

**Guilford County Board of Elections**

# **Handbook for Early Voting Officials**



**2026 Midterm Primary Election**

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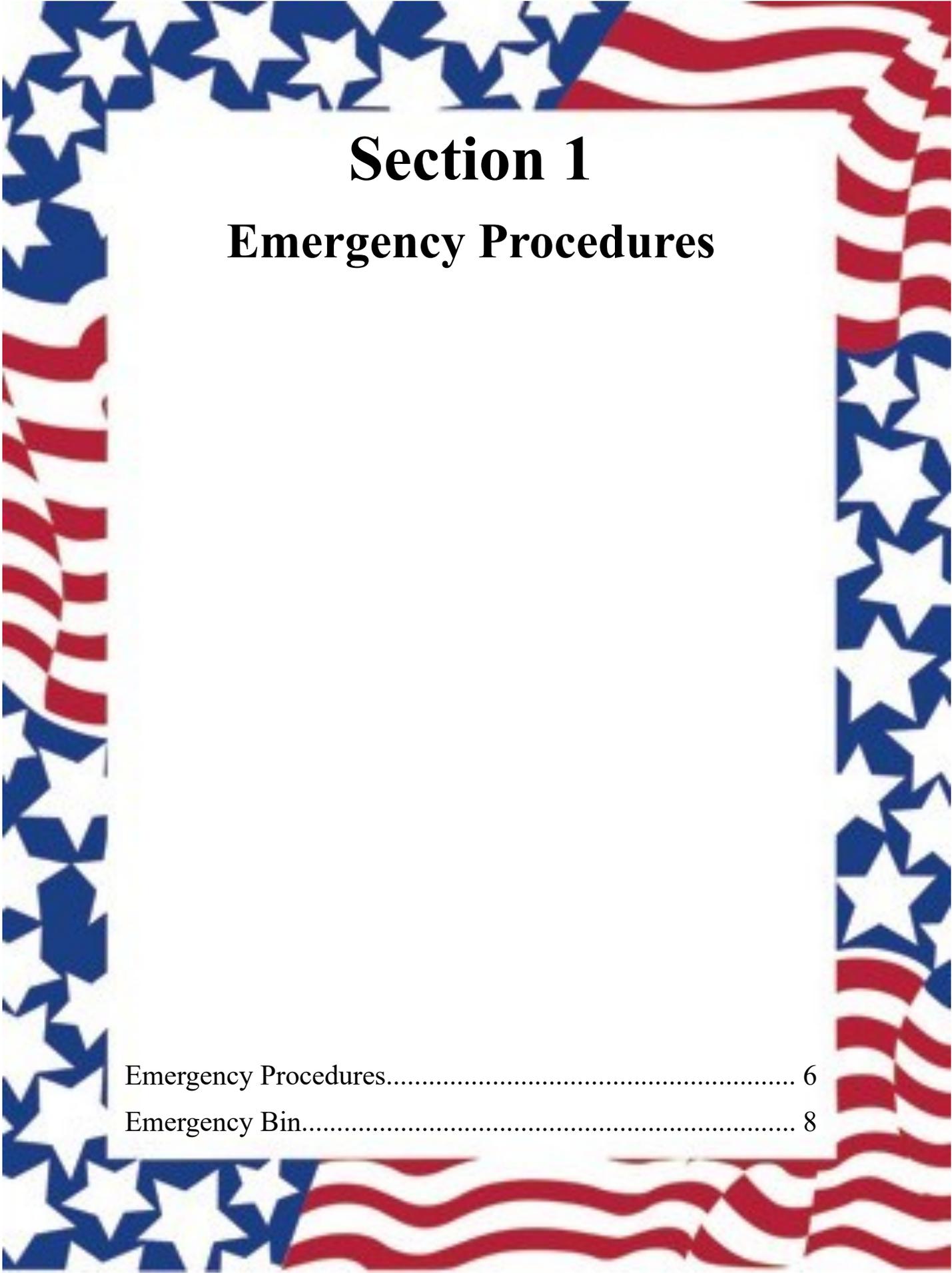
## Contact List

<b>Kimberly Ellington</b>	Early Voting Manager	Office: (336) 641-5511 Cell: (336) 420-2563
<b>Early Voting Office Support</b>		(336) 641-3839 (336) 641-5510 (336) 641-3399
<b>Charlie Collicutt</b>	Director of Elections	(336) 641-3836
<b>Chris Duffey</b>	Deputy Director of Elections	(336) 641-3936
<b>Brenda Alexander</b>	Registration Manager	(336) 641-3831
<b>Christina Henry</b>	Absentee By-Mail Manager	(336) 641-2896
<b>Jane Dempsey</b>	Absentee By-Mail Assistant Manager	(336) 641-6876
<b>Laura Campbell</b>	GIS/IT Coordinator	(336) 641-6875
<b>Tammy Riley</b>	Payroll Administrator	(336) 641-3837
<b>Suzanne Troxler</b>	Election Day Staffing Supervisor	(336) 641-3820

## Voter Resources

<b>Elections Office Phone Number</b>	<b>(336) 641-3836</b>
<b>Greensboro Office Address</b>	<b>301 W. Market St Greensboro, NC 27401</b>
<b>High Point Office Address</b>	<b>325 E. Russell Ave High Point, NC 27260</b>
<b>Mailing Address</b>	<b>PO Box 3427 Greensboro, NC 27402</b>
<b>Website</b>	<b><a href="http://www.guilfordelections.com">www.guilfordelections.com</a></b>

**FOR EMERGENCIES AT THE SITES: Call “911”**

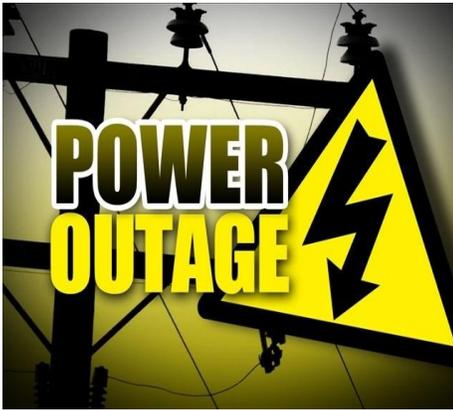
A decorative border with a repeating pattern of the American flag's stars and stripes, framing the central text.

# Section 1

## Emergency Procedures

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# Emergency Procedures



## Polling Place Loses Power

### YOU WILL REMAIN OPEN FOR VOTING!

1. Call Kimberly or one of the Early Voting Office Support phone numbers when your site loses power. The office will contact Emergency Management Services to assess and determine the next course of action.
2. Retrieve power outage supplies from the SMALL BLUE EMERGENCY/PPE TOTE. Refer to the ORANGE POWER OUTAGE NOTEBOOK, located in the BLACK & YELLOW NOTEBOOK TOTE, for instructions to continue operating while using power-saving steps until the generator arrives, or power is restored.



## Accident or Medical Emergency

- Call “911” if you have a need for emergency assistance, such as ambulance, law enforcement, or the fire department. Call the elections office directly after notifying the proper authorities.
- Call Kimberly or one of the Early Voting Office Support phone numbers for any non-emergency issues or incidents that require immediate assistance.
- After the emergency/incident is resolved, please fill out an Incident Report and return it to the office in the Black Rover Bag.

## Bomb Threat, Fire, or Flood

### Your life and safety always take priority.

Evacuate the building immediately. Call “911” when you have reached safety.

If you can do so without jeopardizing your safety, evacuate the following items as you leave the building:

- ⇒ DS200 Tabulator and Blue Ballot Bin from inside the black tabulator base
- ⇒ All completed ATVs
- ⇒ Returned Absentee By-Mail Ballots and Provisional Ballots
- ⇒ SOSA laptops, leaving the cords and printers behind

**Note:** If voters arrive during an evacuation, direct them to the closest Early Voting Site, or take their contact information (name, address, and phone number where they may be reached) and contact them once voting has resumed at your site.

Contact the elections office as soon as possible. In the event the Early Voting Site needs to be moved to another location, Kimberly will assist with the move and bring additional help.

## Physical Threat of Violence or Disturbance

If there is a physical threat inside the facility, do your best to prevent individuals from entering and/or remaining in potentially unsafe areas, without exposing yourself to the threat.

Call “911” immediately if anyone is unruly, abusive, or in any way threatens the safety of the Early Voting Officials, voters, or the orderly conduct of the election.

Report the matter to the elections office after notifying the proper authorities.



### Active Shooter

In an active shooter situation, **protecting yourself is your first priority.** You are **NOT** required to secure equipment and/or protect others if doing so puts your own life at risk.

**If an active shooter is in your vicinity, remember to RUN, HIDE, or FIGHT.**

- RUN:** If you can safely escape from the threat, run to a safe place outside the facility.
  - ◆ Familiarize yourself with the facility’s exits and have potential escape routes planned.
  - ◆ If you can safely escape, do so quickly and without hesitation, regardless if others agree.
  - ◆ Leave your belongings behind.
  - ◆ Keep your hands visible.
- HIDE:** If you cannot safely escape, hide in an area out of the active shooter’s view.
  - ◆ Block entry to your hiding place and close and lock any doors.
    - ◇ If doors are inward-opening, barricade doors with chairs, tables, or cabinets.
    - ◇ If doors are outward-opening, tie cords, belts, neckties, or shoelaces around handles.
  - ◆ Turn off lights, close blinds, hide behind large objects, and avoid glass doors/windows.
  - ◆ Avoid making noise, and silence any audible devices, such as cell phones or watches.
  - ◆ Stay hidden until emergency responders properly identify themselves and direct you out.
- FIGHT:** As a last resort and only if your life is in imminent danger, fight to survive.
  - ◆ Find an object with which to defend yourself, such as a fire extinguisher or chair.
  - ◆ Act with physical aggression to incapacitate the shooter and/or remove their weapon.
  - ◆ Throw items or yell to distract the shooter.
  - ◆ Scream to alert others of the threat.

