

# Registrars/Check In

Early Voting  
Guilford County Board of Elections

# 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



John D. Knightley  
Employee Signature

Kimberly Ellington  
Supervisor Signature

CCults

Department Director

Guilford County  
HOURLY TIME RECORD

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

15478  
Employee ID

Hours Worked From:

10/17      10/23  
Begin Date      End Date  
(Sunday Date)      (Saturday Date)

36.75  
Reg Hrs

0  
Overtime Hrs

Minutes to Hours Conversion

15 min = .25 hr

30 min = .50 hr

45 min = .75 hr

# LOGGING INTO THE EPOLLBOOKS

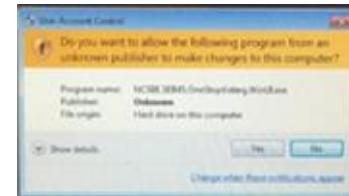
1. Turn on laptop and log into windows. Type the Windows Password (\*electionsGC2026) into the password field.
2. Press the Enter key on the keyboard or click arrow (→) button on the screen to complete Windows login to access the desktop.



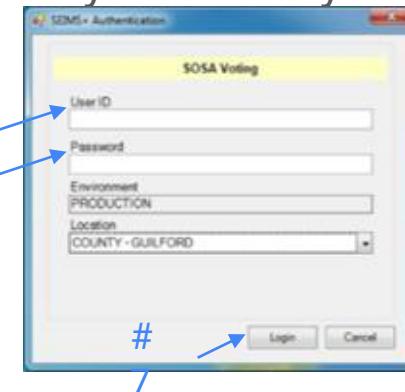
3. Once the desktop appears, if SOSA does not automatically load, double-click on the SOSA VOTING icon.



4. If “User Account Control” appears, click the **Yes** button.



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



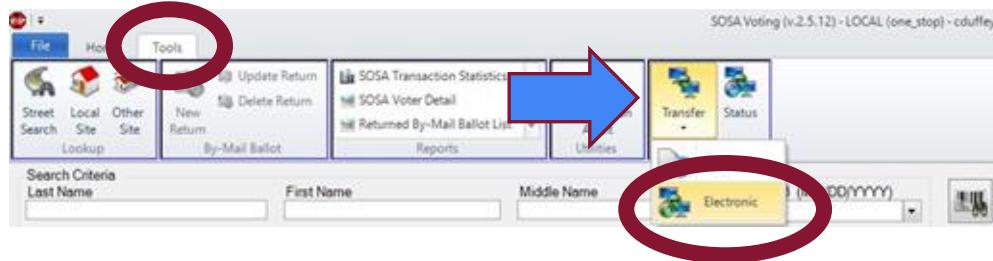
# SOSA DATA TRANSFER

- 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.”

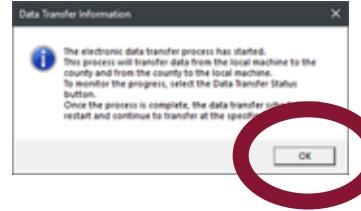
# SOSA DATA TRANSFER

## ELECTRONIC

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



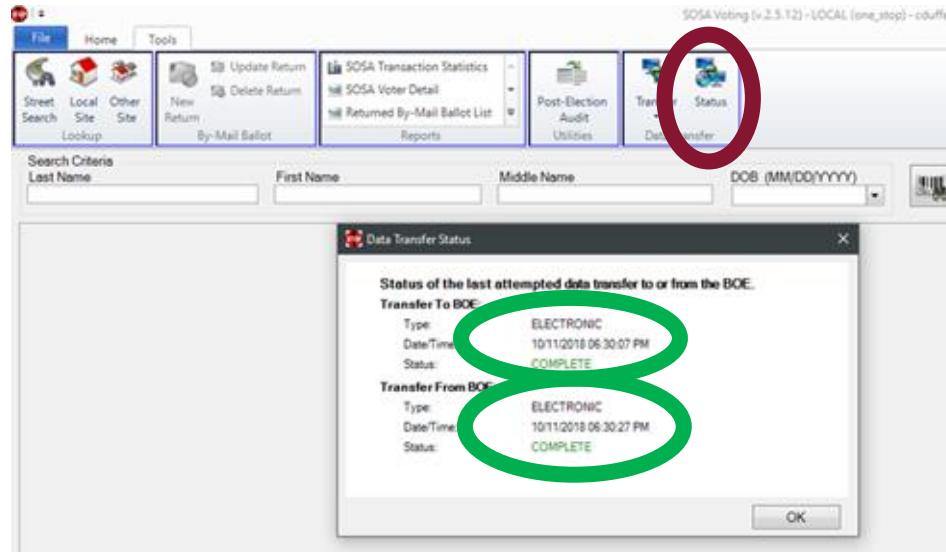
- Click the **OK** button to the Data Transfer message.



# SOSA DATA TRANSFER

## ELECTRONIC

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



- You are now ready to begin processing voters in SOSA or shut down 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	Portals Party B O D
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.		
<b>A Voter's Certification of Voting Qualifications</b>		
BALLOT, ANITA 301 WENTWORTH DR GREENSBORO, NC 27408 Mailing Address		
VBN: 123456789 REG. DATE: 08/29/1986 PARTY: UNA PRECINCT: G19 BALLOT: DEM AGE: 71 VTD: G19		
I, <u>ANITA BALLOT</u> , certify that:		
<input type="checkbox"/> I am a registered voter in this county and I shall have resided at the address noted above for <u>30</u> days immediately prior to this election.		
<input type="checkbox"/> I am a United States Citizen.		
<input type="checkbox"/> I am at least 18 years of age, or will be by the date of the general election.		
<input type="checkbox"/> For purposes of primary elections (G19) I am registered <u>UNA</u> and I will receive a <u>DEM</u> ballot.		
<input type="checkbox"/> I understand that it is a felony to vote more than one time in an election.		
<input type="checkbox"/> I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).		
<input checked="" type="checkbox"/> Anita Ballot  		
<b>B Change or Verification of Name and Address</b> (Use this section to verify or change a voter's name or address in the registration records.)		
Name: _____ Former Name: _____ Home Address: _____ Former Address: _____ Mailing Address: _____ Former Mailing Address: _____ Have you lived here for 30 days or more? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I certify that I moved at least 30 days before this election to the new address. If so, date moved: _____ X 		
<b>C Curbly Affidavit</b> (Affidavit of person voting outside voting place or residence.) STATE OF NORTH CAROLINA, COUNTY OF <u>GUILFORD</u> I, <u>ANITA BALLOT</u> , an official voter in <u>GUILFORD</u> county, <u>UNA</u> party, that because of age or physical disability, I am unable to enter the voting place to vote as person without physical assistance. That I desire to vote outside the voting place or residence. I understand that a false statement as to my condition will be in violation of North Carolina law. X 		
OFFICIAL USE ONLY Board Approved Date: _____ Signature: _____ Board Signature: _____ Spring Date/Time: _____ Signature: _____ Official Name: _____ Signature: _____ Official Name: _____ X 		

# 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.

Notice: VOTE

Step 2: Review the existing registration information before continuing to vote. Click the "Update Voter" button to make any registration changes. Click the "Vote" button to indicate to the system the voter is voting. Click the "Cancel" button to abort the process.

Application Information		Name	Last Name: FREDERICK	First Name: ROBERT	Middle Name: EDWARD	Suffix:	Voter Verification NCDL		
<input type="checkbox"/> US Citizen		Birth Date (mm/dd/yyyy):	11/20/1940	Birth State:	IN	SSN:	<input type="checkbox"/> <input type="checkbox"/>		
Residence Address	House #:	Half:	Dr:	Street Name: WINDWALKER	View Street Name	Type: DR	Suffix:	Unit:	Will you have lived here for 30 Days or more prior to the Election Date?
	500								<input type="checkbox"/> Yes <input type="checkbox"/> No
	City: JAMESTOWN	State: NC	ZIP Code: 27282	Phone: 302-290-8892	Move Date (mm/dd/yyyy):				
Mailing Address	Address1:	Is U.S. Address? <input type="checkbox"/>			Voter Information	Gender: MALE	Application Dt: 08/15/2001	Ballot Style: M002	<input type="checkbox"/> Comments <input type="checkbox"/> Vote Provisional
	Address2:					Race: WHITE	Registration Dt: 03/13/2012	NCD	
	City:	State:	ZIP Code:			Ethnicity: UNDESIGNATED	Party: DEMOCRATIC	BYV555558	<input type="checkbox"/> Religious Objector
									<input type="checkbox"/> Print Referral
									<input type="checkbox"/> Absentee History <input type="checkbox"/> Cancel Vote
Previous Name and/or Address	Last Name:	First Name:	Middle Name:	Suffix:	Jurisdiction List				
					PCT: J001	J002	J003	J004	J005
	Is U.S. Address? <input type="checkbox"/>	Previous NC County (if applicable):			HEMIS: JMK	ZAMESTOWN	CONGRESSIONAL DISTRICT...		
					CORNW: C4	C4	J001B		
					INFCT: LBB	LBB	J001B		
					J002: 13	13	J002 18		
					JKF: 26	26	NC SENATE DISTRICT...		
					ROOSE: C42	C42	NC HOUSE DISTRICT 40		
					CORK: CG1	CG1	CDTY CORN 3		
					SCB: 003	003	SCB 2		
					<input type="checkbox"/> Update Voter <input checked="" type="checkbox"/> Vote				

# 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

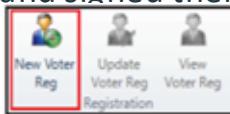
- Search using only the voter's last name.
- Search using only the voter's date of birth.
- Ask the voter if they use a maiden, married, or hyphenated last name.
- Use the Wildcard character (%) when searching for complex names, possibly misspelled names, or nicknames.

