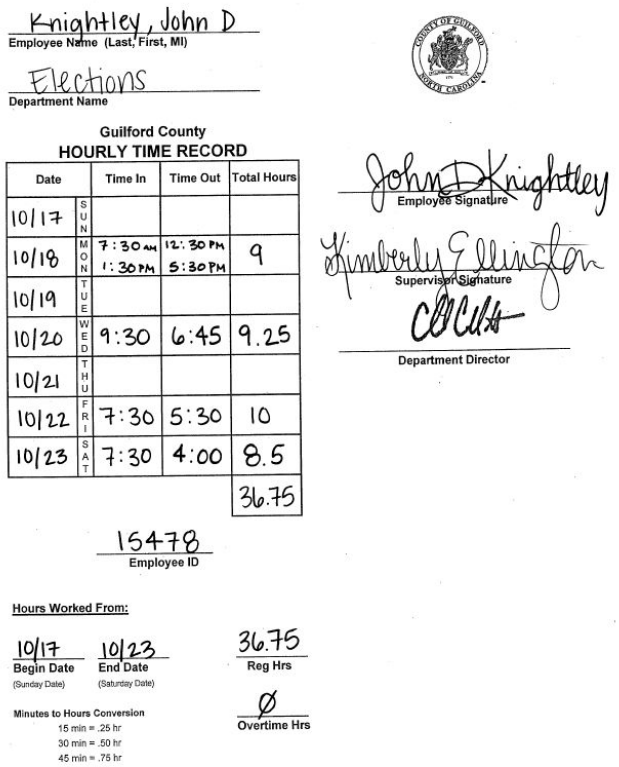
Site Supervisors

Guilford County Board of Elections
Early Voting

TIMESHEETS

1. Print your name (Last, First, Middle Initial).
2. Sign your name above the *Employee Signature* line.
3. Print “Elections” for *Department Name*.
4. Print the date next to every day of the week that it corresponds to in the date column – even the days you are not working.
5. Print Sunday’s date on the line for *Begin Date*.
6. Print Saturday’s date on the line for *End Date*.
7. Print the time you started your shift under *Time In*.
   (DO NOT use military time)
8. Print the time you ended your shift under *Time Out*.
   (DO NOT use military time)
9. Add up the total hours worked for that day and print under Total Hours.



Knightley, John D
Employee Name (Last, First, MI)

Elections
Department Name

Guilford County
HOURLY TIME RECORD

Date		Time In	Time Out	Total Hours
10/17	SUN			
10/18	MON	7:30 AM 1:30 PM	12:30 PM 5:30 PM	9
10/19	TUE			
10/20	WED	9:30	6:45	9.25
10/21	THU			
10/22	FRI	7:30	5:30	10
10/23	SAT	7:30	4:00	8.5
				36.75

15478
Employee ID

John D Knightley
Employee Signature

Kimberly Ellington
Supervisor Signature

Department Director

Hours Worked From:

10/17
Begin Date
(Sunday Date)

10/23
End Date
(Saturday Date)

36.75
Reg Hrs

Ø
Overtime Hrs

Minutes to Hours Conversion
15 min = .25 hr
30 min = .50 hr
45 min = .75 hr

Acceptable Forms of Photo ID

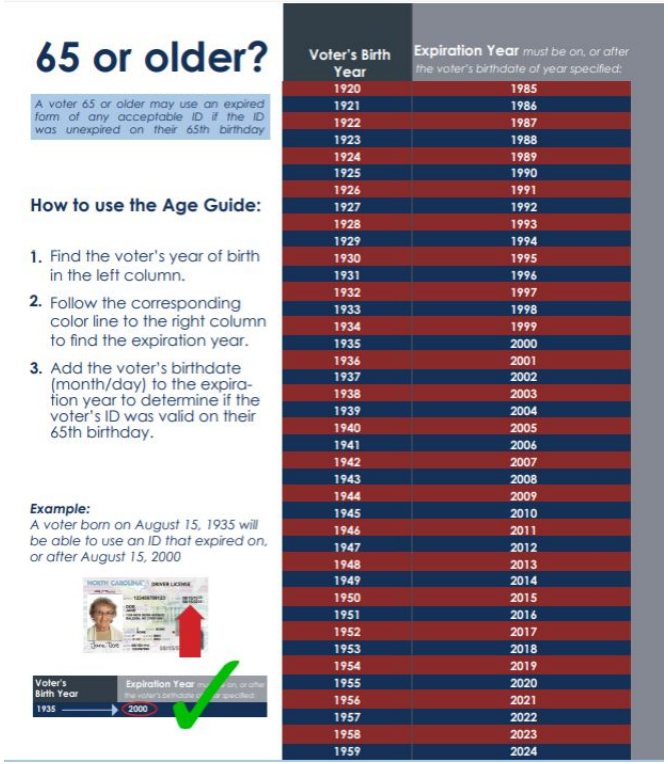
Any of the following that is UNEXPIRED or expired for ONE YEAR OR LESS:

- NC Driver License
- U.S. Passport Book/U.S. Passport Card
- State ID from NCDMV *(Non-operator License)*
- NC Voter Photo ID card, issued by a county board of elections
- College/University student ID approved by State Board of Elections
- Charter school employee ID approved by State Board of Elections
- State/local government employee ID approved by State Board of Elections
- Driver's license/non-driver ID from another state, D.C., or U.S. Territory *(only if voter registered in NC within 90 days of election)*

Acceptable Forms of Photo ID (with expiration date - EXCEPTIONS)

- Voters aged 65+ may use an expired ID, if it was unexpired on their 65th birthday.

- If a voter presents an ID that is listed on the State Board of Elections Approved List, that does not have an expiration date on it, it is still ACCEPTABLE.
  - Institutions that have been approved by the State Board of Elections have begun making IDs that have expiration dates clearly listed on them. However, anyone who already had an ID before that change was made is allowed to use their ID even though there is not an expiration date printed on it.



Acceptable Forms of Photo ID (without expiration date)

Any of the following, **regardless of whether the ID contains an expiration or issuance date:**

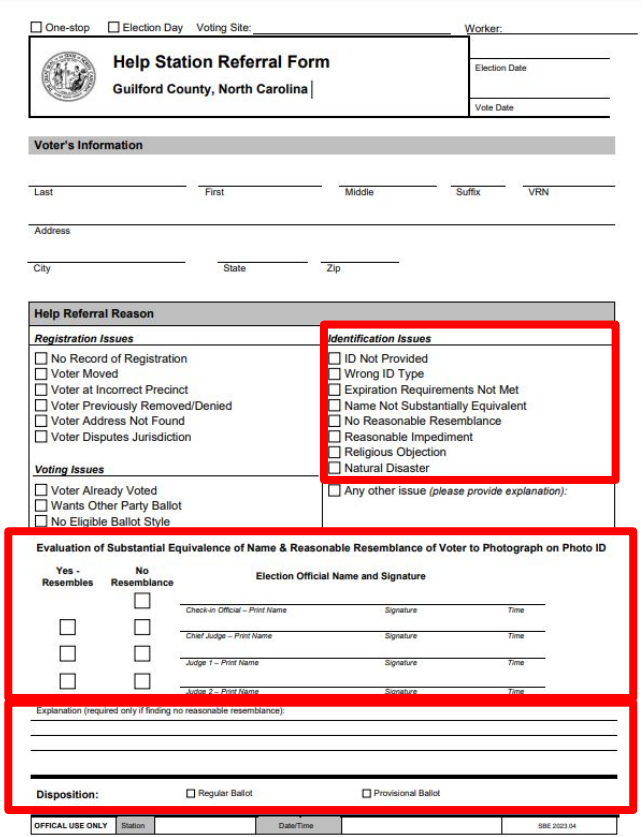
- Military or veteran ID card issued by the U.S. government
- Tribal enrollment card issued by a State or federally recognized tribe
- ID card issued by a U.S. government agency or the State of NC for a public assistance program

Voter Presents a Photo ID that is NOT ACCEPTABLE

- Inform the person presenting to vote of the reasons for that determination.
  - e.g.: the photo identification is expired when that type of acceptable photo identification requires an expiration date
- Invite the person to provide any other photo identification that is acceptable that the person may have.
- If the person cannot produce an acceptable type of photo ID, inform them of their provisional voting options.
  - Option #1: Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 12:00 pm the Tuesday following the election.
  - Option #2: Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

Photo on ID Does Not Reasonably Resemble the Voter/ Name is Not Substantially Equivalent

- The election official shall enter a challenge and immediately notify the Site Supervisor. *Print a Help Referral Form from SOSA*.
- Select the correct reason under “Identification Issues”
- Check the “No Resemblance” box, then print and sign your name, and write the time.
- The designated Chief Judge and Judges will make a determination about the resemblance.
    - If all three UNANIMOUSLY agree there is no reasonable resemblance or the name is not substantially equivalent, write an explanation on the lines provided and check the “Provisional Ballot” box. Complete the Provisional Process for this voter.
    - If even ONE of the three thinks there is reasonable resemblance, check the box that says “Regular Ballot” and allow the voter to check in and vote as normal.



☐ One-stop ☐ Election Day Voting Site: _____ Worker: _____

Help Station Referral Form

Guilford County, North Carolina

Election Date

Vote Date

Voter's Information

Last | First | Middle | Suffix | VRN

Address

City | State | Zip

Help Referral Reason

Registration Issues

- ☐ No Record of Registration
- ☐ Voter Moved
- ☐ Voter at Incorrect Precinct
- ☐ Voter Previously Removed/Denied
- ☐ Voter Address Not Found
- ☐ Voter Disputes Jurisdiction

Voting Issues

- ☐ Voter Already Voted
- ☐ Wants Other Party Ballot
- ☐ No Eligible Ballot Style

Identification Issues

- ☐ ID Not Provided
- ☐ Wrong ID Type
- ☐ Expiration Requirements Not Met
- ☐ Name Not Substantially Equivalent
- ☐ No Reasonable Resemblance
- ☐ Reasonable Impediment
- ☐ Religious Objection
- ☐ Natural Disaster

☐ Any other issue *(please provide explanation):*

Evaluation of Substantial Equivalence of Name & Reasonable Resemblance of Voter to Photograph on Photo ID

Yes - Resembles	No Resemblance	Election Official Name and Signature		
	☐	*Check-in Official – Print Name*	*Signature*	*Time*
☐	☐	*Chief Judge – Print Name*	*Signature*	*Time*
☐	☐	*Judge 1 – Print Name*	*Signature*	*Time*
☐	☐	*Judge 2 – Print Name*	*Signature*	*Time*

Explanation (required only if finding no reasonable resemblance):

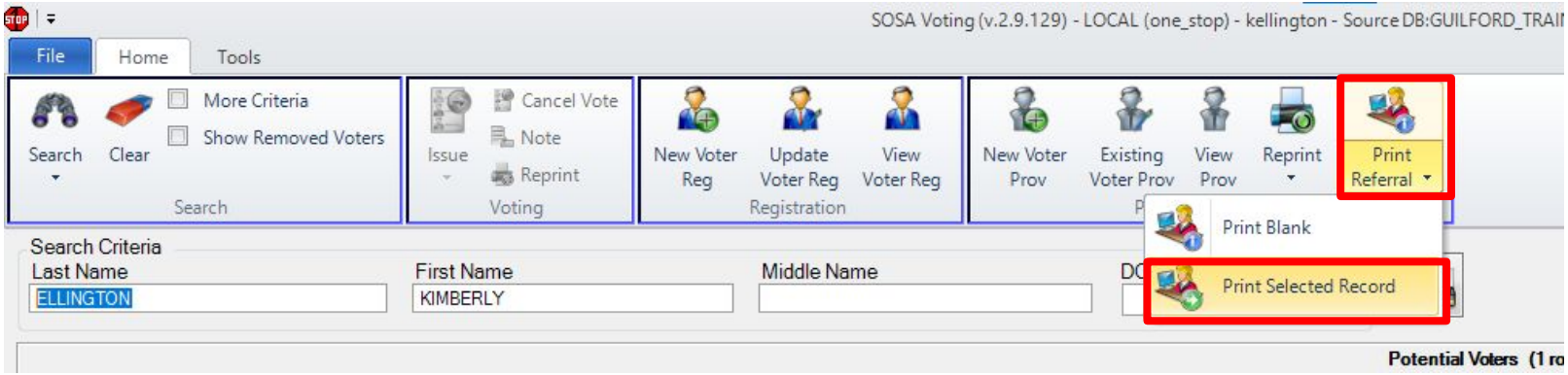
Disposition: ☐ Regular Ballot ☐ Provisional Ballot

OFFICAL USE ONLY | Station | Date/Time | SBE 2023.04

Printing a Help Station Referral Form in SOSA

1. Search for and highlight the correct voter's record in SOSA.
2. Click on the "Print Referral" button.

3. Then click on the "Print Selected Record" button.



DAILY AUDIT FORMS

OPENING – A.M.