Once you are no longer in danger, call “911” immediately. Provide as much information to the “911” dispatcher as you can, such as the location and number of shooters, description of the shooter(s), weapons used, and number of potential victims.

Call the Elections Office **ONLY AFTER** you are removed from any threat of harm and have called “911.”

### Other Emergency

For all other emergencies, call the Elections Office for further instructions.

- ◆ Never hesitate to call “911” if you feel it is necessary. You do **NOT** have to notify the Elections Office before calling “911.” Call the office afterward, as soon as the situation allows.
- ◆ You may use your personal phone to make emergency calls to “911” and/or the Elections Office.

# Emergency Bin

The Emergency Bin is a small compartment on the front of the Black Tabulator Base that stores ballots in the event the DS200 Tabulator is **not operational** and cannot count the vote choices on the ballot. When the Emergency Bin is not in use, the compartment must remain closed and locked.

## If the DS200 Tabulator Stops Working:

- The Site Supervisor must immediately open the Emergency Bin door, following steps 1-4 below, and allow voting to continue. DO NOT stop the voting process.
- Call the Elections Office immediately after Emergency Bin is open.



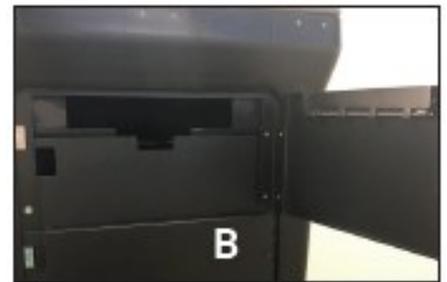
## Opening and Closing the Emergency Bin

1. **ANNOUNCE** the following statement:

“The Tabulator is unable to accept ballots at this time. Voting will continue, and voters will place their ballots in the Emergency Bin. The ballots will be inserted into the tabulator at the time the polls close by a multi-partisan team of Early Voting Officials. You have the option to wait for the Tabulator to resume working if you prefer not to place your ballot in the Emergency Bin.”

⇒ If there is a line at the site, or the Emergency Bin is in use for an extended period of time, this announcement will need to be repeated multiple times.

2. **UNLOCK** and open the Emergency Bin door using the External Lock key (images A and B).
3. **OPEN** and expose the slot where ballots are inserted by folding down the flap on the inside of the door (image C).
4. **CLOSE** and lock the Emergency Bin door using the External Lock key (image D).
5. **RESOLVE** the need for using the Emergency Bin. When the DS200 Tabulator can accept ballots again, open the Emergency Bin door, close the flap by folding it up, close the Emergency Bin door (leaving the ballots in the Emergency Bin), and lock it using the External Lock key (image A).



## After the Emergency Bin is Closed

For the remainder of the day, the Public Count on the DS200 Tabulator display screen will not match the sequential number on the last ATV at the Ballot Table since there are ballots in the Emergency Bin.

When the DS200 Tabulator is repaired and can accept ballots again, have a multi-partisan team of Early Voting Officials, remove the voted ballots from the Emergency Bin and feed them into the tabulator one at a time, making sure the public count goes up by 1 after each ballot is inserted.

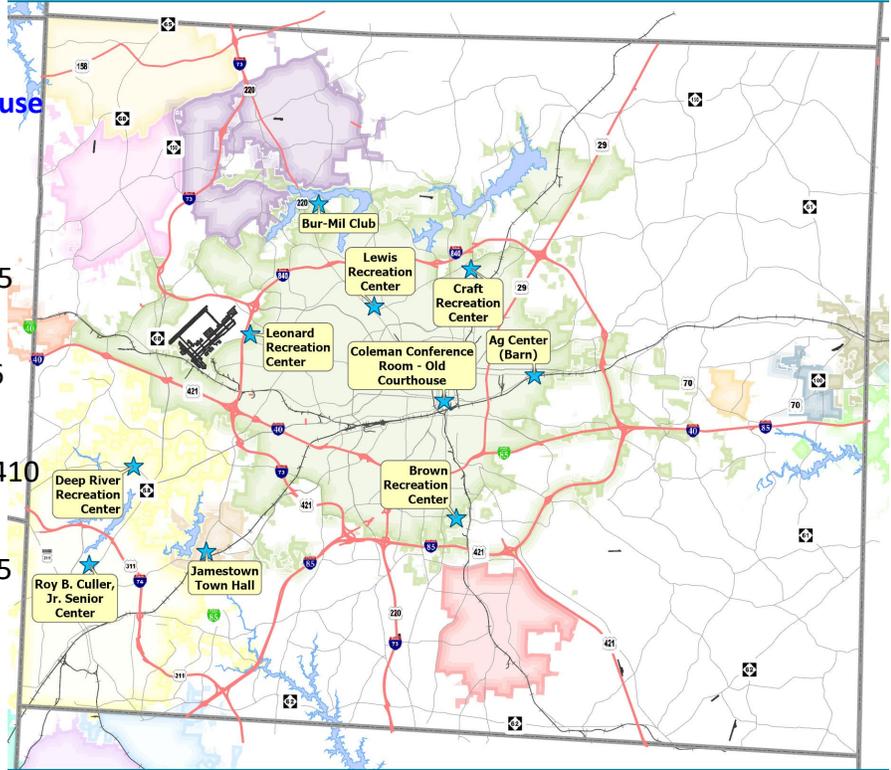
# Section 2

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**Guilford County Board of Elections  
Early Voting Schedule  
March 3, 2026 Primary Elections**

1. **Coleman Conference Room—Old Courthouse**  
First Floor — Room #108  
301 W. Market St., Greensboro, NC 27401
2. **Ag Center (Barn)**  
3309 Burlington Rd., Greensboro, NC 27405
3. **Brown Recreation Center**  
302 E. Vandalia Rd., Greensboro, NC 27406
4. **Bur-Mil Club**  
5834 Bur-Mil Club Rd., Greensboro, NC 27410
5. **Craft Recreation Center**  
3911 Yanceyville St., Greensboro, NC 27405
6. **Deep River Recreation Center**  
1529 Skeet Club Rd., High Point, NC 27265
7. **Jamestown Town Hall**  
301 E. Main St., Jamestown, NC 27282
8. **Leonard Recreation Center**  
6324 Ballinger Rd., Greensboro, NC 27410
9. **Lewis Recreation Center**  
3110 Forest Lawn Dr., Greensboro, NC 27455
10. **Roy B. Culler, Jr. Senior Center**  
921 Eastchester Dr., Suite 1230, High Point, NC 27262



	<b>Thursday Feb 12</b>	<b>Friday Feb 13</b>	<b>Saturday Feb 14</b>
	<b>All Locations</b> 8 am—7:30 pm	<b>All Locations</b> 8 am—7:30 pm	<b>CLOSED</b> No Early Voting

<b>Sunday Feb 15</b>	<b>Monday Feb 16</b>	<b>Tuesday Feb 17</b>	<b>Wednesday Feb 18</b>	<b>Thursday Feb 19</b>	<b>Friday Feb 20</b>	<b>Saturday Feb 21</b>
<b>CLOSED</b> No Early Voting	<b>All Locations</b> 8 am—7:30 pm	<b>All Locations</b> 8 am - 5 pm				
<b>Sunday Feb 22</b>	<b>Monday Feb 23</b>	<b>Tuesday Feb 24</b>	<b>Wednesday Feb 25</b>	<b>Thursday Feb 26</b>	<b>Friday Feb 27</b>	<b>Saturday Feb 28</b>
<b>All Locations</b> 8 am - 5 pm	<b>All Locations</b> 8 am—7:30 pm	<b>All Locations</b> 8 am - 3 pm				

<b>Sunday March 1</b>	<b>Monday March 2</b>	<b>Tuesday March 3</b>
<b>CLOSED</b> No Early Voting	<b>CLOSED</b> No Early Voting	<b>Election Day</b>  <i>Voting at your assigned precinct 6:30am - 7:30pm</i>



For further election related information visit our website at [www.guilfordelections.org](http://www.guilfordelections.org) or call:  
Greensboro - 336-641-3836  
High Point - 336-641-7895

## Important Dates and Deadlines

Date	November Presidential General Election
February 1, 2026	30-Day Residency Deadline
February 6, 2026	Voter Registration Deadline
February 12, 2026	First day of Early Voting
February 17, 2026, by 5:00 pm	Absentee By-Mail Ballot Request Deadline
February 28, 2026	Early Voting ends at 3:00 p.m.
March 3, 2026	Election Day Last day to return Absentee By-Mail Ballots (by 7:30 p.m.)
March 6, 2026, by 12:00 pm (noon)	Date by which a voter who voted provisionally due to no acceptable ID or no valid proof of residency must present an acceptable ID or valid proof of residency to the Board of Elections, either by mail, email, or in-person.
March 13, 2026	Canvass—Election Certification

### What's new?

- Observer lists will be texted to your Early Voting Site phone. Be sure to confirm that your observer's name is on the list and they are adhering to their scheduled shifts. The link updates in real-time, so you do not need a new link everyday. Don't forget to provide each Observer with a name tag.
- Registration Repair Project
  - ⇒ HAVA ID Required Voters: Registered before laws changed and did NOT provide NCDL/last 4 of SSN, and must provide a "HAVA ID" the first time they vote.
  - ⇒ Unvalidated DL/SSN Voters: These voters did provide NCDL/last 4 of SSN, but the number did NOT validate (they provided the wrong number). We will request they provide this information again. However, they are not required to do so. Will be given a regular ballot, regardless of if they provide an ID number or not.
  - ⇒ DL/SSN Provisional Voters: These voters did not provide NCDL/last 4 of SSN at all. These voters are required to show a HAVA ID, provide an ID number and vote Provisionally. If they do all three, ballot WILL be approved. If number validates, they will become a regular voter for all subsequent elections.

