.8 UNRECOGNIZED ADDRESS (GEOCODE ISSUE)

The *unrecognized address* provisional voting reason must be used when the election official is unable to locate the address stated by the voter. A voter may present to vote and provide a new address that is not on his or her voter record. The election official shall look up the address in the street lookup list. If the official cannot find the address in the street lookup list, he or she should contact the county board of elections office for additional help. The street address provided by the voter may be a new street in the county that has not yet been added to the voter registration system. It is also possible that board of elections is unable to verify the street address provided by the voter. If the street address is a new street or the matter cannot be resolved, then the voter must be offered a provisional ballot. The voter must vote provisionally because there is no way to determine the proper precinct or ballot style without a recognized address. If multiple ballot styles are available at the voting site, the board of elections will help provide the voter with the ballot style for the voter.

We were unable to locate your address in our voter registration system. We need your address to determine your proper voting districts. Therefore, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your address to determine your correct voting districts.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.9 INCORRECT PRECINCT [ELECTION DAY]

The *incorrect precinct* provisional voting reason must be used when a voter is requesting to vote at a polling place on election day that is not the polling place for the voter's proper precinct. The voter's proper precinct is the precinct assigned to the voter based on residential address 30 or more days prior to election day.

On election day, you must go to your proper precinct to vote to receive your correct ballot style. Your proper precinct is the polling place for the precinct that is based on the address where you have resided for at least 30 days prior to today. The ballot in your proper precinct will include all of the contests for which you are eligible to vote.

Today, since you are not at the polling place for your proper precinct, we are unable to issue you a regular ballot, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your address to determine your correct voting districts.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.10 INCORRECT PARTY

The *incorrect party* provisional voting reason may only be used in a partisan primary when a voter insists upon voting a ballot for a party other than the party the voter is affiliated. This provisional voting reason may not be used if the election is not a partisan primary.

Based on our records, you are registered as a [party]. You have asked to vote a [other party] ballot. At this time, you are not eligible to vote a [other party] ballot as a regular ballot, however, I can give you a provisional ballot of this style. If it can be determined by the [county] board of elections that you are qualified and eligible to vote a [other party] ballot, your ballot will be counted before the results of this election are made final.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to research your registration.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.11 VOTER ALREADY VOTED

You should use the *Voter Already Voted* provisional voting reason if the voter records show that a voter has already cast a ballot in the election. If the voter record shows that the voter has already cast a ballot in the election, then permit the voter to vote a provisional ballot so that this matter can be researched after election day.

Our voter records show that you have already cast a ballot in this election. At this time, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to cast a ballot today, and allow the county board of elections to verify your voting eligibility after election day. This will permit the board of elections time to conduct research into your voting eligibility.

*Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. If it can be confirmed that you are eligible to vote in this election, your provisional ballot will be counted **before the results of this election are final.***

8.12 JURISDICTION DISPUTE

If a voter presents to vote and has no eligible ballot style or the voter requests to vote for an election contest that is not in the voter's assigned voting district based on their legal voting residence, the election official should use the *Jurisdiction Dispute* provisional voting reason. Voter may vote a provisional ballot.

8.12.1 No Eligible Ballot Style

In certain elections, although a voter is registered to vote in the county, the voter may not have an eligible ballot style. For instance, the voter may not live in the election district (municipality, board of education district, etc.) that has a contest on the ballot.

Your voter record lists the election contests in which you are qualified to vote. For this election, there are no eligible contests for which you may vote. If you believe that you are qualified to vote in contests that are not listed on your voter record and desire to vote, I may offer you a provisional ballot.

Again, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts.

Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. This will permit the board of elections time to research your registration. If it can be determined that you are registered and qualified to vote here, your ballot will be counted before the results of this election are made final.

8.12.2 Disputed Contests

A voter may have an eligible ballot style, but may disagree with one or more of their assigned election districts. For instance, a voter may believe he resides in county commissioner district A instead of County Commissioner district B. The voter may believe that he or she has been assigned to the wrong district and disagree with the placement of the address point within the county commissioner district boundary lines. In this situation, if the voter insists upon voting for the county commissioner district "A" contest, the election official shall permit the voter to do so provisionally.

Your voter record lists the election contests in which you are qualified to vote. These eligible contests are on your assigned ballot. If you believe that you are qualified to vote in election contests that are not listed on your voter record and desire an alternative ballot, you may vote that ballot provisionally.

Again, we are unable to issue you a regular ballot today, but you may cast a provisional ballot.

Provisional voting is a fail-safe method of voting that will permit you to vote today, and then allow the board of elections to verify your voting eligibility after election day. A provisional ballot will permit the board of elections to research your address to determine your correct voting districts.

Provisional ballots are placed in secure envelopes that will only be opened if it is determined that you are qualified and eligible to vote. This will permit the board of elections time to research your registration. If it can be determined that you are registered and qualified to vote here, your ballot will be counted before the results of this election are made final.

8.13 VOTED DURING EXTENDED HOURS

The designation, “*voted during extended hours*” is used to indicate the reason for provisional voting if the State Board of Elections extends the hours of voting. If the polls are delayed in opening for more than 15 minutes, or are interrupted for more than 15 minutes after opening, the State Board of Elections may extend the closing time by an equal number of minutes. As authorized by law, the State Board of Elections shall be available either in person or by teleconference on the day of election to approve any such extension. If any voter is in line to vote at the time the polls are closed, that voter shall be permitted to vote. No voter shall be permitted to vote who arrives at the voting place after the closing of the polls.

Any voter who votes after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful order shall be allowed to vote under the provisions of that order only by using a provisional official ballot.

Due to [a delay in opening the polls] [an interruption in voting], this voting site has been ordered by [the State Board of Elections] [a state/Federal Court] to extend the hours of voting until [time] p.m. North Carolina law requires all voters who vote after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful to vote, under the provisions of that order, only by using a provisional official ballot.

9 EVALUATION OF REASONABLE RESEMBLANCE - JUDGES OF ELECTION

9.1 OVERVIEW

Voters presenting at the polls are required, in most cases, to show an acceptable form of photo identification to establish their identity. Election officials must compare the photo ID presented to the voter's appearance and to the name provided by the voter and then make a determination whether the photo ID "bears a reasonable resemblance to the voter." In order for the photo ID presented to be accepted for voting, it must reasonably resemble the voter who is presenting it. The election official processing the voter at check-in will make the initial determination of whether the photo ID reasonably resembles the voter, and in cases where the check-in official makes a determination that the photo ID does NOT bear a reasonable resemblance to the voter, the judges of election are charged with making a final and conclusive determination.

9.1.1 Nature of the determination

The determination of reasonable resemblance made by the election judges is in the nature of a "quasi-judicial" proceeding, which requires judges to exercise their discretion and act in an adjudicatory capacity. This means that election judges must consider the totality of the circumstances and all of the evidence presented to them, including live testimony and/or documentary evidence, assess the reliability or credibility of that evidence, make findings of fact and conclusions regarding the evidence, and render a decision based upon those facts and conclusions. Judges or other election officials may not *require* a voter to provide additional evidence, but may encourage a voter do so after explaining how it could be helpful. A determination that the voter's photo ID does NOT bear a reasonable resemblance to the voter must be unanimous. If any one judge of election determines that the voter's photo ID DOES bear a reasonable resemblance to the voter, the determination of that judge is conclusive and the voter must be allowed to cast a regular ballot.

9.1.2 What constitutes reasonable resemblance

A photo ID presented by a voter reasonably resembles that voter if the photographic image printed on or affixed to the ID card "fairly depicts" the voter and the name printed on the ID card is the same or "substantially equivalent to" the name contained in the voter's registration record.

9.1.2.1 Image

The image on the photo ID must "fairly depict" the voter by whom it is presented. Judges must use their best judgment to make a determination that the photographic image on the ID is an image of the voter, generally considering any plausible explanations offered by the voter as true. Judges must compare the likeness of the voter displayed on the photo ID to the appearance of the voter before them using their normal, everyday powers of observation and judgment. Perceived differences of the following features may not be grounds for a decision that the photographic image appearing on the photo ID fails to fairly depict the voter:

- weight;
- hair features and styling, including changes in length, color, hairline, or use of a wig or other hairpiece;
- the presence or absence of facial hair;

- complexion or skin tone;
- cosmetics or tattooing;
- apparel, including the presence or absence of eyeglasses or contact lenses;
- characteristics arising from a perceptible medical condition, disability, or aging; or,
- photographic lighting conditions or printing quality.

If the photographic image on the photo ID card is so faded, obscured, faint, or otherwise damaged that the election official cannot readily compare the photograph to the voter, this can be grounds for the election official to make the determination that the photograph on the photo identification fails to adequately depict the person preventing to vote. The election official should make every effort to examine the photograph and make a conclusive determination as to whether the photograph reasonably resembles the person, and should find that it does not adequately depict the person only in extreme cases where the photographic image is so distorted or indistinct as to make a fair comparison physically impossible.

9.1.2.2 *Name*

The name on the photo ID must be the same or “substantially equivalent” to the name contained in the voter registration record. The name appearing on the photo identification shall be considered substantially equivalent to the name contained in the registration record if differences are attributable to a reasonable explanation or one or more of the following reasons:

- Omission of one or more parts of the name (such as, for example, Mary Beth Smith versus Beth Smith, or Patrick Todd Jackson, Jr. versus Patrick Todd Jackson, or Maria Guzman-Santana versus Maria Guzman);
- Use of a variation or nickname rather than a formal name (such as, for example, Bill versus William, or Sue versus Susanne);
- Use of an initial in place of one or more parts of a given name (such as, for example, A.B. Sanchez versus Aaron B. Sanchez);
- Use of a former name, including maiden names (such as, for example, Emily Jones versus Emily Gibson), or a variation that includes or omits a hyphenation (such as, for example, Chantell D. Jacobson-Smith versus Chantell D. Jacobson);
- Ordering of names (such as, for example, Maria Eva Garcia Lopez versus Maria E. Lopez-Garcia);
- Variation in spelling or typographical errors (such as, for example, Dennis McCarthy versus Denis McCarthy, or Aarav Robertson versus Aarav Robertsson).