- 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.

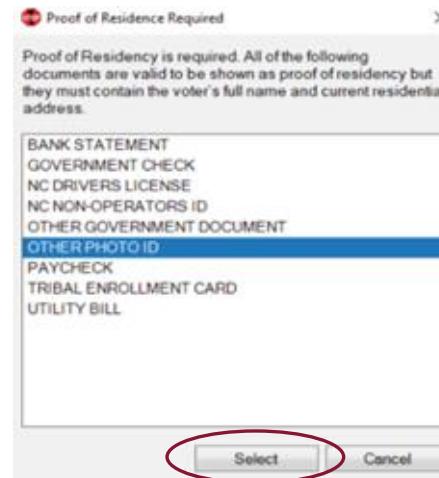


4. Type the information from the Voter Registration Form into the New Registration data entry screen; then click the **Review** button.

**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**.

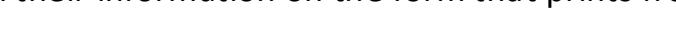


# Processing a Same-Day Registration

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 form 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

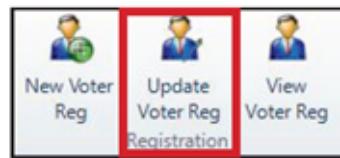
## Important Reminders

- 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.

# Provisional Voting

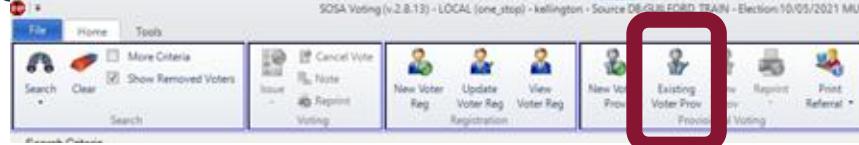
## Existing Voter Provisional

### 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.



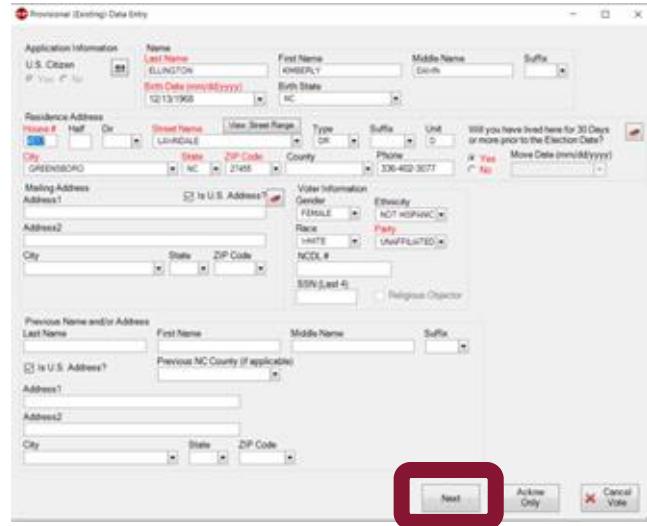
- Click the Existing Voter Prov button.



# 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.

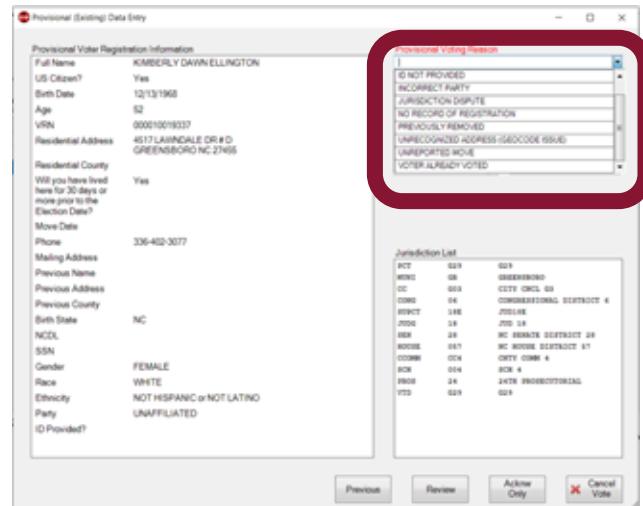


The screenshot shows the 'Provisional (Desktop) Data Entry' application window. The interface is divided into several sections: Application Information (Name, Date of Birth, etc.), Residence Address (House #, Street Name, City, State, ZIP Code, etc.), and Voter Information (Gender, Race, Ethnicity, Party, etc.). Below these are sections for Previous Name and/or Address and Address2. At the bottom right, there are buttons for 'Next', 'Action Only', and 'Cancel Vote'. The 'Next' button is highlighted with a red rectangular box.

# Provisional Voting

## Existing Voter Provisional

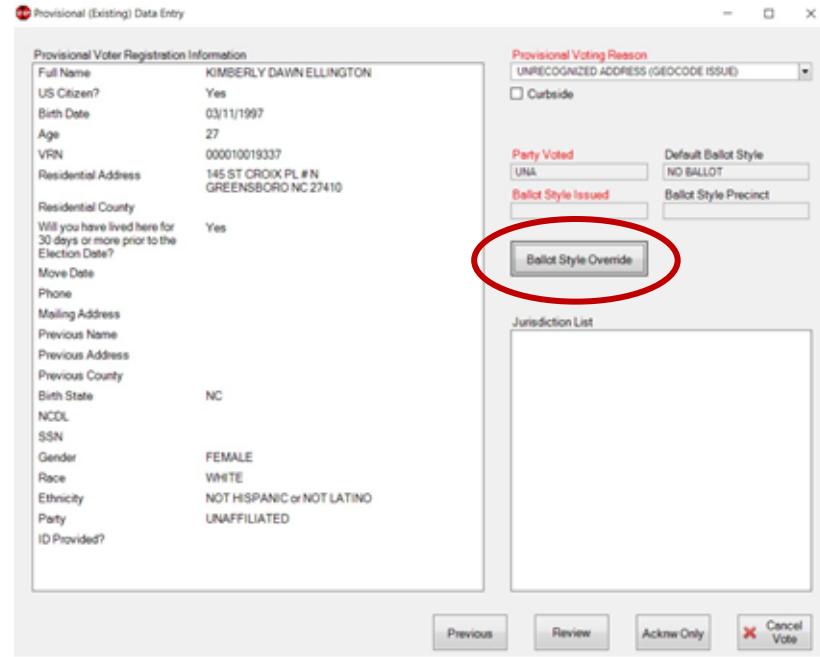
- On the next screen, click the down arrow to the right of the empty box under Provisional Voting Reason.
- Select the correct reason from the drop-down menu.



# 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.



The screenshot shows the 'Provisional (Existing) Data Entry' window. On the left, there is a 'Provisional Voter Registration Information' table with the following data:

Full Name	KIMBERLY DAWN ELLINGTON
US Citizen?	Yes
Birth Date	03/11/1997
Age	27
VRIN	000010019337
Residential Address	145 ST CROIX PL # N GREENSBORO NC 27410
Residential County	
Will you have lived here for 30 days or more prior to the Election Date?	Yes
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCDL	
SSN	
Gender	FEMALE
Race	WHITE
Ethnicity	NOT HISPANIC or NOT LATINO
Party	UNAFFILIATED
ID Provided?	

On the right, there is a 'Provisional Voting Reason' dropdown set to 'UNRECOGNIZED ADDRESS (GEOCODE ISSUE)' and a checked 'Curbside' checkbox. Below these are 'Party Voted' (UNA) and 'Default Ballot Style' (NO BALLOT) fields, and 'Ballot Style Issued' and 'Ballot Style Precinct' dropdowns. A red circle highlights the 'Ballot Style Override' button. At the bottom are 'Previous', 'Review', 'Ackw Only', and 'Cancel Vote' buttons.

