



Wake County Board of Elections

Guide to Voter Registration Drives

A citizen's guide to conducting effective
voter registration drives



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★ ★ ★ BASIC VOTER DRIVE REQUIREMENTS ★ ★ ★

The decision to conduct a voter registration drive is an important one and must be taken seriously. Voter registration is fundamental to the election process. Assisting qualified citizens in becoming voters and involving them in the democratic process is a worthy cause, and you are commended for your efforts. Participation at this level carries with it certain responsibilities to:

- **Read the information section of the Voter Registration/Application before beginning the drive. If you have any questions about the instructions, contact the Board of Elections.**
- **Provide individuals with current, state approved voter registration forms.**
- **DO NOT coerce, threaten, or intimidate any person engaged in the registration or voting process. DO NOT alter any information placed on the form without the permission of person registering.**
 - If assisting a person in filling out the form, place information on the form that accurately reflects the intent and direction of the person.
 - Do not give a partially completed registration form to a person for registering unless that person is made aware of the information already on the form and the person registering does not object to that information.
 - Give registrants the option to hand deliver or mail their registration forms to the Board of Elections.
 - Return all completed applications and accompanying documentation to the **applicant's county of residence** within 5 days of completing the registration drive and no later than 5:00 p.m. on the 25th day before a primary or election.

Failure to follow these procedures could be punishable as a Class 2 Misdemeanor.

- **Provide voters with additional forms to take home if requested. Wake County Board of Elections strives for 100% registration of all eligible citizens. We appreciate your efforts to register eligible voters and to help update current voter registration lists by obtaining updated information from registered voters.**

VOTER REGISTRATION APPLICATIONS

Voter registration applications may be obtained free of charge at the Board of Elections office, located at 337 S. Salisbury St., Raleigh. These forms are coded in order to collect statistics required by Federal law. The forms required for voter registration drives are coded "07"s.

Requests for voter registration applications in quantities of 400 or more require submission of a request form that outlines the planned use of the applications. The request form is on page 9 of this guide.

Voter registration applications may be used to:

- ★ Apply to register to vote
- ★ Report a change in party affiliation
- ★ Report a change in address
- ★ Report a name change
- ★ Report a change in other information



ELIGIBILITY REQUIREMENTS



A person must meet eligibility requirements in order to register to vote. Instruct each voter to read the back of the Registration Application/Update form to verify eligibility.

STATE OF NORTH CAROLINA VOTER REGISTRATION APPLICATION

You May Use This Form If You Are A North Carolina Resident:

- To register to vote in your county of residence.
- To change the name and/or address of your current registration.
- To declare a party affiliation or change party affiliation.

If you are not a resident of North Carolina, you can download the National Voter Registration Form at www.eac.gov.

Registration Deadlines:

- In order to vote in an election, this form must be postmarked at least **25 days** before the election, or hand delivered or faxed to the local board of elections office no later than **5:00 P.M. on the 25th day** before the election. If faxed, the original must be received no later than 20 days before the election.
- You may register to vote in person at a one-stop site in your home county during the one-stop voter registration and absentee voting period that occurs beginning the third Thursday before an election in which absentee ballots are authorized, and ending on the last Saturday before that election.

NOTE: If voter registration application is sent by fax, the original form must be received by mail or hand-delivery no later than 20 days before the election.

Qualifications: PLEASE READ

- You may register to vote only in the county where you reside.
- You must be a US citizen by birth or naturalization.
- You must be at least 18 years of age by General Election Day.
- If convicted of a felony, you may register to vote only after you have completed your sentence, including probation or parole. Once you have done that, North Carolina automatically restores your citizenship rights including your right to vote. No special document is needed.

Requirements: PLEASE READ

- To be eligible to vote in the county you are registering in, you must have resided in that county for at least 30 days before the day of the election.
- If you are registering by mail, and cannot provide a valid ID number in Section 2, you must submit a copy of one of the following forms of current and valid identification with this application. If you do not provide this information, you will be required to provide one of these forms of ID to an election official when you vote for the first time in this county:
 - A current and valid photo identification
 - A current utility bill, or bank statement, government check or paycheck, or a government document that shows your name and address as it appears on this application.

In order to be eligible to vote in an election, a registrant's voter registration application must be submitted by the registration deadline (either hand delivered to the Board of Elections office by 5:00 p.m. on the 25th day before the election or postmarked by the 25th day before the election). If individuals or groups fail to submit voter registration forms to the Board of Elections before the deadline, the applications will not be processed until after the upcoming election.