9.2 DETERMINING REASONABLE RESEMBLANCE

9.2.1 What evidence may be considered

Judges of election will be required to accept and consider evidence offered by voters who have been referred for a determination of reasonable resemblance. The voter may not be required, but may be encouraged to provide additional evidence. To make a determination that the photo ID does not reasonably resemble the voter, the judge must base the decision only on the image on the photo ID as it

compares to the appearance of the person presenting it, and the name on the photo ID as it compares to the name in the voter's record of registration. However, if a voter provides additional evidence in the form of an oral explanation, the testimony of another individual or individuals who can attest to the voter's identity, or additional documents that tend to establish the voter's identity, the election judge may consider it. This additional evidence can be used by judges of election to assist them in making a determination that the photo ID does reasonably resemble the voter when this is not clear from an examination of the photo ID alone.

Example: A recently married voter has changed her name from Jennifer Johnson to her married name, Jennifer Wilson. Her photo ID is still in the name of Jennifer Johnson, while she is registered to vote in the name of Jennifer Wilson. The voter could provide the following as evidence:

- An oral explanation of the circumstances;
- The testimony of a relative or friend who can attest that the voter is in fact Jennifer Wilson, and used to go by the name Jennifer Johnson, and is the person in whose name she is presenting to vote;
- Additional documentation tending to establish her identity and that she is in fact the person in whose name she is presenting to vote, such as credit or bank cards, a checkbook or other financial documents, mail containing a name and address, a library card, workplace or student ID card, vehicle registration or title, social security card, association or club membership card, etc.

Examples of ways that additional evidence can assist election judges in making a determination that the photo ID does reasonably resemble the voter:

- If the name on the photo ID and the name provided by the voter are not the same, and the voter presents different items of documentary evidence bearing the two different names, this is compelling evidence that the voter is the individual who has been known by both names and is the person presenting to vote.
- The voter presents other documentation that contains information that matches information in the voter's record of registration, such as the same date of birth, same present or prior addresses, same present or prior names, or a signature that appears to be the same.
- The voter provides information that only the voter would be likely to know and can be verified by comparing it to information in the voter's registration record, such as a driver license number, the last four digits of the voter's social security number, date of birth, previous addresses or names, voting history, initial date or source of registration
- The voter presents other forms of photo ID containing the voter's name and a more recent or more "accurate" photograph, such as a bank card, workplace ID, or student ID, that can be used to resolve any perceived differences in the voter's appearance and the photo ID presented for voting .
- The voter presents documentation that only a person who was actually the voter would be likely to have in his or her possession, such as a birth certificate, pay stub or paycheck, professional license, hunting or fishing license, military records, education records, social security card, credit or bank cards, membership cards, insurance or benefits cards, tax

documents, insurance policies, a vehicle registration card or title, deed, utility bills or other sensitive mail items, official government documents, or a voter registration card.

9.2.2 Considering evidence and testimony in the light most favorable to the voter

All evidence presented by the voter, including any testimony of the voter, testimony of another witness, and/or documentation provided by the voter, must be considered “in the light most favorable to the voter.” This means that election judges must, when considering the evidence presented to them, resolve in favor of the voter any and all conflicts, contradictions, or inconsistencies in the evidence presented, and give the voter the benefit of every reasonable inference that could legitimately be drawn from the evidence in the voter’s favor. In short, any reasonable explanation or evidence provided by the voter should generally be taken as true and factual if it favors the voter, unless doing so would be obviously unreasonable or absurd. By way of an extreme example only for the purpose of illustrating this principle: if the image on the photo ID is of an elderly person and the person presenting it appears to be a young person, and the voter explains the difference by claiming to have travelled through time, Election judges are not required to take this explanation as true because it is not objectively reasonable.

Remember that any additional evidence the judge of election may consider can only be used to favor the voter. A determination that the photo ID presented by the voter does not reasonably resemble the voter may only be based on the image on the photo ID as it compares to the appearance of the person presenting it, and the name on the photo ID as it compares to the name in the voter’s record of registration. The judge of election may not use any additional information or documentation provided by the voter as a basis for determining that there is no reasonable resemblance. It can only be used as a basis for his or her determination if it helps the voter prove his or her identity.

9.3 PROCEDURE

In cases where the election official at the check-in station has been unable to make a determination that the **photo** ID presented by a voter reasonably resembles that voter, the official will complete a **Help Referral Form** and direct the voter to the help station. At this time, the voter should have been informed that there is an issue with the photo ID presented by the voter, either because the check-in official could not determine that the photo reasonably depicted the voter or because the names on the photo ID and the name provided by the voter or contained in the voter’s registration record are not the same or substantially equivalent. The help station official should inform the election judges of the referral and introduce them to the voter, and the election judges should explain to the voter what is happening.

If the voter is voting curbside, the curbside official should have informed the voter that the official was unable to determine that the photo ID presented by that voter reasonably resembled the voter, and inquired whether the voter had any other form of alternative identifying document allowed for curbside voters. If the voter did not, the curbside official should complete the **Help Referral Form** and notify the election judges. The curbside official should then bring the election judges to the voter’s vehicle.

1. Explain the process to the voter

The check-in official may have made a determination of non-reasonable resemblance because the official determined that the image on the photo ID did not fairly depict the voter or because the name on the photo ID was not the same or substantially equivalent to the name provided by the voter. Inform

the voter what the issue is, being sure to make every attempt to place the voter at ease. Voters do not have the benefit of your training and familiarity with the law and election procedures, and may be frustrated or confused.

Ms. Jones, I am the chief judge, John Smith. It appears that the election official at check-in was not able to determine that you are the person represented on the photo ID you provided because of [the picture or the name] on your ID. There are many reasons why the official may have made this determination, and most of those reasons have perfectly acceptable explanations. You will not be prevented from voting today, although if we are not able to use the photo ID you provided, you may need to cast a provisional ballot which will have to be validated before the final and official count of ballots is completed. Our job as the judges of election is to take a look at the photo ID you provided and determine whether it reasonably resembles you. You will have the opportunity to provide any explanation, additional information, or documentation if you choose, but you are not required to do so. You may also have another person offer testimony that you are the person represented by the photo ID. We will consider all of that evidence, and will use it to make a decision only if it helps us to determine that your photo ID is acceptable. There are three judges. To make an official determination that you and the photo ID you provided do not match, all three must agree. If one of the three is satisfied that you match the photo ID, that will be sufficient for you to continue through the rest of the voting process. Do you have any questions at this point?

The election official must take the time to answer any questions the voter may have, and then ask the voter for his or her photo ID. (If the voter is voting curbside, the official should double-check with the voter that he or she does not have one of the alternative forms of identifying documentation allowed for curbside voters.)

2. Examination of the photo ID

If the voter was referred because of an issue with the voter's name, the official should check to make sure that the discrepancy is not due to one of the reasons listed in section 1.1.2.2, such as the use of a nickname or initials, or the hyphenation or ordering of names. If a discrepancy still exists, and the names are not the same or substantially equivalent, the voter may have to provide some additional explanation.

If the voter was referred because of an issue with the picture on the ID, the official should examine the image and the voter and attempt to determine whether the person in the picture is the person presenting. There is no "formula" for making this assessment, and the official must rely on his or her best judgment and ability to perceive and compare. The official must not consider any of the characteristics listed in section 1.1.2.1, and should focus on those attributes and features which are less likely to have changed, such as the structure of facial features, taking into account the passage of time and how the person may have looked at the time the photo was taken. If the official is truly unable to say that the picture is a photograph of the person presenting, the voter may have to provide some additional explanation.

If an item of the voter's apparel such as a hat, scarf, or glasses is preventing the official from making a determination, he or she may inform the voter of the issue may not require the voter to remove any item of clothing or apparel.

The voter's apparel makes a determination difficult

Ms. Jones, your glasses are making it difficult for us to get a good look at your appearance and compare you to the picture on your ID. I cannot require you to remove them, but if you choose to do so it will make it easier for us to make a determination that you resemble the picture on your ID.

Each judge must be allowed sufficient time to examine the photo ID and the voter. If any of the judges are satisfied that the photo ID does reasonably resemble the voter, the process can be completed. Each judge must complete and sign the Determination of Reasonable Resemblance Form, and the voter must be sent to the ballot station. The voter should be thanked for his/her time and cooperation. The official may explain to the voter why there was some question, and offer suggestions to prevent issues in future elections.

Judges are able to make a quick Determination of Reasonable Resemblance

Ms. Jones, thank you for your patience and cooperation. We are able to determine that your photo ID bears a reasonable resemblance to you, and nothing else is required for your to vote.. I apologize for any inconvenience, and thank you for understanding that our job is to make sure that our elections are fair and secure. [If appropriate, for example: Ms. Jones, part of the issue today was that your picture on your ID is very faded, and it looks like it may have been taken some time ago. You may want to consider having that updated so this won't happen during the next election.] If you have any questions I will be happy to answer them, but if you do not, we will get you your ballot. Thank you for coming out to vote today.

3. The voter should be offered the opportunity to provide evidence

If after examining the photo ID and the voter, the judge is unable to make the determination that the photo ID reasonably resembles the voter, the voter shall be informed why and offered the opportunity to provide an explanation.

Ms. Jones, the photo ID you have provided is somewhat different from [the name you have given or the way you appear to us today] and we need to resolve that issue.

Example 1:

The name on your ID says Mary Elizabeth Douglas, but the name you provided is Libby Jones.

Example 2:

It is difficult for us to say that this photo depicts you accurately. Can you tell us anything that will help us understand why there is a difference? You may also provide other evidence that may help such as documents, other forms of ID, or the testimony of another person with you. We are happy to look at anything that you think may help.

The election official shall listen carefully to whatever explanation the voter provides. The official may refer to the documents and other evidence listed as examples in section 1.2.1 and explain to the voter how such evidence could be helpful. The official shall be courteous and professional at all times – and shall not interrogate, accuse, or badger the voter under any circumstances. The official's role is to provide assistance and guidance to the voter, to respectfully receive all evidence that is offered and to

render a careful and thoughtful decision based on that evidence. The official’s role is not to try and “catch” the voter or investigate a potential irregularity or fraud.

