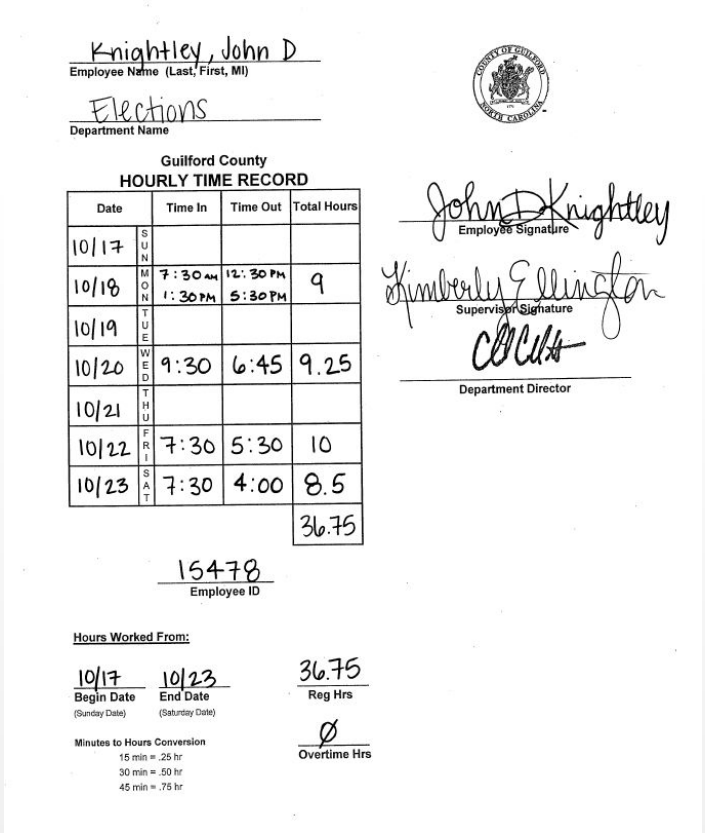
# Registrars/Check In

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

Guilford County
HOURLY TIME RECORD

| Date | | Time In | Time Out | Total Hours |
|---|---|---|---|---|
| 10/17 | SUN | | | |
| 10/18 | MON | 7:30 AM<br>1:30 PM | 12:30 PM<br>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 |

John D Knightley
Employee Signature

Kimberly Ellington
Supervisor Signature

Department Director

15478
Employee ID

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

# LOGGING INTO THE EPOLLBOOKS

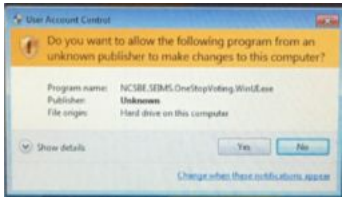
1. Turn on laptop and log into windows.  Type the Windows Password (*electionsGC2026) into the password field.
2. Press the Enter key on the keyboard of click arrow (→) button on the screen to complete Windows login to access the desktop.



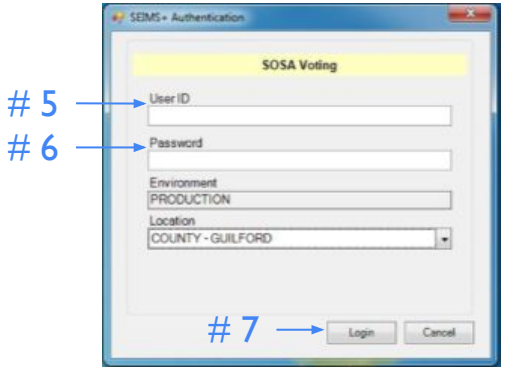

3. Once the desktop appears, if SOSA does not automatically load, double-click on the SOSA VOTING icon.



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.



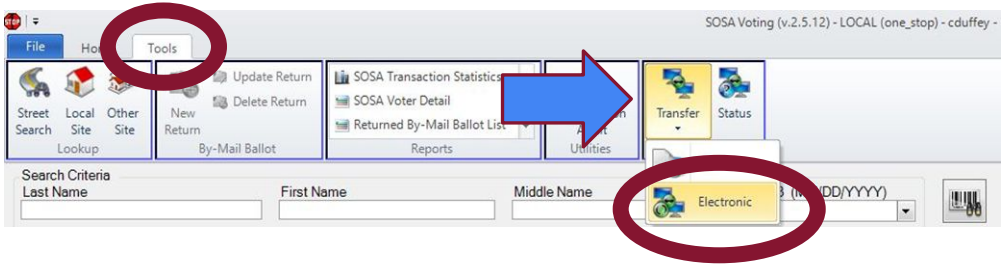
# SOSA DATA TRANSFER

- 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.”

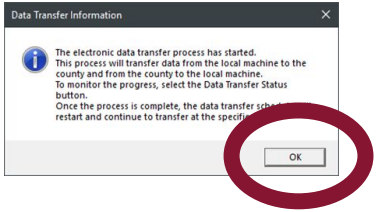
# SOSA DATA TRANSFER

# ELECTRONIC

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



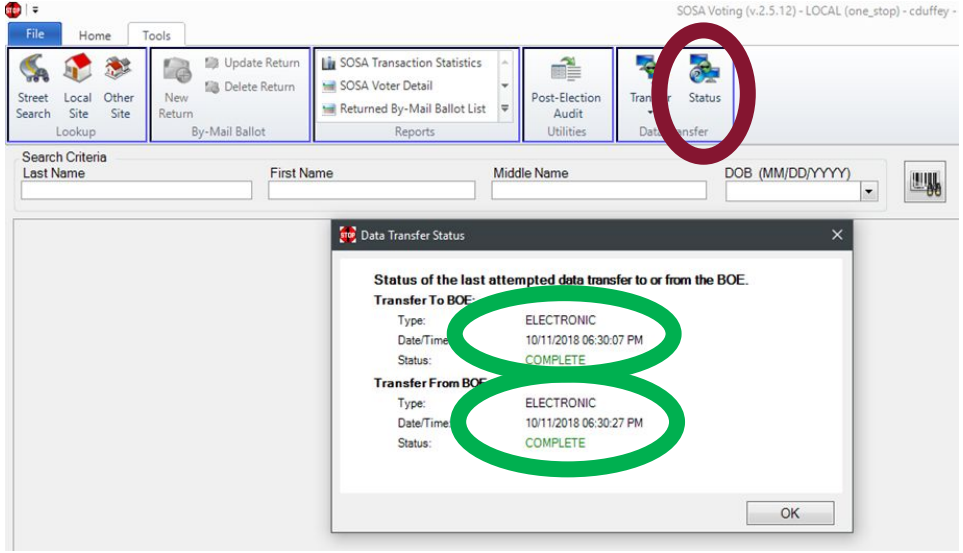

- Click the **OK** button to the Data Transfer message.



# 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.**

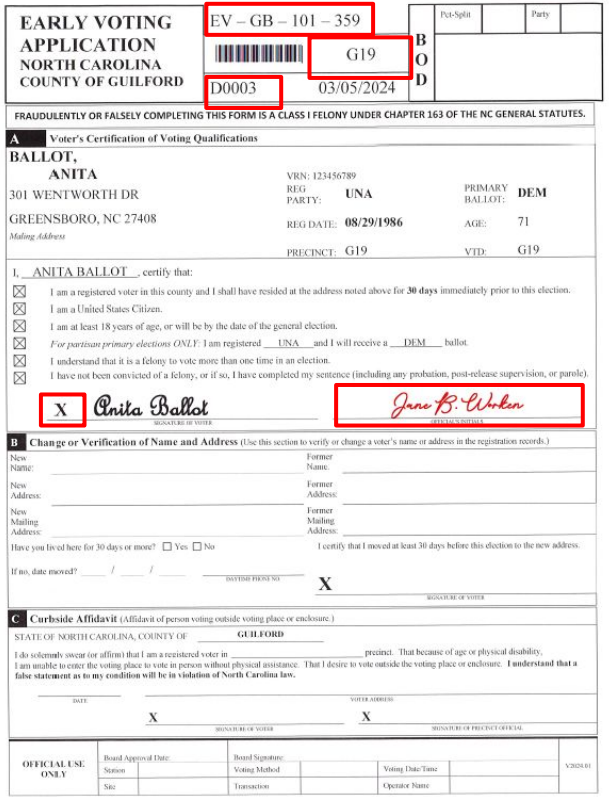
- In every election, per state law requirements, you must ask every voter to verbally state their name and current residential address. You must then repeat the information aloud to the voter. You will enter the voter's information into SOSA.
- For every voter checking in, follow these five steps.

| | 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

BOD | 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
If no, date moved? ___/___/___ (DAYTIME PHONE NO.)
I certify that I moved at least 30 days before this election to the new address.
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.**

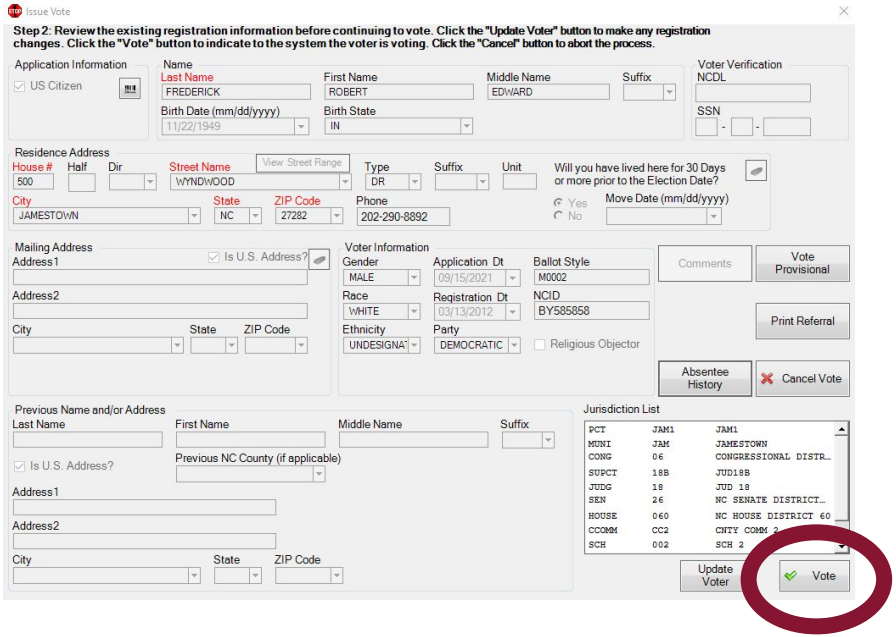
DATE / VOTER ADDRESS
X (SIGNATURE OF VOTER) X (SIGNATURE OF PRECINCT OFFICIAL)

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.