- Confirm that the Red Zip Seal # on the Daily Audit Form matches the seal on front of the clamshell, next to external lock.
- Confirm the Opening Public Count listed on the Daily Audit Form matches the one on the screen of the DS200.

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241		-	713	=	

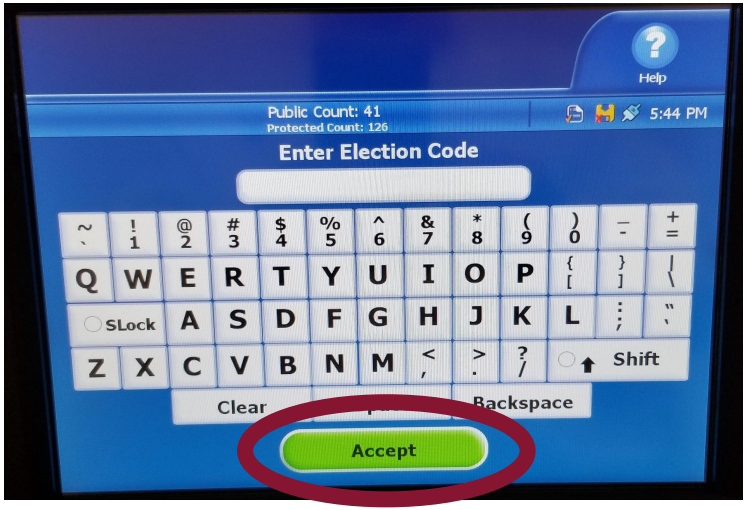
- Confirm that there are no ballots in the Blue Ballot Bin and that both flaps are open, close and lock the door.
- Place a Red Zip Seal through the metal loops of the door and secure. Record Red Zip Seal # on your Daily Audit Form.

Ballot Bin Door Red Zip Seal # (A.M.): 36154242

- Sign the "A.M." Section of the Daily Audit Form.

Turning **ON** the DS200

1. Verify that the Red Zip Seal # on the clamshell lid matches the number recorded on the Daily Audit Form. Remove the seal and unlock the exterior security lock. Undo the latches and lift up the black lid.
2. Using the black barrel key, unlock the DS200 screen and gently lift open. The tabulator will boot up automatically.
3. Type in the Election Code (elect26g) and then click the green **Accept** button.

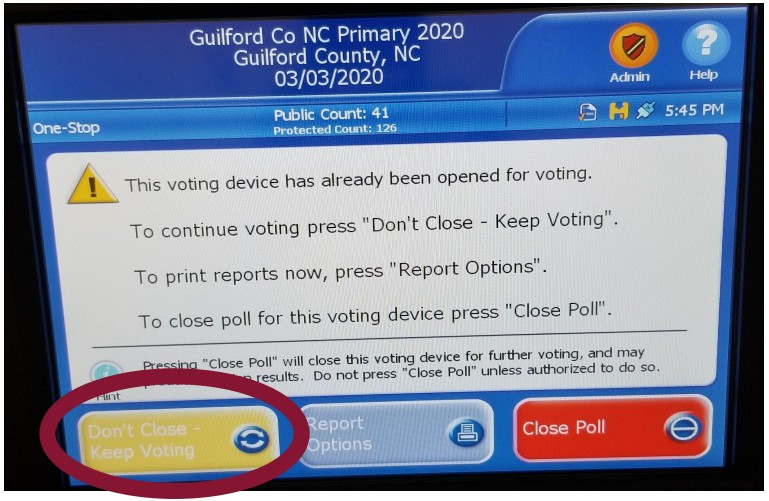


Turning **ON** the DS200

4. A tape will begin to print. On the first day of EV, let it print! Everyday after that click the red **Cancel Printing** button.

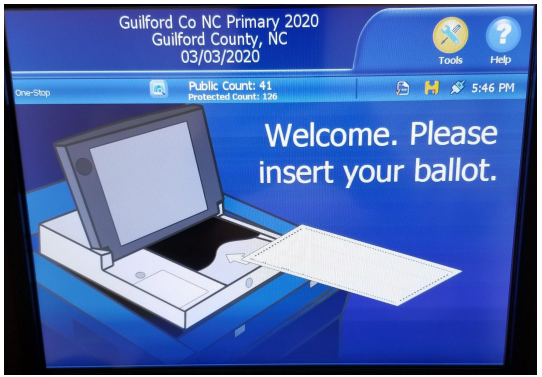


5. On the next screen, click the yellow **Don't Close, Keep Voting** button.



Turning **ON** the DS200

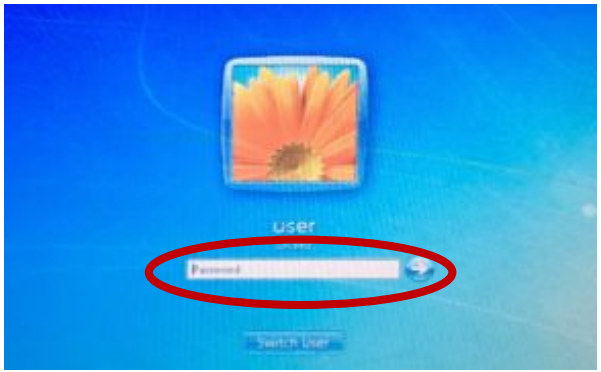
6. You should then see the “Welcome. Please insert your ballot.” screen.



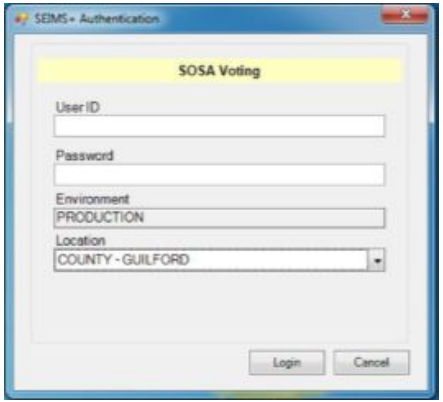
7. Unlock and open both doors on the front of the DS200 Tabulator Can. Double check that there are no ballots left in the blue ballot bin from the night before. Make sure the flaps of the blue bin are open. Double check the Emergency Bin as well. Lock both doors and place a Red Zip Seal through the metal loops of the Ballot Bin Door and secure it. Record the red seal number on the Daily Audit Form.

Logging into the ePollbooks

1. Turn on the laptop and log into windows. Type the Windows Password (*electionsGC2026) into the password field.
2. Press the Enter key on the keyboard of click arrow (→) button on the screen to complete Windows login to access the desktop.



3. Type your specific username into User ID field.
4. Type the SOSA password (*electionsGC2026) into the password field.
5. Click the **Login** button or press the **Enter** key on the keyboard.

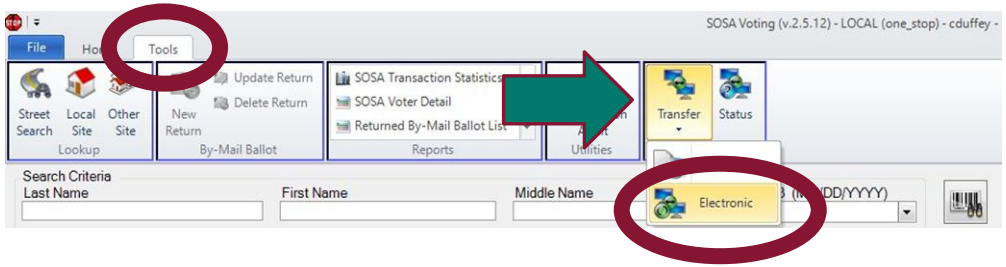


SOSA Data Transfers

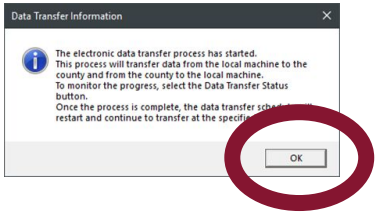
- SOSA Data Transfers are necessary to make sure that all information regarding voting credit, record updates, and new registrations is accessible at every Early Voting Site and the Board of Elections Office.
    - A “To BOE” transfer sends all SOSA data to the Board of Elections Office from each individual laptop at every Early Voting Site.
    - A “From BOE” transfer receives all compiled data from every laptop at all Early Voting Sites and the Board of Elections Office’s SEIMS Database to update each individual laptop at every Early Voting Site
- Ideally, we want to be able to complete Electronic Transfers.
    - If you don’t have a solid internet connection, you’ll have to do what’s referred to as a “Stick Transfer.”

SOSA Data Transfers

6. Once SOSA loads, go to **Tools** → **Transfer** → **Electronic**.

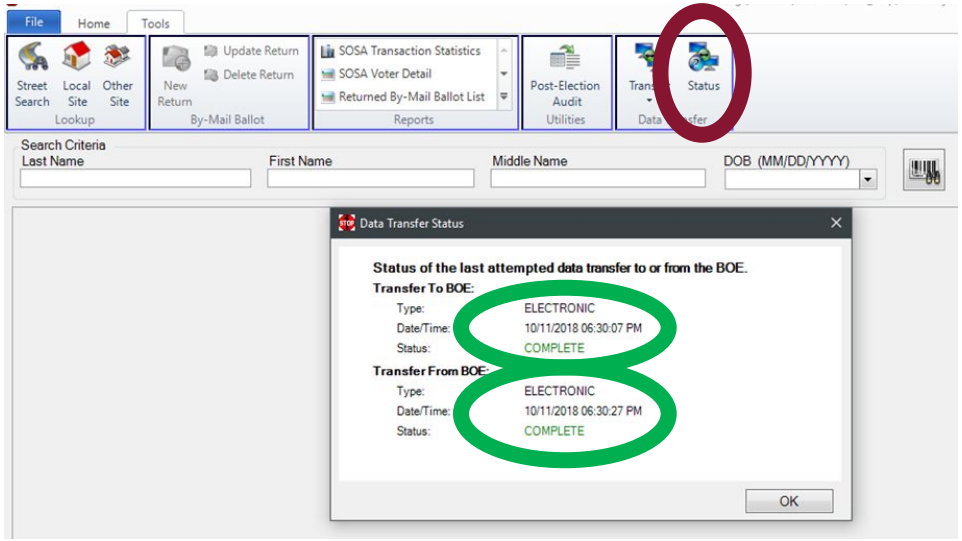


7. Click the **OK** button to the Data Transfer message.



SOSA Data Transfers

8. After a couple of minutes, click Status to make sure both Transfer to BOE and Transfer From BOE are complete.
9. Once both show a green COMPLETE, click the **OK** button.



10. You are now ready to begin processing voters in SOSA.

DAILY AUDIT FORMS

CLOSING - P.M.

- Record the Public Count listed on the screen of the DS200 in the “Daily Closing Public Count” Box.
- Subtract the Daily Opening Public Count from the Daily Closing Public Count to find “Today’s Public Count.” Record that number in the appropriate box.

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241	1192	-	713	=	479

DAILY AUDIT FORMS

CLOSING - P.M.

- Record how many Same-Day Registrations, SDR Logs, Spoiled Ballots, Curbside Logs, White Slips and Pink Slips you have to send back in the appropriate boxes. If you don't have any, write a zero in the box.
- Record your ATV Total and SOSA "Actual Votes" in the appropriate boxes and confirm that the number in all three bold boxes match.

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations		24	SDR Logs		5
Spoiled Ballots	31		Curbside Logs	8	
Address/Name Changes (WHITE SLIPS)	13		ATV Total	479	
Address/DOB Changes (PINK SLIPS)	6		SOSA "Actual Votes"	479	

Helpful Hint: If, during a busy election, your Rover picks up SDRs & SDR Logs during the day, write those totals in the "A.M." box. Start a new count for the "P.M." box. If your Rover only picks up SDRs & SDR Logs once during the day, write that total in the "P.M." box, and leave the "A.M." box blank.

DAILY AUDIT FORMS

CLOSING - P.M.