Thank you, Ms. Jones, for that explanation. I understand you to be saying that the name on your driver license is your old name, and you have changed your voter registration to your new name. I know that it can take some time to have everything changed to your new name after a divorce or marriage. It is not required, but if you have anything with you that has your new name on it, such as a workplace ID or some other document, that is the type of evidence that can be helpful to us.

4. Confer with other election judges if necessary

Step away from the voter so that all judges can confer in private. Each judge should listen carefully and respectfully to the opinions offered by the other judges. If any judge raises a question or concern that requires additional explanation from the voter, the judges should all return to discuss this with the voter together. At no time should the judges engage in debate or argument, but only offer their observations and opinions for consideration by the other judges.

5. Record the determination of each election judge

Once the judges have each reached an individual determination, they must all document their determination on the *Determination of Reasonable Resemblance* form and sign it. If the judges are not in unanimous agreement that the photo ID does not reasonably resemble the voter, then they should return and inform the voter that he or she may cast a regular ballot, and thank the voter for his/her cooperation and patience. If the judges all determine that the photo ID does not reasonably resemble the voter, they should return and inform the voter of his or her remaining options for voting.

6. Explain the outcome and the voter’s options to the voter

If the determination of the judges is that the photo ID reasonably resembles the voter, explain the outcome and thank the voter for cooperation and patience. Apologize for any inconvenience, and offer any advice as appropriate for removing any question regarding the voter’s photo ID for future elections.

Judges make a Determination of Reasonable Resemblance

Ms. Jones, thank you for your patience and cooperation, and for helping us to resolve the issues with your photo ID. We have determined that your photo ID does in fact reasonably resemble you, and you are all set to vote a regular ballot without any further delay. I apologize for any inconvenience, and thank you for understanding that our job is to make sure that our elections are fair and secure. [If appropriate, for example: Ms. Jones, the issue today was that the name on your driver license is not the same as the name in which you are registered to vote. You should update so this with the DMV before you vote again, so you won’t risk any interruption to your voting experience in the next election.] If you have any questions I will be happy to answer them, but if you do not, we will get you your ballot. Thank you for coming out to vote today.

If the judges unanimously agree that the photo ID presented by the voter does not bear any reasonable resemblance to the voter, they must inform the voter of that determination and advise other voting options. Those options are:

- return to the polls at a later time and use another form of acceptable photo ID;

- cast a provisional ballot and present a form of acceptable ID at the county board of elections office prior to 12:00 noon on the day prior to the election canvass; or
- complete a request for an absentee ballot if the deadline for making the request has not passed; or
- complete a **Reasonable Impediment Declaration** and provide alternative identifying information (last four digits of the voter's social security number and voter's date of birth) or alternative identifying documentation (a copy of a document bearing the voter's current name and address including a utility bill, bank statement, paycheck, government check, other government document, or the voter's registration card).

Judges make a Determination of NO Reasonable Resemblance

*Ms. Jones, thank you for your patience and cooperation. It is the unanimous decision of the election judges that the photo ID you have presented does not bear any reasonable resemblance to you. You will not be able to use this photo ID for voting today, but you still have other options for voting. I apologize for the inconvenience, and thank you for understanding that our job is to make sure that our elections are fair and secure for all voters. If you have another form of acceptable photo ID, you may return to the polls at a later time and present that ID, or cast a provisional ballot now and present another form of acceptable photo ID at the county board of elections office prior to 12:00 noon on [provide date and the location of the county board of elections office], the day prior to the election canvass. [If the deadline for requesting absentee ballots has not passed: You may also complete a request form for an absentee ballot, and a ballot will be mailed to you. No photo ID is required to vote absentee by mail. Your completed absentee ballot must be received by the county board of elections by 5:00 p.m. on election Day, or postmarked no later than election day and received by the county board of elections no later than 5:00 p.m. on the day three days after election day.] If you do not have any other form of acceptable photo ID, you may also complete a **Reasonable Impediment Declaration** and provide the last four digits of your social security number and your date of birth as an alternative form of identifying information, or provide a copy of an acceptable alternative form of identifying documentation bearing your current name and address. Acceptable forms of documentation include a copy of a utility bill, bank statement, paycheck, government check, other government document, or your voter registration card. If you have any questions regarding these options, I will be happy to answer them. Which of your voting options would you like for us to assist you with?*

10 VOTER RECORD EXPLORED

10.1 GENERAL INFORMATION

A voter's registration record will show the name, address and party affiliation for the voter up to the point of the voter registration deadline, or 25 days prior to the date of the election. The voter registration number or VRN of the voter is a unique number tied to the voter in the county of his current registration. An NCID is a unique number for each voter is currently or previously registered in North Carolina. A voter's NCID will follow him from one county to another county when a voter moves within the State. A voter's registration date is the date of the voter initially registered to vote in the county.

Address

10.1.1 Voting Address

A person's voting address is that address that is considered the person's permanent place of domicile and the voter has resided at the address for 30 or more days as of the date of any election. When a voter presents to vote, he must state his current residential address.

10.1.2 Mailing Address

A voter's mailing address is the alternative address where the voter receives his mail, if different than his residential address. If a voter cannot receive mail at his residential address, then he should provide the board of elections with an alternative mailing address. Failure to receive election mail can result in a voter's removal from the voter list.

10.1.3 Precinct and VTD

A voter's precinct and Voting Tabulation District (VTD) is based on the physical residential address where the voter resides.

10.1.4 Ballot Style

A voter's eligible ballot style is based on the physical residential address where the voter has resided for at least 30 days as of the date of the election, and in a partisan primary, the voter's registered party affiliation. In a partisan primary, if the voter is registered *Unaffiliated*, then he may choose a primary party ballot of one of the recognized parties in North Carolina or he may choose a Nonpartisan ballot, if one is available for the current election.

10.1.5 Registration Date

A person's registration date is static although his last application date will change based on the most recent activity of when the voter submitted his latest voter registration application within the county.

For purposes of voter ID, a voter is eligible to show a driver license or non-operator identification card issued by another state, the District of Columbia, or a territory or commonwealth of the United States if the card is unexpired and if the voter registered within 90 days of the date of the election.

10.2 VOTER STATUS

Each voter's record has a status listed to indicate any issues that would require the voter to provide additional information or documentation before a regular ballot can be issued to the voter.

10.2.1 Active Voters

Voter is registered to vote in the county. A voter with an active status, barring any other issues such as an address change, is entitled to vote a regular ballot.

10.2.2 Inactive Voters

Voter is registered to vote in the county. There is an indication of an address issue. The county board of elections has been unable to verify the voter's address by mail. [Ask voter to confirm his address. No special proof of address document is required.]

Voter is entitled to a regular ballot.

10.2.3 Removed Voters

Voter is no longer registered to vote in the county. Voter was removed because the county board of elections determined that the voter was no longer qualified to be registered in the county.

Voter may only vote a provisional ballot.

10.2.4 Denied

The voter's registration application was denied either because it was determined that the voter is not qualified to vote in the county or voter failed mail verification. Failing mail verification means that the county board of elections mailed two voter registration cards to the voter and both were returned as undeliverable by the U.S. Postal Service. Voter may only vote a provisional ballot.

10.2.5 Temporary

Voter is registered as an absent military or overseas voter. Voter may only vote a provisional ballot.

10.3 VOTER ID

10.3.1 ID Required – HAVA

First-time voters, who at the time of their initial voter registration did not provide their North Carolina driver license number or the last four digits of their social security number, or who provided a number that could not be validated, are required to show identification when they vote.

This identification does not have to be a photo ID. The requirement for first-time voters to show identification is a requirement of the Help America Vote Act (HAVA) of 2002, a federal law not unique to North Carolina. Acceptable forms of HAVA ID include:

10.3.2 Religious Objector Indicator

A voter with a sincerely held religious objection to being photographed may execute a declaration before an election official to that effect to be incorporated as part of the official record of voter registration. The registered voter who has a sincerely held religious objection to being photographed must file the declaration **at least 25 days before the election** in which that voter is voting in person in order for the “*religious objection*” indicator to appear in the voter’s registration record. If a county is using SOSA or OVRD the “*religious objection*” checkbox will be checked in the voter’s record. If a county is using the State’s ATV labels, there will be a “Y” in the *ID exempt* field on the label.

If a voter does not have a “*religious objection*” indicator on his record when he presents to vote, but declares that he has a sincerely held religious objection to being photographed must be offered a provisional ballot. A voter who casts a provisional official ballot wholly or partly as a result of failing to

present photo identification when voting in person, must to appear in person at the county board of elections and present an acceptable identification document (see G.S. 163-166.12(a)(2)), and execute the declaration there that he or she has a sincerely held religious objection to being photographed.

10.4 VOTING STATUS

10.4.1 Eligible to Vote

Upon viewing a voter record, if the record shows a ballot style for the voter, the voter is “eligible to vote” a regular ballot based on the information currently in the voter’s record.

10.4.2 No Ballot Style

Upon viewing a voter record, if the election official does not see a ballot style for the voter, the voter may not be eligible to vote or participate in the given election based on the current information in the voter’s record.

10.4.3 Voted

Upon viewing a voter record, the record may show that the voter has already voted. This would be an indication that the voter cast an absentee ballot by-mail, a one-stop absentee ballot, or have cast a ballot on election day. Based on information in the voter record, the voter will not be eligible to vote a regular ballot. Instead, the election official may offer a provisional ballot to the voter so that the board of elections may research the voting activity for the voter.

10.4.4 Provisional History

SOSA or OVRD will display an indicator if the voter has already cast a provisional ballot.

.

11 PRECINCT TRANSFERS

An **unreported move to another precinct within the county** - If a voter reports a move from an address in one precinct to an address in another precinct *within* the same county more than 30 days before an election and has failed to notify the county board of the change of address before the close of registration, the voter shall still be permitted to vote. Upon written affirmation of the voter's new address, these "*unreported move*" voters shall be permitted to vote at:

- the voter's new precinct
- a central location in the county chosen by the county board
- the voter's old precinct (by provisional ballot)

11.1 NEW PRECINCT PROCEDURES

11.1.1 Precinct Transfer

On election day, when an *unreported move* voter presents to the check-in station of his new precinct, upon learning that the voter is on the registration list in another precinct within the county, the voter should be referred to the precinct transfer assistant at the help station. The precinct transfer assistant must confirm that the voter is (1) currently registered to vote in the county, (2) is eligible to participate in the current election, and (3) has not already voted in the election. If it can be confirmed that the voter is eligible to vote in the election, the voter should be given an **authorization to vote** document and allowed to vote on the voting equipment in his new precinct.