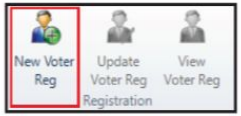
   SOSA Search Tips

   - 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.

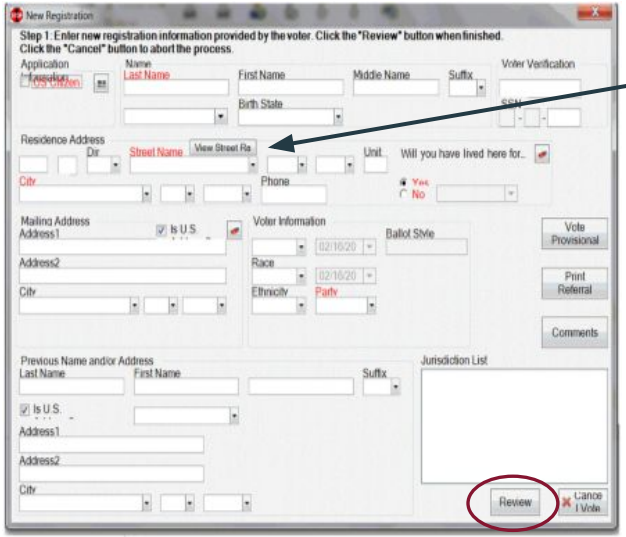
- If you find the voter's record in SOSA, confirm that everything is correct and process them as a normal Check-In.

# 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.



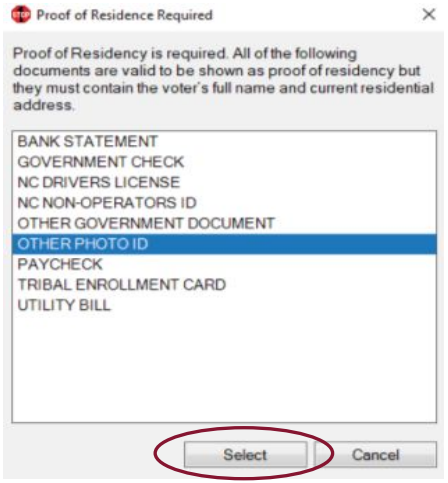

4. Type the information from the Voter Registration Form into the New Registration data entry screen; then click the **Review** button.




**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**.



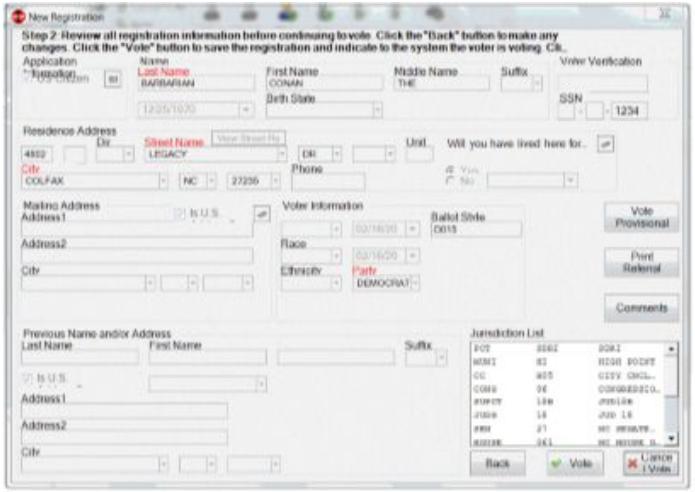
# Processing a Same-Day Registration

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

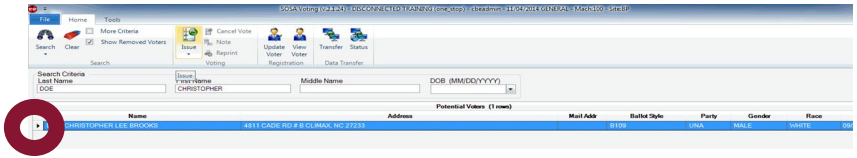
- Verify the voter's information is typed correctly by repeating their last name, first name, residential address, and mailing address (if applicable) exactly as they are typed in SOSA.
  Once the voter confirms their information is correct, click the **Review** button. The *Name/Address Change* form 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.

# Provisional Voting

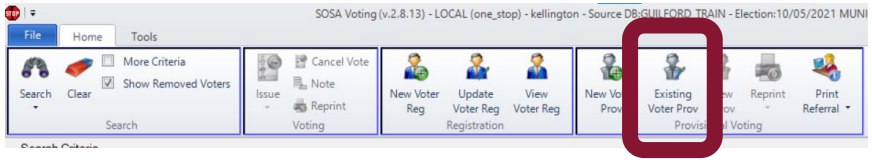
## Existing Voter Provisional

**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.



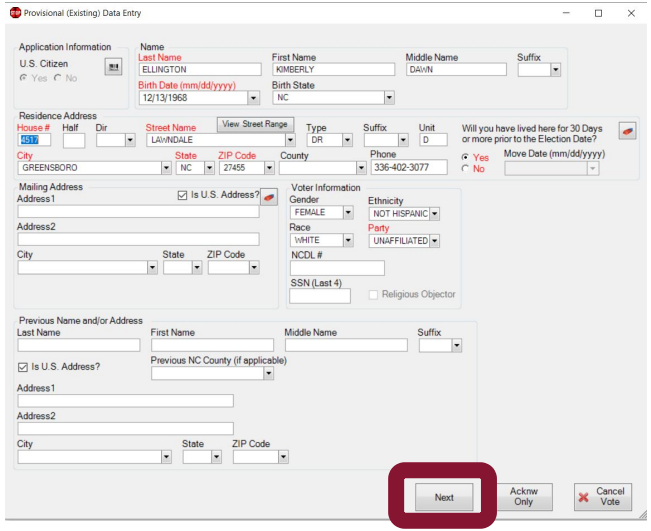
- Click the **Existing Voter Prov** button.



# Provisional Voting

## Existing Voter Provisional

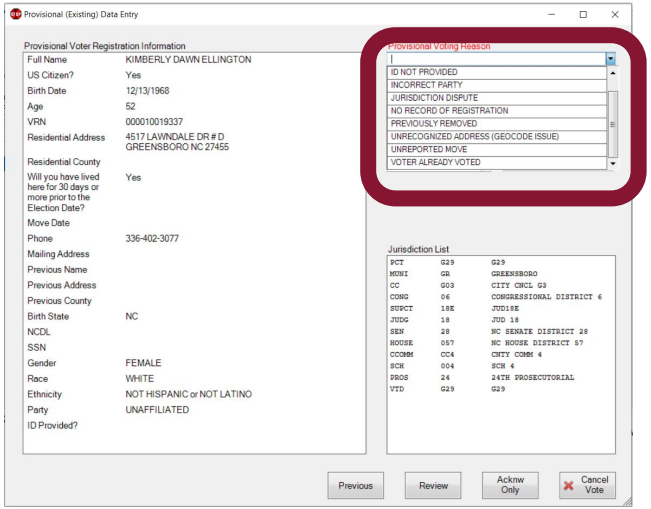
- A pop-up box will appear.
- If the voter's information is correct, click the **Next** button.
  - If the voter's information is NOT correct, type in the information the voter gave you. Then click the **Next** button.
  - You can type ANY address in the world in the Provisional Voting Data Entry screen 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

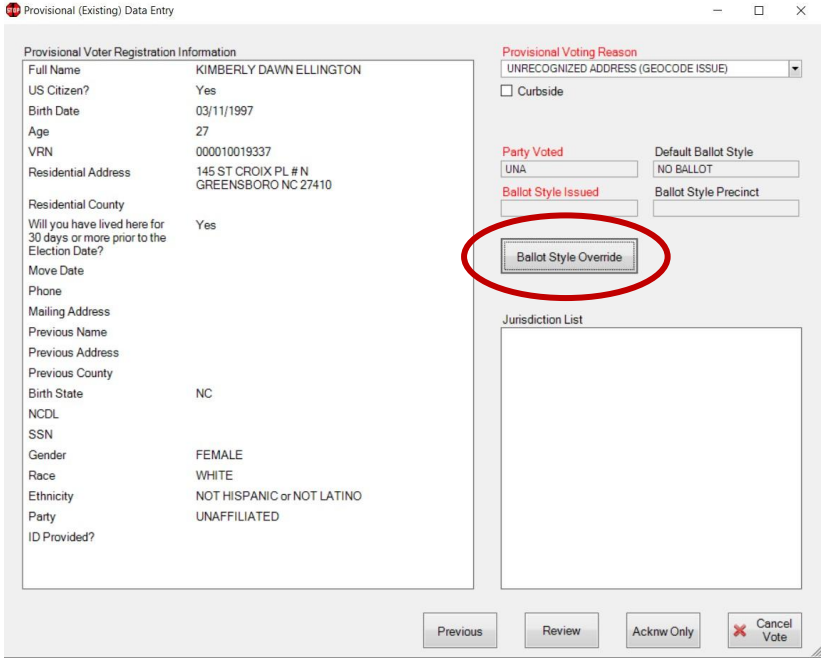
- On the next screen, click the down arrow to the right of the empty box under Provisional Voting Reason.
- Select the correct reason from the drop-down menu.