Ultimately it is the duty of the Board of Elections to determine an individual's eligibility to register to vote.

After a voter's registration application is processed, a voter identification card is mailed to the voter verifying name, address, and other information. The card also lists the voter's assigned polling place and jurisdictions. If information on the voter's card has changed or is incorrect, the voter should make changes in the space provided on the back of the card and return it to the Board of Elections. Otherwise, the voter should keep the card.



OVERVIEW OF THE APPLICATION



The Voter Registration Application/Update Form serves two purposes. It allows

- ★ New registrants to apply for registration
- ★ Current registrants to update name, party, address, or other changes

The form consists of three parts. The following pages outline detailed instructions for each part.

Required Questions:
All boxes in this section must be checked.

Application to Register to Vote:
New or updated registration information

Cancellation of Previous Registration:
To be completed only if canceling a former registration in another county or state

06W North Carolina Voter Registration Application/Update Form
Print Information and Sign Below

Are you a citizen of the United States of America? Yes No
 Will you be 18 years of age or older on or before General Election Day? Yes No
REQUIRED
 If you checked "No" in response to either of these questions, DO NOT COMPLETE THIS FORM.

Section 1 Full legal name, birth date and voter registration number
 Last Name (Required) First Name (Required) Jr II IV Sr III
 Middle Name (Required) Date of Birth MM-DD-YYYY (Required) County & State of Birth
 If you know your NC Voter Registration Number, please enter it here:

Section 2 Identification (Required)
 Do you have a NC driver's license or NC identification card issued by DMV? If yes, provide the number. Yes No
 If you do not have a DMV-issued card, do you have a U.S.-issued Social Security Number? If yes, provide last 4 digits. Yes No X X X - X X -

Section 3 Residence Address (Required)
 Street Address where you live - No P.O. Boxes or Rural Routes Apt/Unit
 City State Zip Code
 County
 Have you lived here for 30 days or more? Yes No
 If no, date moved: - -
 Phone (Optional): - -
Map/Diagram
 If you do not have a street address, draw a map of where you reside. Please include roads and landmarks.

Section 4 Mailing Address
 Address where you get your mail (if different from your residence address)
 City State Zip Code

Section 5 Gender Female Male
Section 6 Race/Ethnicity (Please choose a race and an ethnicity)
 Race: African American/Black American Indian/Alaska Native Asian Multiracial White Other
 Ethnicity: Hispanic/Latino Not Hispanic/Latino
Section 7 Political Party Affiliation
 Democratic Republican Libertarian Unaffiliated
 Other _____
 If you indicate a political party that is not qualified or indicate no choice, you will be listed as "Unaffiliated."

Section 8 Name and address used for your last voter registration if applicable
 Last Name used in Previous Registration First Name
 Previous Address State Zip Code
 Previous City Previous County


I Attest, under penalty of perjury, that in addition to having read and understood the contents of this form, that:

- I am a United States citizen, as indicated above;
- I am 18 years old or older, or will be at the time of the next General Election, as indicated above;
- I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the next election in which I intend to vote;
- I will not vote in any other county or state after submission of this form. If I am registered elsewhere, I am canceling that registration at this time.
- I have not been convicted of a felony or, if I have been convicted of a felony, I have completed my sentence, including any probation or parole. (Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is needed.)

(Required) Signature: _____ Date: _____

WARNING: If you sign this form and know it to be false, you can be convicted of a Class I felony.

version072008-web To Mail - Place this completed and signed form in an envelope addressed to your local County Board of Elections Office. Be sure to affix the proper USPS postage stamp.





PARTS OF THE APPLICATION



REQUIRED QUESTIONS

When completing the Voter Registration Application/Update Form, the registrant must first check “yes” or “no” to two questions. If a person answers NO in response to **either** of these questions, the person **MUST NOT COMPLETE THE FORM**.

| | | |
|--|--|-----------------|
| Are you a citizen of the United States of America? | <input type="checkbox"/> Yes <input type="checkbox"/> No | REQUIRED |
| Will you be 18 years of age or older on or before General Election Day? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If you checked “No” in response to either of these questions, DO NOT COMPLETE THIS FORM . | | |

APPLICATION FOR NEW REGISTRANTS OR UPDATES (Sections 1-7)

Instruct registrants to read the Application to Register to Vote section, including the oath, carefully before completing the form.