11.1.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot if the following cannot be confirmed:

- the voter is registered in the county
- the voter is eligible to vote in the current election
- the voter has not already cast a ballot in the current election

11.2 CENTRAL PRECINCT PROCEDURES

11.2.1 Precinct Transfer

A central precinct location must be selected for each election by the county board of elections. Typically, the central precinct will be the board of elections office. On election day, when an *unreported move* voter presents to a central precinct, the election official must confirm that the voter is (1) currently registered to vote in the county, (2) is eligible to participate in the current election, and (3) has not already voted in the election. If it can be confirmed that the voter is eligible to vote in the election, the voter should be given an **authorization to vote** document and allowed to vote on the voting equipment in the central precinct.

11.2.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot if the following cannot be confirmed:

- the voter is registered in the county

- the voter is eligible to vote in the current election
- the voter has not already cast a ballot in the current election

11.3 OLD PRECINCT PROCEDURES

11.3.1 Precinct Transfer

If the registrant appears at the old precinct, the precinct officials there shall:

- Send the registrant to the new precinct or, if the registrant prefers,
- Send the registrant to a central location, or
- permit the voter to vote a provisional ballot and shall count the individual's provisional official ballot for all ballot items on which it determines that the individual was eligible.

11.3.2 Provisional Voting

The *unreported move* voter must be offered a provisional ballot at the old precinct if the voter does not go to the new precinct or a central location. Although the voter's name is on the precinct list at the old precinct, he or she is no longer eligible to vote in the old precinct.

12 PROVISIONAL VOTING

12.1 OVERVIEW – LAW & RULES

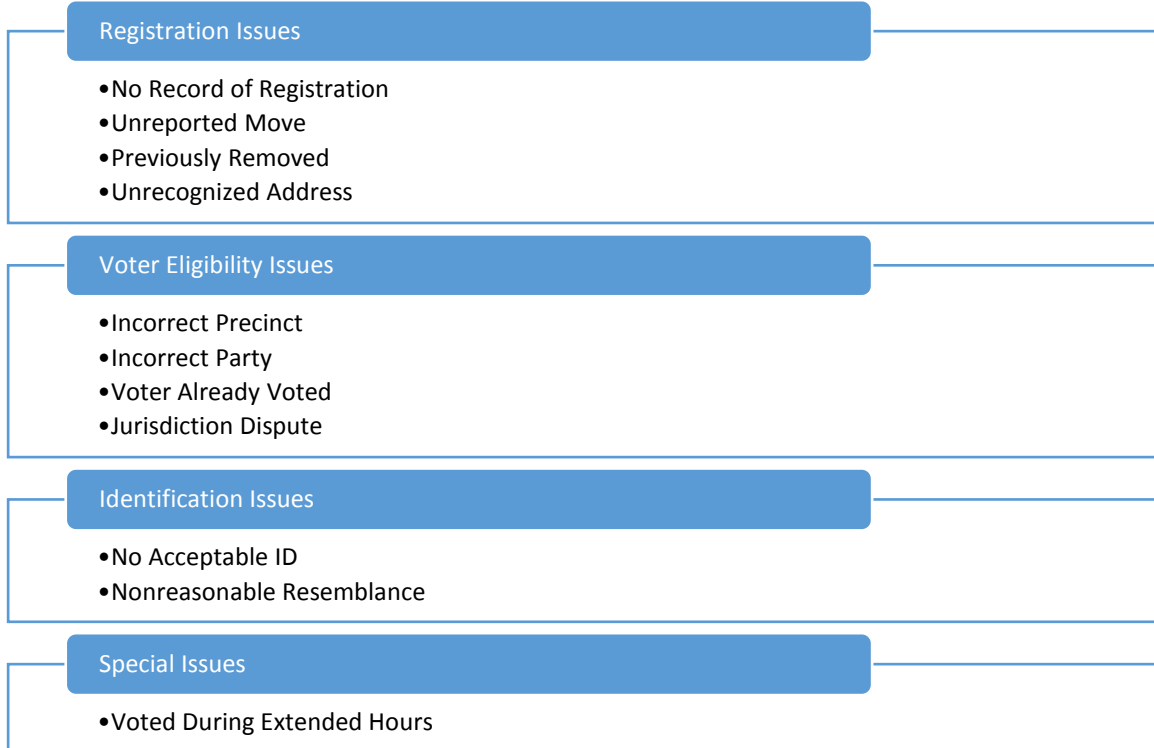
12.1.1 What is Provisional Voting

A provisional ballot is used to record a vote when there are questions about a given voter's eligibility. Whether a provisional ballot is counted is contingent upon the verification of that voter's eligibility. The verification research will be made by the county board of elections staff after election day and the determination of whether to count the ballot will be made by the members of the county board of elections before the results of the election are final. A guarantee that a voter could cast a provisional ballot if the voter believes her or she is entitled to vote is one of the requirements of the Help America Vote Act of 2002 (HAVA).

Provisional voting is fail-safe voting – Without fail, when a person presents to vote, the voter SHALL be given the opportunity to vote, either a regular ballot or a provisional ballot.

12.2 PROVISIONAL VOTING CATEGORIES

There are four (4) broad categories of reasons that a voter may vote a provisional ballot and 11 separate provisional voting reasons that are distinctly recognized.



12.3 NO RECORD OF REGISTRATION

The designation “*no record of registration*” is to be applied as the reason for provisional voting when no record of registration for the voter can be found in the voter record. Before using this reason, the official shall have thoroughly searched for the voter by date of birth, variations of the spelling of the last name, etc.

12.4 UNREPORTED MOVE

The designation “*unreported move*” is to be applied as the reason for provisional voting when a voter provides an address *within* the county of their registration that is different than the voter’s current registered address, and the voter indicates that the move to the new address was 30 or more days prior to election day. If a voter moves to another residence in the county with the intent of making the new residence the permanent place of residence, the voter will be considered to have lost voting eligibility at the previous residence as of 30 days from the date of the move. Thirty days after the date of the move, the voter is qualified and eligible to vote in the precinct for the new address.

When a voter gives an address that is different from the voter’s current registration address, the voter should be asked whether he or she has moved, and if so, when the move occurred.

If the voter moved 30 or more days before election day, his or her precinct is based on that address. The voter’s proper precinct will have all of the contests for which the voter is eligible to vote. Voters with an unreported move may be *transferred* into the new precinct. If for some reason the voter cannot be transferred into their new precinct, or the voter does not present to vote in their new precinct in order to be transferred, the voter must be offered a provisional ballot.

12.5 PREVIOUSLY REMOVED

The designation “*previously removed*” is to be applied as the reason for provisional voting when it is determined that a voter was previously registered in the county but had his or her registration cancelled for some reason. A voter’s registration may be cancelled due to any number of reasons:

- moved within state
- moved to another state
- felony conviction
- removed due to list maintenance
- sustained challenge
- deceased, etc.

If a voter was previously removed, the county board of elections determined at the time of that removal that the voter was no longer eligible to be registered in the county.

An election official should confer with the county board of elections office when the official cannot locate a voter record for a person who presents to vote. The board of elections might find and inform the official that the voter was removed from the voter lists. In this circumstance, the voter must be offered a provisional ballot. Due to the sensitive nature of some reasons voters are removed (felony conviction, death, etc.), the county board of elections may or may not inform the official why the voter was removed from the voter list. The voter shall be offered a provisional ballot so that the county board of elections will have time to research the voter’s registration issue.

When an official is informed by the county board of elections that a voter was previously removed, the voter must be offered a provisional ballot. The voter shall also be informed that the registration issue will be thoroughly researched by the county board of elections after election day, but before the results of the election are made final. If the county board of elections determines the voter is qualified and eligible to vote, the provisional ballot will be counted for all contests for which the voter is eligible.

12.6 UNRECOGNIZED ADDRESS (GEOCODE ISSUE)

The designation “*unrecognized address*” is to be applied as the reason for provisional voting when the election official is unable to locate the address stated by the voter. A voter may present to vote and provide an address that is not on the voter record. The election official should look up the address in the street lookup list. If the official is unable to find the address there, the county board of elections office should be contacted for additional assistance. The street address provided by the voter may be a new street in the county that has not yet been added to the voter registration system. It is also possible that board of elections is unable to verify the street address provided by the voter. If the street address is a new street or the matter cannot be resolved, the voter must be offered a provisional ballot. There is no way to determine the voter’s proper precinct or correct ballot style without a recognized address. If multiple ballot styles are available at the voting site, the board of elections will help the election official provide the voter with the best ballot style for the voter.

12.7 INCORRECT PRECINCT [ELECTION DAY]

The designation “*incorrect precinct*” is to be applied as the reason for provisional voting when a voter is requesting to vote at a polling place on election day that is not the polling place for the voter’s proper

precinct. The voter's proper precinct is the precinct assigned to the voter based on his or her address 30 or more days prior to election day.

12.8 INCORRECT PARTY

The designation "*incorrect party*" is to be applied as the reason for provisional voting **ONLY** in a partisan primary when a voter insists upon voting a ballot for a party other than the party the voter is affiliated. This provisional voting reason shall not be used if the election is not a partisan primary.

12.9 VOTER ALREADY VOTED

The designation "*voter already voted*" is to be applied as the reason for provisional voting if the voter record indicates that the voter has already cast a ballot in the election. If the voter disputes the record, the voter should be permitted to vote a provisional ballot so that the matter can be researched after election day.

12.10 JURISDICTION DISPUTE

The designation "*jurisdiction dispute*" is to be applied as the reason for provisional voting if a voter presents to vote and has no eligible ballot style or the voter requests to vote for an election contest that is not in the voter's assigned voting district based on his or her legal voting residence.

In certain elections, although a voter is registered to vote in the county, the voter may not have an eligible ballot style. For instance, the voter may not live in the election district (municipality, board of education district, etc.) that has a contest on the ballot.