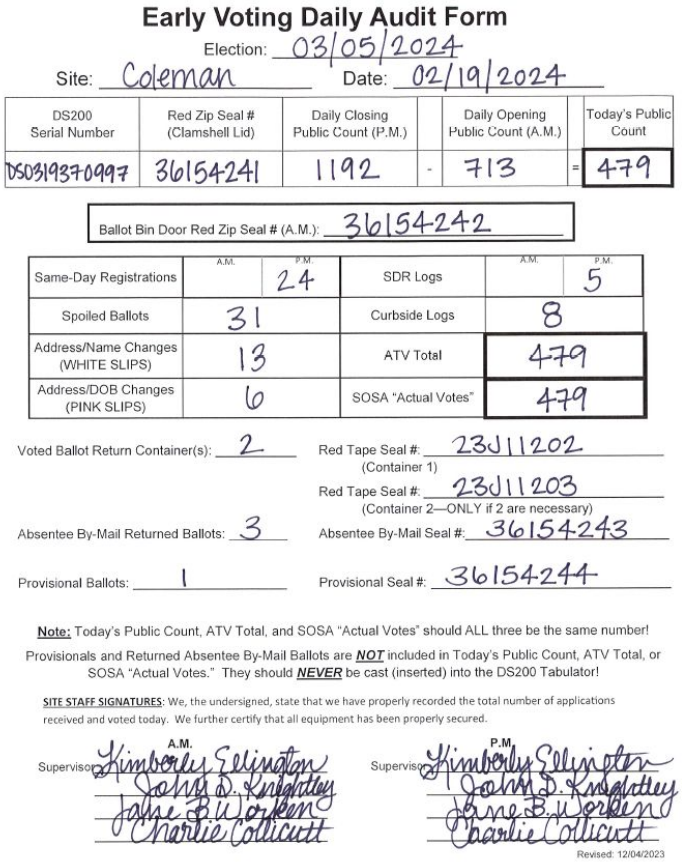
- Write how many Voted Ballot Return Containers (envelope/box) you are returning. Record the Red Tape Seal # on the corresponding line.
- If returning Absentee By-Mail Ballots and/or Provisionals, place them in the Yellow and/or Orange bag(s), and seal them with a Red Zip Seal. Record the total amount of each on the appropriate line and write the Red Zip Seal # on the next line. If you don't have any, write a zero and "N/A" on the lines.



DAILY AUDIT FORMS

CLOSING - P.M.

- The Site Supervisor and three additional employees should sign the “P.M.” Section.
- Keep the yellow copy of the Daily Audit Form in your Site Notebook. Return the white copy to the office in your Rover Bag.



Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/19/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241	1192	-	713	=	479

Ballot Bin Door Red Zip Seal # (A.M.): 36154242

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations		24	SDR Logs		5
Spoiled Ballots	31		Curbside Logs	8	
Address/Name Changes (WHITE SLIPS)	13		ATV Total	479	
Address/DOB Changes (PINK SLIPS)	6		SOSA "Actual Votes"	479	

Voted Ballot Return Container(s): 2

Red Tape Seal #: 23J11202 (Container 1)

Red Tape Seal #: 23J11203 (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: 3

Absentee By-Mail Seal #: 36154243

Provisional Ballots: 1

Provisional Seal #: 36154244

Note: Today's Public Count, ATV Total, and SOSA "Actual Votes" should ALL three be the same number!

Provisionals and Returned Absentee By-Mail Ballots are ***NOT*** included in Today's Public Count, ATV Total, or SOSA "Actual Votes." They should ***NEVER*** be cast (inserted) into the DS200 Tabulator!

SITE STAFF SIGNATURES: We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

A.M. Supervisor: Kimberly Elvington, John D. Knightley, Jane B. Worken, Charlie Collicutt

P.M. Supervisor: Kimberly Elvington, John D. Knightley, Jane B. Worken, Charlie Collicutt

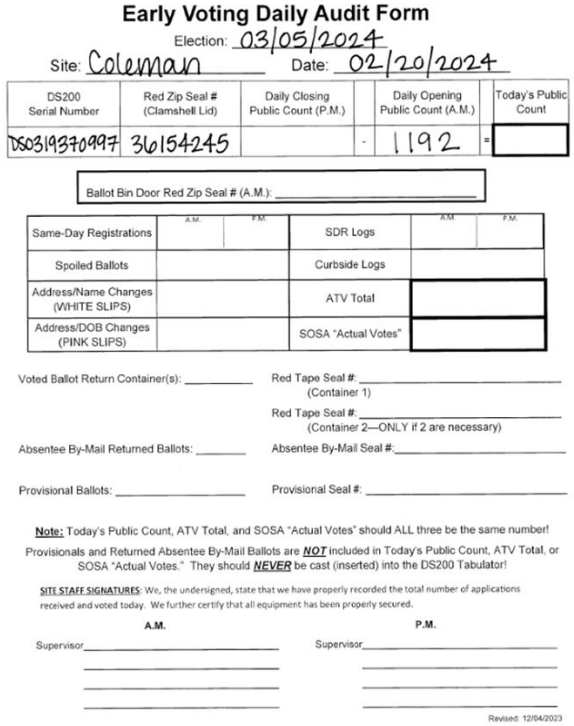
Revised: 12/04/2023

DAILY AUDIT FORMS

CLOSING - P.M.

- Prepare the Daily Audit Form for the next day.

Helpful Hint: Do NOT place a Red Zip Seal on the Ballot Bin Door at night!



Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/20/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
D50319370997	36154245		-	1192	=	

Ballot Bin Door Red Zip Seal # (A.M.): _____

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations			SDR Logs		
Spoiled Ballots			Curbside Logs		
Address/Name Changes (WHITE SLIPS)			ATV Total		
Address/DOB Changes (PINK SLIPS)			SOSA "Actual Votes"		

Voted Ballot Return Container(s): _____ Red Tape Seal #: _____ (Container 1)

Red Tape Seal #: _____ (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: _____ Absentee By-Mail Seal #: _____

Provisional Ballots: _____ Provisional Seal #: _____

Note: Today's Public Count, ATV Total, and SOSA "Actual Votes" should ALL three be the same number!

Provisionals and Returned Absentee By-Mail Ballots are ***NOT*** included in Today's Public Count, ATV Total, or SOSA "Actual Votes." They should ***NEVER*** be cast (inserted) into the DS200 Tabulator!

SITE STAFF SIGNATURES: We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

A.M.

Supervisor _____

_____

_____

_____

P.M.

Supervisor _____

_____

_____

_____

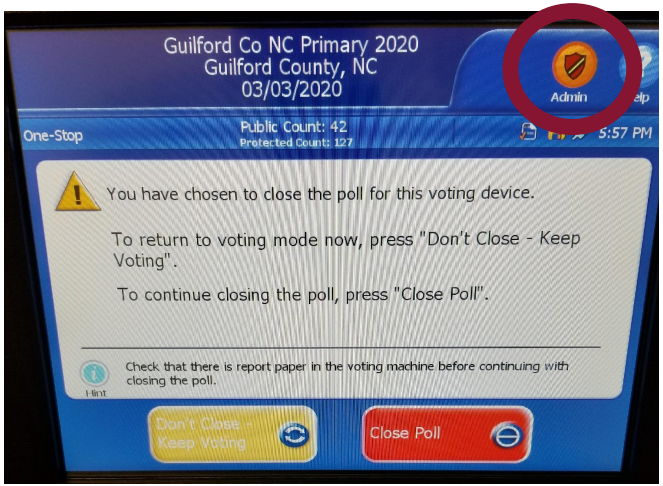
Revised: 12/04/2023

Turning **OFF** the DS200

1. Using the black barrel key, unlock the small door between where the tape prints out in the morning and the screen. You should see two buttons. Press the **CLOSE POLL** button.

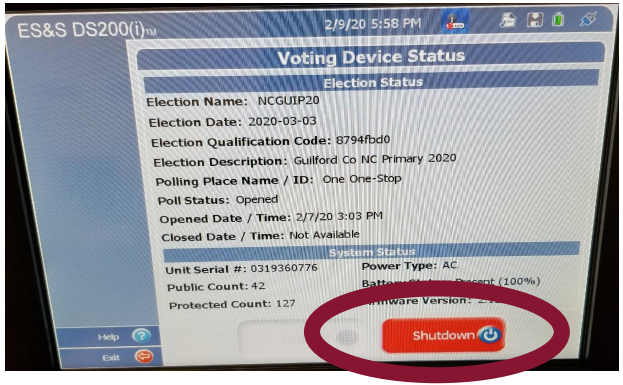


2. Once you see this screen, click on the orange **"Admin" Shield** in the top, right corner.



Turning **OFF** the DS200

3. Click the red **Shutdown** button.

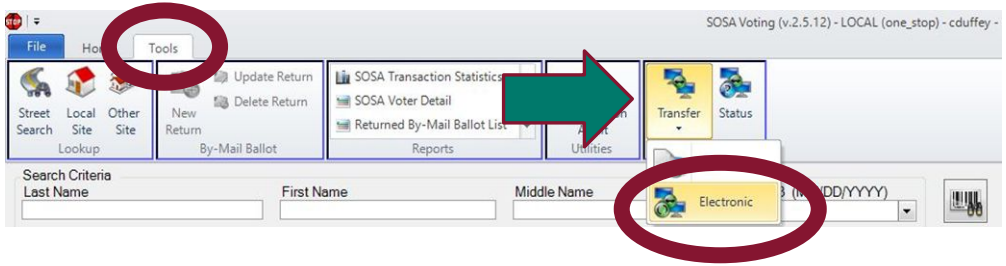


4. Shut the DS200 Tabulator screen and lock it. Close the clamshell lid and lock it as well. Place a Red Zip Seal through the metal loops on the front of the clamshell lid and record the serial number on the next day's Daily Audit Form.

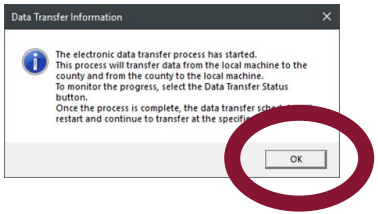
5. Unlock the Ballot Bin Door of the DS200 Ballot Can and remove all Voted Ballots from the Blue Ballot Bin located inside. Gently place Voted Ballots from DS200 Blue Ballot Bin in a cardboard "Voted Ballot Box." Seal them with a Red Tape Seal. Be sure to fill in the label on the side of the "Voted Ballot Box" with your site, the date, and your initials. Place all Voted Ballots in the Rover Bag.

SOSA Data Transfers

1. After voting has ended for the day, complete a data transfer
2. Go to **Tools** → **Transfer** → **Electronic**.



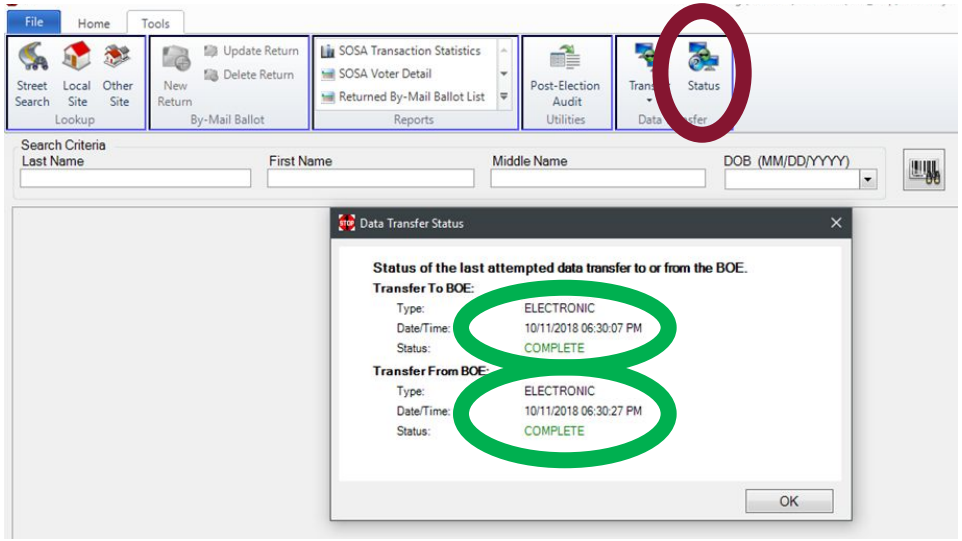
3. Click the **OK** button to the Data Transfer message.



SOSA Data Transfers

4. After a couple of minutes, click Status to make sure both Transfer to BOE and Transfer From BOE are complete.

5. Once both show a green COMPLETE, click the **OK** button.



6. You are now ready to close out of SOSA and turn off your laptop.

Check-In

Verifying the voter's registration information.