The following fields must be completed in order for an application to be processed:

- Last Name**
- First Name**
- Residence Address**
- Mailing Address (if applicable)**
- Date of birth**
- Signature**
- Identification Number (Driver License Number or last 4 digits of Social Security Number)**

NOTE: Although the Political Party Affiliation field is not required in order to process an application, please refer registrants to the section of the form that states:

If you indicate a political party that is not qualified or indicate no choice, you will be listed as “Unaffiliated.”

When applicants turn in applications to you, please ensure that these required fields are complete.

Please note the following field definitions:

Residence Address: Enter your physical address. Post Office boxes **are not** acceptable.

Mailing Address: Required only if different from physical address.
Post Office boxes and non-Wake addresses **are** acceptable.

Identification Number: NC Driver License number or last 4 digits of Social Security number

If a registrant does not provide a valid ID number, voter must submit a copy of one of the following forms of current and valid identification with the application. If this information is not provided, voter will be required to provide one of these forms of ID to an election official when voting for the first time:

- A current and valid photo identification
- A current utility bill, bank statement, government check or paycheck, or a government document that shows registrant’s name and address as it appears on the Voter Registration Application/Update Form.



PARTS OF THE APPLICATION



CANCELLATION OF PREVIOUS REGISTRATION (Section 8)

Registrants must complete the Cancellation of Previous Registration section of the application **only if they were previously registered to vote in another county or state.** Federal law requires that a person can be registered and vote in only one location.

Instruct applicants to complete the Cancellation of Previous Registration section completely, including full name, previous name (if applicable), previous physical address (including county).

Section 8

Name and address used for your last voter registration *If applicable*

Last Name used in Previous Registration

First Name

Previous Address

State

Zip Code

Previous City

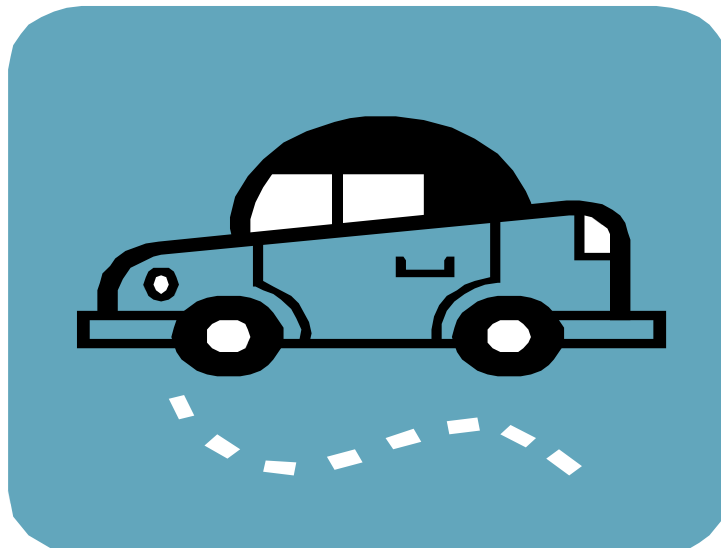
Previous County

Please return all completed and unused voter registration forms to the Wake County Board of Elections office:

- **within 5 days of conducting the voter registration drive**

AND

- **no later than 5:00 p.m. on the date of the registration deadline (25 days before Election Day)**





ABSENTEE BY MAIL F.A.Q.s



I WILL BE AWAY ON ELECTION DAY. HOW DO I VOTE BY ABSENTEE BALLOT?

Any registered voter in Wake County may request an absentee ballot. No excuse is necessary.

HOW DO I REQUEST AN ABSENTEE BALLOT?

All requests for absentee ballots MUST be made in writing.

WHAT MUST I INCLUDE IN MY WRITTEN REQUEST?

- Voter's name
- Voter's current residence address
- Voter's date of birth
- Address where ballot should be mailed (*if different from the residence address*)
- A daytime phone number (*in case we have questions or need additional information – for office use ONLY*)
- Voter's signature

MAY SOMEONE REQUEST AN ABSENTEE BALLOT FOR ME?

A voter's near relative may request an absentee ballot for the voter. In lieu of the voter's signature, the request must include the requester's signature, address, daytime phone number, and relationship to the voter.

MAY I REQUEST A BALLOT BY PHONE OR EMAIL?

No. Your request must be in writing and mailed or hand-delivered.