A voter may have an eligible ballot style, but may disagree with one or more of the assigned election districts. For instance, a voter may claim residence in county commissioner district "A" instead of County Commissioner district "B." The voter may insist that the wrong district has been assigned and challenge the placement of his or her address point within the county commissioner district boundary.

If the voter insists that he or she is entitled to vote in an election or entitled to vote in election districts that are not on the ballot style assigned, an election official must permit this voter to vote a provisional ballot.

12.11 NO ACCEPTABLE ID

The *No Acceptable ID* provisional voting reason is used when a voter is required to show an ID, but does not provide ID. There are two distinct categories of why a person must present ID: (1) Help America Vote Act (HAVA) or (2) Voter Information Verification Act (VIVA).

12.11.1 HAVA ID

The Help America Vote Act or HAVA requires first-time voters who do not provide an identification number that could be verified or do not provide a copy of an alternative identification document at the time of their initial registration, to show an acceptable ID the first time they present to vote. HAVA ID can be the following:

- A current and valid photo identification.

- A copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

If a voter’s record is flagged as needing to show ID and the voter does not have ID to show, then the voter must be offered a provisional ballot and given instructions to provide the board of elections with the ID no later than the close of business on the day prior to the county canvass.

12.11.2 VIVA ID

When voters present to vote to a voting site, they will be asked to show an acceptable type of photo ID (in-person/curbside) or an alternative identification document (curbside only). If the voter does not present an acceptable photo ID, or if permissible, an alternative identification document, the voter must be offered alternative voting options. The options are as follows:

Vote a Provisional Ballot - Bring ID Before Canvass	Vote a Provisional Ballot - Reasonable Impediment Provision	Request a Mail Absentee Ballot
<ul style="list-style-type: none"> • The voter may vote a provisional ballot and bring an acceptable Photo ID to the county board of elections offices no later than noon on the day prior to the county canvass. 	<ul style="list-style-type: none"> • The voter may assert that some barrier or obstacle prevented them from showing an acceptable Photo ID and sign a Reasonable Impediment Declaration. The voter must show an alternative identification. The voter will then be given a provisional ballot. 	<ul style="list-style-type: none"> • If there is still time to request an absentee ballot that may be mailed to the voter, the voter may complete an absentee ballot request form.

The table below details the documents that are used in NO ACCEPTABLE ID voting options.

NO ACCEPTABLE ID OPTIONS	Provisional Voting Application	Provisional Voting Envelope	Reasonable Impediment Declaration	Provisional Voter Instructions	Acknowledgment Notice	State Absentee Ballot Request Form
<i>Present Before Canvass</i>	✓	✓		✓		
<i>Reasonable Impediment</i>	✓	✓	✓	✓		
<i>Request Absentee Ballot</i>					✓	✓
<i>Choose Not to Vote</i>					✓	

12.12 VOTED DURING EXTENDED HOURS

The designation “*voted during extended hours*” is to be applied as the reason for provisional voting if the State Board of Elections or a court of law extends the hours of voting. If the polls are delayed in opening for more than 15 minutes, or are interrupted for more than 15 minutes after opening, the State Board of Elections may extend the closing time by an equal number of minutes. As authorized by law, the State Board of Elections shall be available either in person or by teleconference on the day of election to approve any such extension. If any voter is in line to vote at the time the polls are closed, that voter shall be permitted to vote. No voter shall be permitted to vote who arrives at the voting place after the closing of the polls.

Any voter who votes after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful order shall be allowed to vote, under the provisions of that order, only by using a provisional official ballot.

Due to [a delay in opening the polls] [an interruption in voting], this voting site has been ordered by [the State Board of Elections] [a state/Federal Court] to extend the hours of voting until [time] p.m. North Carolina law requires all voters who vote after the statutory poll closing time of 7:30 P.M. by virtue of a federal or State court order or any other lawful to vote, under the provisions of that order, only by using a provisional official ballot.

MANUAL PROVISIONAL STEPS

- Accept **Help Referral Form** from voter
- Ask voter for photo ID
- Complete Provisional Poll Book
 1. Election Date
 2. Date Voted
 3. Provisional Poll Book Number
 4. Precinct Voted
 5. Ballot style given to the voter
 6. Party voted (if partisan primary)
 7. Provisional voter's name and address.
 8. Provisional Information Number – or PIN
- Annotate Provisional Voting Application and Envelope
 1. Election Date
 2. Provisional Poll Book Number
 3. Precinct Name and/or Number for precinct voted
 4. Ballot Style Issued
 5. VTD
 6. Party Voted
 7. Provisional Voting Reason
 8. If appropriate, indicate on the envelope whether acceptable ID was provided by the voter.
 9. Record any additional information on the envelope that will be helpful to the board of elections when researching the person's provisional ballot.
- Affix Provisional Identification Number (PIN) to envelope and Provisional Voter Instructions
- Ask voter to complete and sign the **Provisional Voting Application**
 1. Name
 2. Address Information
 3. Personal identification information
 4. Demographic information (optional)
 5. Additional provisional voting information
- If voter is voting a provisional ballot because he does not have a photo ID due to a reasonable impediment, then have voter complete a **Reasonable Impediment Declaration**.
- Accept and review complete Provisional Voting Application and if applicable, the **Reasonable Impediment Declaration**.
- Check voter's photo ID to determine if ID is acceptable and bears a reasonable resemblance to the provisional voter.
- Present provisional voting packet to voter
 1. Provisional Envelope
 2. Ballot –
 - a. the ballot given to the voter should be: (1) the voter's eligible ballot based on the voter's residential address and, **if the election is a partisan primary**, on party affiliation;(2) the ballot style available at the voting location if the voter's eligible ballot style is not available; (3) the ballot style the voter insists upon voting if the voter believes he or she is entitled to a ballot other than the assigned ballot style.
 - b. The election official should mark the ballot "Provisional" and record the precinct and VTD on the ballot.
 3. **Provisional Voter Instructions**
- Instruct voter to mark the ballot in private and then place the marked ballot into the provisional envelope. The sealed envelope containing the marked ballot should then be returned to the election official. The voter should keep the provisional voting instructions. The voter should use the PIN to check the status of the provisional ballot no earlier than ten days after the date of the election.

SOSA/OVRD PROCEDURES

- Accept **Help Referral Form** from voter
- Ask the voter for photo ID or an alternative ID if voter is voting curbside or declaring reasonable impediment.
- If voter does not have a photo ID, a help station official shall explain voting options to voter:
 - Provisional – return by noon on day prior to county canvass
 - Provisional – reasonable impediment
 - Absentee Voting (only up to ABS deadline which is 7 days before election day, 5:00 pm)
- Search for voter and select **add existing** to choose an existing voter. If voter cannot be located, select **add new**.
- Complete provisional data entry Step 1 – confirm/update voter registration information.
- Check voter’s photo ID to determine whether it is acceptable and bears a reasonable resemblance to the provisional voter.
- Select **Next**. Select the type of ID provided by the voter on the pop-up screen. Select **No ID** if none.
- Complete provisional data entry Step 2 – provisional voting information.
 - Select appropriate **provisional voting reason**
 - Select **ballot style** (The voter’s eligible ballot is determined by the voter’s residential address and, if the election is a partisan primary, by party affiliation). This reason is used if the voter’s eligible ballot style is not available or the voter insists upon a ballot different from the ballot that he or she was assigned.
 - Select **party** ballot, if partisan primary
 - Select “Yes” for **reasonable impediment** if applicable
 - Select “**acknowledgment only**,” if applicable
- Select **Review** to print the provisional voting forms:
 - provisional voting application
 - If the **reasonable impediment** option is selected, the **Reasonable Impediment Declaration** prints in addition to the provisional application.
 - If **acknowledgment only** is selected, only the **Acknowledgment Notice** prints.
- Ask voter to review, complete any additional information, and sign the forms.
- Once voter signs and returns forms, complete any necessary administrative information and sign the forms. For **reasonable impediment** voters, the election official must record the type of alternative ID, if any, provided by the voter.
- Select the **vote** button to confirm the provisional vote and print the **Provisional Voter Instructions**.

If the voter does not want to vote provisionally and the transaction is **acknowledgment only**, the vote button will be disabled.
- Prepare Provisional Voting Packet
 1. If not already affixed, affix a plastic sleeve to the outside of a provisional envelope.
 2. Place the **Provisional Voting Application** face-up inside the plastic sleeve of the envelope.
 3. Obtain the appropriate ballot (ballot style printed on the application).
- Annotate Ballot:
Write “provisional” and the voter’s VTD, if ballots are coded by style instead of by precinct.
Do not put any information on the ballot that will connect the ballot directly to the voter.
- Annotate the envelope:
If appropriate, indicate on the provisional envelope whether acceptable ID was provided by the voter.
Record any additional information on the envelope that will be helpful to the board of elections when researching the person’s provisional ballot.

- Give Provisional Voting Packet to the voter
 1. **Provisional Voting Instructions** (printed when you selected *Vote* in SOSA/OVRD)
 2. annotated provisional ballot
 3. provisional envelope (with application face-up inside the sleeve)
- Instruct voter to mark the ballot in private and then place the marked ballot into the provisional envelope. The sealed envelope containing the marked ballot should then be returned to the election official. The voter should keep the provisional voting instructions. The voter should use the PIN to check the status of his provisional ballot no earlier than ten days after the date of the election.
- Instruct the voter to present in-person to the board of elections office no later than 12:00 noon on _____ the day before the county canvass if the voter is required to show a photo ID or alternative ID.