## Layout of an Early Voting Site

The physical layout of each Early Voting site may vary, but the stations, procedures, and duties are the same. The Site Supervisor assigns duties and may rotate assignments as necessary.

**Check-In Table:** Look up a voter's information using a laptop computer. Verify registration information, and issue an *Application to Vote* (ATV) for the voter to sign and take to the Ballot Table.

**Registrar's Table:** Assist eligible voters who are registering and voting at the same time by typing voter registration information into the laptop computer and printing ATVs. Additionally, update addresses and names of voters by typing the new information into their existing record and printing ATVs.

**Ballot Table:** Receive the ATV from the voter, and issue the ballot style listed on the ATV. Scan barcodes on ATV and ballot to confirm a match, and code the ballot with the voter's application number and precinct. Place ATVs in the correct organizational tray. In large elections, there may be multiple teams working at this table.

**Voter Assistance:** Monitor the voting booths, assist voters with ballot-marking instructions, and answer general voting questions. Direct voters to available voting booths and the tabulator.

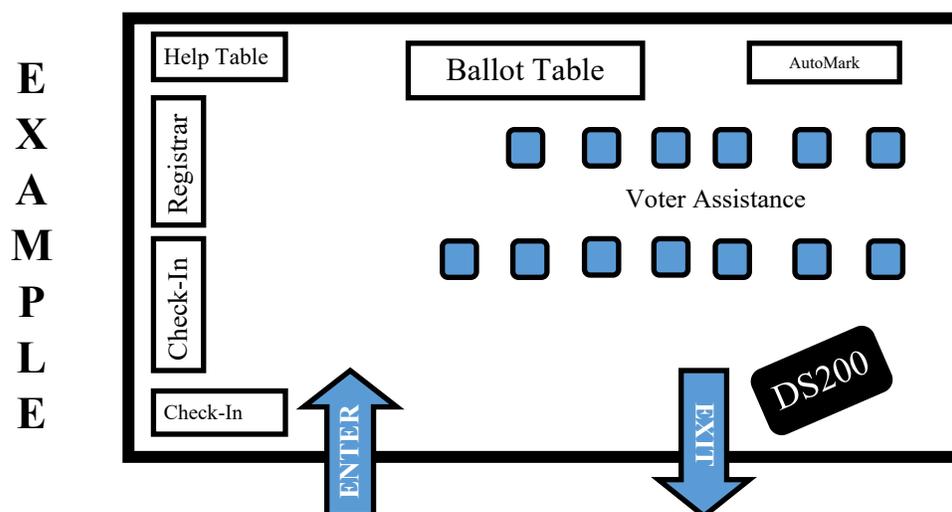
**DS200 Tabulator:** Ask voters if they have marked their selections on their ballots BEFORE they insert their ballot into the tabulator. Remind voters to watch for the public count to change when inserting their ballots, and assist voters when the DS-200 Tabulator displays error messages. Hand out "I Voted Early" Stickers.

**Help Table:** This could also be called the "Site Supervisor Table." Assist voters with special circumstances, issue provisional ballots, and issue ATVs for curbside voters (unless your site has a curbside station).

**Curbside Voting:** Assist voters who are physically unable to enter the voting enclosure due to age or physical disability by taking their forms and ballots to and from their cars. If your Early Voting site is open for voting, you are LEGALLY required to offer Curbside Voting, regardless of weather conditions, so please dress accordingly.

**Crowd Control:** Monitor all lines to prevent back-ups from occurring in the voting enclosure. This could include, but is not limited to, checking with voters in line to see if they need to register or update any information and providing them with the correct forms so that they have completed the appropriate form by the time they get to the Registrar's Table.

**Parking/Traffic Control:** Direct cars entering and exiting the parking lot. Manage parking and traffic issues.



## **Positions and Duties**

The number of staff members assigned to each Early Voting site is determined by the staff at the Board of Elections and varies based on many factors, including: election type, anticipated turn-out, historical curbside voting turn-out, and the size of the voting enclosure. Additionally, a roving team provides technical and procedural support and delivers/collects supplies.

### **Early Voting Staff Positions**

#### **Site Supervisors**

- Take responsibility for the security of the Early Voting site and supplies.
- Ensure Early Voting staff follow the election procedures outlined in this manual.
- Ensure Voting begins and ends at the scheduled times.
- Manage all communication with media, observers, campaigners, runners, rovers and Elections Office.

#### **Registrars**

- Process address changes and Same-Day Registrations.
- Set up laptop computer and printer each day.
- Monitor automatic data transfers. Conduct manual transfers if necessary.
- Perform additional duties as assigned by the Site Supervisor.

#### **Check-In Officials**

- Check voters in, verify their registration information, and issue their ATVs.
- Set up laptop computer and printer each day.
- Monitor automatic data transfers. Conduct manual transfers if necessary.
- Perform additional duties as assigned by the Site Supervisor.

#### **Help Table Officials**

- Assist Check-In Officials and Registrars to process voters more efficiently.
- Provide Curbside Official with ATVs for curbside voters.
- Process provisional applications in SOSA.
- Accept Absentee By-Mail Ballots that are returned in-person to your Early Voting Site.

#### **Ballot Officials**

- Receive the ATV from the voter, and issue the ballot style listed on the ATV.
- Scan barcodes on ATV and ballot to confirm that they match.
- Code the ballot with the voter's application number and precinct.
- Place ATVs in the correct organizational tray.
- Perform additional duties as assigned by the Site Supervisor.

## Early Voting Staff Positions Continued

### Curbside Officials

- Assist voters who are unable to enter the polling place by taking their forms and ballots to and from their cars.
  - ◊ PLEASE NOTE: If your site is open for voting, you are required to offer Curbside Voting, regardless of the weather! Please dress accordingly.
- Perform additional duties as assigned by the Site Supervisor.

### Tabulator Officials

- Ask voters if they have marked their selections on their ballot **BEFORE** they insert their ballot into the DS200 Tabulator. **Do NOT look at their ballot!**
- Direct voters who have completed their ballots to insert them into the DS200 and remind them to watch for the public count to change when **they** insert their ballot. **Do NOT take it from the voter to insert into the tabulator for them!**
- Assist voters when DS200 Tabulator displays error messages.
- Hand out “I Voted Early” Stickers.
- Position yourself close enough to the DS200 Tabulator to be able to assist voters but far enough away to protect the voters’ right to privacy and the secrecy of their ballot.
- Perform additional duties as assigned by the Site Supervisor.

### Greeters

- Help control the flow of busier Early Voting Sites.
- Make sure voters have their photo IDs out and ready for the check-in process.
- Check with voters to make sure that they are registered to vote and/or registered at their current address.
- Provide voters with the correct paperwork to register/update their registration.
- Answer any questions voters may have before they get to the Check-In Station.
- Direct voters to the next available Check-In Station or Registrar.

### Rovers

- Troubleshoot issues at your assigned sites.
- Provide technical and procedural support to your assigned sites.
- Deliver and pick-up supplies for each of your assigned sites each day.

# General Guidelines: Do's and Do Not's

## Do:

- Call the elections office for any situation you are unable to resolve without assistance.
- Report any activities that you believe or think may be illegal to the Elections Office.
- Treat each voter with courtesy, fairness, and respect. (Think about how you would want to be treated if you were them!)
- Ensure that each person who is eligible to vote has the opportunity to vote.
- Inform voters if they desire assistance staff is available to help.
- Familiarize yourself with the location of restrooms and telephones in the polling place.
- Tell other EV officials if you are experiencing health problems or if you have any special needs to be accommodated.
- Tell each voter, "Thank you for voting."
- Take pride in what you do.
- Follow the rules of the facility hosting your Early Voting Site. Treat the facility's staff with courtesy and respect.
- Read and sign an "Employee Technology Use Agreement," and abide by the agreement you made when signing.

## Do Not:

- Read newspapers or news magazines or play a television and/or radio at the polling place.
- Wear clothing or paraphernalia with a political message or that shows support for a particular candidate, party, or group; or allow poll observers to wear them in the polling place. (A voter can wear such items as long as the voter does not linger in the polling place or solicit votes.)
- Answer voters' questions on candidates or public measures.
- Discuss politics or candidates in the polling place.
- Keep personal items on your work station.
- Assume anything based on a voter's race, gender, language, disability, or appearance.
- Use the laptop for ANY purpose other than duties specifically assigned by the Board of Elections.
- Participate in any religious activities while at the Early Voting Sites. This includes staff led prayers.

# Important Reminders for Early Voting Officials

**1. Do NOT tell anyone they cannot vote!**

You wouldn't want someone to say that to you! There's always the option of voting provisionally!

**2. Do NOT check yourself in to vote!**

You may vote at your site while you're working. However, if there is a line of voters waiting to vote, that is NOT the best time to do it. Additionally, checking yourself in to vote is ILLEGAL!

**3. Speak and act professionally. (This includes jokes!)**

Remember that a voter may walk in at any time—let's make a good impression! Joking or talking about a candidate or party can jeopardize the voter's trust in the election process, so be careful about what you say.

**4. Please dress and present yourself professionally and appropriately.**

**5. Take your time!**

While there may be a line of people waiting, it is still important to make sure that you are being careful and paying close attention to what you are doing. It is more important to do your job correctly than it is to do it quickly. *Accuracy means everything!*

**6. Check with your Site Supervisor if you are unsure about something.**

Guessing can lead to mistakes. Ask your Site Supervisor if you have any questions!