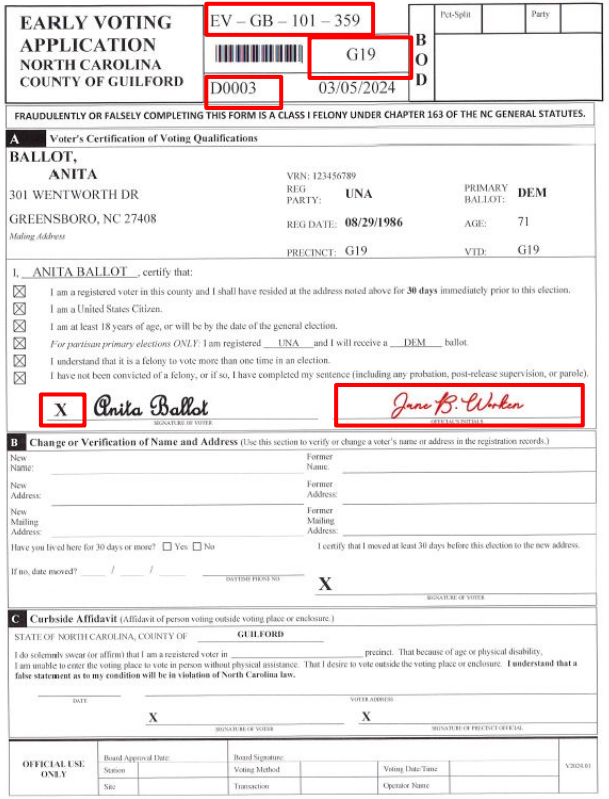
- In every election, per state law requirements, you must ask every voter to verbally state their name and current residential address. You must then repeat the information aloud to the voter. You will enter the voter's information into SOSA.
- For every voter checking in, follow these five steps.

	State Aloud to Voter	SOSA Instructions
1.	Ask the voter their last name.	Type the voter's last name in the search field.
2.	Ask the voter their first name.	Type the voter's first name in the search field. Press Enter on keyboard or click "Search." Find and highlight the correct voter's record.
3.	Ask to see the voter's photo ID.	Verify reasonable resemblance and the substantial equivalence of the name. Return the voter's photo ID.
4.	Ask the voter where they live.	Make sure the address in SOSA matches what the voter said.
5.	Repeat the information back aloud.	e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"

Check-In

Printing the voter's Application to Vote (ATV).

- Once you have highlighted the voter's record, click **Issue** and then **In-Person**.
  - OR click **Issue** and then **Curbside**.
- The voter's ATV will print. Read the following statement to the voter:
  - "I am printing your ***Application to Vote*** form. Please review Section A. If the information we stated to each other is correct and all of the statements are true, please sign by the large X."
- Highlight the Application Number, Precinct, Ballot Style, and the large X found in Section A.
- Instruct the voter to review and sign Section A by the X.
- Complete the Official's Initials line.



EARLY VOTING APPLICATION
NORTH CAROLINA
COUNTY OF GUILFORD

EV – GB – 101 – 359
G19
D0003 03/05/2024

B O D

Pct-Split | Party

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

BALLOT, ANITA
301 WENTWORTH DR
GREENSBORO, NC 27408
Mailing Address

VRN: 123456789
REG PARTY: UNA
PRIMARY BALLOT: DEM
REG DATE: 08/29/1986
AGE: 71
PRECINCT: G19
VTD: G19

I, ANITA BALLOT, certify that:

- ☒ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election.
- ☒ I am a United States Citizen.
- ☒ I am at least 18 years of age, or will be by the date of the general election.
- ☒ *For partisan primary elections ONLY:* I am registered UNA and I will receive a DEM ballot.
- ☒ I understand that it is a felony to vote more than one time in an election.
- ☒ I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).

X Anita Ballot (SIGNATURE OF VOTER) Jane B. Worker (OFFICIAL'S INITIALS)

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.)

New Name: Former Name:
New Address: Former Address:
New Mailing Address: Former Mailing Address:
Have you lived here for 30 days or more? ☐ Yes ☐ No
I certify that I moved at least 30 days before this election to the new address.
If no, date moved? ___/___/___ (DAYTIME PHONE NO.)
X (SIGNATURE OF VOTER)

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD

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.**

DATE VOTER ADDRESS
X (SIGNATURE OF VOTER) X (SIGNATURE OF PRECINCT OFFICIAL)

OFFICIAL USE ONLY

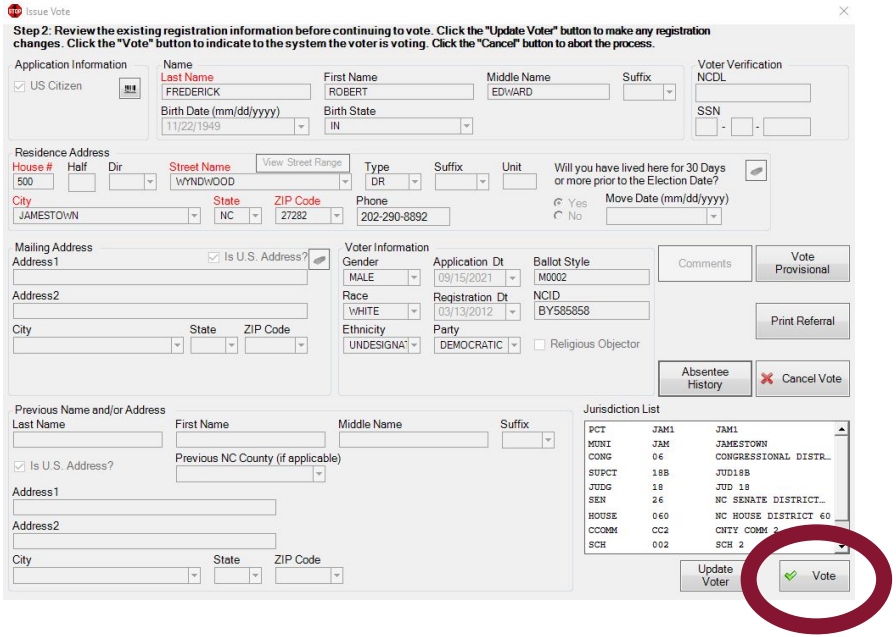
Board Approval Date:		Board Signature:			
Station		Voting Method		Voting Date/Time	
Site		Transaction		Operator Name	

V2024.01

Check-In

Issuing the voter their ATV and giving them voting credit.

- Hand the ATV to the voter, and direct the voter to the Ballot Table.
- In SOSA, click the Vote button to issue voting credit to the voter.



Check-In:
Searching Voters in SOSA

Can't find a Voter's Record in SOSA?

The voter may be registered under a different name or spelling. When searching, try the following:

- Type the name with and without spaces or hyphens. The voter may have indicated something *different when they first registered*.
- Use the Wildcard character (%) to help *find voters who have spaces or hyphens* in their names. This also applies to voters who have *long or complex names*. The Wildcard character (%) can also be helpful for voters who have *common names with uncommon spellings*. Search for the voter using ONLY their date of birth, especially for searching for long or complex names, but always ask the voter for their permission to search by their date of birth. Type date of birth in Month-Day-Year format with two digits for the month and day, and four digits for the year (i.e MM/DD/YYYY).

Check-In:

Cancel a Vote in SOSA (Before the Vote Button Has Been Clicked)

1. Click the **Cancel Vote** button.
2. A new window will pop up. Type the word “CONFIRM” and then click on the **CONFIRM** button.
3. Click on the **OK** button on the next pop-up box.
4. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.

Check-In:

Cancel a Vote in SOSA (After the Vote Button Has Been Clicked)

1. Click the **Clear** button, then search that voter's name, select the correct voter by clicking on the gray box next to their name, and click on **Cancel Vote**.
2. A new window will pop up. Select **CN—CANCELLED** in the drop down box and enter additional comments to justify the cancellation.
3. Click the **Cancel Vote** button.
4. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.

Same-Day Registration

- Same-Day Registration (SDR) is an Early Voting process offered to individuals who are not currently registered to vote in Guilford County which enables them to register to vote at an Early Voting site and vote on the same day. Same-Day Registration does NOT exist on Election Day. The deadline for registering to vote on Election Day is 25 days before Election Day at 5:00 p.m.
- In order to register and vote through SDR, the voter must:
  - Intend to vote at an Early Voting site during Early Voting.
  - Provide a valid form of ***Proof of Residency*** showing their current name and current address, listed on the back of the ***Notice to Same-Day Registrants*** that's given to every voter who completes a Same-Day Registration.
  - Meet all of the eligibility requirements to vote in the current election.

Same-Day Registration

- Eligibility Requirements:
  - Must be a U.S. Citizen
  - Must have been a resident of Guilford County for at least 30 days prior to Election Day
  - Must be at least 18 years old on or before Election Day

- If you're concerned about someone's eligibility to vote, remember they can always vote PROVISIONALLY.
  - Having them vote a provisional ballot will give the BOE Office time to confirm that they are eligible.

Processing a Same-Day Registration

1. Conduct a diligent search in SOSA, using multiple search techniques, to make certain the voter is NOT currently registered to vote in Guilford County.

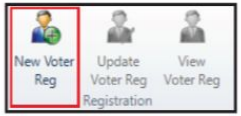
   SOSA Search Tips

   - Search using only the voter's last name.
   - Search using only the voter's date of birth.
   - Ask the voter if they use a maiden, married, or hyphenated last name.
   - Use the Wildcard character (%) when searching for complex names, possibly misspelled names, or nicknames.

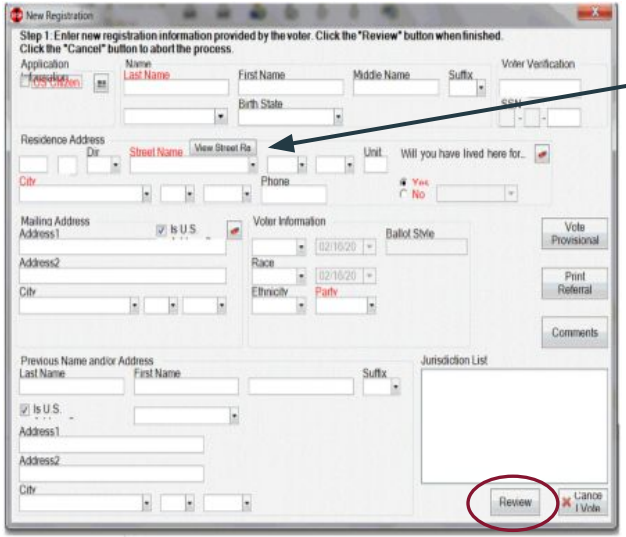
- If you find the voter's record in SOSA, confirm that everything is correct and process them as a normal Check-In.

Processing a Same-Day Registration

2. Confirm the voter has completed and signed their ***Voter Registration Form*** and they intend to vote today.
3. Click **New Voter Reg** in SOSA.



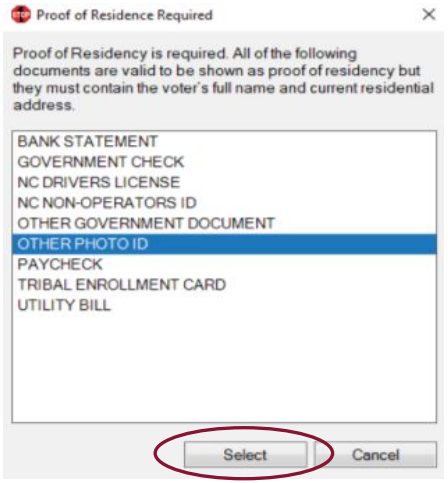
4. Type the information from the Voter Registration Form into the New Registration data entry screen; then click the **Review** button.



Helpful Hint:
After typing the House # and the Street Name into the corresponding boxes, click on the View Street Range box. Select the correct range of address, and SOSA will auto-populate the rest for you!

Processing a Same-Day Registration

5. A pop-up will appear requiring the voter to provide a proof of residence.
6. Ask the voter to show you proof of residence.
   - Verify the name and address on the proof of residence match the information provided on the ***Voter Registration Form***. Highlight the document provided on the "Proof of Residence Required" pop-up, and click **Select**.



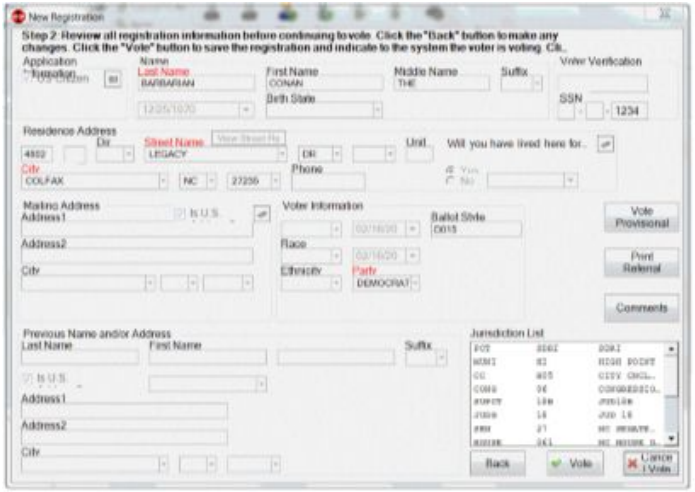
Processing a Same-Day Registration

7. Highlight the correct voting method. Then click the **Select** button.



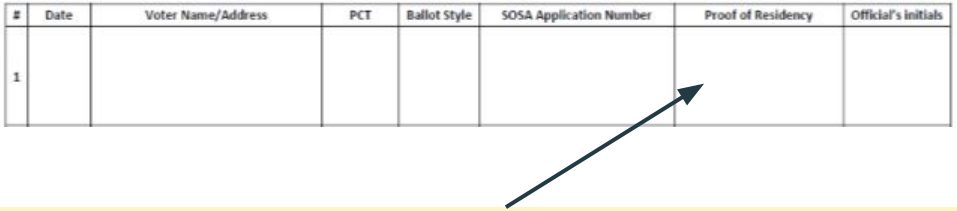
Processing a Same-Day Registration

9. Ask the voter to confirm their information on the form that prints from SOSA and sign it if all the information is correct.
   - If you make a mistake in SOSA, write VOID across the form that printed from SOSA, click **Back** and re-enter the information.
10. After the voter reviews and signs the SOSA printed Voter Registration Form, click **Vote**. The voter's ATV will print.