SOSA/OVRD Procedures (Reasonable Impediment)

- Accept **Help Referral Form** from voter
- Ask the voter for photo ID or an alternative ID if voter is voting curbside or declaring a reasonable impediment.
- Search for voter and select **Add Existing** to choose an existing voter.
If voter cannot be located, select **Add New**.
- Complete provisional data entry Step 1 – confirm/update voter registration information. Select **Next**.
- Check voter’s photo ID to determine whether acceptable and bears a reasonable resemblance to the voter.
- Select the type of ID provided by the voter on the pop-up screen.
- Complete provisional data entry Step 2 – provisional voting information.
 - (1) Select appropriate provisional voting reason
 - (2) Select **Ballot Style** (The voter’s eligible ballot is determined by the voter’s residential address and, **if the election is a partisan primary**, by party affiliation). This designation is used if the voter’s eligible ballot style is not available or the voter insists upon a ballot style different from the ballot that he or she is assigned.
 - (3) Select party (during partisan primary)
 - (4) Select **reasonable impediment**
- Select **Review** to print the **Provisional Voting Application**.
- Ask voter to review, complete any additional information, and sign the **Provisional Voting Application** and the **Reasonable Impediment Declaration**.
- Once the voter signs the application and declaration, select the **Vote** button to confirm the provisional vote and print the **Provisional Voter Instructions**.
- Complete any necessary administrative information on the provisional application and declaration then sign the forms.
- Prepare Provisional Voting Packet
 1. If not already affixed, affix a plastic sleeve to the outside of a Provisional Envelope.
 2. Place the **Provisional Voting Application** face-up inside the plastic sleeve of the envelope.
 3. Place the **Reasonable Impediment Declaration** behind the application.
 4. Obtain the appropriate ballot (ballot style printed on the application).
- Annotate Ballot:
Write “Provisional” and the voter’s VTD, if ballots are coded by style instead of by precinct.
Do not put any information on the ballot that will connect the ballot directly to the voter.
- Annotate the envelope:
If appropriate, indicate on the Provisional envelope if acceptable ID was provided by the voter.
Record any additional information on the envelope that will be helpful to the board of elections when researching the person’s provisional ballot.
- Give Provisional Voting Packet to the voter
 1. **Provisional Voter Instructions** (printed when you selected *Vote* in SOSA/OVRD)
 2. Annotated provisional ballot
 3. Provisional Envelope (with application face-up inside the sleeve)
- Instruct voter to mark the ballot in private and then place the marked ballot into the provisional envelope. The sealed envelope containing the marked ballot should then be returned to the election official. The voter should keep the provisional voting instructions. The voter should use the PIN to check the status of his provisional ballot no earlier than ten days after the date of the election.
- Instruct the voter to present in-person to the board of elections office no later than 12:00 noon on _____ the day before the county canvass if the voter is required to show a photo ID or alternative ID.

13 VOTING SYSTEMS AND BALLOTS

13.1 VOTING SYSTEMS

Only voting systems that have been certified by the State Board of Elections and that have not been subsequently decertified shall be permitted for use in elections in this State. Those certified voting systems shall be valid in any election held in the State or in any county, municipality, or other electoral district in the State.

The county board of elections shall make available for each voting place an adequate quantity of official ballots or equipment. If it is impractical to furnish each voting place with the equipment of the approved voting system, that which has been obtained, may be placed in voting places chosen by the county board of elections. In that case, the county board of elections shall choose the voting places and allocate the equipment in a way that as nearly as practicable provides equal access to the voting system for each voter. The county board of elections shall appoint as many voting system custodians as may be necessary for the proper preparation of the system for each election and for its maintenance, storage, and care.

All voting sites must provide accessible voting equipment.

13.2 BALLOTS

13.2.1 One-stop Ballots

Voters must receive the correct ballot style for their assigned precinct and during a partisan primary, their party affiliation. A person's assigned ballot is based primarily on their voting address. Their voting address determines which election districts the voters are assigned. It is not uncommon for voters who live on the same street to receive different ballot styles.

Verified Ballot Transaction

Recording VTD

13.2.2 Election Day Ballots

Except as provided by G.S. 163-166.9, no official ballots leave the voting enclosure during the time voting is being conducted there. The rules shall also provide that during that time no one shall remove from the voting enclosure any paper record or copy of an individually voted ballot or of any other device or item whose removal from the voting enclosure could permit compromise of the integrity of either the machine count or the paper record.

13.2.3 Provisional Ballots

Voters who are not eligible to cast a regular ballot must be provided a fail-safe method of voting. These ballots are placed in envelopes and the voter's provisional application is researched prior to the election being made final. When issuing a provisional ballot, the election official must mark the ballot with the word PROVISIONAL and if applicable, record the voter's correct precinct/VTD on the ballot (the precinct based on the voter's residential address).

13.2.4 Spoiled Ballots

All improperly voted official ballots or paper records of individual voted ballots are returned to the precinct officials and marked as spoiled.

13.2.5 Absentee Ballots

Absentee by mail ballot return may be accepted at one-stop sites but may not be accepted in a polling place on election day.

14 ELECTION OBSERVERS & ELECTIONEERING

14.1 OBSERVERS

§ 163-45 Observers; appointment.

- (a) The chair of each political party in the county shall have the right to designate two observers to attend each voting place at each primary and election and such observers may, at the option of the designating party chair, be relieved during the day of the primary or election after serving no less than four hours and provided the list required by this section to be filed by each chair contains the names of all persons authorized to represent such chair's political party. The chair of each political party in the county shall have the right to designate 10 additional at-large observers who are residents of that county who may attend any voting place in that county. The list submitted by the chair of the political party may be amended between the one-stop period under G.S. 163-227.2 and general election day to substitute one or all at-large observers for election day. Not more than two observers from the same political party shall be permitted in the voting enclosure at any time, except that in addition one of the at-large observers from each party may also be in the voting enclosure. This right shall not extend to the chair of a political party during a primary unless that party is participating in the primary. In any election in which an unaffiliated candidate is named on the ballot, the candidate or the candidate's campaign manager shall have the right to appoint two observers for each voting place consistent with the provisions specified herein. Persons appointed as observers must be registered voters of the county for which appointed and must have good moral character. No person who is a candidate on the ballot in a primary or election may serve as an observer or runner in that primary or election. Observers shall take no oath of office.
- (b) Individuals authorized to appoint observers must submit in writing to the chief judge of each precinct a signed list of the observers appointed for that precinct, except that the list of at-large observers authorized in subsection (a) of this section shall be submitted to the county director of elections. Individuals authorized to appoint observers must, prior to 10:00 A.M. on the fifth day prior to any primary or general election, submit in writing to the chair of the county board of elections two signed copies of a list of observers appointed by them, designating the precinct or at-large status for which each observer is appointed. Before the opening of the voting place on the day of a primary or general election, the chair shall deliver one copy of the list to the chief judge for each affected precinct, except that the list of at-large observers shall be provided by the county director of elections to the chief judge. The chair shall retain the other copy. The chair or the chief judge and judges for each affected precinct, may for good cause reject any appointee and require that another be appointed. The names of any persons appointed in place of those persons rejected shall be furnished in writing to the chief judge of each affected precinct no later than the time for opening the voting place on the day of any primary or general election, either by the chair of the county board of elections or the person making the substitute appointment.

If party chairs appoint observers at one-stop sites under G.S. 163-227.2, those party chairs shall provide a list of the observers appointed before 10:00 A.M. on the fifth day before the observer is to observe. At-large observers may serve at any one-stop site.

- (c) An observer shall do no electioneering at the voting place, and shall in no manner impede the voting process or interfere or communicate with or observe any voter in casting a ballot, but, subject to these restrictions, the chief judge and judges of elections shall permit the observer to make such observation and take such notes as the observer may desire.
- (d) Whether or not the observer attends to the polls for the requisite time provided by this section, each observer shall be entitled to obtain at times specified by the State Board of Elections, but not less than three times during election day with the spacing not less than one hour apart, a list of the persons who have voted in the precinct so far in that election day. Counties that use an "authorization to vote document" instead of poll books may comply with the requirement in the previous sentence by permitting each observer to inspect election records so that the observer may create a list of persons who have voted in the precinct so far that election day; each observer shall be entitled to make the inspection at times specified by the State Board of Elections, but not less than three times during election day with the spacing not less than one hour apart.

Instead of having an observer receive the voting list, the county party chair may send a runner to do so, even if an observer has not been appointed for that precinct. The runner may be the precinct party chair or any person named by the county party chair. Each county party chair using runners in an election shall provide to the county board of elections before 10:00 A.M. on the fifth day before election day a list of the runners to be used. That party chair must notify the chair of the county board of elections or the board chair's designee of the names of all runners to be used in each precinct before the runner goes to the precinct. The runner may receive a voter list from the precinct on the same schedule as an observer. Whether obtained by observer or runner, each party is entitled to only one voter list at each of the scheduled times. No runner may enter the voting enclosure except when necessary to announce that runner's presence and to receive the list. The runner must leave immediately after being provided with the list.

14.1.1 Role of Observers

Properly designated observers are entitled to obtain a list of the persons who have voted in the precinct so far in that election day at least at the following times: 10 a.m., 2 p.m. and 4 p.m. Counties using authorization to vote documents as opposed to traditional pollbooks may comply with the requirement by permitting each observer to inspect election records so that the observer may create a list of persons who have voted in the precinct.

14.2 ELECTIONEERING

14.2.1 Buffer Zone

A buffer zone is the area around the voting enclosure that restricts political activity and electioneering. Buffer zones are to be set up no less than 25 feet and no more than 50 feet from the entrance to the voting enclosure. Campaign material shall not be distributed and all electioneering is prohibited within the buffer zone. Additional restrictions may apply to political activity on privately owned facilities but only by special agreement between the affected entities contingent upon special conditions.

Voters must leave the voting enclosure after voting. Candidates are not to enter the voting enclosure unless they are voting.

14.2.2 Materials in the Polling Place

The voting enclosure and buffer zone must be monitored throughout the day to remove any campaign material from the buffer zone. Anyone who is electioneering within the buffer zone will be requested to move outside the buffer zone. Any voter complaints about overly aggressive electioneering are to be reported and investigated. Guidance may be received from the county board of elections or director of elections. If necessary, law enforcement may be obtained to deal with those individuals who refuse to abide by the buffer zone restrictions or otherwise disrupt the voting process.

14.2.3 Wearing or Displaying Campaign Paraphernalia

Voters inside the enclosure in the act of voting may wear or display campaign paraphernalia as long as they do not cross the line into electioneering. They may not hand out campaign material within the buffer zone.

15 VOTER CHALLENGES

15.1 VOTER CHALLENGE: NON-ELECTION DAY

Any registered voter of a county may challenge the right of any person to register, remain registered or vote in the same county. The deadline to challenge a voter on a day other than on the day of an election is twenty-five (25) days before the date of an election.