**7. Always thoroughly verify voter's name and residence.**

Additionally, an error in checking in the wrong voter may be omitted if you ask for the month and day of the voter's birthday. This will also help reduce the amount of father/son (Sr./Jr./III) mix ups!

**8. Please remember to code the ballot!**

In RED INK in the box at the top of the ballot write the voter's precinct (**pct**) the entire EV Application Number (**app**).

**9. Remind the voter to remain at the DS200 Tabulator after inserting their ballot until they see the "Thank You for Voting" screen and see the public count increase.**

**10. The Site Supervisors have extra training; please listen to their advice during Early Voting.**

It is not my intention to micromanage the sites. While you may be trained to do a particular position, PLEASE do whatever job your Site Supervisor asks you to do! Even if you don't realize it at the time, they have a reason for asking.

**11. Be aware that some things we ask you to do, or require voters to do, may be obvious or appear to be a waste of time. However, some of these things are required by law. Some of them may cause problems on Election Day if neglected—please do them.**

**12. Bring meals and snacks or arrange for someone to bring them to you.**

# Timesheet Instructions

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 that day and print under *Total Hours*.

## Things to Remember When Completing Your Timesheet



- Sign your timesheet when you get it! We cannot submit timesheets to our Payroll Department that are not signed by the employee. If you return your timesheet without signing it, you will have to come to the elections office in Greensboro to sign it, which could result in a delay receiving your paycheck.
- Your *Employee ID* **IS NOT** your Social Security Number! PLEASE DO NOT write your Social Security Number on your timesheet! Your Site Supervisor has a list if you do not know your *Employee ID*.
- Timesheets are based on calendar weeks. If you work multiple shifts in one week, put them all on one timesheet—even if working at multiple locations.
- On your last working day of the week, place your completed timesheet in the GREEN daily return bag labeled “Timesheets” to be picked up by your Rover.
- Timesheets are based on “hours,” so minutes need to be written as decimals. This means 15 minutes would be written on your timesheet as .25; 30 minutes would be written on your timesheet as .50; and 45 minutes would be written as .75.
- You must clock out for breaks of 30 minutes or longer. Make sure you check with your Site Supervisor before taking a break.

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



Elections  
Department Name

Guilford County  
HOURLY TIME RECORD

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

John D Knightley  
Employee Signature

Kimberly Ellington  
Supervisor Signature

CC

Department Director

15478  
Employee ID

Hours Worked From:

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

36.75  
Reg Hrs

Minutes to Hours Conversion

- 15 min = .25 hr
- 30 min = .50 hr
- 45 min = .75 hr

Ø  
Overtime Hrs

## Daily Opening Procedures

*Be sure EV Officials arrive at the site 30 minutes before the polls open!*

1. Put on a nametag.
2. Start a timesheet (make sure you sign it!); if you already have a timesheet, write your *Time In*.
3. Take out A-frame signs and information table.
4. Execute the “Daily Opening Audit” Procedures (refer to instructions below).
5. If you turned your computers and printers off the night before, make sure you turn your printers on **BEFORE** you turn the laptops on.
6. Log in the ePollbooks. Make sure they are connected to the internet, and login to SOSA with your individual ID and password.
7. Unplug the cell phone for use.
8. Prep supplies, notebooks, paperwork, etc.
9. Check stock of ballots. If you are running low on any styles in your mobile ballot cart, make sure you know where in the cage to find the next pack of that particular style.
10. Unless there is an emergency, or you are unable to open on time, wait until after 9:00 AM to call the Early Voting Office to check in and report any absences.

### Daily Opening Audit Procedure

1. Verify the Red Zip Seal # listed on the Daily Audit Form matches the seal on the front of the clamshell before removal and make sure the seal has not been tampered with.
2. Unlock the Exterior Security Lock, open both latches and lift the clamshell lid. Unlock and open the DS200 Tabulator screen.
3. Compare the morning’s Public Count with the previous evening’s Public Count. (The totals should be the same—CALL KIMBERLY OR ONE OF THE EARLY VOTING SUPPORT NUMBERS IMMEDIATELY IF THEY ARE NOT!)
4. Check to make sure the Blue Ballot Bin flaps are open and propped against the inside of the can. Close and lock the Ballot Bin Door and place a red zip seal through the loops; record the number on your Daily Audit Form.
5. The Site Supervisor and three other EV Officials **must sign** the A.M. portion of the Daily Audit Form.
6. Unlock ballot cabinet. Take note of any ballot styles needing replenishing. Call the Early Voting Office when you open the last pack of a style (NOT AFTER YOU RUN OUT).

# Daily Audit Forms

## (Opening—A.M.)

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

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

3. Confirm that there are no ballots in the Blue Ballot Bin and that both flaps are open, then lock the Ballot Bin Door on the DS200 Can.
4. Place a Red Zip Seal through the metal loops of the door and secure the seal. Record the Red Zip Seal # on your Daily Audit Form.

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

5. The Site Supervisor and three additional employees should sign the “A.M.” Section of the Daily Audit Form.

### Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/19/2024

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

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

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

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

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

Absentee By-Mail Returned Ballots: \_\_\_\_\_ Absentee By-Mail Seal #: \_\_\_\_\_

Provisional Ballots: \_\_\_\_\_ Provisional Seal #: \_\_\_\_\_

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

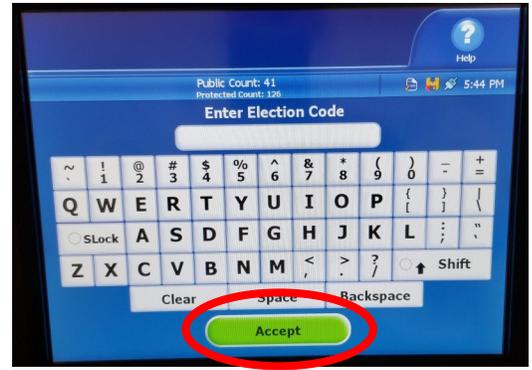
**SITE STAFF SIGNATURES:** We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

<p style="text-align: center; font-size: x-small;">A.M.</p> <p>Supervisor: <u>Kimberly Ellington</u>  <u>John D. Knightley</u>  <u>Jane B. Worken</u>  <u>Charlie Collicutt</u></p>	<p style="text-align: center; font-size: x-small;">P.M.</p> <p>Supervisor: _____          _____          _____</p>
---	--

## Turning ON the DS200 Tabulator

1. Verify that the Red Zip Seal # on the clamshell lid matches the number recorded on the Daily Audit Form. Remove the seal and unlock the exterior security lock. Undo the latches and lift up the black lid.
2. Using the black, barrel key, unlock the DS200 screen and gently lift open. The tabulator will boot up automatically.

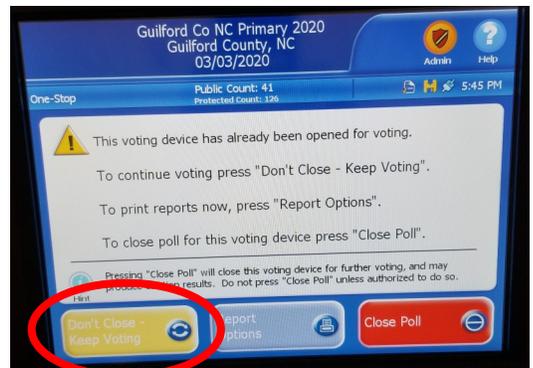
3. Type in the Election Code (found on your Password Cheat Sheet) and then click the green **Accept** button.



4. A tape will begin to print. Click the red **Cancel Printing** button. If the entire tape prints, tear it off and place it in the black Rover bag to be returned to the office at the end of the night.



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



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



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

# Logging into the ePollbooks

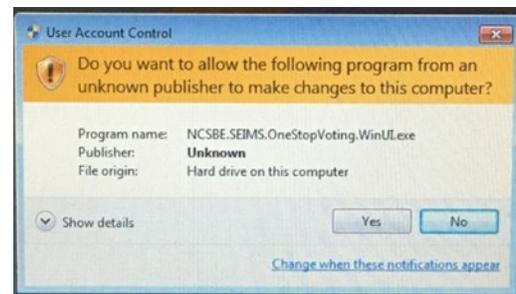
1. Turn on laptop and log into windows. Type the Windows Password (found on your Password Cheat Sheet) into the password field.
2. Press the Enter key on the keyboard or click arrow (→) button on the screen to complete Windows login to access the desktop.



3. Once the desktop loads, SOSA Voting should automatically pop up. If it does not, double-click on the SOSA VOTING icon.



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

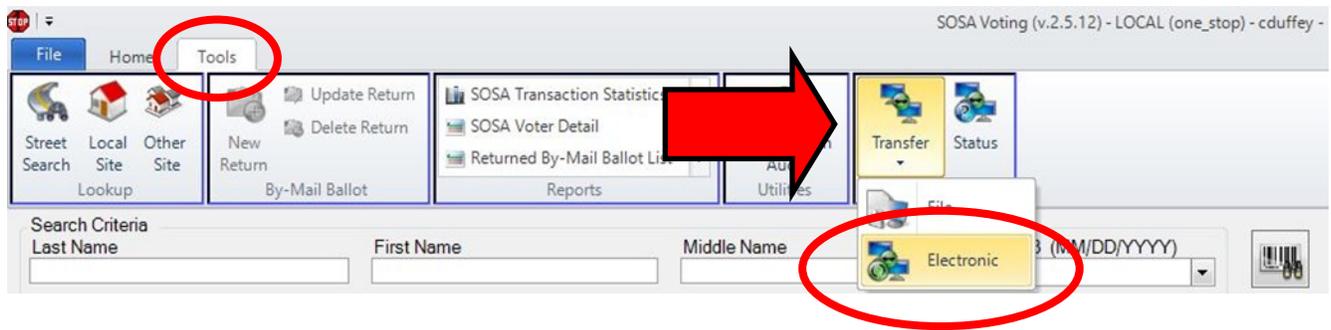


5. SOSA Voting login window will appear.
6. Type your specific username into User ID field.
7. Type the SOSA Password (found on your Password Cheat Sheet) into the password field.
8. Click the **Login** button or press the **Enter** key on the keyboard.