Processing a Same-Day Registration

11. Ask the voter to review and sign the ATV, then initial as the witness.
12. Hand their ATV back to them and direct them to the Ballot Table.
13. Complete the One-Stop Registration Log and label the top of the handwritten registration from with the correct number. This number should be **SDR Log Page # - Line #.**
14. Paperclip the voter's printed form from SOSA to the Voter Registration Form completed by hand, and place them in the Purple Bag to be returned to the office at the end of the night.



#	Date	Voter Name/Address	PCT	Ballot Style	SOSA Application Number	Proof of Residency	Official's initials
1							

If a voter gives you their Driver's License as a Proof of Residence, make sure you enter the Driver's License number into SOSA and write it on the SDR Log in the "Proof of Residency" box.

Processing a Same-Day Registration

Important Reminders

- Once you click Vote, you **CANNOT** edit or cancel an SDR. If you realize you've made a mistake after clicking the Vote button, have the voter correct the information (by hand) in Section A of the ATV. Then write on a post-it note what was incorrectly entered into SOSA and stick that to the voter's paperclipped forms that will be sent back in the Purple Bag at the end of the night.

- **DO NOT REGISTER THEM A SECOND TIME!**

Name Changes/Corrections
Address Changes - Over 30 Days

- Verify you have highlighted the correct voter record by confirming the voter's date of birth matches the record.
- Ask the voter to complete a white slip with their correct information.
- Click the **Update Voter Reg** button at the top of the screen. If the **Update Voter Reg** button is grayed out, make sure the record is highlighted.



- In the window that appears, delete the applicable information from the Name fields, and then type the corrected information.

Name Changes/Corrections
Address Changes - Over 30 Days

- Verify the voter's information is typed correctly by repeating their last name, first name, residential address, and mailing address (if applicable) exactly as they are typed in SOSA.
  Once the voter confirms their information is correct, click the **Review** button. The *Name/Address Change* form and ATV will print.
- Instruct the voter to review and sign the *Name/Address Change* form that was printed from SOSA.
  Paperclip the signed *Name/Address Change* form to the white slip that was completed by hand and place them in the Teal Bag.
- Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.
- Click the **Vote** button.
- Hand the voter their ATV, and direct them to the Ballot Table.

Ballot Table

Puller:

1. Ask the voter for their ATV. Confirm that it has been signed by the voter and the staff member who processed the ATV.
2. Find the ballot style listed on the ATV, and pull a ballot of the same style from the ballot cabinet.

Scanner:

3. Use the barcode scanner to scan the barcode on the ATV and then the barcode on the ballot. They must match.

Writer:

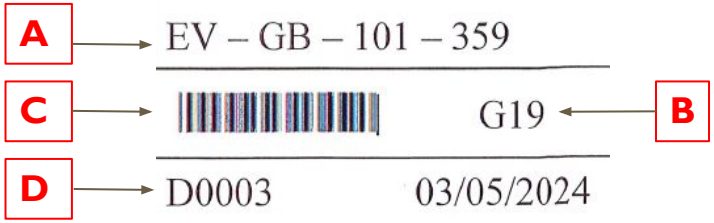
4. Write the voter's Application Number and their Precinct in the box at the top of the ballot using a red pen.

Counter:

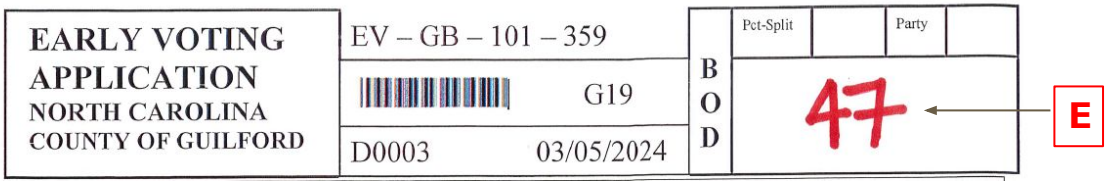
5. Write the next sequential number in the box at the top of the ATV using a red pen and place it, face down, in the corresponding organizational tray. Then give the ballot to the voter, explain the ballot marking instructions and direct them to the voting booths.

Ballot Table

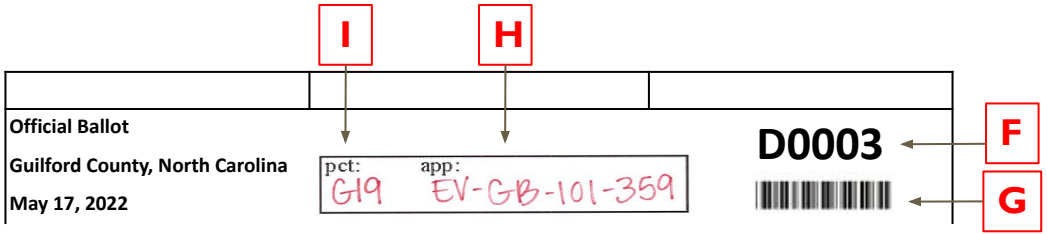
A. Application Number
B. Precinct
C. Barcode
D. Ballot Style



E. Write the sequential number inside the box on the top of the ATV



F. Ballot Style
G. Barcode
H. Application Number
I. Precinct



Ballot Table
Spoiled Ballots

Voter Makes a Mistake on the Ballot

1. Take the ballot from the voter and write the word “SPOILED” across the front in large letters, using a RED pen.
2. Get a new ballot of the same ballot style from the ballot cabinet.
3. Copy the Application Number and Precinct from the spoiled ballot onto the new ballot, using a red pen, and issue the new ballot to the voter.
4. NEVER allow the voter to have two ballots in their possession at the same time.
5. Fill out the ***Spoiled Ballot Log***. (Located in the very front of your file box.)
6. Place the spoiled ballot in the Black Bag.

Ballot Table
Spoiled Ballots

Voter Decides Not to Vote

1. Ask the voter to return their ballot, and write the word “SPOILED” across the front in large letter, using a red pen.
2. Using the Application Number at the top of the spoiled ballot, locate the voter’s ATV in the organizational trays.
3. Remove the voter’s ATV from the organizational tray, and write “VOID” across the form using a red pen.
4. Fill out the ***Spoiled Ballot Log*** and place the spoiled ballot in the Black Bag.
5. The Site Supervisor must take the voided ATV to the same computer where the person was originally processed and cancel the vote.
6. If you have a skipped number in the sequentially-numbered ATVs in the trays, assign the skipped number to the next ATV that comes to the Ballot Table, and place that voter’s ATV, face down, in the corresponding organizational tray.

Ballot Table
Spoiled Ballots

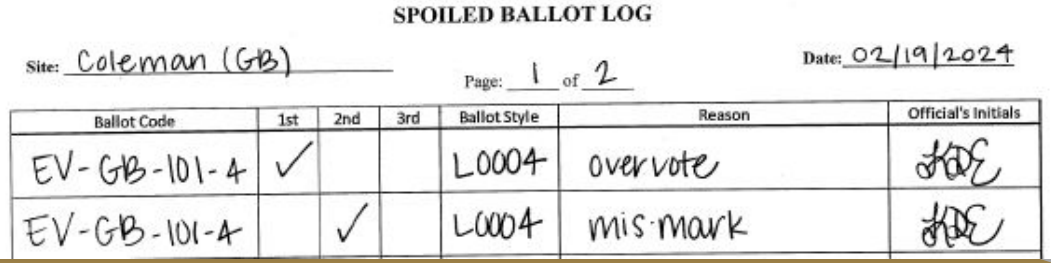
- **Do NOT** advise a voter to leave the voting enclosure to research candidates after the voter has received an ATV or a ballot. Inform the voter that they can use a smartphone to research candidates but not to call or text others. If the voter insists on leaving, you must notify the Site Supervisor.
- **Do NOT** hold a voter's ballot or ATV while the voter leaves the voting enclosure for any reason.
- **NEVER allow a voter to have two ballots at the same time. They must give you their mis-marked/damaged ballot in order to receive a new one!**

Ballot Table:

Spoiled Ballot Log

Per North Carolina election laws, a voter is allowed to spoil three ballots before they are required to vote provisionally. For this reason, you will need to keep track of how many times each voter needs/requests to spoil their ballot and mark a new one.

1. Write the Ballot Code in the space provided. This should be written in red ink in the box on the top of the ballot.
2. Check the correct box for how many times you've spoiled this voter's ballot.
3. Write the Ballot Style in the next box. This is found on the ballot above the barcode, to the right of the box where the Ballot Code is written.
4. Sign your initials in the Official's Initials box.
5. Remember to write "SPOILED" across the ballot the voter wishes to spoil and place in the Black Bag.



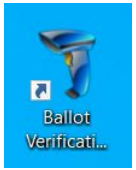
SPOILED BALLOT LOG

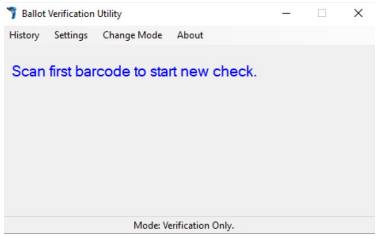
Site: Coleman (GB) Page: 1 of 2 Date: 02/19/2024

Ballot Code	1st	2nd	3rd	Ballot Style	Reason	Official's Initials
EV-GB-101-4	✓			L0004	overvote	KDE
EV-GB-101-4		✓		L0004	mis-mark	KDE

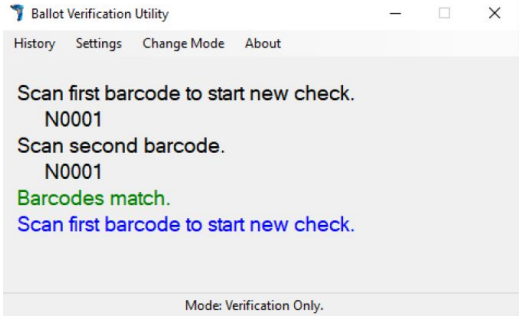
Ballot Table: Barcode Scanner

1. On the laptop at the Ballot Table, double click on the Barcode Scanner icon.



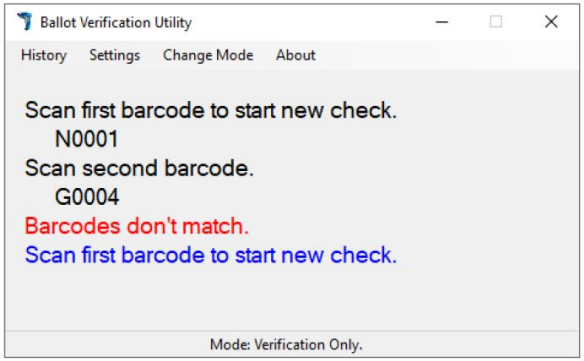


2. Scan the barcode on the voter's ATV.
3. Scan the barcode on the ballot.
4. Once you have confirmed that the barcodes match (image below), hand the ATV and the ballot to the Writer for them to code the ballot.
5. To begin another check, simply scan the next voter's ATV.



Ballot Table: Barcode Scanner

If the barcodes do NOT match, you will see this image.



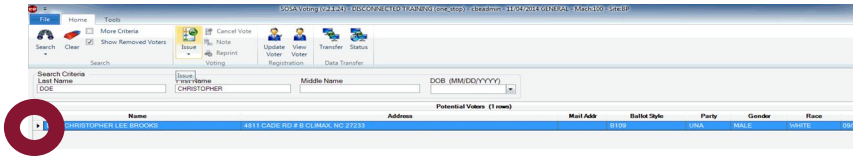
- Double check that you scanned the correct barcode on the voter's ATV.
- If you have scanned the correct barcode on the voter's ATV and still see this message, inform the Puller that the incorrect ballot style has been pulled and ask them to retrieve the correct style.
- If barcode scanner "stops working," simply click inside the box and try again. If that doesn't work, close the program and reopen it.