15.2 VOTER CHALLENGE: ELECTION DAY

On the day of a primary or election, at the time a registered voter presents to vote, any other registered voter of the county may challenge the right of the person to register, remain registered or vote in the county.

15.2.1 Who may challenge

An election day challenge may be made by any other registered voter of the same county as the voter. The chief judge, judge, or assistant may enter challenges against voters in the precinct for which appointed regardless of the place of residence of the chief judge, judge or assistant.

The challenger must make the challenge at the time a registered voter appears and offers to vote. The challenger may enter the voting enclosure to make the challenge, but the challenger must retire from the voting enclosure as soon as the challenge is heard.

15.2.2 Challenge Proceedings

Challenges shall not be made indiscriminately and may only be made if the challenger knows, suspects or reasonably believes such a person not to be qualified and entitled to vote. A challenge shall be sustained unless the challenge is substantiated by affirmative proof. In the absence of such proof, the presumption shall be that the voter is properly registered or affiliated.

The challenger must complete a voter challenge form. Reasons for a voter challenge may be:

1. The person is not a resident of the State of North Carolina.
2. The person is not a resident of the county in which the person is registered.
3. The person is not a resident of the precinct in which the person is registered.
4. The person is not a resident of the municipality in which the person is registered.
5. The person is not eighteen years of age, or if this challenge is made within 60 days before a primary, the person will not be eighteen years of age by the next general election.
6. The person has been adjudged guilty of a felony and the person's rights of citizenship have not been restored.
7. The person is dead.
8. The person is not a citizen of the United States.
9. The person is not who he or she represents himself or herself to be.
10. With respect to a primary or election, the person has already voted in the primary or election.
11. With respect to voting in a partisan primary, the person is a registered voter of another political party.

A challenge entered on the day of a primary or election shall be heard and decided by the chief judge and judges of election of the precinct in which the challenged registrant is registered before the polls are closed on the day the challenge is made. When the challenge is heard the precinct officials conducting the hearing shall explain to the challenged registrant the qualifications for registration and voting, and shall examine the voter as to his or her qualifications to be registered and to vote.

To vote in North Carolina:	
<ul style="list-style-type: none"> You must be a citizen of the United States. 	<i>Are you a U.S. citizen?</i>
<ul style="list-style-type: none"> You must be at least 18 years of age [or will become 18 by the date of the next general election]. 	<i>Are you at least 18 years of age [or will be 18 by the date of the next general election] ?</i>
<ul style="list-style-type: none"> You must reside in North Carolina and in the precinct for which registered you are registered and must have lived at your voting residence for at least 30 days prior to the date of this election. 	<i>Please state the address where you have resided for at least 30 days as of today.</i>
<ul style="list-style-type: none"> You must not be currently on probation or parole for a felony conviction. 	<i>Are you currently on probation or parole for a felony conviction?</i>
For this purposes of this challenge hearing:	
<i>Please state your name.</i>	
<i>Are you a duly registered voter of this precinct and are you the person you represent yourself to be?</i>	
<i>Please state the party for which you are affiliated.</i>	
<i>Have you voted in this election by absentee ballot at this or any other voting place?</i>	

If the challenged registrant insists that he is qualified, and if, by sworn testimony, the voter proves his identity with the person in whose name he offers to vote and his continued residence in the precinct since he was registered, one of the judges of election or the chief judge shall tender to him the following oath or affirmation, omitting the portions in brackets if the challenge is heard on the day of an election other than a primary:

Oath

"You do solemnly swear (or affirm) that you are a citizen of the United States; that you are at least 18 years of age [or will become 18 by the date of the next general election]; that you have [or will have] resided in this State and in the precinct for which registered for 30 days [by the date of the next general election]; that you are not disqualified from voting by the Constitution and laws of this State; that your name is _____, and that in such name you were duly registered as a voter of this precinct; that you are the person you represent yourself to be; [that you are affiliated with the _____ party]; and that you have not voted in this [primary] election at this or any other voting place. So help you, God."

If the challenged registrant refuses to take the tendered oath, the challenge shall be sustained, and the precinct officials conducting the hearing shall mark the challenge envelope to reflect their decision. If the challenged registrant takes the tendered oath, the precinct officials conducting the hearing may, nevertheless, sustain the challenge unless they are satisfied that the challenged registrant is a legal voter. If they are satisfied that he is a legal voter, they shall overrule the challenge and permit him to vote. Whenever any person's vote is received after having taken the oath prescribed in this section, the chief judge or one of the judges of election shall write on the challenge envelope the word "sworn."

Precinct election officials conducting hearings on challenges on the day of a primary or election shall have authority to administer the necessary oaths or affirmations to all witnesses brought before them to testify to the qualifications of the person challenged.

A letter or postal card mailed by returnable mail and returned by the United States Postal Service purportedly because the person no longer lives at that address or because a forwarding order has expired shall not be admissible evidence in an Election Day challenge proceeding.

15.2.3 Request for Challenged Ballot

If the decision of the chief judge and judges is to sustain the challenge, the challenged voter may request a challenged ballot. The challenged ballot application is a part of the Election Day Challenge envelope. The application includes an affidavit that the voter possesses all the qualifications for voting and is entitled to vote in the election.

The voter's name shall be entered on a "Challenged Ballot Log" and should be serially numbered. The challenged ballot shall be the same type of ballot used for absentee voters, and the chief judge shall write across the top of the ballot "Challenged Ballot # _____," and shall insert the same serial number as entered in the pollbook. The chief judge shall deliver to such voter a challenged ballot together with an envelope marked "Challenged Ballot" and serially numbered. The challenged voter shall forthwith mark the ballot in the presence of the chief judge in such manner that the chief judge shall not know how the

ballot is marked. He shall then fold the ballot in the presence of the chief judge so as to conceal the markings and deposit and seal it in the serially numbered envelope. He shall then deliver such envelope to the chief judge. The chief judge shall retain all such envelopes in an envelope provided by the county board of elections, which he shall seal immediately after the polls close, and deliver to the board chairman at the canvass.

15.3 VOTER CHALLENGE: ONE-STOP VOTING

A challenge may be entered against a voter at a one-stop site during one-stop voting. The challenge may be entered by the person conducting one-stop voting or by another registered voter who resides in the same precinct as the voter being challenged. If otherwise eligible to vote, the challenged voter must still be allowed to cast a one-stop absentee ballot. The challenge will not be heard at the one-stop site; instead the challenge will be heard by the county board of elections on the day set for the county canvass.

15.4 ABSENTEE BALLOT CHALLENGE

A voter's absentee ballot may be challenged based on the fact that the ballot does not comply with North Carolina law or the absentee voter is not legally entitled to vote in the particular election.

15.4.1 Time for Absentee Ballot Challenge

The absentee ballot of any voter that has been cast in an election may be challenged on the day of any election beginning no earlier than noon and ending no later than 5:00 p.m., or by the chief judge at the time of the closing of the polls.

15.4.2 Who May Challenge

Any registered voter of the same precinct as the absentee voter may challenge that voter's absentee ballot.

15.4.3 Form and Nature of Challenge

Each challenged absentee ballot shall be challenged separately. The burden of proof shall be on the challenger. Each challenge shall be made in writing on the [Universal Voter Challenge Form](#). Each challenge shall specify the reasons why the ballot does not comply with North Carolina law or why the absentee voter is not legally entitled to vote in the particular election. The challenge must be signed by the challenger. Each challenge shall be addressed to the county board of elections. It may be filed with the board at its offices or with the chief judge of the precinct in which the challenger and absentee voter are registered. If it is delivered to the chief judge, the chief judge shall personally deliver the challenge to the chairman of the county board of elections on the day of the county canvass. All absentee ballot challenges filed shall be heard by the county board of elections on the day set for the county canvass.

15.5 VOTER CHALLENGES AND PHOTO ID IMPLEMENTATION

15.5.1 Reasonable Impediment Challenge

Any registered voter of a county may bring an evidentiary challenge to challenge the factual veracity of an impediment that prevents a voter from obtaining acceptable photo ID.

15.5.2 Nonreasonable Resemblance

A voter subject to the evaluation of Nonreasonable Resemblance shall be permitted to vote unless the judges of election present unanimously agree that the photo identification presented does not bear any reasonable resemblance to that voter. The failure of the judges of election present to unanimously agree that photo identification presented by a voter does not bear any reasonable resemblance to that voter shall be dispositive of any challenges that may otherwise be made under G.S. 163-85(c)(10).

16 VOTER ASSISTANCE

16.1 WHO IS ENTITLED TO ASSISTANCE

A voter in any of the following four categories is entitled to assistance from a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union:

- A voter who, due to physical disability, is unable to enter the voting booth without assistance.
- A voter who, due to physical disability, is unable to mark a ballot without assistance.
- A voter who, due to illiteracy, is unable to mark a ballot without assistance.
- A voter who, due to blindness, is unable to enter the voting booth or mark a ballot without assistance.

16.2 WHO MAY ASSIST

16.2.1 *Near relatives:*

Any voter is entitled to assistance from the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter.

16.2.2 *Anyone:*

With the exception of those prohibited by law, any voter that is entitled to assistance (has a physical disability, visual impairment or are illiterate), may request assistance. In these instances, the voter must request assistance. Any voter requesting assistance while voting at a One-Stop voting site is entitled to the same assistance as voters who vote on election day.

16.2.3 *Candidate:*

There is no prohibition against a candidate assisting a voter if the voter is qualified for assistance (has a physical disability, visual impairment or are illiterate).

16.2.4 *Repeat Assister:*

There is also no prohibition against a person assisting multiple voters if those voters are entitled to assistance (has a physical disability, visual impairment or are illiterate).

16.3 WHO MAY NOT ASSIST

Voters are not entitled to assistance from the voter's employer, an agent of the voter's employer or an officer or agent of the voter's union.

16.4 HOW TO DETERMINE WHO NEEDS ASSISTANCE

To receive assistance, a voter must request assistance in some manner. The voter must state or communicate a reason for requesting assistance and his desire as to who he wants to assist him in casting a ballot. At no time during this process should the voter be embarrassed or uncomfortable.