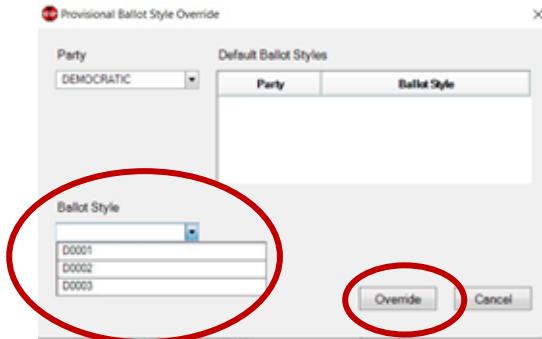
If the “Ballot Style Validation Warning” pops up, click **OK**.



# 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.

The screenshot shows a software interface for entering voter data. The main window is titled 'Provisional (Existing) Data Entry'. It contains three main sections: 'Provisional Voter Registration Information', 'Provisional Voting Reason', and 'Jurisdiction List'.

**Provisional Voter Registration Information:**

Full Name	KIMBERLY DAWN ELLINGTON
US Citizen?	Yes
Birth Date	12/13/1968
Age	52
VRN	00001001000337
Residential Address	4617 LAWNDALE DR # D GREENSBORO NC 27455
Residential County	Yes
Will you have lived here for 30 days or more before the election?	Yes
Election Date?	Move Date
Phone	336-462-3077
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCID	
SSN	
Gender	FEMALE
Race	WHITE
Ethnicity	NOT HISPANIC or NOT LATINO
Party	UNAFFILIATED
ID Provided?	

**Provisional Voting Reason:**

1. NOT PROVIDED
2. INCORRECT PARTY
3. JURISDICTION DISPUTE
4. NO RECORD OF REGISTRATION
5. PREVIOUSLY REMOVED
6. UNRECOGNIZED ADDRESS/ISBODCODE ISSUE
7. UNREPORTED MOVE
8. VOTER ALREADY VOTED

**Jurisdiction List:**

PC1	021	029
MON1	03	GREENSBORO
CC	010	CITY CMC 01
CMS	04	CITY CMC 04
SWRC1	148	JURISDICTION DISTRICT 4
J200E	14	J200E 14
SWR	14	NC HOUSE DISTRICT 24
HOUSE	011	NC HOUSE DISTRICT 17
CD001	014	CITY CMC 04
CD002	014	NC 4
CD003	24	14TH JURISDICTION
YTD	021	029

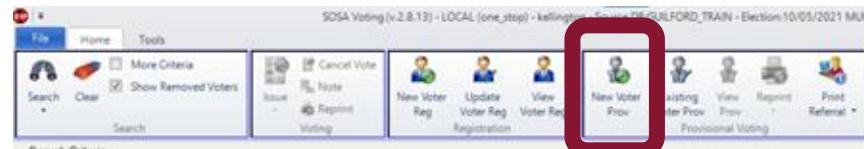
At the bottom of the window are buttons for 'Previous', 'Review' (which is circled in red), 'Acknowledge Only', and 'Cancel Vote'.

# 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.



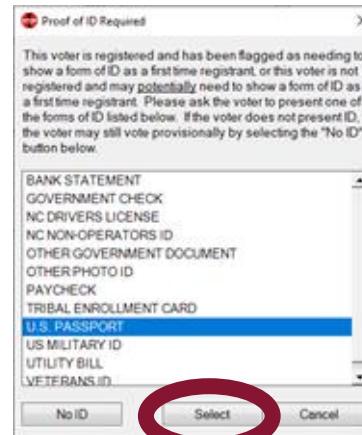
- On the next screen, enter the voter's information.
- Then click the **Next** button.

A screenshot of the voter registration form. The form is divided into sections: "Application Information", "Residence Address", "Mailing Address", "Voter Information", and "Previous Name and/or Address". The "Application Information" section includes fields for "Name" (Last Name, First Name, Middle Name, Suffix), "Birth Date" (mm/yyyy), "Residence Address" (House #, Street Name, View Street Name, Type, Suffix, Unit, Will you have lived here for 30 Days or more prior to the Election Date? (Yes/No), Move Date (mm/yyyy)), "Mailing Address" (Address 1, Is U.S. Address?, Address 2, City, State, ZIP Code, Is U.S. Address?, Previous NC County (if applicable)), "Voter Information" (Gender, Ethnicity, Race, Party, NCC#, SSN (last 4)), and "Previous Name and/or Address" (Last Name, First Name, Middle Name, Suffix, Is U.S. Address?, Previous NC County (if applicable), Address 1, Address 2, City, State, ZIP Code). The "Next" button is highlighted with a red box at the bottom right of the form.

# 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.

PC	CD	JWD
PC1	CD1	JWD1
PC2	CD2	JWD2
CD3	CD3	JWD3
PC4	CD4	JWD4
PC5	CD5	JWD5
PC6	CD6	JWD6
PC7	CD7	JWD7
PC8	CD8	JWD8
PC9	CD9	JWD9
PC10	CD10	JWD10
PC11	CD11	JWD11
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PC391		

# 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

## Unvalidated 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

# 3 Types of IDs Involved in Early Voting

## HAVA ID:

- Anyone who is registered to vote, but failed to provide any identification information (i.e. either the last 4 digits of their SSN or their NCDL #) on their Voter Registration Form, must show a *HAVA ID* the first time they vote in-person.
- This identification does not have to be a photo ID.
- This can be a digital copy.

SOSA will alert you if a voter's status is "**HAVA ID Required**."



# 3 Types of IDs Involved in Early Voting

## **Proof of Residency:**

- Anyone who is registering to vote and voting during Early Voting (Same-Day Registration/“SDR”) is required to provide a Proof of Residency.
- This document proves that the person who is registering and voting on the same day LIVES at the address they have provided, and that their NAME matches what they have provided.
- This identification does not have to be a photo ID.
- This can be a digital copy.

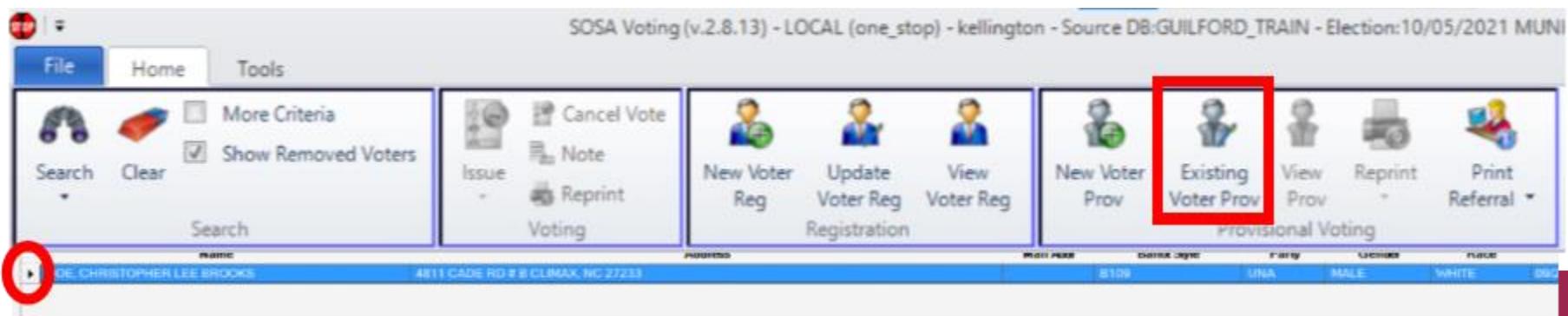
# 3 Types of IDs Involved in Early Voting

## Photo ID:

- EVERY voter is required to show a photo ID when voting.
- The purpose of this law is to confirm that the person who is presenting to vote is the same person as the registered voter.
- This MUST be a physical copy.
  - They CANNOT just show you a picture of it!

# Option #1: Provisional - No Exception Form

- Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 12:00 pm three days after Election Day.
  1. In SOSA, find and highlight the correct voter record.
  2. Click "Existing Voter Prov."



# Option #1: Provisional - No Exception Form

3. Verify their information is correct, then click “Next.”
4. Select “ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID,” then click “Review.”