# 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.



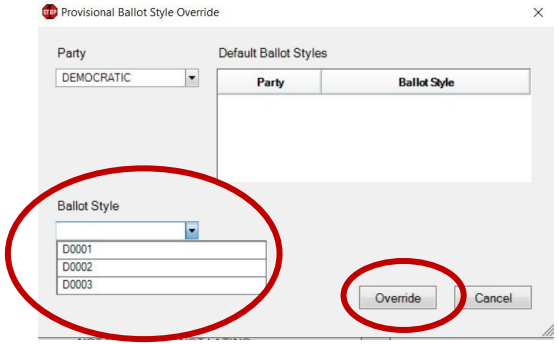

If the “Ballot Style Validation Warning” pops up, click **OK**.



# Provisional Voting

## Existing Voter Provisional

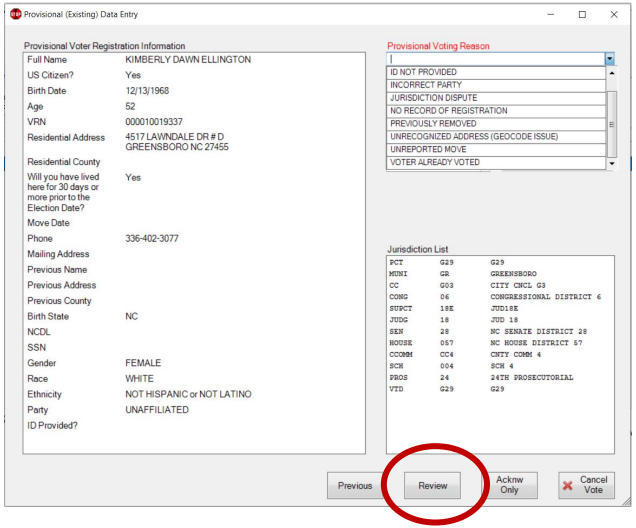
- Beside the box for “Ballot Style,” click the down arrow and select the correct ballot style from the list that appears below.
- Click the **Override** button.



# 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.

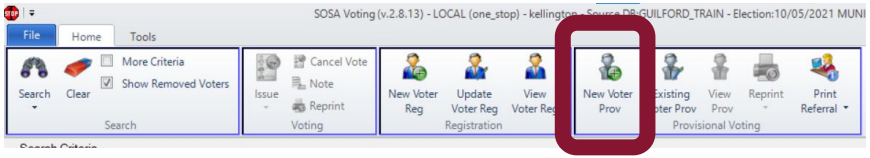


# Provisional Voting

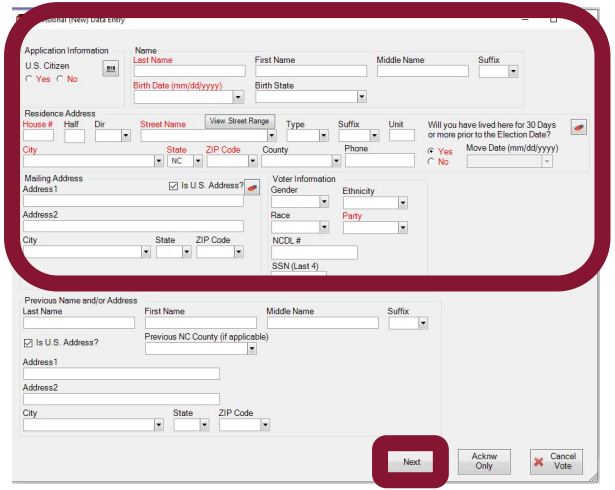
## New Voter Provisional

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

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



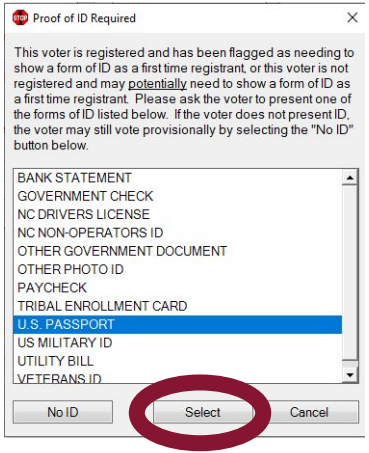

- On the next screen, enter the voter's information.
- Then click the **Next** button.



# 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

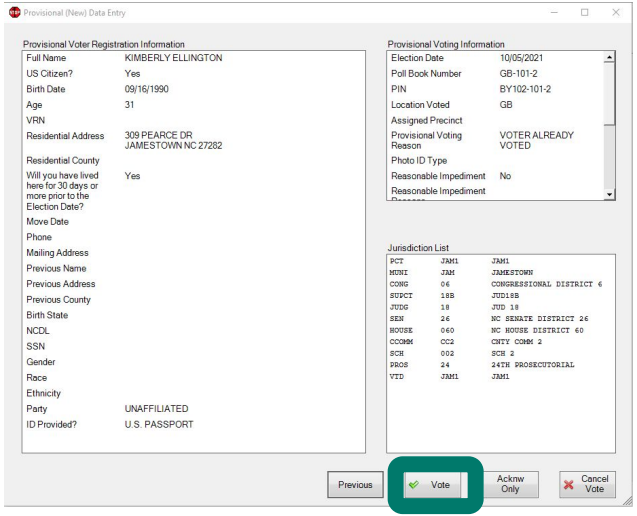
## New Voter Provisional

- 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.



# 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

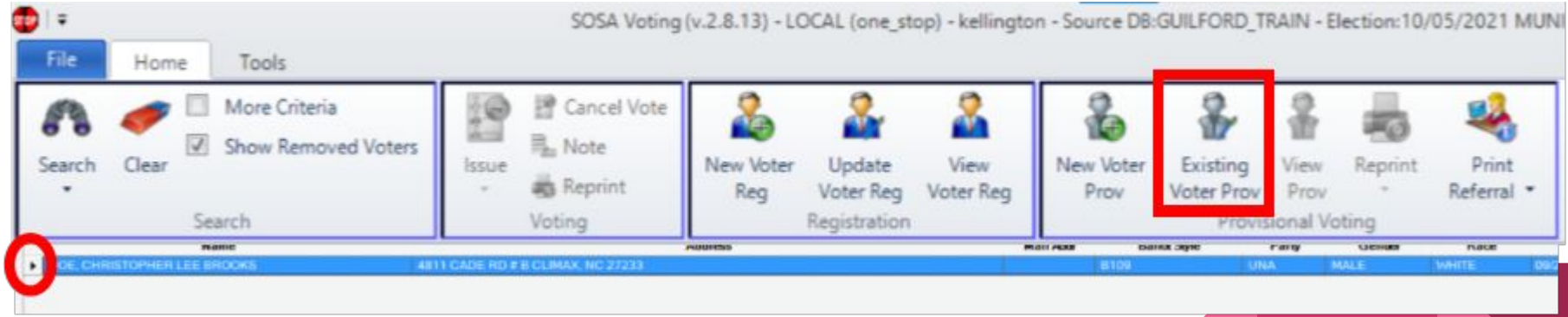
**Photo ID:**

- 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

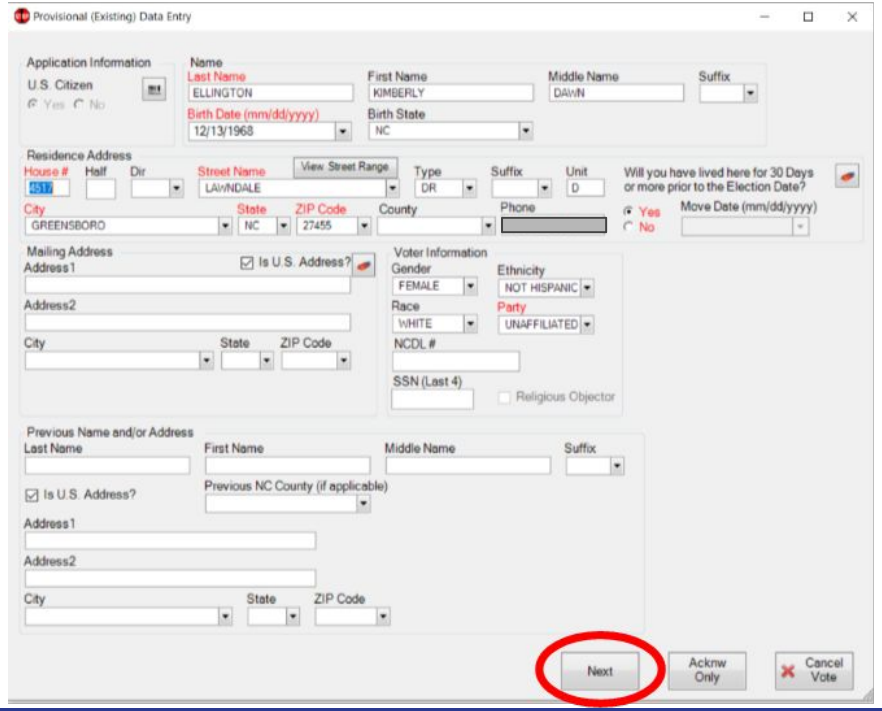
- Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 12:00 pm three days after Election Day.