Provisional Voting

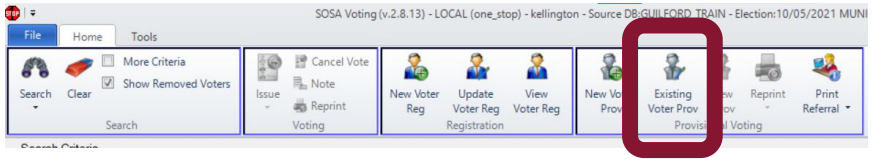
Existing Voter Provisional

Steps for Issuing a Provisional Ballot to a Voter Who Has a Record in SOSA:

- Find the correct voter in SOSA.
- Click the empty square to the left of the voter's last name to select the entire row. Once a black triangle appears and the row turns blue, the row is selected.



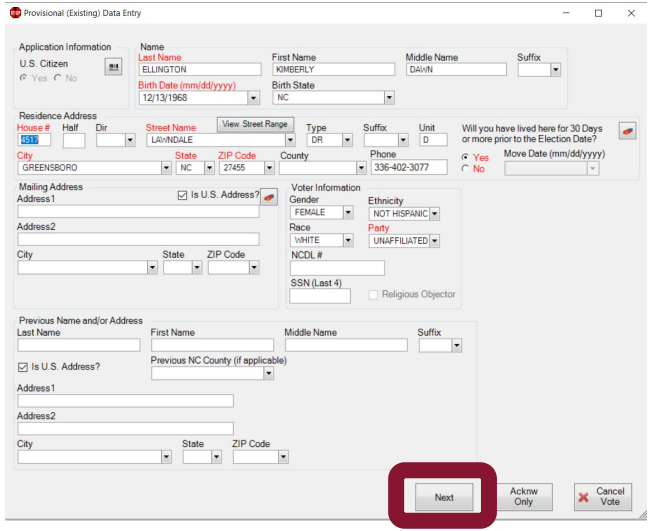
- Click the **Existing Voter Prov** button.



Provisional Voting

Existing Voter Provisional

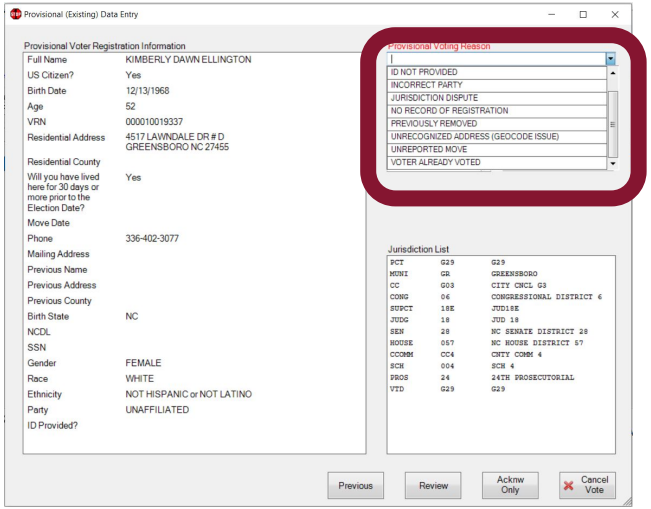
- A pop-up box will appear.
- If the voter's information is correct, click the **Next** button.
  - If the voter's information is NOT correct, type in the information the voter gave you. Then click the **Next** button.
  - You can type ANY address in the world in the Provisional Voting Data Entry screen and it will accept it! This means if you got a Ballot Style Verification Error message when trying to process this voter, you will NOT get the same message when typing it in for a Provisional.
  - Partisan Primary: If a voter claims that they are registered in a different party than SOSA says, change their party on this page.



Provisional Voting

Existing Voter Provisional

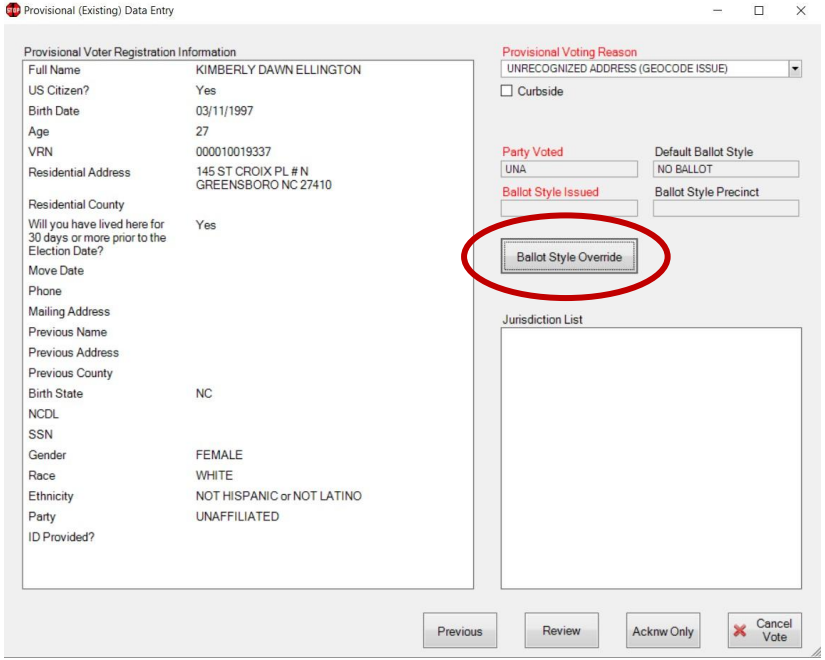
- On the next screen, click the down arrow to the right of the empty box under Provisional Voting Reason.
- Select the correct reason from the drop-down menu.



Provisional Voting

Existing Voter Provisional

- After selecting the Provisional Voting Reason, if necessary, click the **Ballot Style Override** button.
    - If you selected “Unrecognized Address (Geocode Issue),” you will be required to select a ballot style. Call the Elections Office to make sure you are giving the voter the correct Ballot Style.
    - Partisan Primary: If you did not change the voter’s party on the data entry page, you will be required to select a ballot style.



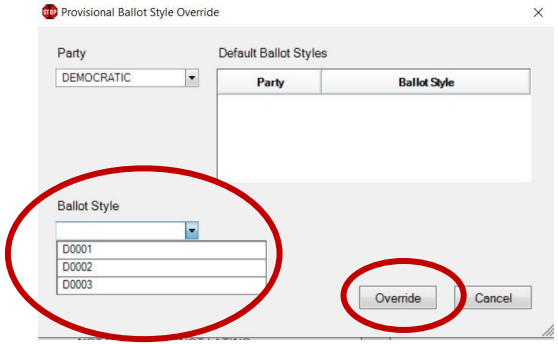
If the “Ballot Style Validation Warning” pops up, click **OK**.



Provisional Voting

Existing Voter Provisional

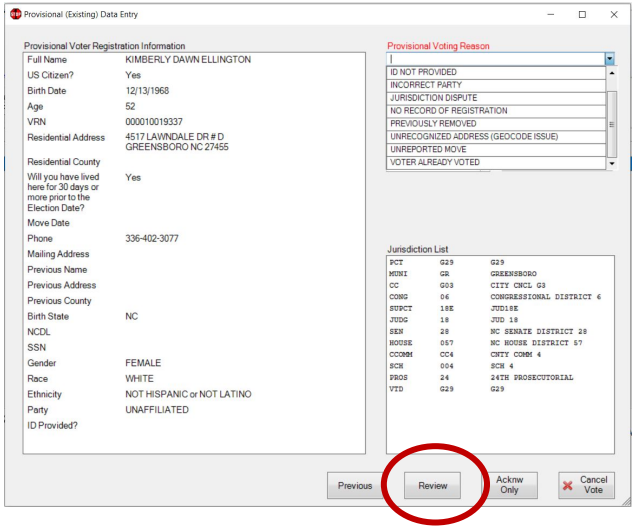
- Beside the box for “Ballot Style,” click the down arrow and select the correct ballot style from the list that appears below.
- Click the **Override** button.



Provisional Voting

Existing Voter Provisional

- Click the **Review** button.
- The Provisional Application will print. Have the voter confirm that the information on the Provision Application is correct and sign the application.
- Sign the application on the Election Official Signature line.
- Click the **Vote** button.
- The voter's Provisional Instructions will print. Hand the voter their Provisional Instructions, and explain those are the steps to follow to see if their ballot was counted or not.

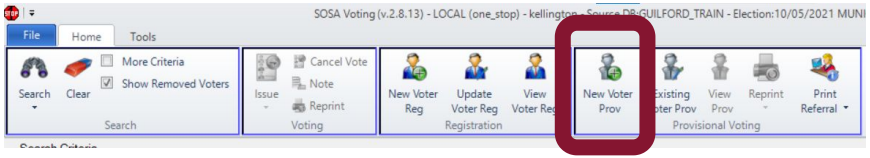


Provisional Voting

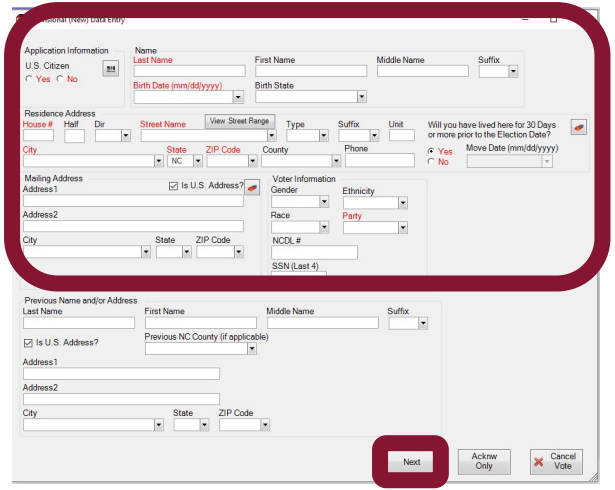
New Voter Provisional

Steps for Issuing a Provisional Ballot to a Voter Who DOES NOT have a Record in SOSA:

- Click the **New Voter Prov** button.



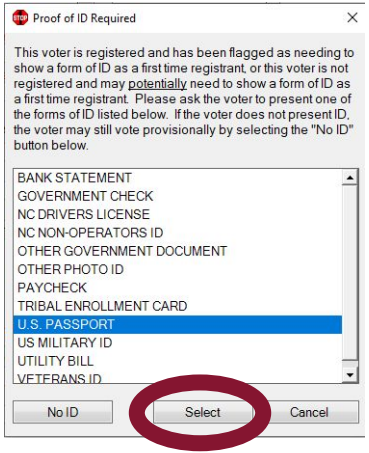
- On the next screen, enter the voter's information.
- Then click the **Next** button.



Provisional Voting

New Voter Provisional

- The voter will immediately have a status of ***Proof of ID Required (HAVA ID Required)*** and need to show a form of ID. Select the form of ID that the voter provided you with from the list in the pop-up window.
- Then click the **Select** button.



Provisional Voting

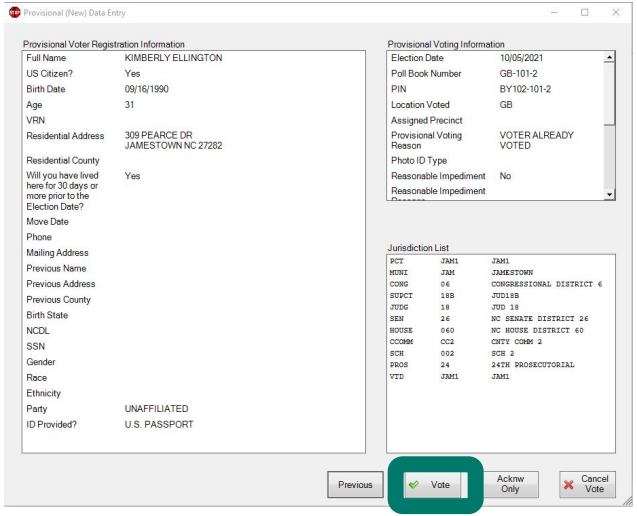
New Voter Provisional

- On the next screen, click the down arrow, to the right of the empty box under Provisional Voting Reason.
- Select the correct reason from the drop-down menu.
- Override the Ballot Style, if necessary.
    - If you selected “Unrecognized Address (Geocode Issue),” you will be required to select a ballot style. Call the Elections Office to make sure you are giving the voter the correct Ballot Style.
- Click the **Review** button.

Provisional Voting

New Voter Provisional

- The Provisional Application will print. Have the voter confirm that the information on the Provision Application is correct and sign the application.
- Sign the application on the Election Official Signature line.
- Click the **Vote** button.
- The voter's Provisional Instructions will print. Hand the voter their Provisional Instructions, and explain those are the steps to follow to see if their ballot was counted or not.