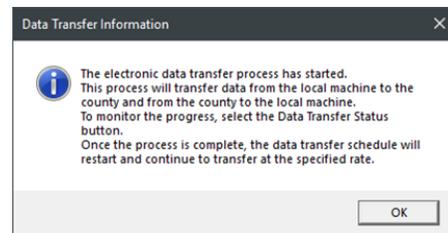


9. Once SOSA loads, go to **Tools** → **Transfer** → **Electronic**.

\*\*\*If you don't have a strong internet connection, you will need to wait until your Rover arrives with the "From BOE" transfer stick to complete this process. (Instructions on next page.)



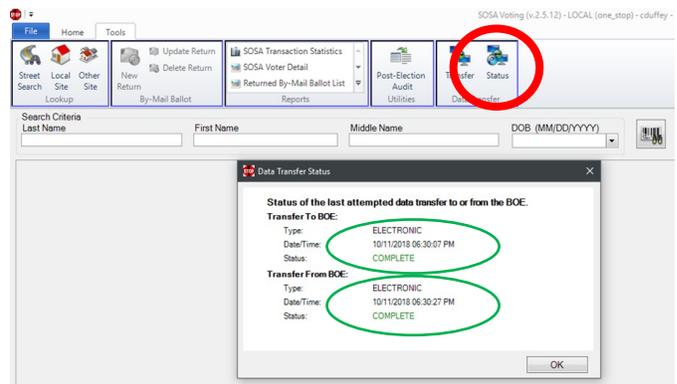
10. Click the **OK** button to the Data Transfer message.



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

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

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



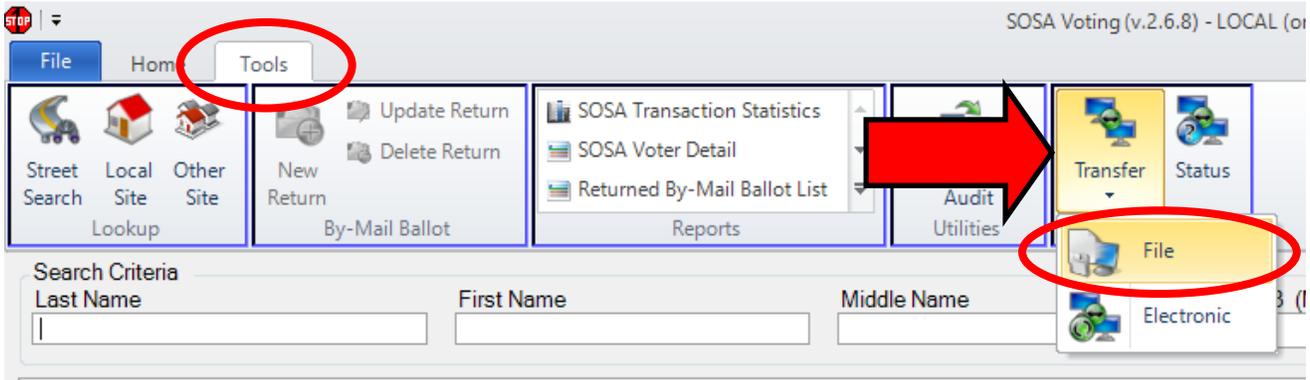
**NOTE:** If you are unable to complete a transfer electronically, flip to the next page for "Stick Transfer" instructions.

# From BOE Stick Transfer

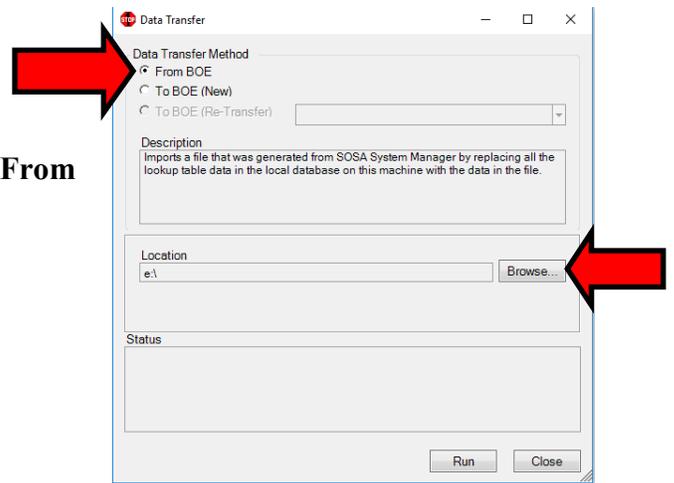
(You only need to do this if you are unable to complete an Electronic transfer!)

This process is how your receive all voting credit from every other Early Voting laptop.

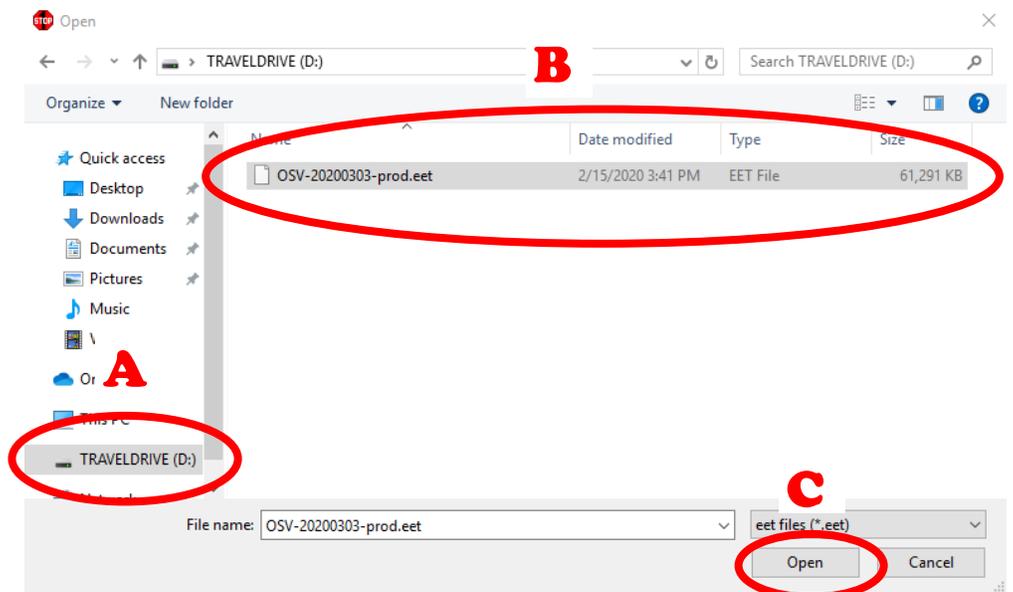
1. Insert the USB Memory Stick labeled “To/From BOE” into port on side of laptop.
2. In SOSA, click on the **Tools** Tab.
3. Click on **Transfer**, then click on **File**.



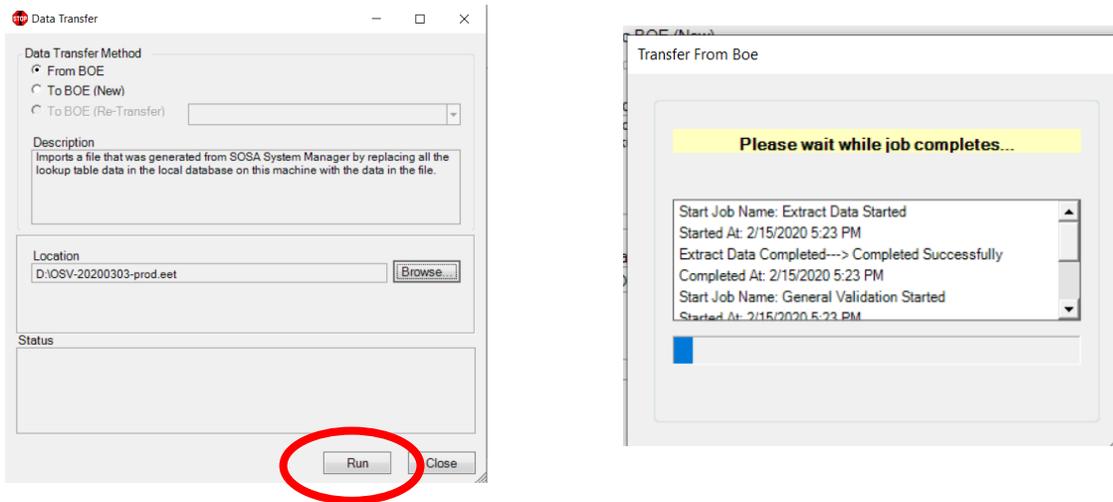
4. In the new pop-up box, click the small circle beside **From BOE**; then click **Browse**.



5. In the new pop-up box, (A) click **TRAVELDRIVE**; (B) click on the file **OSV-20241105-prod.eet**; (C) click **Open**.