Mail Request to:

Wake County Board of Elections
Attn: Absentee Dept.
PO BOX 695
Raleigh, NC 27602

Hand-delivered to:

Wake County Board of Elections
337 S. Salisbury St.
Raleigh, NC 27601

DO I HAVE TO REQUEST AN ABSENTEE BALLOT FOR EACH ELECTION?

Yes. However, if you are requesting an absentee ballot for a primary, you may request that a general election absentee ballot be sent to you, as well. The absentee ballots will be mailed separately at the appropriate time.

WHERE DO I MAIL MY ABSENTEE BALLOT REQUEST?

Wake County Board of Elections
Attn: Absentee Dept.
PO Box 695
Raleigh NC 27602

WHEN IS THE DEADLINE FOR REQUESTING AN ABSENTEE BALLOT?

The deadline to request an absentee ballot is the Tuesday before an election at 5:00 P.M.

WHAT IS THE STATUS OF MY ABSENTEE BALLOT REQUEST?

You can track the status of your absentee ballot request at the Wake County Board of Elections website: www.wakegov.com/elections

MAY ANOTHER PERSON RETURN MY ABSENTEE BALLOT?

Yes, but only if that person is your spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

MAY A HUSBAND AND WIFE RETURN THEIR BALLOTS IN THE SAME ENVELOPE?

No. The returned ballot envelope is specific to each voter and must contain that voter's ballot.

MAY I HAND-DELIVER MY VOTED ABSENTEE BALLOT TO THE WAKE COUNTY BOARD OF ELECTIONS OFFICE?

Yes. Your voted absentee ballot must be in the Wake County Board of Elections Office by 5:00 P.M. on the Monday before an election.

MAY I HAND-DELIVER MY VOTED ABSENTEE BALLOT TO THE POLLS ON ELECTION DAY?

No. The deadline to return your voted absentee ballot is at 5:00 P.M. on the Monday before Election Day.

WHEN IS THE DEADLINE FOR RETURNING AN ABSENTEE BALLOT?

The deadline to return an absentee ballot is the Monday before an election at 5:00 P.M.

MAY I VOTE ABSENTEE ON ELECTION DAY?

No. You must vote in your precinct on Election Day.

WHEN WILL MY ABSENTEE BALLOT BE COUNTED?

Absentee ballots are counted at 2:00 P.M., on Election Day, but the results are not posted until 7:30 P.M., after the closing of the polls on Election Day.

IF I VOTE MY BALLOT BY MAIL OR AT AN EARLY VOTING SITE, WILL MY BALLOT BE COUNTED?

Yes. Your vote will be counted on Election Day, just as if you had voted in your precinct.

WHAT CAN A PERSON IN POSSESSION OF A POWER OF ATTORNEY DO FOR AN ABSENTEE VOTER?

A person in possession of a Power of Attorney for an individual is not granted the authority to apply for voter registration, to vote in person, or to vote by absentee ballot for the individual.



North Carolina Voter Registration Supplies Order Form
NC State Board of Elections,
PO Box 27255, Raleigh, NC 27611-7255, (866)522-4723, Fax (919) 715-0135

To ensure that your order is filled correctly please complete all fields. Forms come in boxes of 1000, so please round off your request to the nearest 1000. To order fewer forms, call 1-866-522-4723

| | |
|----------------------|---------------------------|
| Date: | |
| Contact Name: | Phone: |
| | Phone (Alternate): |
| Agency: | Fax: |
| | Email: |

| Description of Form | Quantity |
|--|---------------|
| 01- Division of Social Services | |
| 02- Disabilities Services Agencies | |
| 03- Employment Security Commission | |
| 06- Mail-In | |
| 07- In-Person/Voter Registration Drives* | |
| 08- Libraries, High Schools, Institutes of Higher Learning | |
| 09- Español/Spanish | |
| | Total: |

| | |
|-------------------------------------|---|
| Shipping (Physical) Address: | Mailing Address: <input type="checkbox"/> Same as shipping |
| | |

**Under North Carolina law, it is the obligation of any individual who receives a completed voter registration application from an applicant who entrusts that individual to submit the application for him or her, to submit it to the appropriate board of elections office by the 25th day before an election. Failure of that individual to do so may result in a Class 2 Misdemeanor.*

| | | |
|----------------------------|--|---|
| For Office Use Only | | Signature of person ordering: _____ |
| Order Number: | | |
| Date Order R'cvd: | | |
| Ship Date: | | |
| | | Date _____ |