Provisional Voter Registration Information		Provisional Voting Reason																																							
Full Name	KIMBERLY DAWN ELLINGTON																																								
US Citizen?	Yes																																								
Birth Date	08/11/1968																																								
Age	55																																								
VRN	000010019337																																								
Residential Address	4514 OAK HOLLOW DR HIGH POINT NC 27265																																								
Residential County																																									
Will you have lived here for 30 days or more prior to the Election Date?	Yes																																								
Move Date																																									
Phone																																									
Mailing Address																																									
Previous Name																																									
Previous Address																																									
Previous County																																									
Birth State	NC																																								
NCDL																																									
SSN																																									
Gender	FEMALE																																								
Race	WHITE																																								
Ethnicity	NOT HISPANIC or NOT LATINO																																								
Party	UNAFFILIATED																																								
ID Provided?																																									
<table border="1"> <thead> <tr> <th colspan="3">Jurisdiction List</th> </tr> </thead> <tbody> <tr> <td>PCT</td> <td>H24</td> <td>H26</td> </tr> <tr> <td>MONM</td> <td>H2</td> <td>HIGH POINT</td> </tr> <tr> <td>CC</td> <td>H66</td> <td>CITY CHNL H5</td> </tr> <tr> <td>CORRS</td> <td>06</td> <td>CORPORATIONAL DISTRICT 4</td> </tr> <tr> <td>JUDPC</td> <td>18B</td> <td>JUD18B</td> </tr> <tr> <td>JUDG</td> <td>18</td> <td>JUD 18</td> </tr> <tr> <td>SEN</td> <td>27</td> <td>NC SENATE DISTRICT 27</td> </tr> <tr> <td>HOVRS</td> <td>040</td> <td>NC HOUSE DISTRICT 40</td> </tr> <tr> <td>COUNTY</td> <td>006</td> <td>CNTY COMB 6</td> </tr> <tr> <td>SCR</td> <td>004</td> <td>SCR 4</td> </tr> <tr> <td>PROS</td> <td>24</td> <td>24TH PROSECUTORIAL</td> </tr> <tr> <td>VIS</td> <td>H26</td> <td>H26</td> </tr> </tbody> </table>			Jurisdiction List			PCT	H24	H26	MONM	H2	HIGH POINT	CC	H66	CITY CHNL H5	CORRS	06	CORPORATIONAL DISTRICT 4	JUDPC	18B	JUD18B	JUDG	18	JUD 18	SEN	27	NC SENATE DISTRICT 27	HOVRS	040	NC HOUSE DISTRICT 40	COUNTY	006	CNTY COMB 6	SCR	004	SCR 4	PROS	24	24TH PROSECUTORIAL	VIS	H26	H26
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<input type="button" value="Previous"/> <input type="button" value="Review"/> <input type="button" value="Acknow Only"/>		<input type="button" value="Cancel Vote"/>																																							

# Option #1: Provisional - No Exception Form

5. The *Provisional Application* will print. Have the voter sign, then you sign.

## 6. Click “Vote.”

## 7. The Provisional Instructions will print. Give those to the voter.

Provisional Voter Registration Information		Provisional Voting Information	
Full Name	JOHN HENRY SMITH	Election Date	10/10/2023
US Citizen?	Yes	Poll Book Number	GB-999-4
Birth Date	01/06/1947	PIN	BY108-999-4
Age	76	Location Voted	GB
VRN	0000009995724	Assigned Precinct	H11
Residential Address	1025 DELK DR HIGH POINT NC 27262	Provisional Voting Reason	ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
Residential County		Curbside	No
Will you have lived here for 30 days or more prior to the Election Date?	Yes	Party Voted	DEM
Move Date			
Phone			
Mailing Address			
Previous Name			
Previous Address			
Previous County			
Birth State	NC		
NCDL			
SSN			
Gender	MALE		
Race	BLACK or AFRICAN AMERICAN		
Ethnicity	UNDESIGNATED		
Party	DEMOCRATIC		
ID Provided?			
		<input checked="" type="checkbox"/> Vote <input type="checkbox"/> Acknow Only <input type="checkbox"/> Cancel Vote	



# Option #1: Provisional - No Exception Form

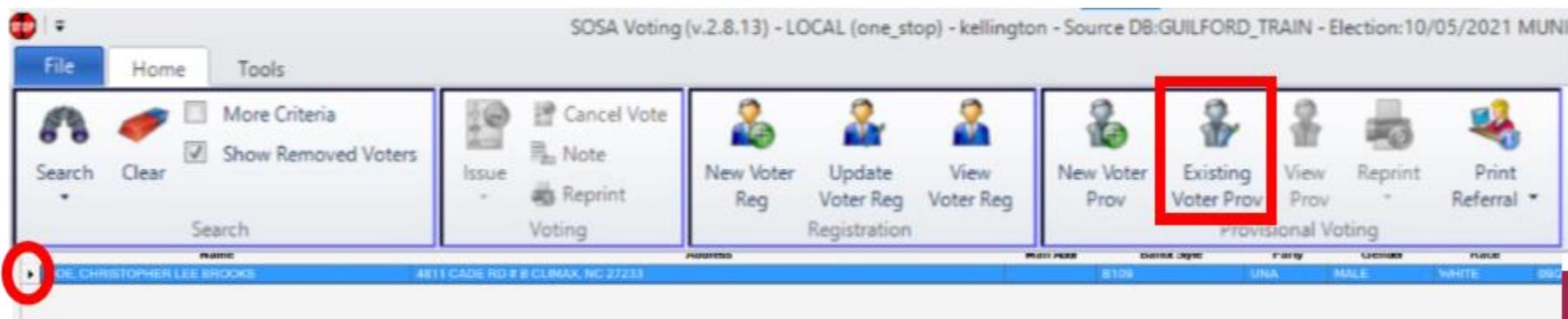
8. Fill out the “POLL WORKERS COMPLETE” section of the back of the *Provisional Envelope*.
9. Check the box, “NO ID PROVIDED.”
10. Don't forget to put your initials in the space provided.

POLL WORKERS COMPLETE			
Date Ballot Cast:	09/18/2023	Additional Notes for BOE	Worker Initials
Voter's Name:	Kimberly Ellington	No ID. No Exception Form	
Poll Book No.	GB-999-1		
Voting Precinct:	H20		
Ballot Style Issued:	T0001		
Indicate Provisional Voting Reason			
<input type="checkbox"/> INCORRECT PRECINCT	<input type="checkbox"/> INCORRECT PARTY	<input type="checkbox"/> NOT REGISTERED	
<input type="checkbox"/> JURISDICTION DISPUTE	<input type="checkbox"/> UNREPORTED MOVE	<input checked="" type="checkbox"/> NO ID PROVIDED	
<input type="checkbox"/> VOTER ALREADY VOTED	<input type="checkbox"/> ADDRESS NOT FOUND	<input type="checkbox"/> ID EXCEPTION FORM	
<input type="checkbox"/> PREVIOUSLY REMOVED	<input type="checkbox"/> EXTENDED-HOURS VOTING		

FOR USE BY BOE STAFF ONLY			
Provisional Disposition Reason			
<input type="checkbox"/> Not Registered	<input type="checkbox"/> Non-matching Signature	<input type="checkbox"/> Ballot Missing From Envelope	
<input type="checkbox"/> Provisional Application-Incomplete	<input type="checkbox"/> Voted Out Of Precinct	<input type="checkbox"/> Registered After Deadline	
<input type="checkbox"/> ID Not Provided	<input type="checkbox"/> Moved Out of Precinct More Than 30 Days	<input type="checkbox"/> Wrong Party Voter	
<input type="checkbox"/> Previously Denied	<input type="checkbox"/> Voter Already Voted	<input type="checkbox"/> Removed Voter	
<input type="checkbox"/> Not Eligible to Vote in Election	<input type="checkbox"/> Extended Hours Order Invalidated	<input type="checkbox"/> Other	
Party Voted (Partisan Primary Only)			
<input type="checkbox"/> Democratic	Staff Verification		
<input type="checkbox"/> Green	<input type="checkbox"/> Precinct Verified	<input type="checkbox"/> DMV Checked	
<input type="checkbox"/> Libertarian	<input type="checkbox"/> Ballot Style Verified	<input type="checkbox"/> ID Required, Received by BOE	
<input type="checkbox"/> Republican	Staff Comments		
<input type="checkbox"/> Unaffiliated			
<input type="checkbox"/> Other _____			
Board Approval			
<input type="checkbox"/> Fully Counted			
<input type="checkbox"/> Partially Counted			
<input type="checkbox"/> Not Counted			
Chair's Initials		Ballot Style for Duplication	

## Option #2: Provisional - Exception - Reasonable Impediment

- Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.
  1. In SOSA, find and highlight the correct voter record.
  2. Click "Existing Voter Prov."



# Option #2: Provisional - Exception - Reasonable Impediment

- Verify their information is correct, then click "Next."

Provisional (Existing) Data Entry

Application Information

Name: Last Name ELLINGTON, First Name KIMBERLY, Middle Name DAWN, Suffix: .

