TO: County Boards of Elections
FROM: Kim Strach, Executive Director
RE: Voter Education during the Municipal Elections
DATE: September 4, 2015

Dear Directors,

This Numbered Memo provides guidance for compliance with Sections 5.3 and 6.2 of S.L. 2013-381 and Section 8.(g) of S.L. 2015-103, which require elections workers to educate the public regarding photo identification requirements and exceptions ahead of 2016. Among other exceptions, it is important for voters to be aware of their opportunity to vote a provisional ballot if a reasonable impediment has prevented them from obtaining photo identification acceptable for voting.

In conducting the 2015 Municipal Elections, County Boards of Elections (“CBE’s”) must:

1. Prominently display signage provided by the North Carolina State Board of Elections relating to the photo identification requirement and exceptions (“NCSBE”);
2. Require poll workers and precinct officials to adhere to the procedures outlined in this Numbered Memo when processing voters; and
3. Require poll workers and precinct officials to distribute educational materials to certain voters as outlined in this Numbered Memo.

Elections workers must ask all voters presenting in-person whether they possess an acceptable form of photo ID for voting, and direct any voter responding in the negative to sign the Acknowledgment of No Photo ID on their authorization to vote document. Elections workers must also provide educational materials produced by the NCSBE to voters who sign the Acknowledgement of No Photo ID and ensure signage in the voting location is displayed prominently throughout the voting period.

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1 This Numbered Memo formalizes information already provided to counties currently conducting partisan primary elections.
Voter Check-in Procedures

In the 2015 Municipal Elections, elections workers must again ask voters if they have acceptable photo identification for voting. The NCSBE has developed materials to guide election workers in performing this task, which will be provided to each county for use at early voting locations and Election Day polling places. CBE’s must ensure that the materials are utilized according to the following procedure:

1. When an in-person voter presents at the check-in table, the election worker shall inquire as to the voter’s name and address. After locating the voter in the poll book, the election worker should refer to the Check-in Procedure document attached to this Numbered Memo, and read the statement pertaining to the photo identification requirement verbatim.

2. The election worker should then direct that the voter view the small poster containing images of the acceptable photo ID’s and inquire whether the voter has one of the ID’s depicted. It is important that election workers (and voters) understand that the question being asked refers to whether the voter has access to an acceptable type of ID, and not whether the voter has it with them. There is NO requirement that voters present acceptable photo ID to the election worker this year.

3. If a voter indicates that he/she does have an acceptable type of photo ID, they should be processed normally. However, if a voter responds that he/she does not have an acceptable type of photo ID, additional steps are required. The election worker should again refer to the Check-in Procedure document and read Statement 1 to the voter verbatim. The election worker should hand the voter an educational flyer, read Statement 2 to the voter verbatim, and inform the voter that if he/she has questions, he/she should read the flyer provided, contact the NCSBE at the number provided on the flyer, or visit the website provided on the flyer. In the interest of maximizing efficiency at the polls during the 2015 Municipal Elections and the fluid nature of the ongoing litigation, election workers should not attempt to answer voter questions regarding these topics. Rather, election workers should offer voters the educational flyer provided by NCSBE and recommend that the voter direct all questions regarding these topics to the NCSBE using the contact information displayed on the educational flyer.

4. Election workerd should now provide the authorization to vote document to the voter for signature. The election worker must tell the voter to sign in the correct location. Voters who have indicated that they lack acceptable photo ID for voting must sign the document twice – in addition to signing the regular voting authorization required of all voters, these voters must also sign in the “Acknowledgment of No Photo Identification” box on the form. Election workers must ensure that voters are signing the form in the proper location, and that voters without photo ID are signing the form in both locations.
**Posting Signage**

As with elections in 2014, signage addressing the photo identification requirements and exceptions will be provided by the NCSBE. Each early voting site and polling place should be equipped with the following:

1. A minimum of two large posters depicting acceptable forms of photo ID and outlining exceptions to the photo ID requirement. These posters should be placed in a prominent and visible location near the entrance and/or exit to the polling location. Larger polling locations or those with multiple entrances/exits should be equipped with additional posters, available from the NCSBE upon request.

2. A minimum of one small poster depicting acceptable forms of photo ID *per check-in station*. Election workers will use this small poster when inquiring whether voters have acceptable photo ID for voting. They should be displayed prominently on the check-in table at each check-in station.

3. A sufficient number of educational flyers, based upon the number of voters assigned to the precinct. These flyers will be provided to voters who indicate that they lack acceptable photo ID. They can also be provided to other voters upon request or displayed in the polling location, but CBE’s should be aware of the amount of flyers they have on hand and submit requests for additional flyers to the NCSBE as necessary in order to keep a sufficient number of flyers available at all times.

The blue “yard-sign” type signs utilized during the 2014 elections printed “NO PHOTO ID NEEDED TO VOTE IN THIS ELECTION” and “PHOTO ID REQUIRED IN 2016” on the reverse must not be used during the 2015 elections. CBE’s are directed to repurpose, recycle, return, or destroy any of these signs remaining in their possession.
Please review your One-stop Application or Authorization to Vote (ATV) form.

1. CHECK YOUR NAME
   - Is your current name printed on the form?
   - Is your current name spelled correctly on the form?

2. CHECK YOUR ADDRESS
   - Is your correct residential address listed on the form?
   - If applicable, is your current mailing address listed on the form?
   - Will you have lived at this address at least 30 days before election day?

3. DO YOU HAVE A PHOTO ID?
   - Beginning in 2016, most voters will need to show acceptable photo ID at the polls.
   - Do you have one of these?

Please review the list of acceptable Photo IDs.