1. In SOSA, find and highlight the correct voter record.
2. Click “Existing Voter Prov.”

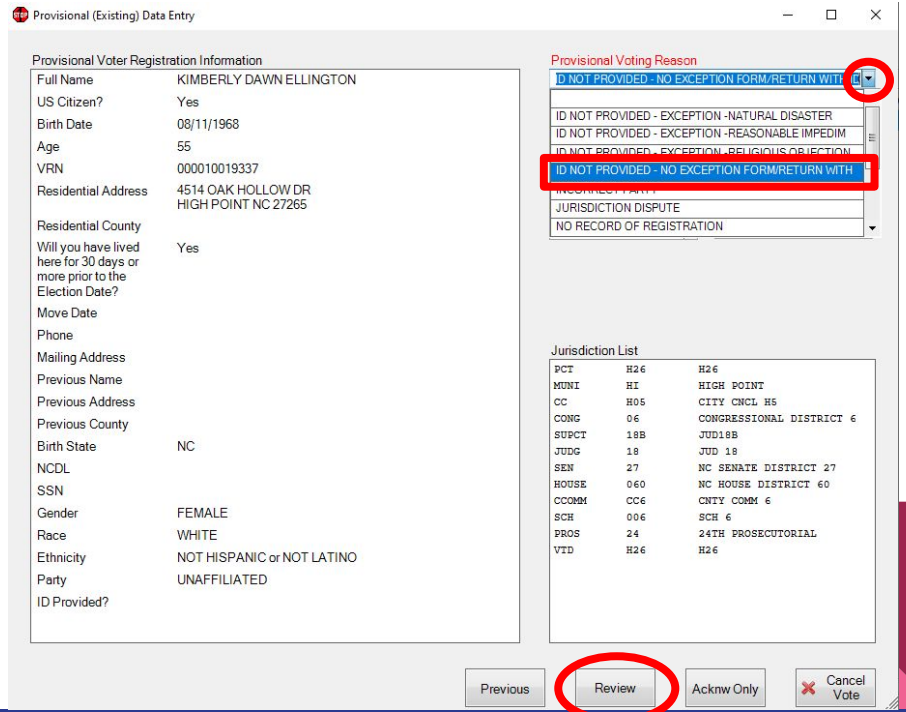


# Option #1: Provisional - No Exception Form

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

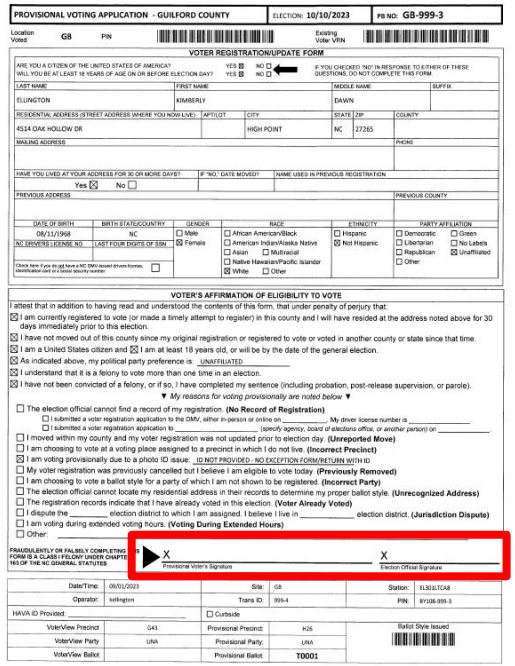



4. Select "ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID," then click "**Review**."



# Option #1: Provisional - No Exception Form

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



PROVISIONAL VOTING APPLICATION - GUILFORD COUNTY

ELECTION: 10/10/2023

PB NO: GB-999-3

Location Voted: GB PIN: Existing Voter VRN:

VOTER REGISTRATION/UPDATE FORM

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ☒ NO ☐
WILL YOU BE AT LEAST 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES ☒ NO ☐
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM

| LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX |
|---|---|---|---|
| ELLINGTON | KIMBERLY | DAWN | |

| RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE) | APT/LOT | CITY | STATE | ZIP | COUNTY |
|---|---|---|---|---|---|
| 4514 OAK HOLLOW DR | | HIGH POINT | NC | 27265 | |

MAILING ADDRESS: PHONE:

HAVE YOU LIVED AT YOUR ADDRESS FOR 30 OR MORE DAYS? Yes ☒ No ☐ | IF "NO," DATE MOVED? | NAME USED IN PREVIOUS REGISTRATION

PREVIOUS ADDRESS: PREVIOUS COUNTY

| DATE OF BIRTH | BIRTH STATE/COUNTRY | GENDER | RACE | ETHNICITY | PARTY AFFILIATION |
|---|---|---|---|---|---|
| 08/11/1968 | NC | ☐ Male ☒ Female | ☐ African American/Black ☐ American Indian/Alaska Native ☐ Asian ☐ Multiracial ☐ Native Hawaiian/Pacific Islander ☒ White ☐ Other | ☐ Hispanic ☒ Not Hispanic | ☐ Democratic ☐ Green ☐ Libertarian ☐ No Labels ☒ Unaffiliated |

NC DRIVER'S LICENSE NO. | LAST FOUR DIGITS OF SSN

Check here if you do not have a NC DMV-issued drivers license, identification card or a Social Security number ☐

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 currently registered to vote (or made a timely attempt to register) in this county and I will have resided at the address noted above for 30 days immediately prior to this 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 ☒ I am at least 18 years old, or will be by the date of the general election.
☒ As indicated above, my political party preference is: UNAFFILIATED
☒ 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 probation, post-release supervision, or parole).

▼ *My reasons for voting provisionally are noted below* ▼

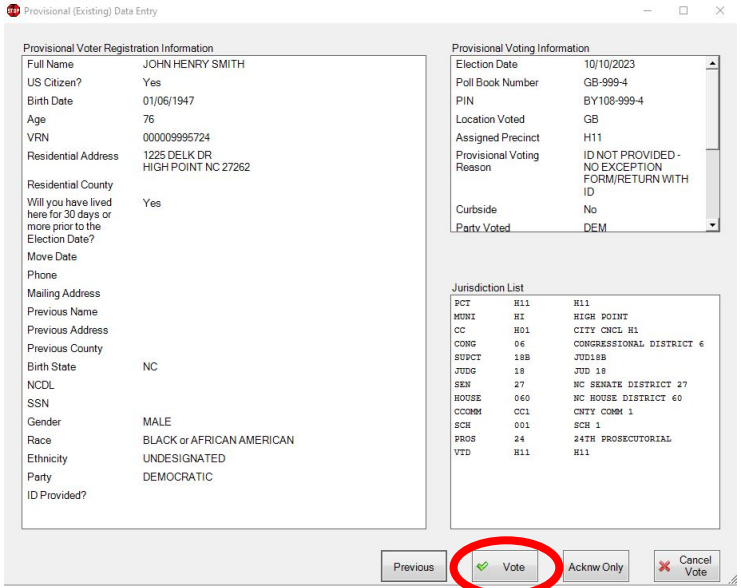
☐ The election official cannot find a record of my registration. **(No Record of Registration)**
☐ I submitted a voter registration application to the DMV, either in-person or online on _____. My driver license number is _____
☐ I submitted a voter registration application to _____ *(specify agency, board of elections office, or another person)* on _____
☐ I moved within my county and my voter registration was not updated prior to election day. **(Unreported Move)**
☐ I am choosing to vote at a voting place assigned to a precinct in which I do not live. **(Incorrect Precinct)**
☒ I am voting provisionally due to a photo ID issue: ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
☐ My voter registration was previously cancelled but I believe I am eligible to vote today. **(Previously Removed)**
☐ I am choosing to vote a ballot style for a party of which I am not shown to be registered. **(Incorrect Party)**
☐ The election official cannot locate 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 _____ election district to which I am assigned. I believe I live in _____ election district. **(Jurisdiction Dispute)**
☐ I am voting during extended voting hours. **(Voting During Extended Hours)**
☐ Other: _____

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

X Provisional Voter's Signature X Election Official Signature

| Date/Time: 08/01/2023 | | Site: GB | | Station: ELB3LTCAR |
|---|---|---|---|---|
| Operator: kellington | | Trans ID: 999-4 | | PIN: BY108-999-3 |
| HAVA ID Provided: | | ☐ Curbside | | |
| VoterView Precinct: | G43 | Provisional Precinct: | H26 | Ballot Style Issued |
| VoterView Party: | UNA | Provisional Party: | UNA | |
| VoterView Ballot: | | Provisional Ballot: | T0001 | |

6. Click "**Vote**."



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 | |
| 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

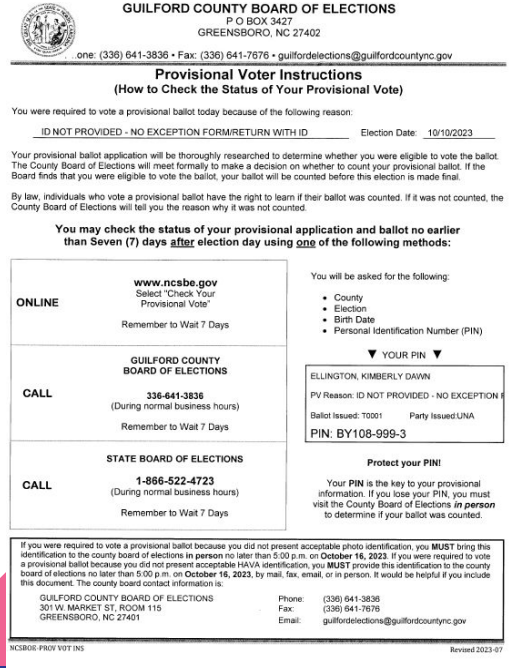
| | |
|---|---|
| Election Date | 10/10/2023 |
| Poll Book Number | GB-999-4 |
| PIN | BY108-999-4 |
| Location Voted | GB |
| Assigned Precinct | H11 |
| Provisional Voting Reason | ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID |
| Curbside | No |
| Party Voted | DEM |

Jurisdiction List

| | | |
|---|---|---|
| PCT | H11 | H11 |
| MUNI | HI | HIGH POINT |
| CC | H01 | CITY CNCL H1 |
| CONG | 06 | CONGRESSIONAL DISTRICT 6 |
| SUPCT | 18B | JUD18B |
| JUDG | 18 | JUD 18 |
| SEN | 27 | NC SENATE DISTRICT 27 |
| HOUSE | 060 | NC HOUSE DISTRICT 60 |
| CCOMM | CC1 | CNTY COMM 1 |
| SCH | 001 | SCH 1 |
| PROS | 24 | 24TH PROSECUTORIAL |
| VTD | H11 | H11 |

Previous | Vote | Acknw Only | Cancel Vote

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) 641-3836 • 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**
Select "Check Your Provisional Vote"
Remember to Wait 7 Days

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

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

You will be asked for the following:

- County
- Election
- Birth Date
- Personal Identification Number (PIN)