Residence Address: Street Name LAWNDALE, Type DR, Suffix DR, Unit D, Birth Date 12/13/1968, Birth State NC.

Mailing Address: Address1 4514 OAK HOLLOW DR, City HIGH POINT, State NC, ZIP Code 27265.

Voter Information: Gender FEMALE, Race WHITE, Ethnicity NOT HISPANIC, Party UNAFFILIATED.

Previous Name and/or Address: Last Name, First Name, Middle Name, Suffix, Is U.S. Address?, Previous NC County (if applicable), Address1, Address2, City, State, ZIP Code.

Buttons: Next (circled in red), Acknw Only, Cancel Vote.

- Select "ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT," then click "Review."

Provisional (Existing) Data Entry

Provisional Voter Registration Information

Residential Address: Full Name KIMBERLY DAWN ELLINGTON, US Citizen? Yes, Birth Date 08/11/1968, Age 55, VRN 000010019337, Residential Address 4514 OAK HOLLOW DR, HIGH POINT NC 27265.

Residential County: Residential County Yes.

Mailing Address: Phone 336-402-3077.

Voter Information: Previous Name, Previous Address, Previous County, Birth State NC, NCOL, SSN, Gender FEMALE, Race WHITE, Ethnicity NOT HISPANIC OR NOT LATINO, Party UNAFFILIATED, ID Provided? No.

Exception Reason: ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT (circled in red).

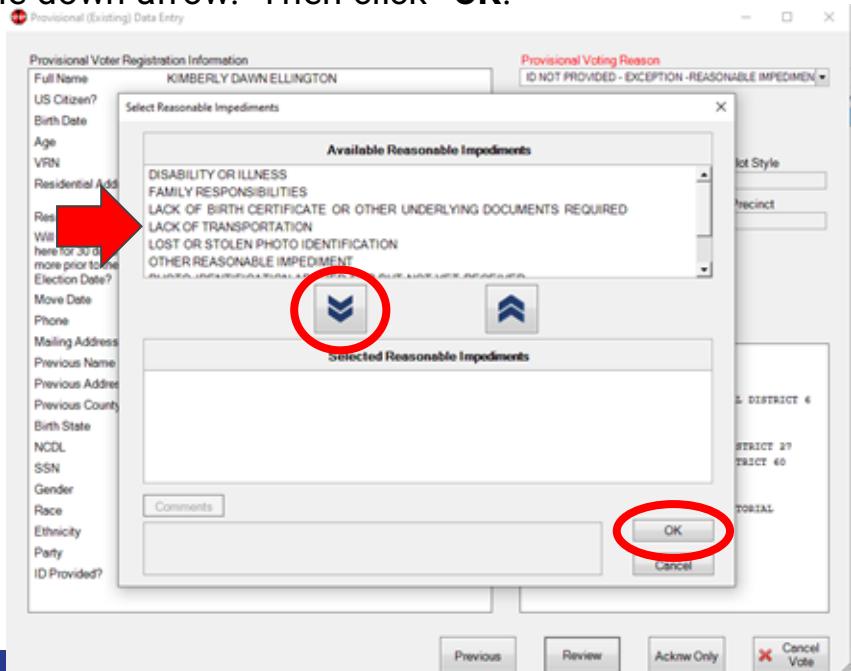
Jurisdiction List:

CDCT	R24	R24
SEN1	12	HIGH POINT
CC	R25	CITY CMCL R5
CD26	04	CONGRESSIONAL DISTRICT 4
SD27	18B	JUD18B
JUD28	18	JUD 18
SEN2	21	NC SENATE DISTRICT 21
HOUSE	040	NC HOUSE DISTRICT 40
CD29	006	CITY CMCL 6
SD30	094	SD 6
PROB	24	24TH PROBATORIAL
VD	R26	R26

Buttons: Previous, Review (circled in red), Acknw Only, Cancel Vote.

## Option #2: Provisional - Exception - Reasonable Impediment

5. A pop-up box will appear. Read the list of Available Reasonable Impediments to the voter, and ask which one applies to them.
6. Highlight the reason given by the voter and select it by either double clicking or by highlighting the reason and clicking the down arrow. Then click “OK.”



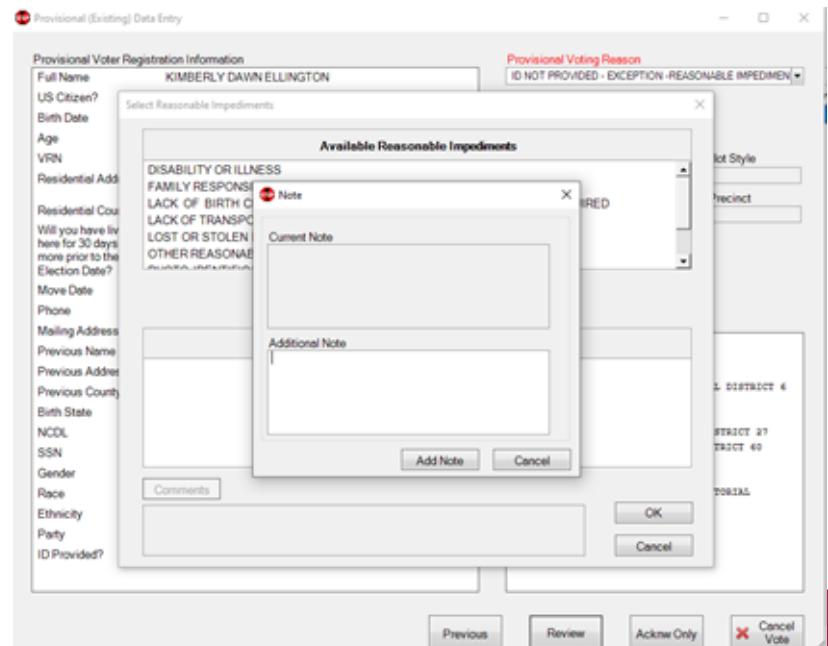
## Option #2: Provisional - Exception - Reasonable Impediment

If the voter asks you to select “OTHER REASONABLE IMPEDIMENT,” another pop-up box will appear.

The voter is LEGALLY required to provide additional information if selecting “OTHER REASONABLE IMPEDIMENT.” Ask them what additional comments they would like to provide, type the comments, then click “Add Note.”

**DISCLAIMER:** It is the voter’s comment, NOT YOURS! They should tell you what to type! DO NOT PUT YOUR OPINION IN THIS BOX!

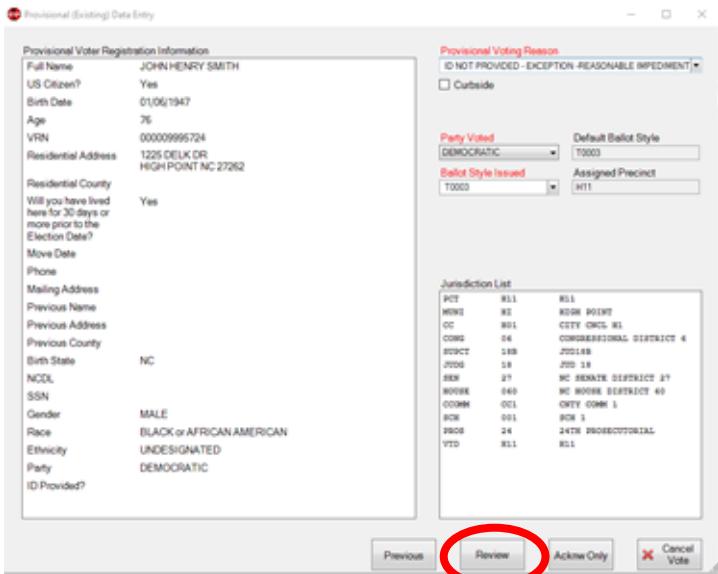
What you type in this box is printed on their exception form.



# Option #2: Provisional - Exception - Reasonable Impediment

## 7. Click "Review."

8. The Photo ID Exception Form will print, along with their Provisional Application. Have the voter sign both documents. You sign the Provisional Application.



Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name	JOHN HENRY SMITH
US Citizen?	Yes
Birth Date	01/06/1947
Age	76
VRN	000009995724
Residential Address	1225 DELK DR HIGH POINT NC 27262
Residential County	Yes
Will you have lived here for 30 days or more prior to the Election Date?	
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCID	
SSN	
Gender	MALE
Race	BLACK or AFRICAN AMERICAN
Ethnicity	UNDESIGNATED
Party	DEMOCRATIC
ID Provided?	