4. Sign
   - If your information is correct, please sign the form.
   - If you do not have one of the types of Photo ID on the list, please sign the *Acknowledgment of No Photo ID* section on the form.
INFORMATION FOR VOTERS WHO STATE THEY DO NOT HAVE AN ACCEPTABLE PHOTO ID FOR VOTING IN 2016

"You may obtain a free Photo ID from the NC DMV. Here is the NC Voter ID Information Card for further details."

"Next year, if you present to vote without acceptable Photo ID, you will be given alternative voting options so that you can still vote that day. Again, see the NC Voter ID Information Card for further details."

Contact the NC State Board of Elections for more information.

REQUIREMENTS FOR CERTAIN FIRST-TIME VOTERS
(In 2015 and 2016)

Federal law (Help America Vote Act of 2002) and state law (GS § 163-166.12) set requirements for certain voters to show identification when they vote. These requirements apply to any voter who:

• Newly registered to vote; and
• Has not previously voted in an election that includes a ballot item for federal office in North Carolina; and
• Did not provide, on the voter registration application, a valid North Carolina driver license number or the last four digits of the voter’s social security number, or did not provide a copy of an identification document when the application was submitted.

These first-time voters must present to a local election official one of the following:

• A current and valid photo identification (refer to list of acceptable photo identification); or
• 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.
BEGINNING IN 2016, MOST VOTERS WILL NEED TO SHOW ACCEPTABLE PHOTO ID AT THE POLLS.

**NC DRIVERS LICENSE/PERMIT**
(may be expired up to 4 years)

**NC IDENTIFICATION CARD**
(may be expired up to 4 years)

**US PASSPORT/PASSPORT CARD**
(unexpired)

**MILITARY IDENTIFICATION CARD**
(unexpired, if there is an expiration date)

**VETERANS IDENTIFICATION CARD**
(unexpired, if there is an expiration date)

**CERTAIN TRIBAL ENROLLMENT CARDS**
(see requirements below)

IF YOU DO NOT HAVE ONE OF THESE FORMS OF ACCEPTABLE PHOTO ID, YOU ARE ELIGIBLE FOR A FREE NC IDENTIFICATION CARD FROM THE DMV.

**UNABLE TO GET AN ACCEPTABLE PHOTO ID?**
Voters who are unable to obtain an acceptable photo ID due to a reasonable impediment may still vote a provisional ballot at the polls. A reasonable impediment may include the lack of proper documents, family obligations, transportation problems, work schedule, illness or disability, among others. Voters must also:
1. Sign a declaration describing the impediment they face; and
2. Provide their date of birth and last four digits of their Social Security number, or present their current voter registration card, or present a copy of an acceptable document with their name and address.*

**VOTING ABSENTEE BALLOT BY MAIL?**
Photo ID is not required to cast a mail-in absentee ballot. Absentee Ballot Request Forms are available online, at the county board of elections and at all one-stop early voting locations, and can be submitted until 5:00 p.m. on the Tuesday before the date of the election.

**OVER THE AGE OF 70?**
Voters who are 70 years of age or older may use any acceptable photo ID that has been expired for any length of time, provided the photo ID expired after their 70th birthday.

**FORGOT YOUR ACCEPTABLE PHOTO ID?**
Voters who do not present an acceptable photo ID at the polling place may still vote a provisional ballot that will be counted if the voter later presents an acceptable photo ID at their county board of elections office before noon on the day before their county board canvasses the election.

**QUALIFIED TO VOTE CURBSIDE?**
Voters who cannot enter the polling place without assistance because of age or disability may vote from their vehicle. Those voters may present either an acceptable photo ID or another acceptable document with their name and address.*

**OTHER CIRCUMSTANCES?**
Additional options exist for voters with a sincerely held religious objection to being photographed, voters who are victims of certain declared natural disasters, and newly registered voters who possess a drivers license or non-operators license issued within the United States. For details, visit www.VoterID.nc.gov.

* Acceptable documents include a current utility bill, bank statement, government check, paycheck, or other government document.
** Cards issued by North Carolina-recognized tribes and approved by the State Board of Elections are acceptable for voting if they are unexpired. Cards issued by federally recognized tribes are acceptable if they have an expiration date and are unexpired, or if they have an issuance date and were issued within eight years.

IF YOU NEED ASSISTANCE GETTING ACCEPTABLE PHOTO ID OR HAVE ADDITIONAL QUESTIONS, CONTACT THE STATE BOARD OF ELECTIONS:

1-866-522-4723

WWW.VOTERID.NC.GOV
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FREE GETTING YOUR FREE NC DMV ID CARD:

Step 1: Gather the documents and information you will need:

1. Two documents that prove your age and identity (examples: a birth certificate, court documents, or tax forms).

2. One document to prove your North Carolina residency (examples: a lease, voter registration card, or utility bill).

3. Your Social Security number.

Step 2: Bring these items to any DMV drivers license office or DMV mobile unit, and be sure to say you are there for your free NC Identification Card. DMV locations can be found at the website below.

www.voterid.nc.gov

NEED OFFICIAL DOCUMENTS?

If you were born or married in North Carolina, you are eligible for a free birth or marriage certificate if you need it to get your NC Identification Card for voting. Contact the NC Office of Vital Records at (919) 733-3000 or your county’s Register of Deeds Office to request a certified copy of your records for voting purposes. If you were born or married out-of-state, contact that state’s vital records office to receive a certified copy.

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NEED HELP? HAVE QUESTIONS?

If you have special needs or circumstances, are having difficulty getting the documents you need, or can’t get to a DMV office, help is available. Please visit our website or contact the Voter Outreach Team at 1-866-522-4723.

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