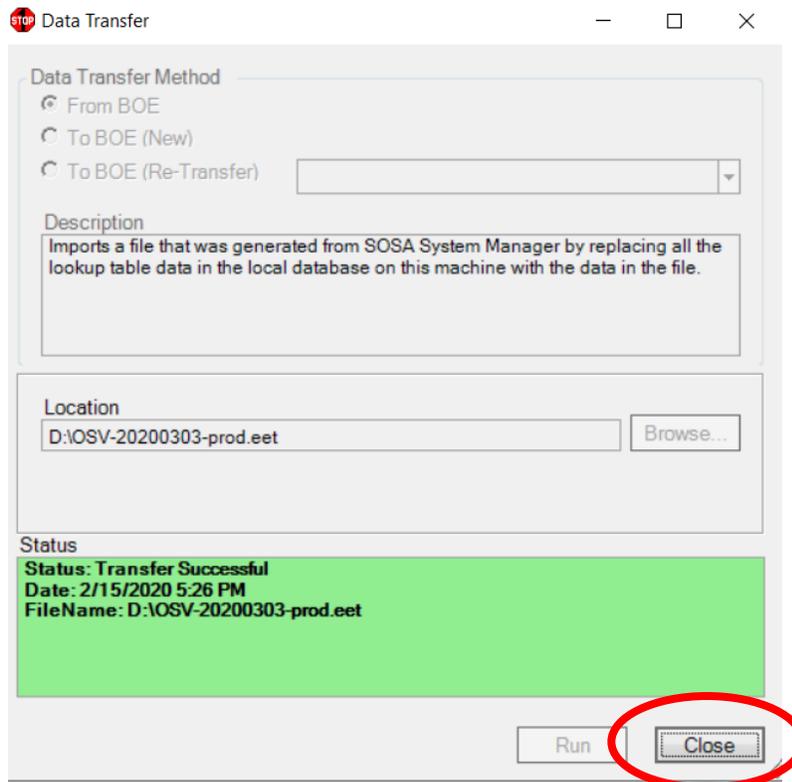


6. Then click **Run**. Please wait while the job completes.



7. Wait until you see the status say “TRANSFER SUCCESSFUL” in green.

8. Click **Close**.



9. Eject the “From BOE” USB Memory Stick.

10. Complete Steps 1-9 for all laptops!

11. Place the “From BOE” USB Memory Stick in the Rover bag to be returned to the office at the end of the night.

## Daily Closing Procedures

1. Execute the “Daily Closing Audit” procedures.
2. Unlock the front door of the DS200 Ballot Can and remove the Voted Ballots from the Blue Ballot Bin located inside. Place Voted Ballots from DS200 Blue Ballot Bin in a cardboard “Voted Ballot Box.” Seal them with a Red Tape Seal. Place all Voted Ballots in the Rover Bag.
3. Shut down the DS200 Tabulator, close and lock the DS200 Scanner, then close and lock the clamshell. Place a Red Zip Seal through the loops on the front of the clamshell and record the seal # on the Daily Audit Form for the next day.
4. Place all returned Absentee By-Mail Ballots in the yellow daily bag, zip-seal it shut and record the seal number on your Daily Audit Form. Place all Provisional Ballots in the orange daily bag, zip-seal it shut and record the seal number on your Daily Audit Form.
5. Complete the Daily Audit Form.
6. Place signed applications and all other forms in the red daily bag; place all daily bags (even empty ones) in the Rover Bag. Give to the Rover to be delivered to the office.
7. Bring in A-frame signs & info table. Bring in all Outdoor Voting materials.
8. Replenish the stock of ballots in your Mobile Ballot Cart(s). Lock them both.
9. Make sure you still have an internet connection and transfer your data “To BOE.” Call the office to report totals to make sure all vote data has transferred, or confirm that stick transfer has been completed (instructions on **page 31 & 33**). Log out of SOSA. Shut down the laptops and close the lid.
10. Plug cell phone in to charge.
11. Complete timesheet (place in file box if returning to work; place in green daily bag labeled “Timesheets” to be sent back to the office if it is your last day working that week).
12. Leave the nametags.
13. Secure supplies, notebooks, etc. in supply cage.
14. Secure additional blank ballots in the ballot cage.
15. Wait for Rover to pick up the black Rover Bag, or make arrangements for an EV Official to take it to the office.
16. Lock the doors to the voting enclosure.

## Daily Closing Audit Procedure

1. Record the “Closing Public Count” of the DS200 Tabulator.
2. Subtract the “Opening Public Count” from the “Closing Public Count.” Enter the total in the space marked “Today’s Public Count.”
3. Count how many ATVs you have. (Physically count them, don’t just subtract the sequence numbers.) If the “Counter” has done their job throughout the day, there should be no need to actually count them. Enter the total under “ATV Total.” The “ATV Total,” “Today’s Public Count,” and “SOSA Total” should all be the same number.
4. Count up how many Same-Day Registrations, White Slips, Pink Slips, Provisionals, Returned Absentee By-Mail Ballots, Spoiled Ballots, and SEALED Voted Ballot Boxes you have to send back to the office; write those totals in their corresponding spaces on the Daily Audit Form.
5. The Site Supervisor and three EV Officials must sign the P.M. portion of the Daily Audit Form.
6. **DO NOT LEAVE UNTIL THE DAILY AUDIT COUNT HAS BEEN RECONCILED.**

# Daily Audit Forms

## (Closing—P.M.)

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

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

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

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

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

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

Voted Ballot Return Container(s): 2      Red Tape Seal #: 23J11202  
(Container 1)

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

Absentee By-Mail Returned Ballots: 3      Absentee By-Mail Seal #: 36154243

Provisional Ballots: 1      Provisional Seal #: 36154244

# Daily Audit Forms

## (Closing—P.M.) Continued

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

**Early Voting Daily Audit Form**  
 Election: 03/05/2024  
 Site: Coleman Date: 02/19/2024

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

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

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

Voted Ballot Return Container(s): 2 Red Tape Seal #: 23J11202  
 (Container 1)  
 Red Tape Seal #: 23J11203  
 (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: 3 Absentee By-Mail Seal #: 36154243

Provisional Ballots: 1 Provisional Seal #: 36154244

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

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

Supervisor: *Himberly Selinger* <sup>A.M.</sup> Supervisor: *Himberly Selinger* <sup>P.M.</sup>  
*Jane B. Worken* <sup>A.M.</sup> *Jane B. Worken* <sup>P.M.</sup>  
*Charlie Collicutt* <sup>A.M.</sup> *Charlie Collicutt* <sup>P.M.</sup>

Revised: 12/04/2023

8. Prepare the Daily Audit Form for the next day.

**Early Voting Daily Audit Form**  
 Election: 03/05/2024  
 Site: Coleman Date: 02/20/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)	Daily Opening Public Count (A.M.)	Today's Public Count
DS0319370997	36154245		1192	

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

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

Voted Ballot Return Container(s): \_\_\_\_\_ Red Tape Seal #: \_\_\_\_\_  
 (Container 1)  
 Red Tape Seal #: \_\_\_\_\_  
 (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: \_\_\_\_\_ Absentee By-Mail Seal #: \_\_\_\_\_

Provisional Ballots: \_\_\_\_\_ Provisional Seal #: \_\_\_\_\_

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

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

Supervisor \_\_\_\_\_ <sup>A.M.</sup> Supervisor \_\_\_\_\_ <sup>P.M.</sup>  
 \_\_\_\_\_  
 \_\_\_\_\_

Revised: 12/04/2023

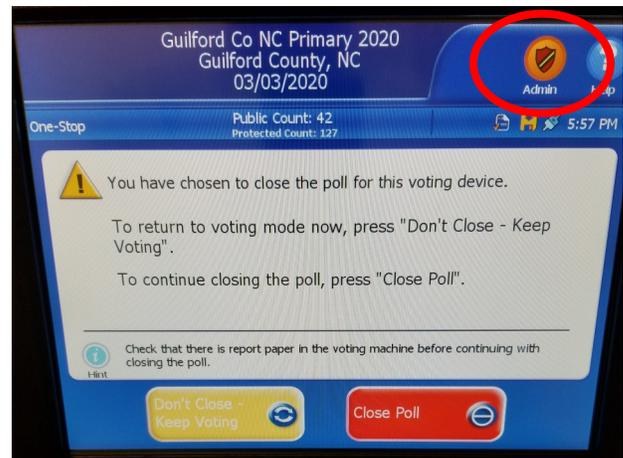
Note: DO NOT place a Red Zip Seal on the Ballot Bin Door at night!

## Turning OFF the DS200 Tabulator

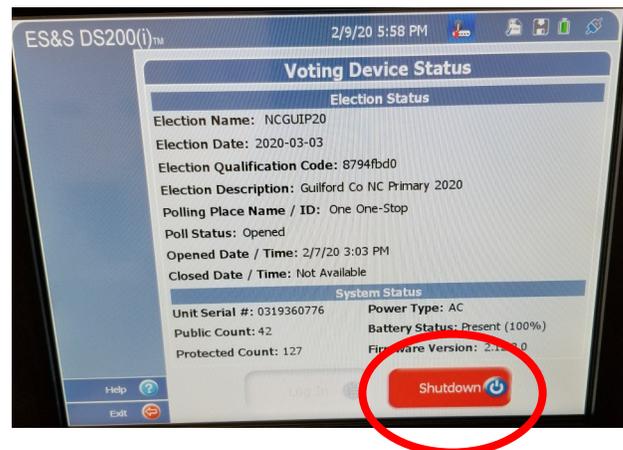
1. Using the black barrel key, unlock the small door between where the tape prints out in the morning and the screen. You should see two buttons. Press the **CLOSE POLL** button.