Provisional Voting

Balloting Materials

- Pull the correct Ballot Style based on the Provisional Application.
- Scan the barcode on the Provisional Application.
- Scan the barcode on the ballot to confirm a match.
- Write the Provisional Poll Book No. in the box at the top of the ballot under “app”.
    - *In this example, the code written at the top of the Provisional Application is:*
      PB No: GB-101-2.
      To code the ballot, drop “No:” and add a dash to separate PB and the site abbreviation, making the ballot code for this example:
      PB-GB-101-2.
- Write the voter’s Precinct in the box under “pct”.

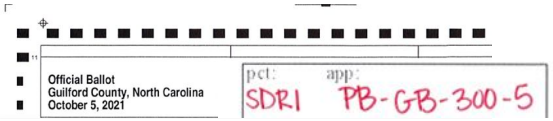
Provisional Voting

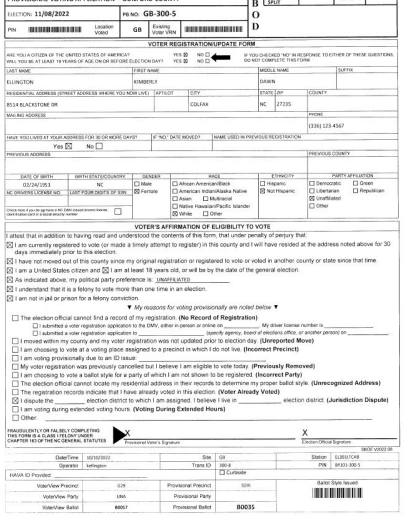
Balloting Materials

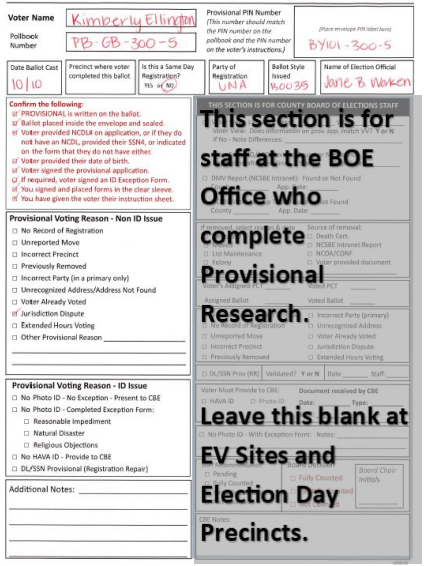
- Get a Provisional Envelope.
  - In the box where the PIN label goes on Election Day, write the voter's PIN.
  - Write the voter's name, Poll Book No., Precinct, and Ballot Style in the blanks provided.
  - Write a brief statement summarizing why the voter needed to vote provisionally under Additional Notes for BOE.
  - Mark the reason for voting provisionally.
  - Sign your initials in the box provided on the back of the envelope.
- Give the voter their ballot and envelope and direct them to the yellow Provisional Voting booth.
  - Instruct them to fold their ballot in half and seal it inside the envelope, after making their selections, and return the envelope to you.

Provisional Voting

Balloting Materials







Important Provisional Reminders:

1. Give the voter their ballot and the Provisional Envelope at the SAME time.
2. The “Counter” should NOT sequentially number Provisional Applications! The “Counter” is counting ATVs.
    - ATVs are NOT Provisional Applications!!!

Ballot Questions

What questions may I answer about the ballot?

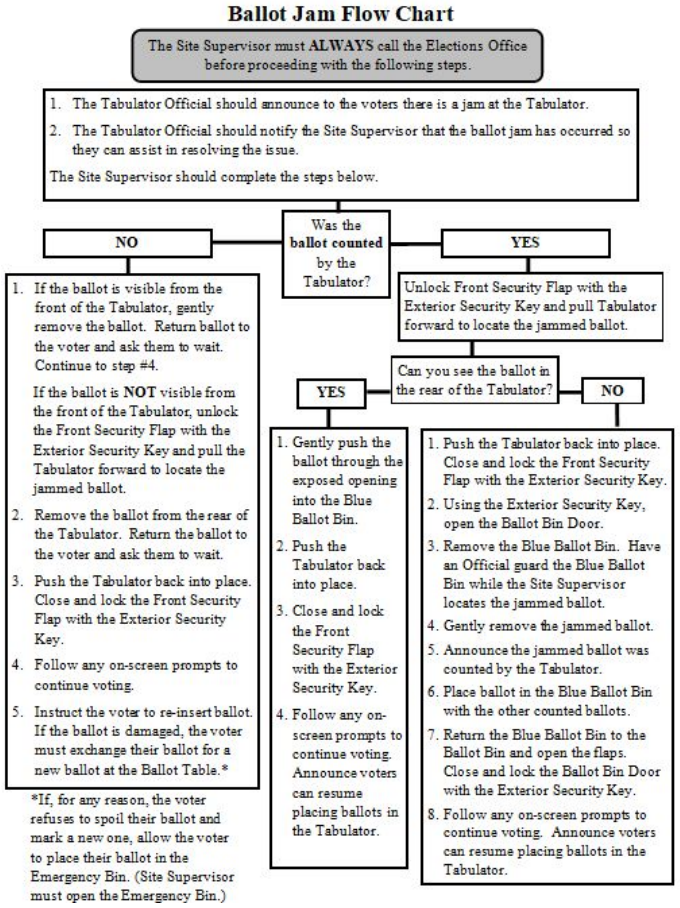
- The only kind of assistance you may give a voter who has a question about their ballot is to read the ballot to them exactly as it is printed. No other information other than what is provided on the ballot may be given.
- In certain elections where there is a bond referendum or constitutional amendment on the ballot, you are only permitted to read the wording on the ballot for the voter. If there is any other information that can be given to the voter, you will be notified by the Board of Elections beforehand and provided with a document containing the information that may be read or given to the voter.

What questions may I NOT answer about the ballot?

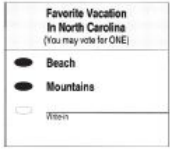
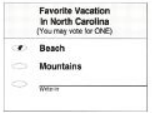
- You may NOT answer any questions that do not pertain to ballot marking instructions or that require a different answer other than the reading of the ballot. You may not offer opinions, explanations, definitions, or any other type of information to that voter. This is to prevent any misinformation or misinterpretation that could lead to liability for the Board of Elections.
- You may not answer questions about the parties of the candidates whose party affiliation is not listed on the ballot. The voter may look up the party affiliation of a candidate running for a nonpartisan contest on their smartphone.
- You may not answer questions about your own political views.

DS200 Tabulator

- Ask each voter if they've completed marking their selections on their ballot BEFORE they insert it into the DS200!
- Allow voters privacy while inserting their ballots into the DS200 Tabulator.
- You are there to assist in case of jams or error messages on the screen.
    - NOT to see who they voted for or which contest(s) they may or may not have voted for!
- If the DS200 Tabulator jams, follow the flow chart to the right.



Common DS200 Error Messages

Message Text	Cause	Solution
You have made too many selections in 1 contest! The contest with too many votes— FAVORITE VACATION IN NC	Votes have been marked for more than the allowed number of choices in a contest. 	Explain to the voter that they have voted for more than the allowed number of choices for one or more contests on the ballot. The voter has two options: Press the **Review Your Ballot** button. Tabulator will return the ballot to the voter. Voter may request to spoil the ballot and mark a new one. OR Press the **Cast Your Ballot As Marked** button. Tabulator will accept the ballot as marked. Any contest that contains overvotes will not be counted, but all other votes will count.
1 Race Has Unreadable Marks FAVORITE VACATION IN NC	Marks on the ballot are too light for the Tabulator to read a mark, or mark is on or near the oval and the Tabulator cannot determine whether the mark is an intended vote for the contest. 	Explain to the voter that the Tabulator is unable to read the mark(s) on the ballot. Instruct the voter to return to a voting booth with the ballot, darken his/her original marks, and insert the ballot into the Tabulator again. Voter may request to spoil the ballot and mark a new one. Voter must mark a new ballot if the message appears again.
No Data Found. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Not Inserted Far Enough. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Too Long. Please See Election Official.	Voter held ballot too long when inserting into feed path.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.

Common DS200 Error Messages

Message Text	Cause	Solution
Missed Orientation Marks. Turn Ballot Over and Try Again.	The Tabulator could not determine the orientation of the ballot.	Have the voter turn the ballot over and try to scan the ballot again. If the problem persists, call the Office.
Possible Ballot Entry or Sensor Error. Please Re-insert Ballot After Beeps.	The voter inserted the ballot and pulled it out before the Tabulator could scan it.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Multiple Ballots Detected. Please Re-insert One Ballot After Beeps.	The Tabulator has detected more than one ballot in the feed path.	Verify the voter is only inserting one ballot into the Tabulator. If the problem persists, call the Office.
Election Media Not Inserted.	Thumb Drive is either missing or not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Election Definition Not Found.	Thumb Drive is not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Printer Timeout—Abort Printing?	Tabulator printer ran out of paper.	Notify Site Supervisor to open the Emergency Bin and call the Office.

What is curbside voting?

- Curbside voting is a process in which eligible voters park in designated parking spaces and vote inside their vehicles with the assistance of Early Voting staff.
- Curbside voting is to be operational for the entire duration of Early Voting. If your Early Voting site is open for voting, so is Curbside. It does **NOT** open late, close early, or depend on the weather.
- If you typically work curbside voting, be sure to check the weather before leaving home and dress accordingly!

Who is allowed to vote Curbside?

- Curbside voting is not open to everyone. Voters must be unable to enter the Early Voting site with assistance due to age, physical, or mental disability in order to be eligible to vote curbside. Curbside voters must verbally confirm and sign an affidavit attesting to their qualification.
- **Curbside voters are NOT required to provide evidence of disability**. By verbally confirming to the Curbside Official and signing the Curbside Affidavit, or Section C of their ATV, the voter is verifying their eligibility to vote curbside.
- Voting curbside does **NOT** suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.



Curbside Procedures

Step 1: Voter Greeting

- Ask the name of the person voting curbside, and write it in the box provided on the ***Curbside Log***.
- Ask the voter where they live, and write it in the box provided on the ***Curbside Log***.
    - If they have a common name, feel free to ask them for a birthdate.
- Repeat the voter's information back aloud.
    - e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"
    - Have the voter confirm that information is correct.
- Request voter's photo ID and complete the "**Name on photo ID**" section of the ***Curbside Log*** *(if necessary)*.

Curbside Officials fill out the Curbside Log!

DO NOT JUST GIVE IT TO THE VOTER(S) FOR THEM TO FILL OUT!

Why? Because voters are LEGALLY required to state their name and address out loud.
If you just pass a clipboard to the voter to fill out, they aren't stating anything out loud.

Curbside Procedures

Step 2: Initial Photo ID Review

- Inspect the photo ID.
- Determine if the photo ID is an acceptable type.
- Determine if the photo ID meets expiration requirements (if applicable).
- Determine if the photograph on the photo ID reasonably resembles the person presenting to vote.
- Return ID to voter.



Curbside Procedures

Step 3: Evaluation of the Name on the Photo ID

- Determine if name on photo ID (as written by the poll worker on the curbside log) is the same as or substantially equivalent to the name on voter record.

Curbside Procedures

Step 4: Address Review

- Compare address provided by the voter (as written by the poll worker on the curbside log) with the address on voter record.

Curbside Procedures

Step 5: Voter Status Review

- Determine the voter's registration status.
- Determine whether there are voter status issues that need to be resolved before a ballot can be issued.

Curbside Procedures

Step 6: Generate Vote Authorization Documents

- Generate (print from SOSA) One-Stop Application to Vote (“ATV”) if voter is entitled to a regular ballot.
  - Click “***Issue***,” then click, “***Curbside***.”

- Generate provisional voting application and provisional instructions. Then, gather other provisional materials if voter is not entitled to a regular ballot.

Curbside Procedures

Step 7: Assemble Balloting Materials

Regular Ballot

- Early Voting Application to Vote (“ATV”)
- Privacy Sleeve
- Ballot
- “Curbside Voting Enclosure” Sign

Provisional Ballot

- Notify Site Supervisor
- Curbside Affidavit (Oath form)
  - Purple pad found in file box
- Provisional Voting Application
  - Printed from SOSA, NOT a blank one!
- Ballot
- Provisional envelope
- Photo ID Exception Form (if applicable)
- Provisional Voter Instructions
- “Curbside Voting Enclosure” Sign



Curbside Procedures

Step 8: Obtain Voter Signatures

- Review the document(s) with the voter to ensure the information on the form(s) is correct.
  - Documents meaning the ATV or Provisional Application and corresponding Provisional paperwork.
  - This will also help make sure you have given the correct forms to the correct voter when processing multiple voters at one time.
- Indicate areas on the relevant form(s) that require the voter's signature, including curbside affidavit.
- Allow the voter to sign the documents.
- Collect the documents.