Provisional Voting Reasons

ID NOT PROVIDED - EXCEPTION- REASONABLE IMPEDIMENT  
 Outside

Party Voted: DEMOCRATIC Default Ballot Style: T0003  
Ballot Style Issued: T0003 Assigned Precinct: H11

Jurisdiction List

PCT	811	KILL
HOME	KE	HIGH POINT
CC	801	CITY CHC 81
CONG	04	CONGRESSIONAL DISTRICT 4
SENCT	188	JUD 18
JUDG	18	JUD 18
SEN	27	NC SENATE DISTRICT 27
HOUSE	040	NC HOUSE DISTRICT 40
CDRC	001	CDTY COMM 1
SCR	001	SCR 1
PROB	24	24TH PROSECUTORIAL
VTD	811	H11

Previous, Review, Acknowledge Only, Cancel Vote

PHOTO ID EXCEPTION FORM

Voter, please complete this form to explain why you cannot show photo ID. Your vote will count if you truthfully complete and sign this form.

Name: SMITH JOHN HENRY Middle Name: Suffix: Contact: Email Address (if available): Phone:

I AFFIRM that I am the registered voter identified above, that I am casting a provisional ballot while voting in person, and that: (choose from the exceptions below)

**EXCEPTION 1: REASONABLE IMPEDIMENT**

I suffer from a reasonable impediment that prevents me from presenting photo ID.  
(CHECK ONE OR MORE REASONS BELOW)

- I cannot get photo ID due to:
  - Lack of transportation
  - Disability or illness
  - Lack of birth certificate or other documents needed to get photo ID
  - Work or school schedule
  - Family responsibilities
- My photo ID is lost, stolen, or misplaced.
- I applied for photo ID but have not received it.
- Other reasonable impediment to presenting photo ID (you must write the reason if choosing this option):
- State or federal law prohibits me from listing my reason.

**EXCEPTION 2: RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED**

I have a religious objection to being photographed.

**EXCEPTION 3: VICTIM OF A NATURAL DISASTER**

I was a victim of a natural disaster occurring within 180 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.

NOTER, SIGN BELOW: PROVISIONAL OR PROXY VOTER: THIS FORM IS A CLASS 1 VOTER UNDER CHAPTER 107 OF THE GENERAL STATUTES.

VOTER'S SIGNATURE: 

Voting Site: 68 VRN: 000009995724 Official's Name: Wellington

PROVISIONAL VOTING APPLICATION - GUILFORD COUNTY ELECTION 08/16/2023 FID NO: G8-999-3

VOTER REGISTRATION/UPDATE FORM

NAME: JOHN HENRY SMITH DATE: 08/16/2023

ADDRESS: 1225 DELK DR, HIGH POINT, NC 27262

PHONE NUMBER: 336-273-0000

MAILING ADDRESS: 1225 DELK DR, HIGH POINT, NC 27262

MAILING PHONE NUMBER: 336-273-0000

MAILING COUNTY: GUILFORD

MAILING STATE: NC

MAILING ZIP CODE: 27262

MAILING FAX NUMBER: 336-273-0000

MAILING COUNTY: GUILFORD

MAILING STATE: NC

MAILING ZIP CODE: 27262

MAILING FAX NUMBER: 336-273-0000

MAILING COUNTY: GUILFORD

MAILING STATE: NC

MAILING ZIP CODE: 27262

MAILING FAX NUMBER: 336-273-0000

MAILING COUNTY: GUILFORD

MAILING STATE: NC

MAILING ZIP CODE: 27262

MAILING FAX NUMBER: 336-273-0000

VOTER'S AFFIRMATION OF ELIGIBILITY TO VOTE

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

I am a citizen of the United States and a citizen of a county eligible to register in this county and I will have resided at the address listed above for 30 days immediately prior to the election.

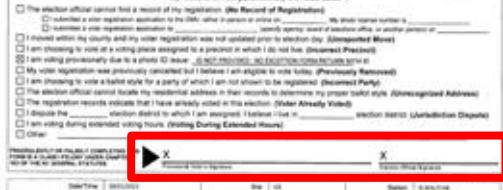
I have not moved out of this county since my original registration or registered to vote or voted in another county or state since that time.

I am a United States citizen and 18 years old, or will be by the date of the general election.

As indicated above, my political party preference is: UNDESIGNATED

I understand that it is a felony to vote more than once in an election.

I have not been convicted of a felony, or if I have, I have completed my sentence (including probation, post-release supervision, or parole).

My reason for voting provisionally are noted below: 

The election official issued me a reason of my registration (Reason of Registration): 

I submitted a voter registration application to the state voter registration or voter list in the state of North Carolina or another state or the District of Columbia.

I am choosing to vote at a voting place assigned to a precinct in which I do not live. (Moved Precinct)

I am voting provisionally due to a photo ID issue. (Photo ID Problem, No Photo ID, Photo ID Expired)

I am voting provisionally due to a temporary disability or medical condition. (Temporary Disability)

I am choosing to vote at a ballot style for a party of which I am not a member or am not eligible to register with. (Party Registration)

The election official issued me my residential address in their records to determine my proper ballot style. (Unrecognized Address)

The registration records indicate that I have already voted in this election. (Voter Already Voted)

I dispute the address listed to which I am assigned. I believe I live in \_\_\_\_\_ election district. (Unlisted Address)

I am voting during extended hours or voting during extended hours. (Other)

NOTER, SIGN BELOW: PROVISIONAL OR PROXY VOTER: THIS FORM IS A CLASS 1 VOTER UNDER CHAPTER 107 OF THE GENERAL STATUTES.

VOTER'S SIGNATURE: 

NOTER, SIGN BELOW: PROVISIONAL OR PROXY VOTER: THIS FORM IS A CLASS 1 VOTER UNDER CHAPTER 107 OF THE GENERAL STATUTES.

VOTER'S SIGNATURE: 

# Option #2: Provisional - Exception - Reasonable Impediment

9. Click "Vote."

Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name	JOHN HENRY SMITH
US Citizen?	Yes
Birth Date	01/05/1947
Age	76
VRN	000009995724
Residential Address	1225 DELK DR HIGH POINT NC 27262
Residential County	
Will you have lived here for 30 days or more prior to the Election Date?	Yes
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCDL	
SSN	
Gender	MALE
Race	BLACK or AFRICAN AMERICAN
Ethnicity	UNDESIGNATED
Party	DEMOCRATIC
ID Provided?	

Provisional Voting Information

Election Date	10/10/2023
Poll Book Number	GB-999-4
PIN	BY108-999-4
Location Voted	GB
Assigned Precinct	H11
Provisional Voting Reason	ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
Curbside	No
Party Voted	DEM

Jurisdiction List

PCT	851	815
MDRT	83	HIGH POINT
CC	805	CITY OWN H1
CORG	04	CONGRESSIONAL DISTRICT 4
SDPCT	188	JUD 1A
JUDG	18	JUD 1B
SDER	29	MC ANNAY DISTRICT 27
SDRE	040	MC HOUSE DISTRICT 40
CDMM	001	CITY COMC 1
SDCR	001	CITY COMC 1
SDPS	24	24TH PROBECUTORIAL
SDPZ	851	815

Buttons: Previous, Vote (highlighted with a red circle), Ackw Only, Cancel, Vote

10. The Provisional Instructions will print. Give those to the voter.

GUILFORD COUNTY BOARD OF ELECTIONS  
P O BOX 3427  
GREENSBORO, NC 27462  
Phone: (336) 641-3836 • Fax: (336) 641-7676 • guilfordelections@guilfordcountync.gov

**Provisional Voter Instructions**  
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:  
ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID Election Date 10/10/2023

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will meet formally to make a decision on whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

By law, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than Seven (7) days after election day using one of the following methods:

**ONLINE**  
[www.ncsbe.gov](http://www.ncsbe.gov)  
Select "Check Your Provisional Voter"  
Remember to Wait 7 Days

**CALL**  
GUILFORD COUNTY BOARD OF ELECTIONS  
336-641-3836  
(During normal business hours)  
Remember to Wait 7 Days

**STATE BOARD OF ELECTIONS**  
1-866-522-4723  
(During normal business hours)  
Remember to Wait 7 Days

**Protect your PIN!**  
Your PIN is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections in person to determine if your ballot was counted.

If you were required to vote a provisional ballot because you did not present acceptable photo identification, you **MUST** bring this identification to the county board of elections in person no later than 5:00 p.m. on October 14, 2023. If you were required to vote a provisional ballot because you presented unacceptable photo identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on October 14, 2023, by mail, fax, email, or in person. It will be helpful if you include this document. The county board contact information is:  
GUILFORD COUNTY BOARD OF ELECTIONS  
301 W MARKET ST ROOM 115  
GREENSBORO, NC 27401  
Phone: (336) 641-3836  
Fax: (336) 641-7676  
Email: guilfordelections@guilfordcountync.gov

REB055 PAGE 2 OF 2  
Revised 2021-07-01

# Option #2: Provisional - Exception - Reasonable Impediment

11. Fill out the “POLL WORKERS COMPLETE” section of the back of the *Provisional Envelope*.
12. Check the box, “NO ID PROVIDED.”
13. Check the box, “ID EXCEPTION FORM.”
14. Don't forget to put your initials in the space provided.