▼ YOUR PIN ▼

ELLINGTON, KIMBERLY DAWN
PV Reason: ID NOT PROVIDED - NO EXCEPTION F
Ballot Issued: T0001 Party Issued:UNA
PIN: BY108-999-3

**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 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023**, by mail, fax, email, or in person. It would be helpful if you include this document. The county board contact information is:

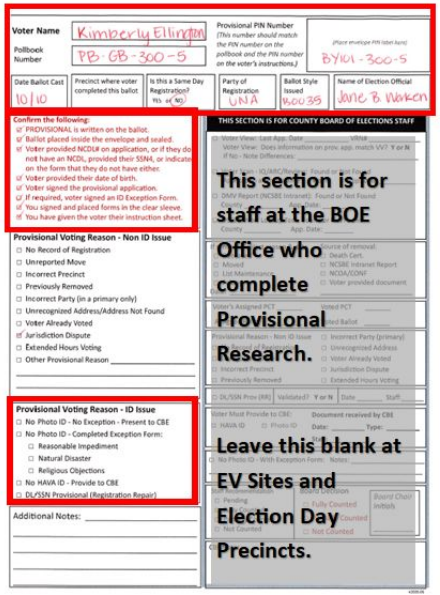
GUILFORD COUNTY BOARD OF ELECTIONS
301 W. MARKET ST, ROOM 115
GREENSBORO, NC 27401

Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBOE-PROV VOT INS — Revised 2023-07

# Option #1: Provisional - No Exception Form

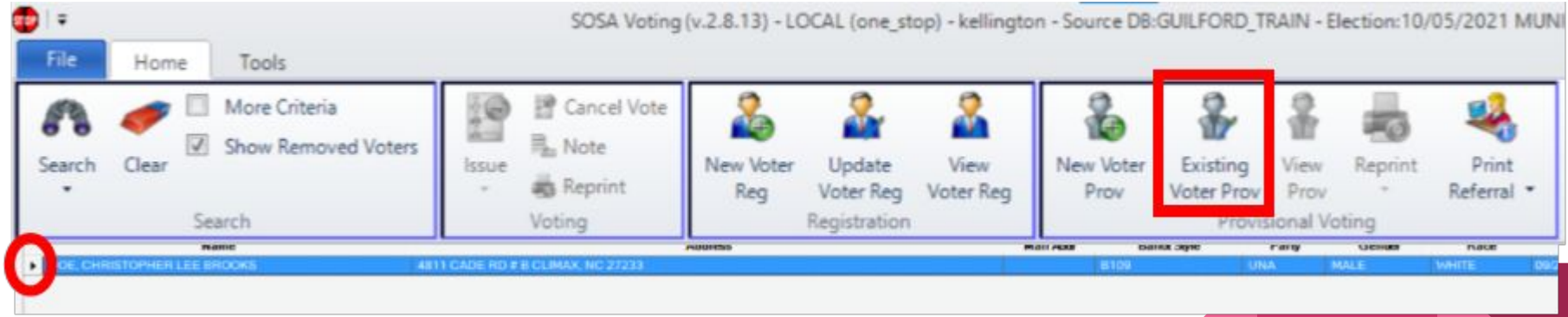
8. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
9. Check the box, "**No Photo ID—No Exception—Present to CBE**."
10. Provide helpful information under, "**Additional Notes:**."
11. Don't forget to write your name or your initials in the space provided.



# Option #2: Provisional - Exception - Reasonable Impediment

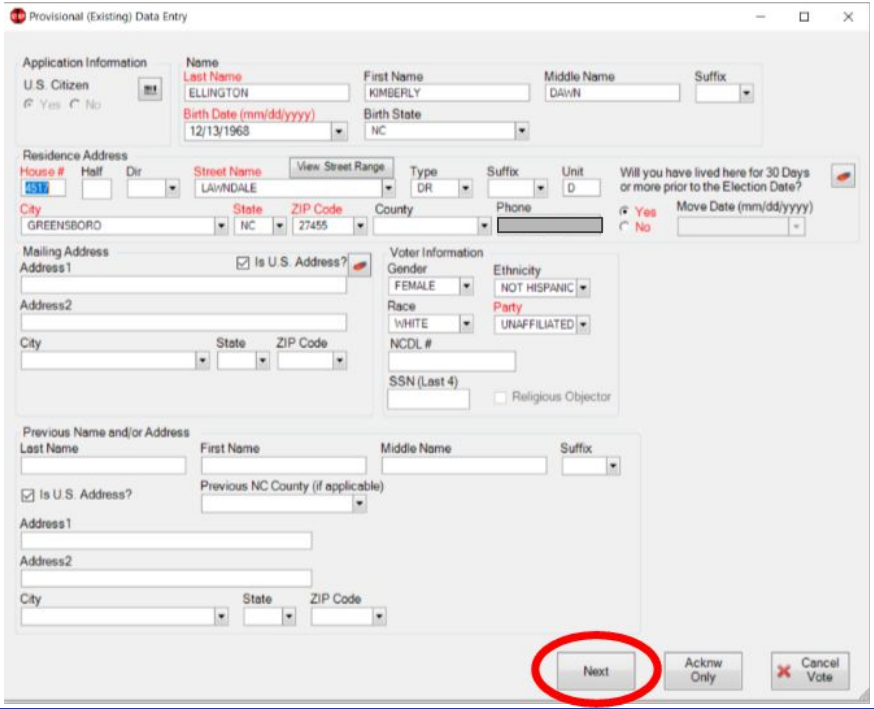
- Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

1. In SOSA, find and highlight the correct voter record.
2. Click “Existing Voter Prov.”

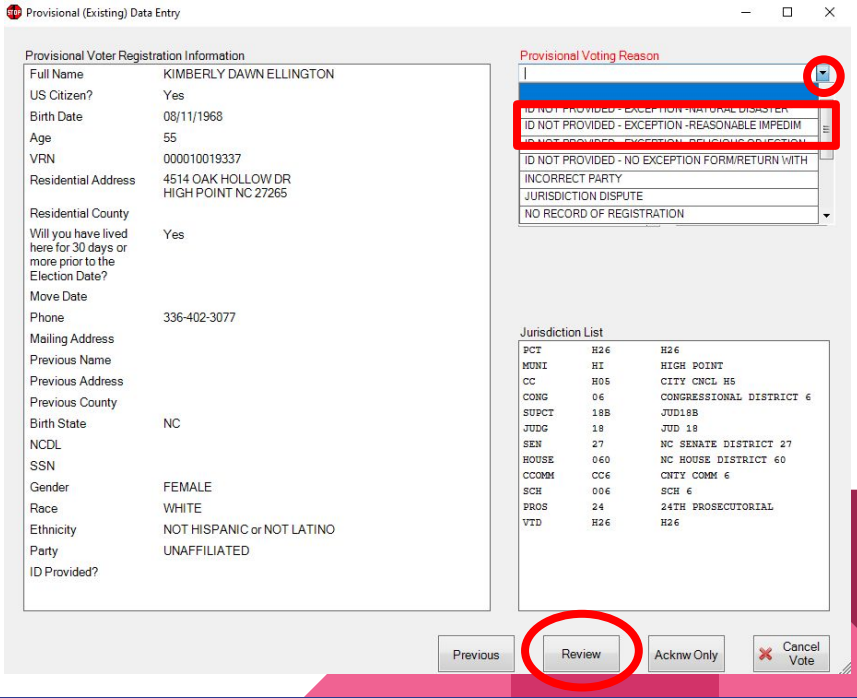


# Option #2: Provisional - Exception - Reasonable Impediment

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

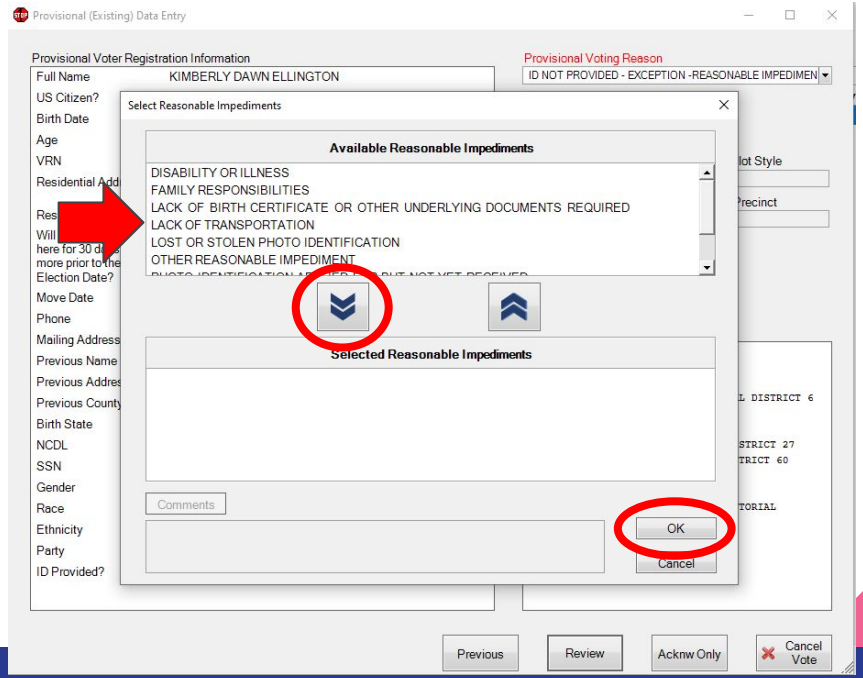



4. Select "ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT," then click "**Review**."



# Option #2: Provisional - Exception - Reasonable Impediment

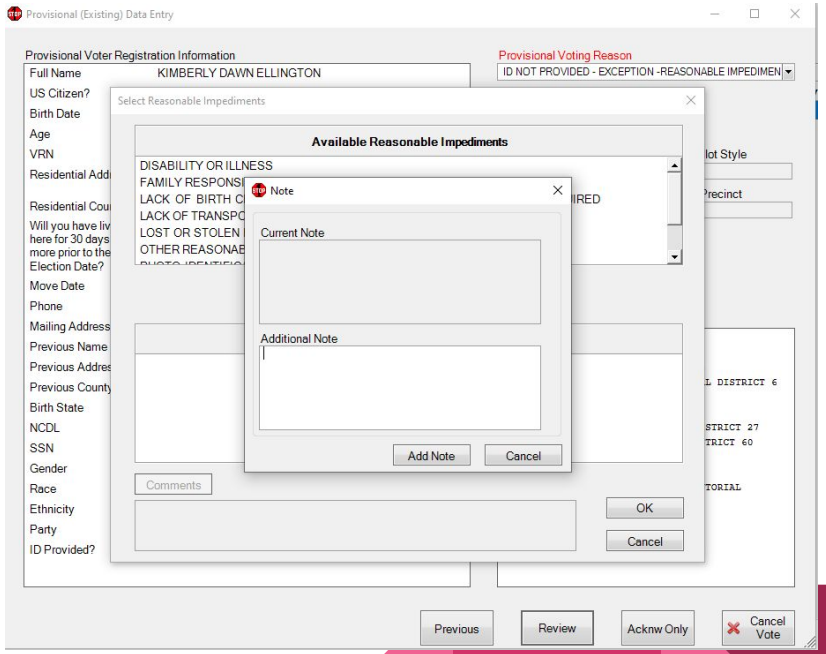
5. A pop-up box will appear. Read the list of Available Reasonable Impediments to the voter, and ask which one applies to them.
6. Highlight the reason given by the voter and select it by either double clicking or by highlighting the reason and clicking the down arrow. Then click "**OK**."