Curbside Procedures

Step 9: Allow Voter to Mark Ballot

- Provide the voter(s) with the balloting materials and voting instructions.
- Instruct the voter to place their ballot inside the “Curbside Privacy Sleeve” when they have completed their ballot.
- Place a “Curbside Voting Enclosure” Sign under the windshield wiper of the vehicle.
- Provide the voter with instructions on how to indicate they have completed voting.
  - e.g., Ask the voter to roll up their window while voting, and roll it back down when they have completed their ballot.
- Step away from the vehicle to provide the voter with privacy while they mark their ballot.
- Monitor curbside area to ensure vehicle is not approached by electioneers or observers.
- Collect voted ballot (INSIDE Privacy Sleeve), remove “Curbside Voting Enclosure” sign and ask voter to wait for your return.



Curbside Procedures

Step 10: Deliver Voter's Ballot and ATV

Regular Ballot:

- Deliver ballot (in privacy sleeve) to DS200 and cast ballot.
- Deliver signed Application to Vote ("ATV") to the Ballot Table.

Provisional Ballot:

- Deliver ballot (sealed in Provisional Envelope) along with forms (in clear, plastic sleeve on front of envelope) to the Site Supervisor.



Return to the curbside voter with an "I Voted Early" sticker and thank the voter!

What if your site has curbsides call in?

Curbside voters can call in to tell you their name and address over the phone (to expedite the process).

- The Check In Official needs to be sure to repeat the name and address of the voter aloud over the phone to them.
- EVERY INDIVIDUAL voting needs to state their name and address out loud on the phone.
    - i.e., If four people are voting curbside in one vehicle, the Check In Official needs to speak to ALL four individuals on the phone.
    - One person CANNOT relay the names and addresses of everyone in the car.

Curbside Process

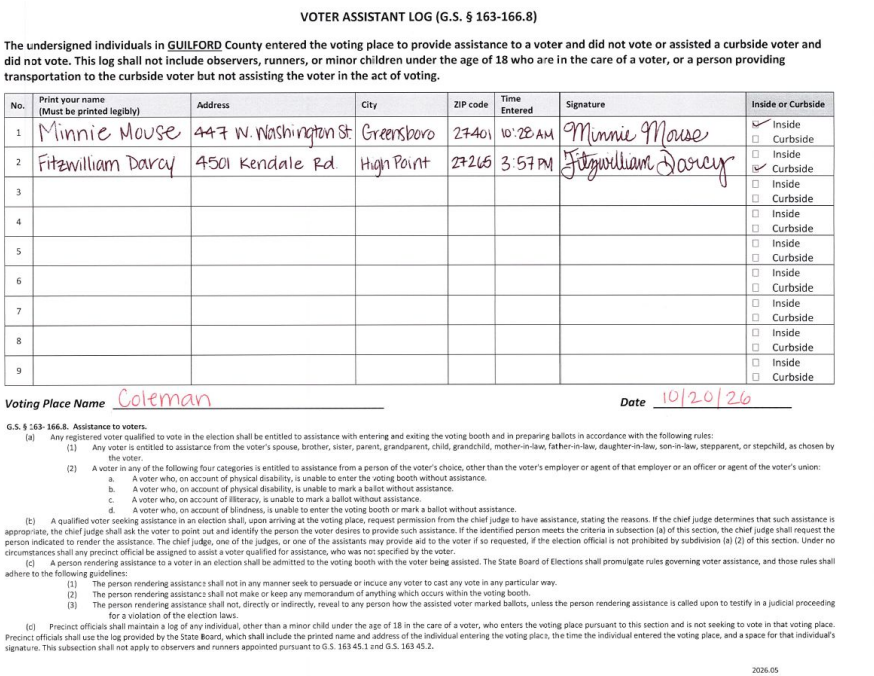
If the voter has called in their information and you have all their balloting materials before seeing them

- Curbside Officials should greet the vehicle by asking for the voter's name and then finding the corresponding ATV.
- Ask to see the voter's photo ID.
  - Inspect the ID, determine if it is an acceptable type and meets expiration requirements.
  - Determine reasonable resemblance to photo and substantial equivalence to name on voting record.
- Return ID to the voter.
- Ask where they live.
- Repeat the voter's information back aloud.
  - e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"
  - Have the voter confirm it is correct.
- Provide voter with ATV and resume normal Curbside Voting Procedures.

Voter Assistance

Anyone who assists a voter, but does not vote, must complete the Voter Assistance Log. This applies to assistance provided inside the voting enclosure as well as Curbside Voting.

Anyone who assists a voter, and votes during the same visit, does NOT have to complete the Voter Assistance Log.



VOTER ASSISTANT LOG (G.S. § 163-166.8)

The undersigned individuals in GUILFORD County entered the voting place to provide assistance to a voter and did not vote or assisted a curbside voter and did not vote. This log shall not include observers, runners, or minor children under the age of 18 who are in the care of a voter, or a person providing transportation to the curbside voter but not assisting the voter in the act of voting.

No.	Print your name (Must be printed legibly)	Address	City	ZIP code	Time Entered	Signature	Inside or Curbside
1	Minnie Mouse	447 W. Washington St.	Greensboro	27401	10:28 AM	Minnie Mouse	☑ Inside ☐ Curbside
2	Fitzwilliam Darcy	4501 Kendale Rd.	High Point	27265	3:57 PM	Fitzwilliam Darcy	☐ Inside ☑ Curbside
3							☐ Inside ☐ Curbside
4							☐ Inside ☐ Curbside
5							☐ Inside ☐ Curbside
6							☐ Inside ☐ Curbside
7							☐ Inside ☐ Curbside
8							☐ Inside ☐ Curbside
9							☐ Inside ☐ Curbside

Voting Place Name Coleman ***Date*** 10/20/26

G.S. § 163- 166.8. Assistance to voters.

(a) Any registered voter qualified to vote in the election shall be entitled to assistance with entering and exiting the voting booth and in preparing ballots in accordance with the following rules:
(1) 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.
(2) 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. A voter who, on account of physical disability, is unable to enter the voting booth without assistance.
b. A voter who, on account of physical disability, is unable to mark a ballot without assistance.
c. A voter who, on account of illiteracy, is unable to mark a ballot without assistance.
d. A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.

(b) 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 meets the criteria in subsection (a) of this section, 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 by subdivision (a) (2) of this section. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.
(c) A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The State Board of Elections shall promulgate rules governing voter assistance, and those rules shall adhere to the following guidelines:
(1) The person rendering assistance shall not in any manner seek to persuade or incuce any voter to cast any vote in any particular way.
(2) The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth.
(3) 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.

(c) Precinct officials shall maintain a log of any individual, other than a minor child under the age of 18 in the care of a voter, who enters the voting place pursuant to this section and is not seeking to vote in that voting place. Precinct officials shall use the log provided by the State Board, which shall include the printed name and address of the individual entering the voting place, the time the individual entered the voting place, and a space for that individual's signature. This subsection shall not apply to observers and runners appointed pursuant to G.S. 163 45.1 and G.S. 163 45.2.

2026.05

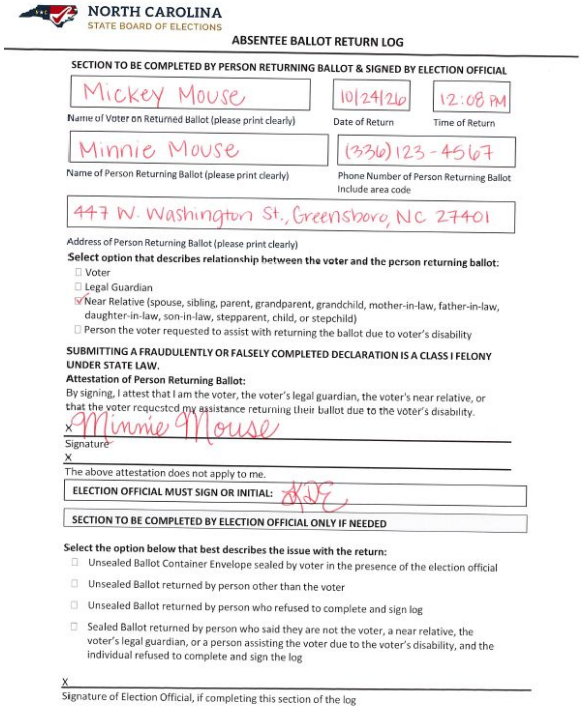
Absentee By-Mail

All Early Voting Sites will accept Absentee By-Mail Ballots

- The voter and/or a near relative of the voter may return an Absentee By-Mail Ballot to any EV Site.
- An unrelated individual may return an Absentee By-Mail Ballot for any disabled voter to any EV site.

If a voted Absentee By-Mail Ballot is returned to your EV Site, have the person who is returning it fill out a "North Carolina State Board of Elections: Absentee Ballot In-Person Return Log." (This log is located behind the first tab in your YELLOW Absentee By-Mail Notebook.)

- They need to fill out one log for one ballot. If someone is returning multiple ballots, they must complete one log for each ballot they are returning.



NORTH CAROLINA
STATE BOARD OF ELECTIONS

ABSENTEE BALLOT RETURN LOG

SECTION TO BE COMPLETED BY PERSON RETURNING BALLOT & SIGNED BY ELECTION OFFICIAL

Mickey Mouse — Name of Voter on Returned Ballot (please print clearly)
10/24/26 — Date of Return
12:08 PM — Time of Return

Minnie Mouse — Name of Person Returning Ballot (please print clearly)
(336) 123-4567 — Phone Number of Person Returning Ballot Include area code

447 W. Washington St., Greensboro, NC 27401 — Address of Person Returning Ballot (please print clearly)

Select option that describes relationship between the voter and the person returning ballot:

- ☐ Voter
- ☐ Legal Guardian
- ☑ Near Relative (spouse, sibling, parent, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, child, or stepchild)
- ☐ Person the voter requested to assist with returning the ballot due to voter's disability

SUBMITTING A FRAUDULENTLY OR FALSELY COMPLETED DECLARATION IS A CLASS I FELONY UNDER STATE LAW.

Attestation of Person Returning Ballot:

By signing, I attest that I am the voter, the voter's legal guardian, the voter's near relative, or that the voter requested my assistance returning their ballot due to the voter's disability.

X Minnie Mouse
Signature

X
The above attestation does not apply to me.

ELECTION OFFICIAL MUST SIGN OR INITIAL: MDE

SECTION TO BE COMPLETED BY ELECTION OFFICIAL ONLY IF NEEDED

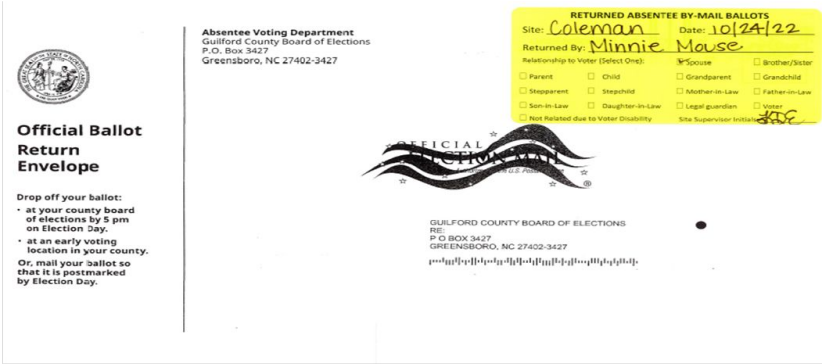
Select the option below that best describes the issue with the return:

- ☐ Unsealed Ballot Container Envelope sealed by voter in the presence of the election official
- ☐ Unsealed Ballot returned by person other than the voter
- ☐ Unsealed Ballot returned by person who refused to complete and sign log
- ☐ Sealed Ballot returned by person who said they are not the voter, a near relative, the voter's legal guardian, or a person assisting the voter due to the voter's disability, and the individual refused to complete and sign the log

X
Signature of Election Official, if completing this section of the log

Absentee By-Mail

- Based on the information provided on the log, the Site Supervisor should complete a YELLOW “Returned Absentee By-Mail Ballot” label. (These are located behind the fourth tab in your YELLOW Absentee By-Mail Notebook.) Place the YELLOW label where the stamp would go on the outside of the sealed ballot envelope.
- Place the Official Ballot Return Envelope (with YELLOW “Returned Absentee By-Mail Ballot” label affixed) and the corresponding log in the metal ballot box in your cage and lock it. These should remain locked in the ballot box until your Rover comes to pick up your nightly bag.



DL/SSN Provisionals

NC SBOE Numbered Memo 2025-02
HAVA - 52 U.S.C. § 21083(a)(5)(A)(i)-(ii)
G.S. § 163-82.4

Request DL/SSN Voters

Request Information
Provide voters with Notice to Voters with Unvalidated DL/SSN and Early Voting Name/Address Change and Unvalidated DL/SSN Form