The following are guidelines to follow when assisting a voter in casting a ballot:

- Election officials must not offer assistance unless the voter requests assistance from the election official
- Persons assisting shall not seek to persuade the voter to cast a ballot in any particular way.
- Persons assisting a voter must leave the voting enclosure immediately after assisting the voter.
- Assistance must be performed in person. Assistance shall not be allowed in the form of paper, electronic or mechanical means of communication with the exception of disabled voters with special needs.
- Assistance must be given in private and any information regarding how the voter cast the ballot during assistance shall not be shared, recorded or noted in any way.

Election officials shall not assume a voter needs assistance or take offense if a voter requests assistance. Officials shall respond positively and quickly to ensure the voter receives the appropriate assistance.

16.5 HOW MAY ASSISTANCE BE GIVEN

A qualified voter seeking assistance in an election shall, upon arriving at the voting place, request permission from the chief judge to have assistance, stating the reasons. If the chief judge determines that such assistance is appropriate, the chief judge shall ask the voter to point out and identify the person the voter desires to provide such assistance. If the identified person is eligible to provide assistance, the chief judge shall request the person indicated to render the assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, if the election official is not prohibited. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.

A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The person rendering assistance shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way. The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth. The person rendering assistance shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless the person rendering assistance is called upon to testify in a judicial proceeding for a violation of the election laws.

16.5.1 Common Courtesies and Guidelines

Follow these common courtesies and guidelines:

- Be considerate of the extra time it might take for a person who has a disability or elderly to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may accompany the voter.
- Speak calmly, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements' help if understanding is doubtful. It is okay to write a note to a person with a hearing problem.

- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that service dogs assist people with disabilities and shall be admitted into all buildings. Service dogs are highly trained and need no special care other than that provided by the owner. Be aware that service dogs assist persons other than just those who are visually impaired.
- Be aware that federal law allows voters with disabilities to be accompanied and to receive assistance from another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.

16.6 VOTER ASSISTANCE AND QUESTIONS ABOUT BALLOT CONTENT

It is the duty of the chief judge and judges to give any voter any technical information the voter desires in regard to ballot items. In response to questions asked by the voter, the chief judge and judges shall communicate to the voter **only** technical information necessary to enable the voter to vote the ballot. No election official shall provide opinions or interpretations of items on the ballot.

16.7 VOTER ASSISTANCE AND CURBSIDE VOTING

Voters who are unable to enter the voting site are allowed to vote a curbside ballot. Curbside voting takes place in the vehicle that brings the voter to the voting site and is executed by the precinct official. The curbside voter shall be entitled to the same assistance and subject to the same guidelines as a voter who is voting in person.

17 ADMINISTRATIVE

17.1 INCIDENT REPORTS

Election officials are required to enforce peace and good order in and about the place of registration and voting. They are required to make incident reports of the following matters:

- Improper practices and attempts to obstruct, intimidate, or interfere with any person in registering or voting.
- Molestation and violence committed against a voter, challenger or witness.
- Acts of riots, violence, tumult, or disorder.
- Injury or sicknesses of a voter, precinct official or observer that occur within the voting enclosure, within the buffer zone, or immediately outside of the voting place.
- Occurrences of voters who leave the voting enclosure without casting a ballot.
- Occurrences of voters improperly removing a ballot from the voting enclosure
- Incidents of malfunction of voting equipment.

17.2 REPORT OF DECEASED VOTERS

Only a near relative, legal guardian or personal representative of the estate may request to have a deceased person's registration removed.

17.3 EMERGENCY PLAN

Electricity Outage: If enough natural light permits, voting should be continued. All voting equipment has battery power backup. The CBE should be immediately contacted and informed.

Emergency in which evacuation is required: Election officials shall have a plan in place designates a meeting location and that assigns responsibility for each piece of voting equipment, ballots, and authorization to vote forms. In the event that voting system items cannot be evacuated, officials shall make every effort to ensure that they are secured in place.

Election officials shall also call 911 if circumstances warrant.

18 VOTING SITE DOCUMENTS

18.1 PRECINCT ADMINISTRATIVE

At a minimum, the following administrative documents should be available at voting sites:

1. precinct official oath
2. county street list
3. county precinct map
4. payroll forms
5. assistant list
6. observers list
7. emergency contact list
8. non-voting systems incident form
9. voting systems incident form

18.2 CHECK-IN STATION DOCUMENTS

At a minimum, the following documents are required at voting site check-in stations:

18.2.1 Voter List

1. county/precinct voter registration list
2. ATV labels
3. electronic poll book

18.2.2 Vote-Authorizing Documents

1. **One-Stop Application:**

The form is used only during the one-stop absentee voting period. It is the voter's *in-person* absentee ballot application and certification that he is eligible to vote the in-person absentee ballot. Although the form prints from the SOSA application, one-stop sites must have a supply of blank applications available for emergencies.

2. **Authorization to Vote** form (ATV):

The form is used **only on election day** when the check-in official has determined that the voter is qualified and eligible to vote on the voting equipment. If a county is using an electronic poll book that prints the **ATV** form, a voting site should also have a supply of these forms available for emergencies.

18.2.3 Other Documents

1. Help Referral Form:

The **Help Referral Form** is issued at the check-in station when a voter cannot be issued a vote-authorizing document at check-in (cannot be issued a regular ballot) and needs further assistance. There is a section on the form contains the *evaluation of reasonable resemblance* that is used if a check-in official finds that the name on the photo ID is not substantially

equivalent to the name on the voter record or that the photo on the ID does not form bear a reasonable resemblance to the voter.

2. Voter Challenge form & envelope:

The challenge form is used in the event that a person challenges a voter at a precinct on election day when the voter presents to vote. The challenger will make the challenge on the form/envelope. The judges of election will document their decision as to the election day challenge on the appropriate section of the form/envelope. If the election judges sustain the challenge and the voter desires to vote, the voter must vote a *challenged ballot* and place his ballot into the challenge envelope.

18.3 HELP STATION DOCUMENTS

18.3.1 Help Referral Form

The **Help Referral Form** is issued at the check-in station when a voter cannot be issued a vote-authorizing document at check-in (cannot be issued a regular ballot) and needs further assistance. The form includes an *evaluation of reasonable resemblance* section that is used if a check-in official finds that the name on the photo ID is not substantially equivalent to the name on the voter record or that the photo on the ID does not form bear a reasonable resemblance to the voter. In this case, the judges of election will document their own determination as to reasonable resemblance on the form at the help station.

18.3.2 Provisional Voter Application

The form must be completed and signed by any voter who is voting a provisional ballot. The form permits the voter to sign a written affirmation stating that his is a registered voter in the jurisdiction and is eligible to vote in the election. The form also permits the voter to acknowledge that he has received all alternative voting options available to him. Election officials will document all information on the form that will be useful to the county board of elections in researching the voter's eligibility to vote, including whether the voter provided an acceptable type of ID.

18.3.3 Reasonable Impediment Declaration

The form must be completed by any voter who is voting a provisional ballot because he does not have or cannot present acceptable photo ID due to some impediment, obstacle or barrier.

18.3.4 Acknowledgment Notice

The form is used by any voter who does not present acceptable photo ID and does not desire to vote a provisional ballot. The form permits the voter to acknowledge that the officials at the voting site provided the voter with alternative options for voting, including the ability to request a by-mail absentee ballot.

18.3.5 Provisional Voting Log

A provisional voting log is used to record each instance of a person being issued a provisional ballot. Along with the person's name, the provisional poll book number and voter's provisional identification number (PIN) is recorded on the log. If the voting site is using the State Board of Elections electronic poll book applications, the provisional voting log is maintained electronically.

18.3.6 Provisional Voting Envelope

A provisional envelope is used to secure a provisional voter’s ballot until it can be determined by the county board of elections that the voter is qualified and eligible to vote and whether the ballot is eligible to be counted.

18.3.7 Provisional Voter Instructions

At the time a person casts the provisional ballot, an election official must provide the voter with written information informing the voter how and when to check the status of the provisional ballot. The instructions must also inform voters who did not provide acceptable photo ID the location and time by which they must present to the county board of elections and show or provide acceptable ID before their ballots will be counted.

18.3.8 Provisional PIN Labels

For counties that are not using the State’s electronic poll book, a PIN label must be placed on the provisional voting log, the voter’s provisional application and envelope, and the provisional voter’s instructions.

The table below details the documents that are used in NO ACCEPTABLE ID voting options.

NO ACCEPTABLE ID OPTIONS	Provisional Voting Application	Provisional Voting Envelope	Reasonable Impediment Declaration	Provisional Voter Instructions	Acknowledgment Notice	State Absentee Ballot Request Form
<i>Present Before Canvass</i>	✓	✓		✓		
<i>Reasonable Impediment</i>	✓	✓	✓	✓		
<i>Request Absentee Ballot</i>					✓	✓
<i>Choose Not to Vote</i>					✓	

18.4 CURBSIDE

18.4.1 Curbside Log

Use a curbside log to record the person(s) presenting to curbside who desire to use this voting method.

18.4.2 Affidavit

Persons who desire to vote curbside must sign a curbside affidavit attesting to their eligibility to use this voting method.

18.5 CLOSING MATERIALS

18.5.1 Chain of Custody and Reconciliation Form

Election officials must complete a [Chain of Custody & Reconciliation Form](#) to account for all ballots received, issued and that will be returned to the board of elections office.

18.6 LIST MAINTENANCE

The voting site should keep a supply of the following forms available:

18.6.1 Voter Registration Applications

Supply voter registration applications to permit voters to register to vote on days when same day registration is not permitted or to update other non-critical information on the voter record.

18.6.2 Voter Cancellation

Supply cancellation forms to permit voters to provide the form to voters who may know of voters in the jurisdiction who are no longer qualified or eligible to vote.

18.6.3 Notification of Deceased Voter

Supply deceased voter notification forms to permit near relatives of deceased voters to cancel their voter registration.

18.7 CHALLENGES

The following challenges forms must be available at voting sites:

1. Universal Voter Challenge Form (Used for non-election day challenges and challenges to absentee ballots)
2. Election Day Challenge Form & Envelope
3. Evidentiary Challenge Form