# 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**.”

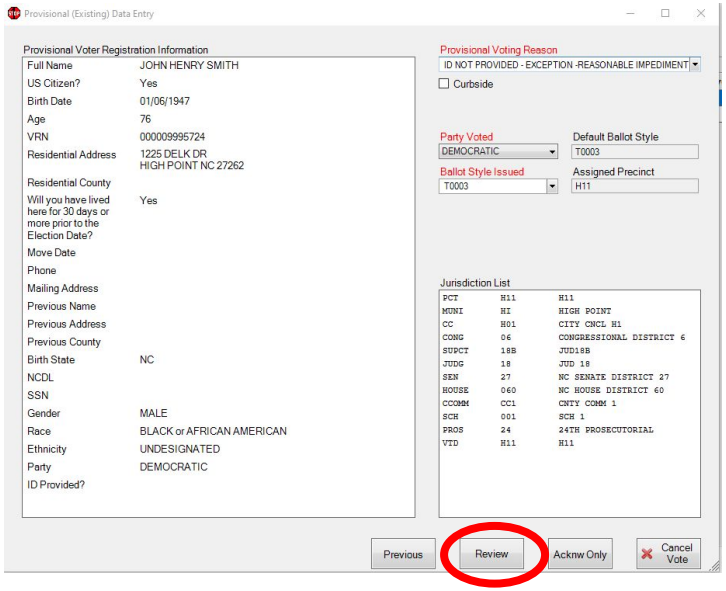



**DISCLAIMER:** It is the voter’s comment, NOT YOURS! They should tell you what to type! DO NOT PUT YOUR OPINION IN THIS BOX!

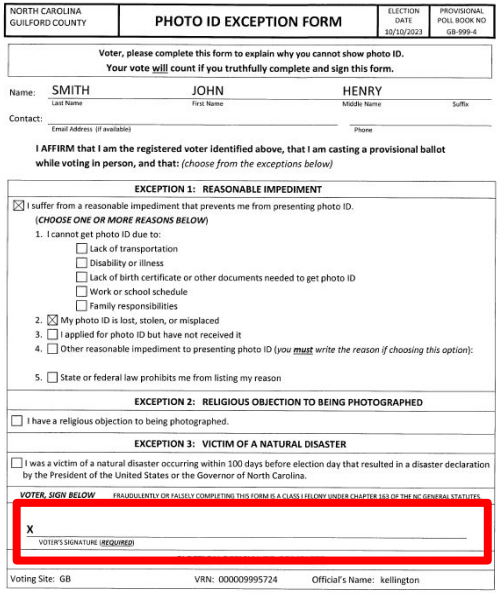
What you type in this box is printed on their exception form.

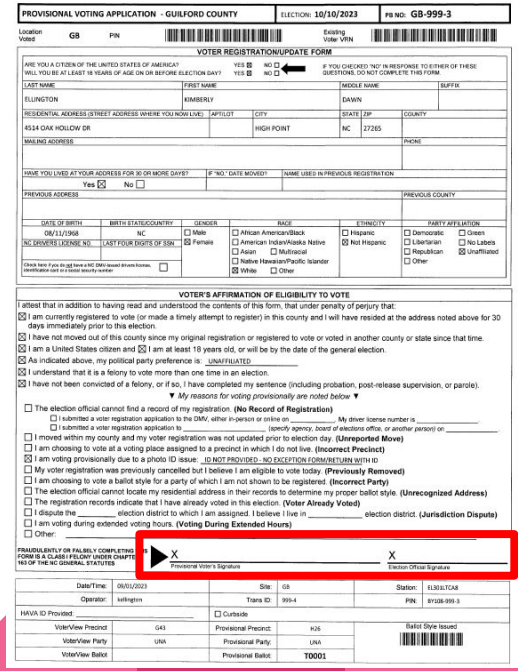
# Option #2: Provisional - Exception - Reasonable Impediment

7. Click “**Review**.”



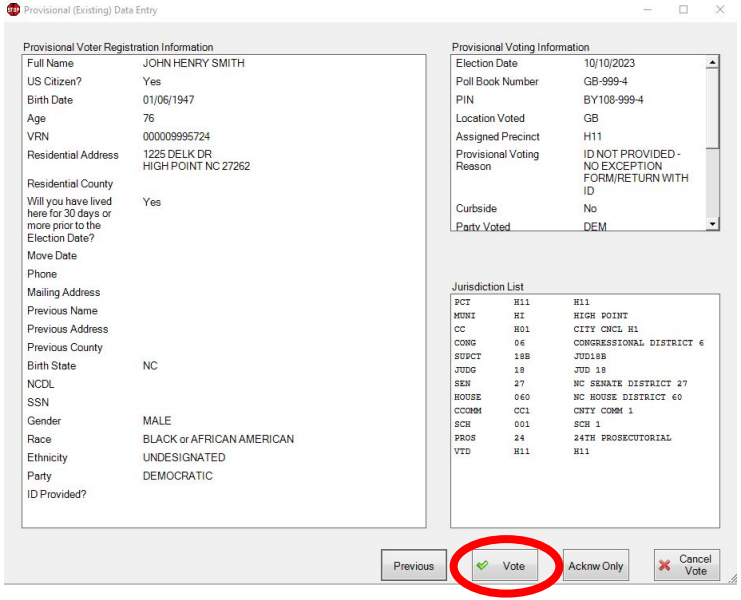

8. The Photo ID Exception Form will print, along with their Provisional Application. Have the voter sign both documents. You sign the Provisional Application.



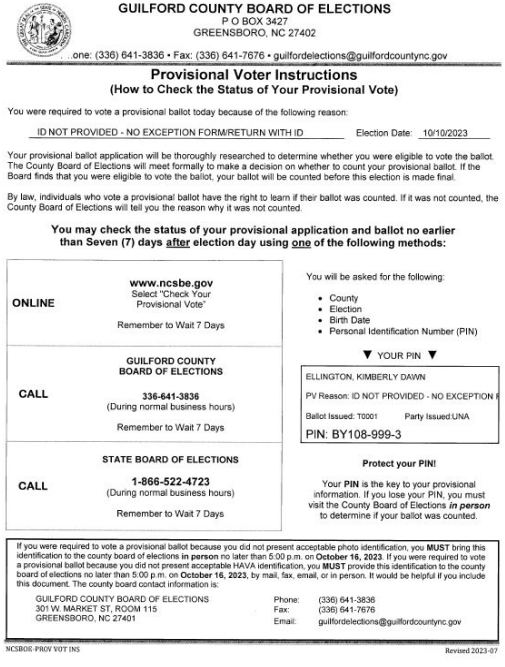



# Option #2: Provisional - Exception - Reasonable Impediment

9. Click "**Vote**."




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



GUILFORD COUNTY BOARD OF ELECTIONS
P.O BOX 3427
GREENSBORO, NC 27402
one: (336) 641-3836 • 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**<br>Select "Check Your Provisional Vote"<br>Remember to Wait 7 Days | You will be asked for the following:<br>• County<br>• Election<br>• Birth Date<br>• Personal Identification Number (PIN) |
| **CALL** | **GUILFORD COUNTY BOARD OF ELECTIONS**<br>**336-641-3836**<br>(During normal business hours)<br>Remember to Wait 7 Days | ▼ YOUR PIN ▼<br>ELLINGTON, KIMBERLY DAWN<br>PV Reason: ID NOT PROVIDED - NO EXCEPTION F<br>Ballot Issued: T0001 Party Issued:UNA<br>PIN: BY108-999-3 |
| **CALL** | **STATE BOARD OF ELECTIONS**<br>**1-866-522-4723**<br>(During normal business hours)<br>Remember to Wait 7 Days | **Protect your PIN!**<br>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 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023,** by mail, fax, email, or in person. It would be helpful if you include this document. The county board contact information is:

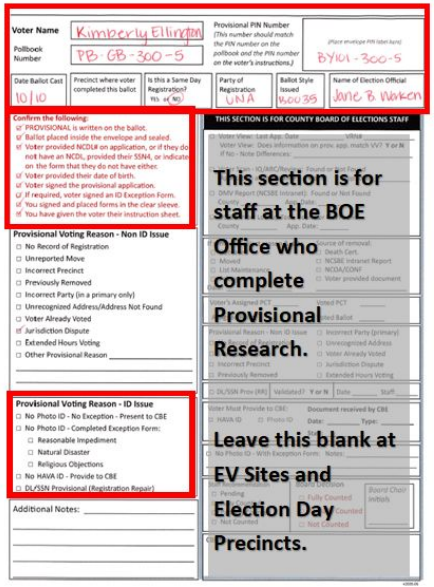
GUILFORD COUNTY BOARD OF ELECTIONS
301 W. MARKET ST, ROOM 115
GREENSBORO, NC 27401

Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBOE-PROV VOT INS  Revised 2023-07

# Option #2: Provisional - Exception - Reasonable Impediment

11. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
12. Check the box, “**No Photo ID—Completed Exception Form:**.”
13. Check the indented box, “**Reasonable Impediment**.”
14. Provide helpful information under, “**Additional Notes:**.”
15. Don't forget to write your name or your initials in the space provided.