**POLL WORKERS COMPLETE**

Date Ballot Cast:	09/30/2023	Additional Notes for BOE	Worker Initials
Voter's Name:	John Smith	No ID, Exception Form signed & included.	
Poll Book No.	GB 999-4		
Voting Precinct:	H11		
Ballot Style Issued:	T0003		

Indicate Provisional Voting Reason

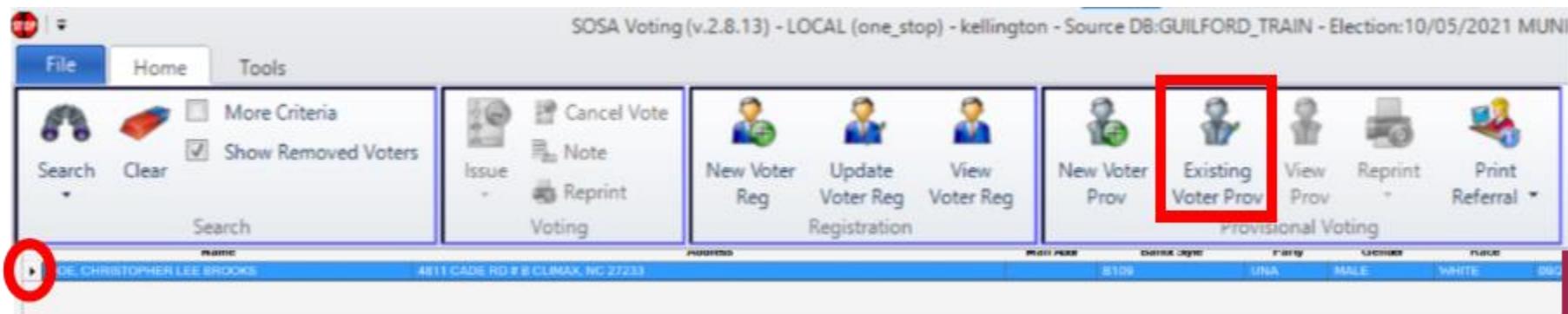
<input type="checkbox"/> INCORRECT PRECINCT	<input type="checkbox"/> INCORRECT PARTY	<input type="checkbox"/> NOT REGISTERED
<input type="checkbox"/> JURISDICTION DISPUTE	<input type="checkbox"/> UNREGISTERED MOVE	<input checked="" type="checkbox"/> NO ID PROVIDED
<input type="checkbox"/> VOTER ALREADY VOTED	<input type="checkbox"/> ADDRESS NOT FOUND	<input checked="" type="checkbox"/> ID EXCEPTION FORM
<input type="checkbox"/> PREVIOUSLY REMOVED	<input type="checkbox"/> EXTENDED HOURS VOTING	

**FOR USE BY BOE STAFF ONLY**

Provisional Delegation Reason	Ballot Missing From Envelope
<input type="checkbox"/> Not Registered	<input type="checkbox"/> Non-matching Signature
<input type="checkbox"/> Provisional Application Incomplete	<input type="checkbox"/> Mailed Out Of Precinct
<input checked="" type="checkbox"/> ID Not Provided	<input type="checkbox"/> Moved Out Of Precinct More Than 30 Days
<input type="checkbox"/> Previously Denied	<input type="checkbox"/> Voter Already Voted
<input type="checkbox"/> Not Eligible to Vote in Election	<input type="checkbox"/> Extended Hours Order Invalidated
Party Voted (Partisan Preferences Only)	Board Approval
<input type="checkbox"/> Democrat	<input type="checkbox"/> Fully Counted
<input type="checkbox"/> Green	<input type="checkbox"/> Partially Counted
<input type="checkbox"/> Libertarian	<input type="checkbox"/> Not Counted
<input type="checkbox"/> Republican	Chair's Initials
<input type="checkbox"/> Unaffiliated	Ballot Status for Duplication
<input type="checkbox"/> Other	

## Option #2: Provisional - Exception - Religious Objection and Natural Disaster

- Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.
  1. In SOSA, find and highlight the correct voter record.
  2. Click “Existing Voter Prov.”



# Option #2: Provisional - Exception - Religious Objection and Natural Disaster

3. Verify their information is correct, then click "Next."

Provisional (Existing) Data Entry

Application Information		Name		
U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Last Name ELLINGTON	First Name KIMBERLY	Middle Name DAWN
Birth Date (mm/dd/yyyy) 12/13/1968		Birth State NC		
Residence Address		Will you have lived here for 30 Days or more prior to the Election Date?		
House # 101	Half Dir 1/2	Street Name LAVIDALE	Type DR	Suffix D
City GREENSBORO	State NC	ZIP Code 27455	County	Phone
Mailing Address		Move Date (mm/dd/yyyy)		
Address1 Address2		<input checked="" type="checkbox"/> Is U.S. Address?		
City State ZIP Code		Voter Information		
Gender FEMALE		Ethnicity NOT HISPANIC		
Race WHITE		Party UNAFFILIATED		
NCDL #		SSN (Last 4)		
Religious Objector				
Previous Name and/or Address				
Last Name Is U.S. Address? Address1 Address2		First Name Middle Name Suffix Previous NC County (if applicable)		
City State ZIP Code				
<input type="checkbox"/> Next <input type="button" value="Acknw Only"/> <input type="button" value="Cancel Vote"/>				

4. Select the correct "ID NOT PROVIDED - EXCEPTION..." reason, then click "Review."

Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name KIMBERLY DAWN ELLINGTON	US Citizen? Yes
Birth Date 05/11/1968	Age 55
VRN 000010019337	Residential Address 4514 OAK HOLLOW DR HIGH POINT NC 27265
Residential County Will you have lived here for 30 days or more prior to the Election Date? Yes	Move Date Phone 336-402-3077
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State NC	
NCDL	
SSN	
Gender FEMALE	
Race WHITE	
Ethnicity NOT HISPANIC or NOT LATINO	
Party UNAFFILIATED	
ID Provided?	

Provisional Voting Reason

<input checked="" type="checkbox"/> ID NOT PROVIDED - EXCEPTION - NATURAL DISASTER
<input type="checkbox"/> ID NOT PROVIDED - EXCEPTION - RELIGIOUS OBJECTION
<input type="checkbox"/> INCORRECT PARTY
<input type="checkbox"/> JURISDICTION DISPUTE
<input type="checkbox"/> NO RECORD OF REGISTRATION

Jurisdiction List

PT	R26	R26
HTK1	R2	HIGH POINT
CC	R05	CITY CMC 1B
C006	04	CONGRESSIONAL DISTRICT 4
S002	188	JUD 188
J006	18	JUD 18
SEN	27	NC SENATE DISTRICT 27
HO06	040	NC HOUSE DISTRICT 40
C006	006	CITY COMM 6
SC06	006	SC 6
PR06	24	24TH PROSECUTORIAL
VTD	R26	R26

## Option #2: Provisional - Exception - Religious Objection and Natural Disaster

5. The Photo ID Exception Form will print, along with their Provisional Application. Have the voter sign both documents. You sign the Provisional Application.

NORTH CAROLINA GUILFORD COUNTY	<b>PHOTO ID EXCEPTION FORM</b>		ELECTION DATE 10/10/2023
<p style="margin: 0;">Voter, please complete this form to explain why you cannot show photo ID. Your vote <b>will</b> count if you truthfully complete and sign this form.</p>			PROVISIONAL BOOK NO. GB-099-4
<b>Name:</b> <u>SMITH</u> <b>JOHN</b> <b>HENRY</b> <small>Last Name      First Name      Middle Name</small>		<b>Contact:</b> <small>Email Address (if available)      Phone</small>	
<p><b>I AFFIRM</b> that I am the registered voter identified above, that I am casting a provisional ballot while voting in person, and that: (choose from the exceptions below)</p>			
<b>EXCEPTION 1: REASONABLE IMPEDIMENT</b>			
<input checked="" type="checkbox"/> I suffer from a reasonable impediment that prevents me from presenting photo ID. <b>(CHECK ONE OR MORE REASONS BELOW)</b>			
1. <input type="checkbox"/> I cannot get photo ID due to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Lack of transportation</li> <li><input type="checkbox"/> Disability or illness</li> <li><input type="checkbox"/> Lack of birth certificate or other documents needed to get photo ID</li> <li><input type="checkbox"/> Work or school schedule</li> <li><input type="checkbox"/> Family responsibilities</li> </ul>			
2. <input type="checkbox"/> My photo ID is lost, stolen, or misplaced 3. <input type="checkbox"/> I applied for photo ID but have not received it 4. <input type="checkbox"/> Other reasonable impediment to presenting photo ID (you <b>must</b> write the reason if choosing this option):  5. <input type="checkbox"/> State or Federal law prohibits me from listing my reason			
<b>EXCEPTION 2: RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED</b>			
<input type="checkbox"/> I have a religious objection to being photographed.			
<b>EXCEPTION 3: VICTIM OF A NATURAL DISASTER</b>			
<input type="checkbox"/> I was a victim of a natural disaster occurring within 100 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.			
<b>VOTER SIGN BELOW</b> <small>PROVISIONAL OR VACANT COMPLETION, THIS FORM IS A CLASS 1 OFFENDER UNDER CHAPTER 130 OF THE NC GENERAL STATUTES.</small>			
<div style="border: 2px solid red; padding: 5px; width: fit-content; margin: auto;">         X  <small>VOTER'S SIGNATURE REQUIRED</small> </div>			
Voting Site: GB		VRN: 00000000000000000000000000000000	
Official's Name: Kellington			