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



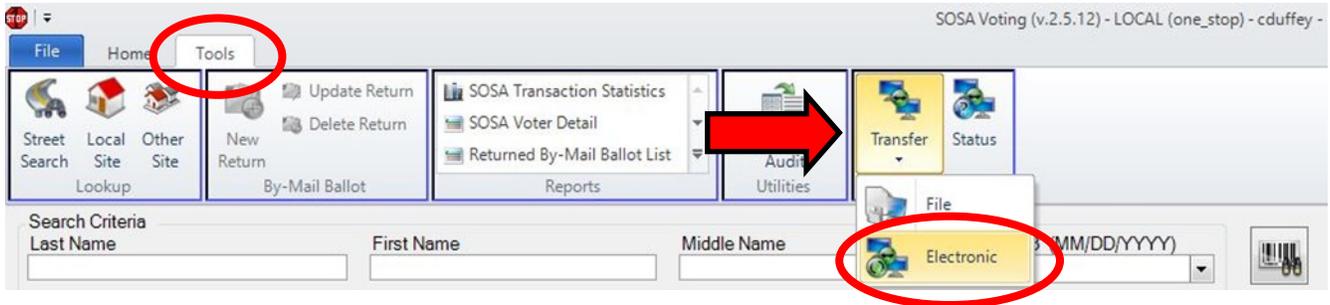
3. Click the red **Shutdown** button.
4. Shut the DS200 Tabulator screen and lock it. Close the clamshell lid and lock it as well. Place a Red Zip Seal through the metal loops on the front of the clamshell lid and record the serial number on the next day's Daily Audit Form.



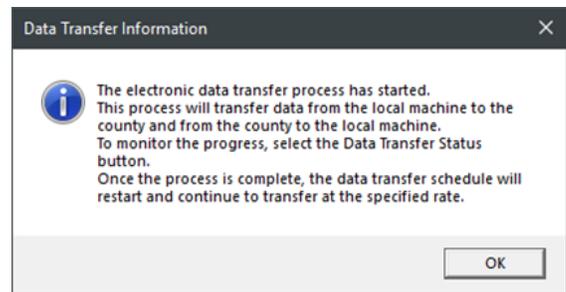
5. Unlock the Ballot Bin Door of the DS200 Ballot Can and remove all Voted Ballots from the Blue Ballot Bin located inside. Gently place Voted Ballots from DS200 Blue Ballot Bin in a cardboard “Voted Ballot Box” or a “Voted Ballot Envelope.” Seal them with Red Tape Seal. Be sure to fill in the label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

# SOSA Closing Procedures

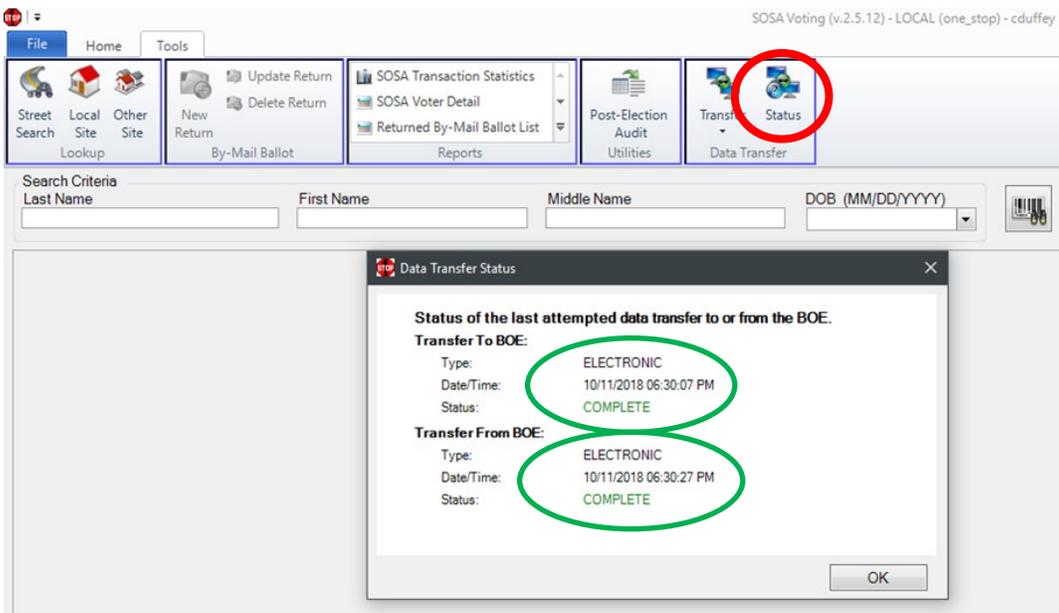
1. After voting has ended for the day, complete a data transfer “To BOE.”
2. Go to **Tools** → **Transfer** → **Electronic**.  
\*\*\*If you don't have a strong internet connection, you will need to complete a “To BOE” stick transfer.



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



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



5. Once both show a green COMPLETE, click the **OK** button.
6. Close out of SOSA Voting.

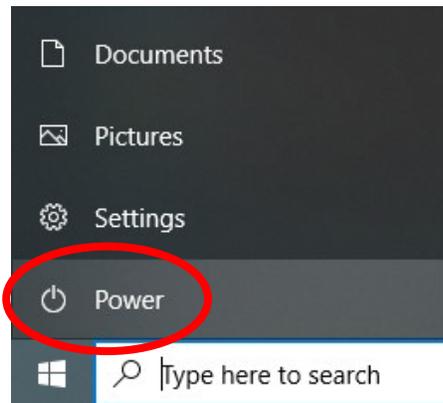
**NOTE:** If you were unable to complete the transfer electronically, skip to the next page for “Stick Transfer” Instructions.

After you finish all 11 Steps, come back to this page for Shut Down Instructions.

7. Click on the Windows icon.

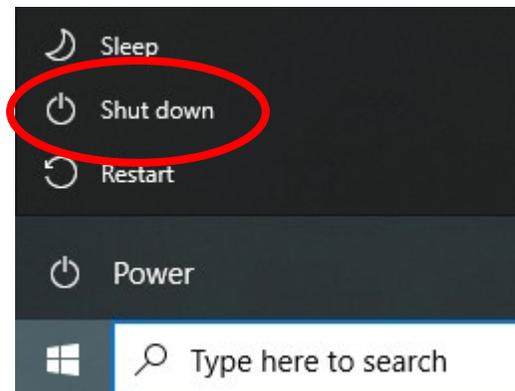


8. Click on “Power.”



9. After clicking Power, a new menu will appear above the previous one.

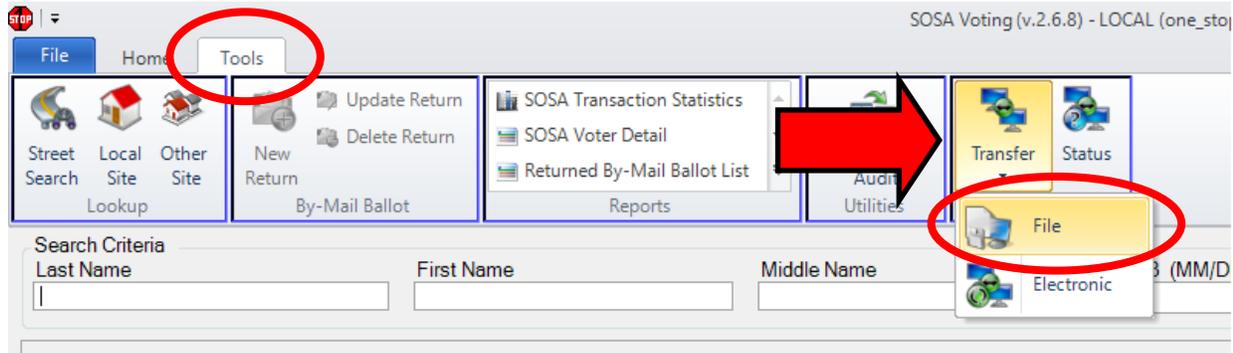
10. Click on “Shut down.”



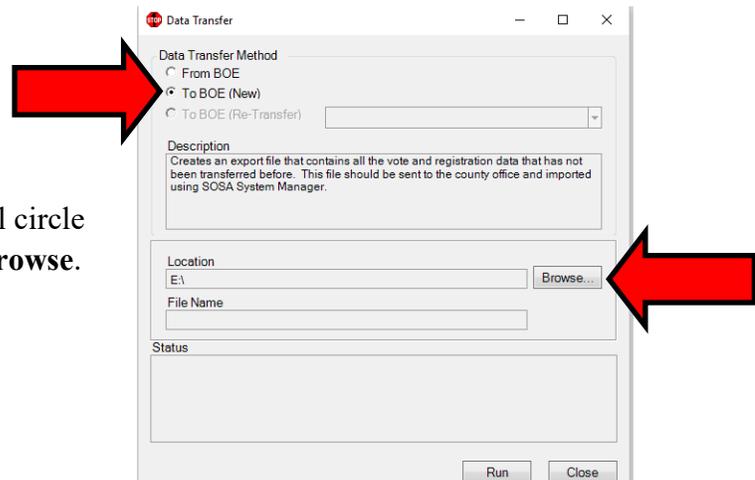
## To BOE Stick Transfer

(You only need to do this if you are unable to complete an Electronic transfer!)