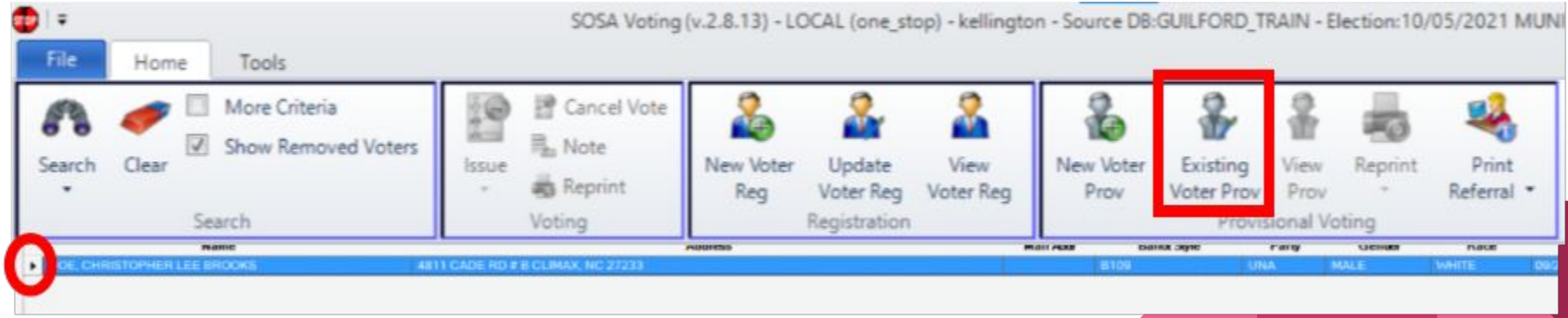


# Option #2: Provisional - Exception -

## Religious Objection and Natural Disaster

- Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

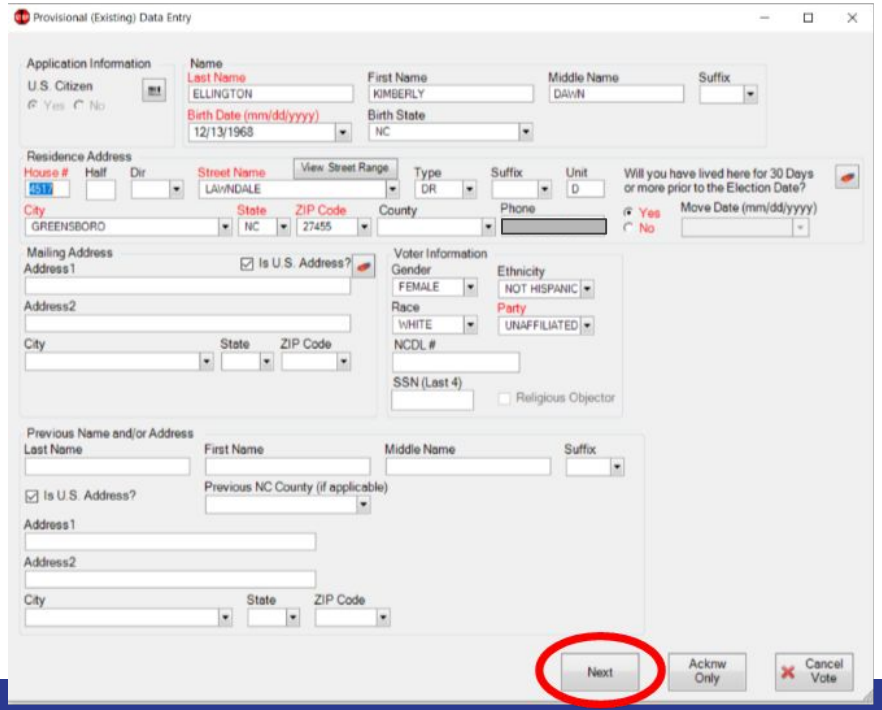
1. In SOSA, find and highlight the correct voter record.
2. Click “Existing Voter Prov.”



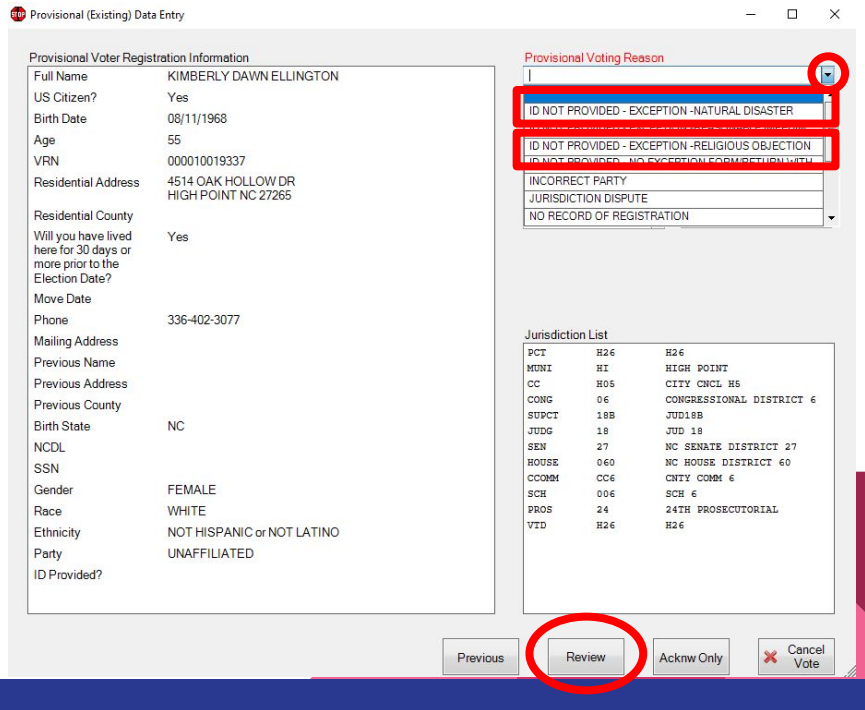
# Option #2: Provisional - Exception -

## Religious Objection and Natural Disaster

3. Verify their information is correct, then click “**Next**.”



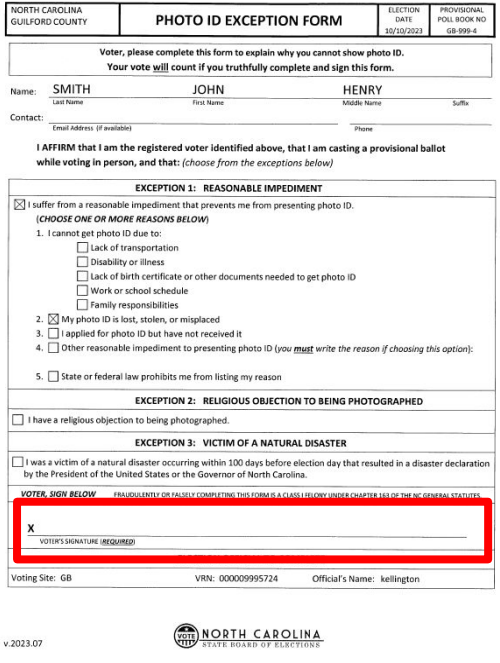

4. Select the correct “ID NOT PROVIDED - EXCEPTION…” reason, then click “**Review**.”



# 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

**PHOTO ID EXCEPTION FORM**

ELECTION DATE 10/10/2023 | PROVISIONAL POLL BOOK NO GB-999-4

**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 (Last Name) JOHN (First Name) 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.
***(CHOOSE ONE OR MORE REASONS BELOW)***

1. 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
2. ☒ My photo ID is lost, stolen, or misplaced
3. ☐ I applied for photo ID but have not received it
4. ☐ Other reasonable impediment to presenting photo ID (*you **must** write the reason if choosing this option*):
5. ☐ 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 100 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.

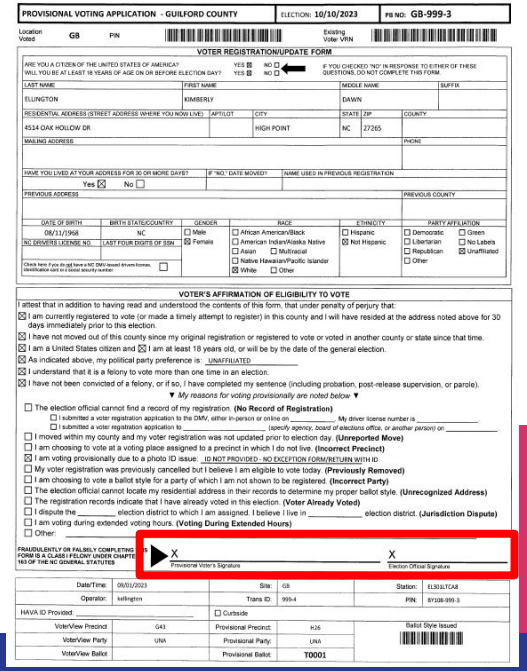
***VOTER, SIGN BELOW*** FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES

X
VOTER'S SIGNATURE (*REQUIRED*)

Voting Site: GB VRN: 000009995724 Official's Name: kellington

v.2023.07

NORTH CAROLINA STATE BOARD OF ELECTIONS



**PROVISIONAL VOTING APPLICATION - GUILFORD COUNTY** | ELECTION: 10/10/2023 | PB NO: GB-999-3

Location Voted: GB | PIN | Existing Voter VRN

**VOTER REGISTRATION/UPDATE FORM**

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ☒ NO ☐
WILL YOU BE AT LEAST 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES ☒ NO ☐
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM.