# Option #2: Provisional - Exception - Religious Objection and Natural Disaster

6. Click "Vote."

Provisional (Existing) Data Entry

Provisional Voter Registration Information	
Full Name	JOHN HENRY SMITH
US Citizen?	Yes
Birth Date	01/05/1947
Age	76
VRN	00000999524
Residential Address	1225 DELK DR HIGH POINT NC 27262
Residential County	
Will you have lived here for 30 days or more prior to the Election Date?	Yes
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCID	
SSN	
Gender	MALE
Race	BLACK or AFRICAN AMERICAN
Ethnicity	UNDESIGNATED
Party	DEMOCRATIC
ID Provided?	

Provisional Voting Information

Election Date	10/10/2023
Poll Book Number	GB-999-4
PIN	BY108-999-4
Location Voted	GB
Assigned Precinct	H11
Provisional Voting Reason	ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
Curbside	No
Party Voted	DEM

Jurisdiction List

PCT	H11	H13
HWRE	H2	HIGH POINT
CC	H09	CITY OWN H1
CORG	04	CONGRESSIONAL DISTRICT 4
PVPC	18B	270118
ZDSD	18	ZD 18
SEKR	27	NC SENATE DISTRICT 27
ROBRE	04B	NC HOUSE DISTRICT 4B
CDRMM	003	CDRT COMM 1
SKR	005	SKR 1
PRDS	24	24TH PROSECUTORIAL
YTD	H11	H11

Buttons: Previous, Vote (highlighted with a red circle), Acknowledge, Cancel

7. The Provisional Instructions will print. Give those to the voter.

GUILFORD COUNTY BOARD OF ELECTIONS  
P O BOX 3427  
GREENSBORO, NC 27402

one: (336) 641-3830 • Fax: (336) 641-7676 • [gulfordelections@gulfordcountync.gov](mailto:gulfordelections@gulfordcountync.gov)

**Provisional Voter Instructions**  
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:  
 ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID      Election Date: 10/10/2023

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will contact you to let you know whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

If, however, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than Seven (7) days after election day using one of the following methods:

**ONLINE**  
www.ncsbe.gov  
Select "Check Your Provisional Vote"  
Remember to Wait 7 Days

**CALL**  
336-641-3836  
(During normal business hours)  
Remember to Wait 7 Days

**STATE BOARD OF ELECTIONS**  
1-866-522-4723  
(During normal business hours)  
Remember to Wait 7 Days

Protect your PIN!  
Your PIN is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections in person to determine if your ballot was counted.

**GUILFORD COUNTY BOARD OF ELECTIONS**  
201 W. Market Street, Suite 115  
GREENSBORO, NC 27401  
Phone: (336) 641-3836  
Fax: (336) 641-7676  
Email: [gulfordelections@gulfordcountync.gov](mailto:gulfordelections@gulfordcountync.gov)

RECEIVED FROM VOTER: [Redacted]      REvised: 10/10/2023

# Option #2: Provisional - Exception - Religious Objection and Natural Disaster

8. Fill out the “POLL WORKERS COMPLETE” section of the back of the *Provisional Envelope*.
9. Check the box, “NO ID PROVIDED.”
10. Check the box, “ID EXCEPTION FORM.”
11. Don't forget to put your initials in the space provided.

POLL WORKERS COMPLETE			
Date Ballot Cast:	09/30/2023		
Voter's Name:	John Smith		
Poll Book No.	GB-999-4		
Voting Precinct:	H11		
Ballot Style Issued:	T0003		
Additional Notes for BOE			
No ID, Exception Form signed & included.			
Worker Initials			
<input checked="" type="checkbox"/> NO ID PROVIDED			
<input checked="" type="checkbox"/> ID EXCEPTION FORM			

FOR USE BY BOE STAFF ONLY			
Provisional Delegation Reason			
<input type="checkbox"/> Not Registered	<input type="checkbox"/> Non-matching Signature	<input type="checkbox"/> Ballot Missing From Envelope	
<input type="checkbox"/> Provisional Application Incomplete	<input type="checkbox"/> Voted Out Of Precinct	<input type="checkbox"/> Registered After Deadline	
<input type="checkbox"/> ID Not Provided	<input type="checkbox"/> Moved Out Of Precinct More Than 30 Days	<input type="checkbox"/> Wrong Party Ballot	
<input type="checkbox"/> Previously Denied	<input type="checkbox"/> Voter Already Voted	<input type="checkbox"/> Removed Voter	
<input type="checkbox"/> Not Eligible to Vote in Election	<input type="checkbox"/> Extended Hours Order Invalidated	<input type="checkbox"/> Other	
Party Voted (Partisan Preferences Only)			
<input type="checkbox"/> Democrat	<input type="checkbox"/> Staff Verification	<input type="checkbox"/> Fully Counted	
<input type="checkbox"/> Green	<input type="checkbox"/> DMV Checked	<input type="checkbox"/> Partially Counted	
<input type="checkbox"/> Libertarian	<input type="checkbox"/> Ballot Style Verified	<input type="checkbox"/> Not Counted	
<input type="checkbox"/> Republican	<input type="checkbox"/> If ID Required, Received by BOE		
<input type="checkbox"/> Unaffiliated			
<input type="checkbox"/> Other			
Staff Comments:			
Board Approval			
<input type="checkbox"/> Chair's Initials	<input type="checkbox"/> Board Status for Duplication		

# 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.

<input type="checkbox"/> One-stop <input type="checkbox"/> Election Day   Voting Site: _____	Worker: _____			
<b>Help Station Referral Form</b> Guilford County, North Carolina				
Election Date _____				
Vote Date _____				
<b>Voter's Information</b>				
Last _____	First _____	Middle _____	Suffix _____	VIN _____
Address _____				
City _____	State _____	Zip _____		
<b>Help Referral Reason</b>				
<b>Registration Issues</b>		<b>Identification Issues</b>		
<input type="checkbox"/> No Record of Registration	<input type="checkbox"/> ID Not Provided			
<input type="checkbox"/> Voter Moved	<input type="checkbox"/> Wrong ID Type			
<input type="checkbox"/> Voter at Incorrect Precinct	<input type="checkbox"/> Expiration Requirements Not Met			
<input type="checkbox"/> Voter Previously Removed/Denied	<input type="checkbox"/> Name Not Substantially Equivalent			
<input type="checkbox"/> Voter Address Not Found	<input type="checkbox"/> No Reasonable Resemblance			
<input type="checkbox"/> Voter Disputes Jurisdiction	<input type="checkbox"/> Reasonable Impediment			
<b>Voting Issues</b>				
<input type="checkbox"/> Voter Already Voted	<input type="checkbox"/> Religious Objection			
<input type="checkbox"/> Wants Other Party Ballot	<input type="checkbox"/> Natural Disaster			
<input type="checkbox"/> Any other issue (please provide explanation): _____				
<b>Evaluation of Substantial Equivalence of Name &amp; Reasonable Resemblance of Voter to Photograph on Photo ID</b>				
Yes - Resembles	No Resemblance	Election Official Name and Signature		
<input type="checkbox"/>	<input type="checkbox"/>	Check-in Officer - Print Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Chief Judge - Print Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Judge 1 - Print Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Judge 2 - Print Name _____	Signature _____	Time _____
Explanation (required only if finding no reasonable resemblance): _____ _____				
<b>Disposition:</b> <input type="checkbox"/> Regular Ballot <input type="checkbox"/> Provisional Ballot				
OFFICIAL USE ONLY	Station _____	Date/Time _____	MMI 2020-04	

# 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.