| LAST NAME | FIRST NAME | MIDDLE NAME | SUFFIX |
|---|---|---|---|
| ELLINGTON | KIMBERLY | DAWN | |

| RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE) | APT/LOT | CITY | STATE | ZIP | COUNTY |
|---|---|---|---|---|---|
| 4514 OAK HOLLOW DR | | HIGH POINT | NC | 27265 | |

MAILING ADDRESS | PHONE

HAVE YOU LIVED AT YOUR ADDRESS FOR 30 OR MORE DAYS? Yes ☒ No ☐ | IF "NO," DATE MOVED? | NAME USED IN PREVIOUS REGISTRATION

PREVIOUS ADDRESS | PREVIOUS COUNTY

| DATE OF BIRTH | BIRTH STATE/COUNTRY | GENDER | RACE | ETHNICITY | PARTY AFFILIATION |
|---|---|---|---|---|---|
| 08/11/1968 | NC | ☐ Male ☒ Female | ☐ African American/Black ☐ American Indian/Alaska Native ☐ Asian ☐ Multiracial ☐ Native Hawaiian/Pacific Islander ☒ White ☐ Other | ☐ Hispanic ☒ Not Hispanic | ☐ Democratic ☐ Green ☐ Libertarian ☐ No Labels ☐ Republican ☒ Unaffiliated ☐ Other |

NC DRIVER'S LICENSE NO. | LAST FOUR DIGITS OF SSN

Check here if you do not have a NC DMV-issued drivers license, identification card or a social security number ☐

**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 currently registered to vote (or made a timely attempt to register) in this county and I will have resided at the address noted above for 30 days immediately prior to this 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 ☒ I am at least 18 years old, or will be by the date of the general election.
☒ As indicated above, my political party preference is: UNAFFILIATED
☒ 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 probation, post-release supervision, or parole).

▼ *My reasons for voting provisionally are noted below* ▼

☐ The election official cannot find a record of my registration. **(No Record of Registration)**
☐ I submitted a voter registration application to the DMV, either in-person or online on _____. My driver license number is _____
☐ I submitted a voter registration application to _____ (*specify agency, board of elections office, or another person*) on _____
☐ I moved within my county and my voter registration was not updated prior to election day. **(Unreported Move)**
☐ I am choosing to vote at a voting place assigned to a precinct in which I do not live. **(Incorrect Precinct)**
☐ I am voting provisionally due to a photo ID issue: ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
☐ My voter registration was previously cancelled but I believe I am eligible to vote today. **(Previously Removed)**
☐ I am choosing to vote a ballot style for a party of which I am not shown to be registered. **(Incorrect Party)**
☐ The election official cannot locate 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 _____ election district to which I am assigned. I believe I live in _____ election district. **(Jurisdiction Dispute)**
☐ I am voting during extended voting hours. **(Voting During Extended Hours)**
☐ Other: _____

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

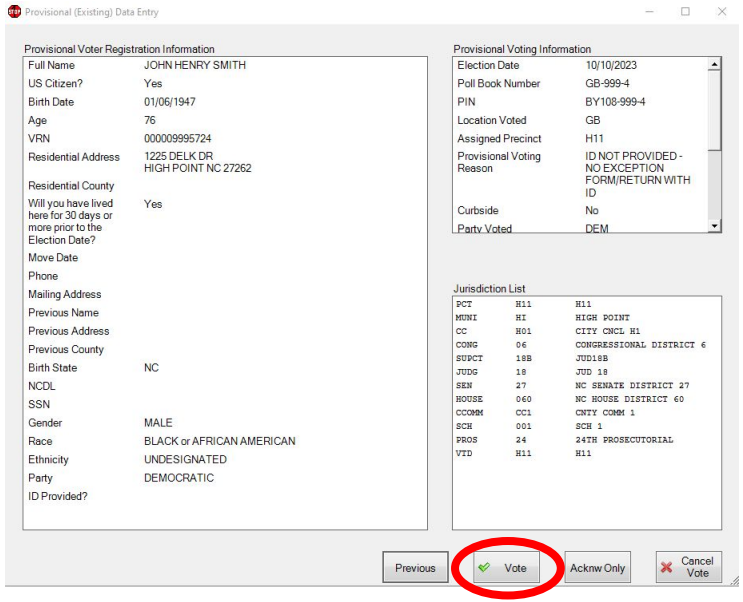
X Provisional Voter's Signature | X Election Official Signature

| | | | | | |
|---|---|---|---|---|---|
| Date/Time: | 08/01/2023 | Site: | GB | Station: | EL301.TCAB |
| Operator: | kellington | Trans ID: | 999-4 | PIN: | BY108-999-3 |
| HAVA ID Provided | | ☐ Curbside | | | |
| VoterView Precinct | G43 | Provisional Precinct: | H26 | Ballot Style Issued | |
| VoterView Party | UNA | Provisional Party: | UNA | | |
| VoterView Ballot | | Provisional Ballot: | T0001 | | |

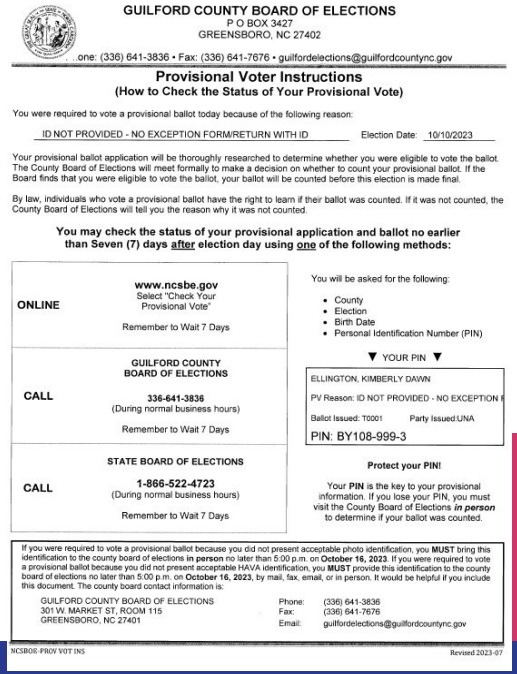
# Option #2: Provisional - Exception -

## Religious Objection and Natural Disaster

6. Click "**Vote**."




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) 641-3836 • 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** Select "Check Your Provisional Vote" — Remember to Wait 7 Days

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

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

You will be asked for the following:

- County
- Election
- Birth Date
- Personal Identification Number (PIN)

▼ YOUR PIN ▼

ELLINGTON, KIMBERLY DAWN
PV Reason: ID NOT PROVIDED - NO EXCEPTION F
Ballot Issued: T0001  Party Issued:UNA
PIN: BY108-999-3

**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 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023**, by mail, fax, email, or in person. It would 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

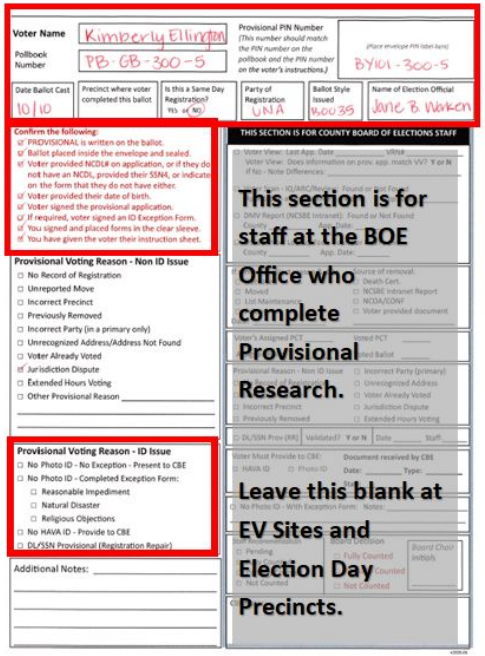
Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBOE-PROV VOT INS  Revised 2023-07

# Option #2: Provisional - Exception -

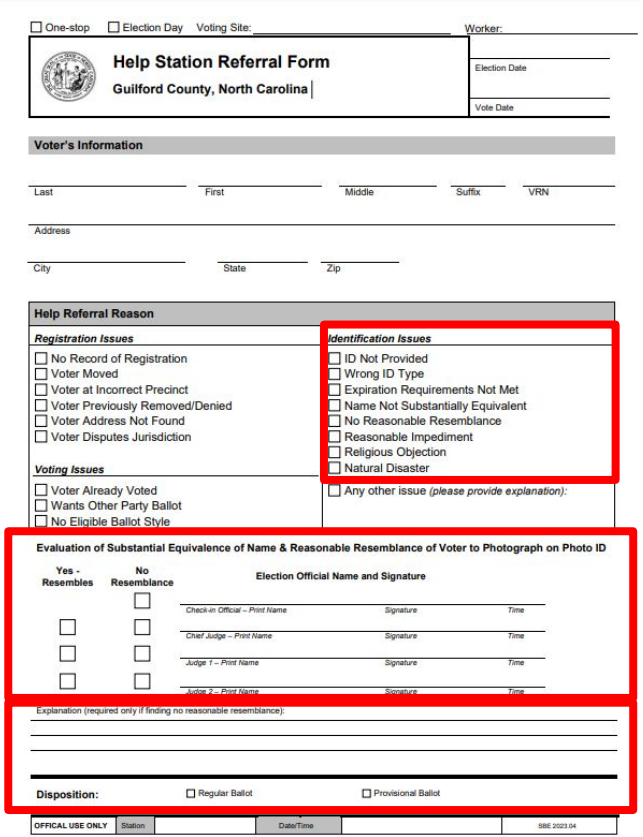
## Religious Objection and Natural Disaster

8. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
9. Check the box, “**No Photo ID—Completed Exception Form:**.”
10. Check the indented box, “**Religious Objections**” or “**Natural Disaster**.”
11. Provide helpful information under, “**Additional Notes:**.”
12. Don't forget to write your name or your initials in the space provided.



# 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.