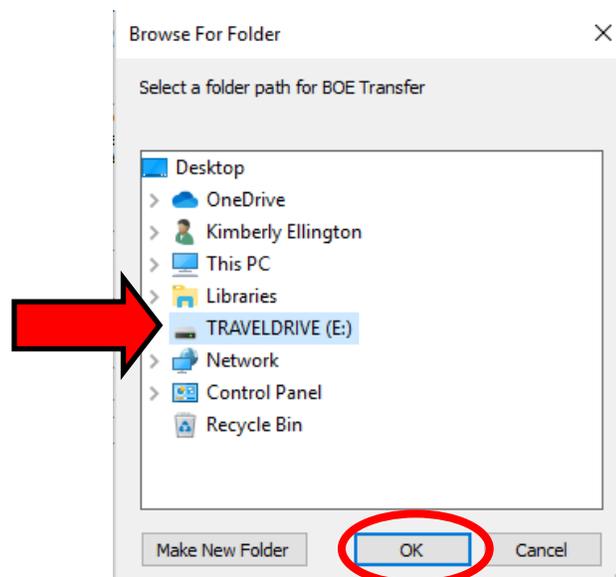
1. Insert the USB Memory Stick labeled “To BOE” into port on side of laptop.
2. In SOSA, click on the **Tools** Tab.
3. Click on **Transfer**, then click on **File**.



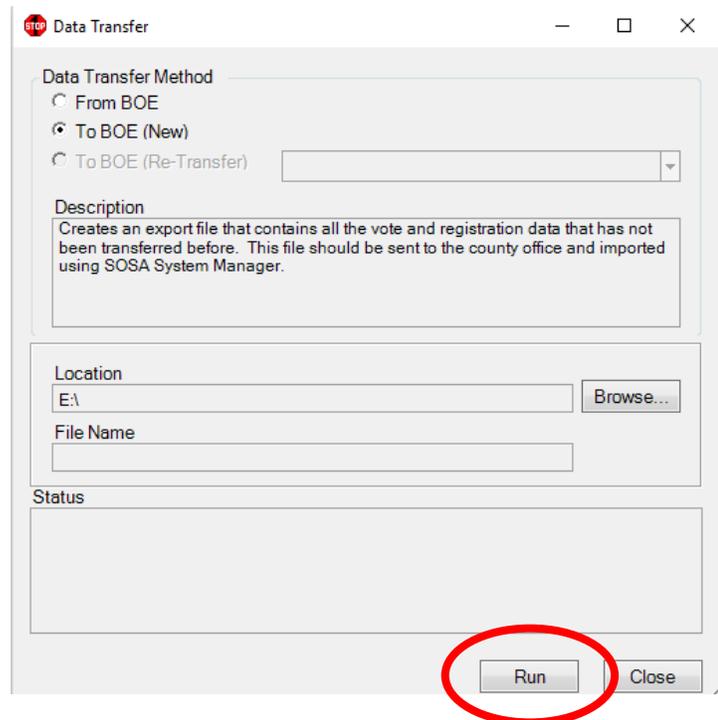
4. In the new pop-up box, click the small circle beside **To BOE (NEW)**; then click **Browse**.



5. In the new pop-up box, click **TRAVELDRIVE**; then click **OK**.



6. Then click **Run**.

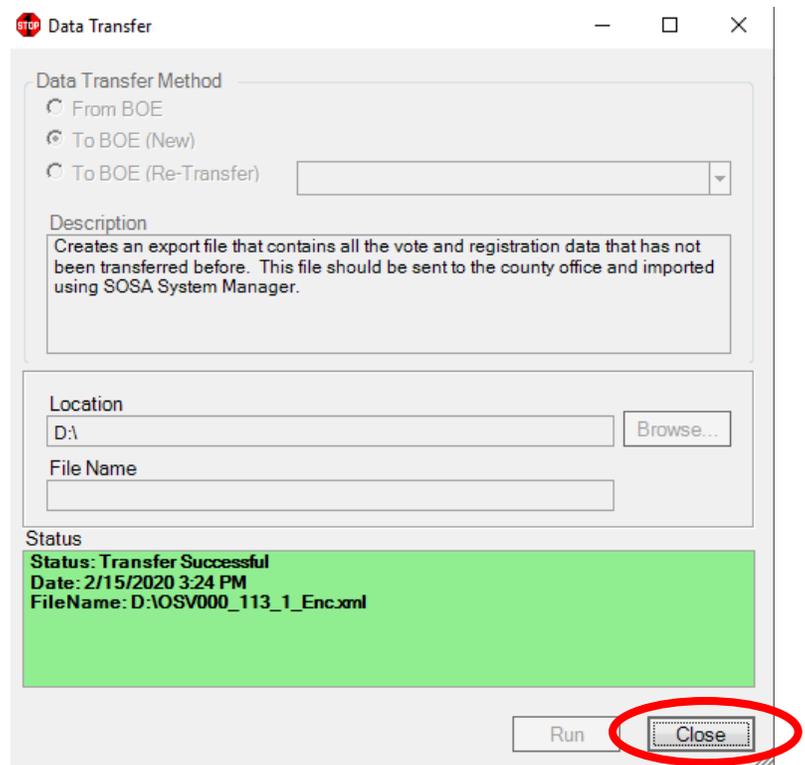


7. Wait until you see the status say “TRANSFER SUCCESSFUL” in green.

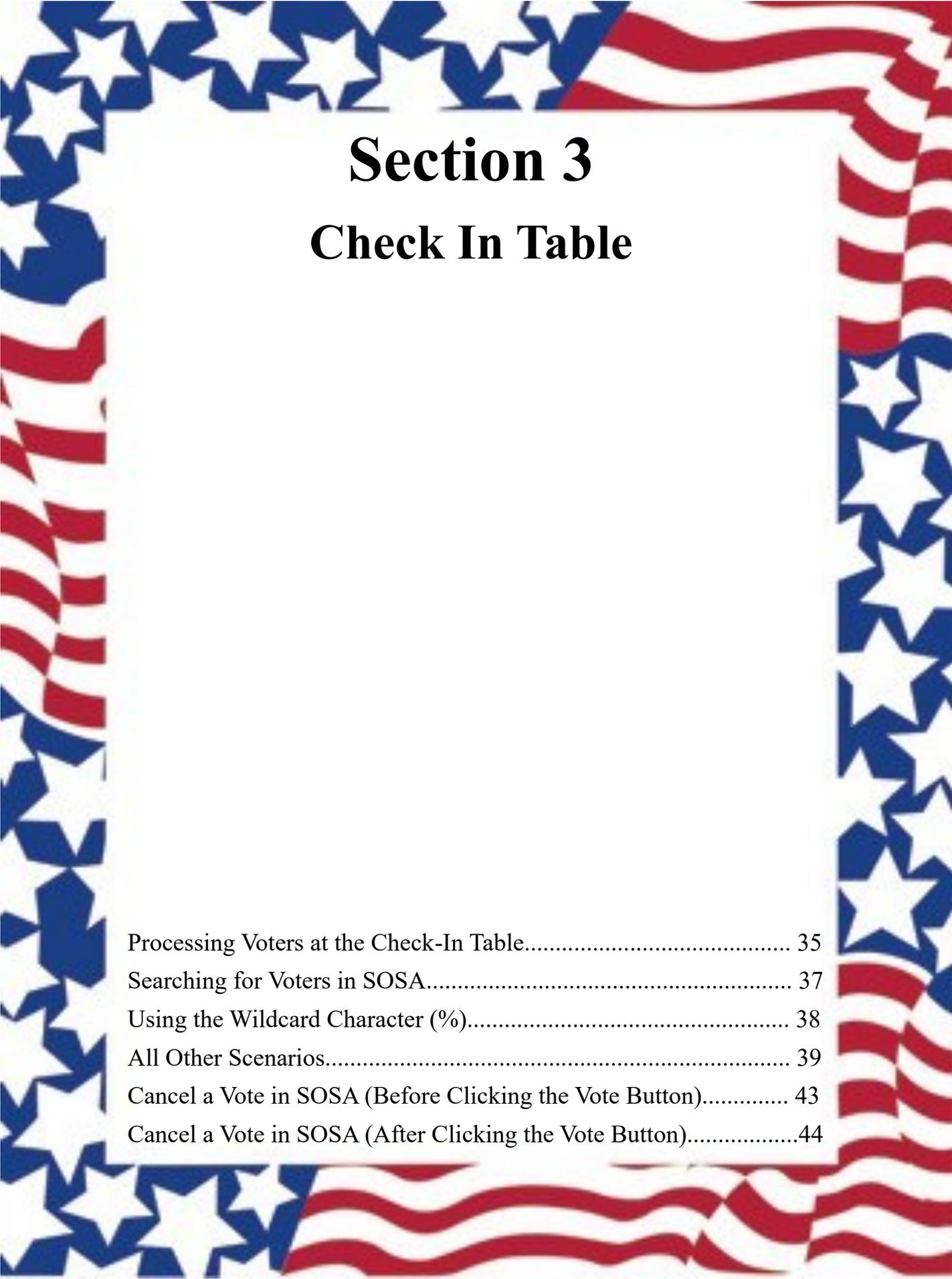
8. Click **Close**.

9. Eject the USB Memory Stick.

10. Complete Steps 1-9 for all laptops!



11. Place the “To BOE” USB Memory Stick in the Rover bag to be returned to the office at the end of the night.

The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The stars are white on a blue background, and the stripes are red and white.

# Section 3

## Check In Table

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# Processing Voters at the Check In Table

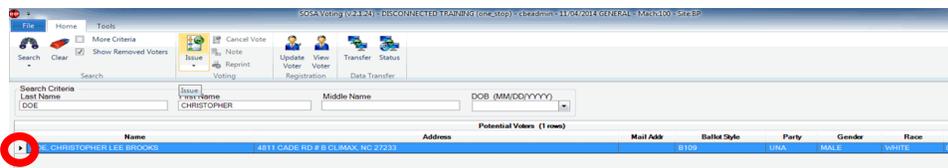
## 1. Verifying the voter's registration information.

- 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 the four steps below.

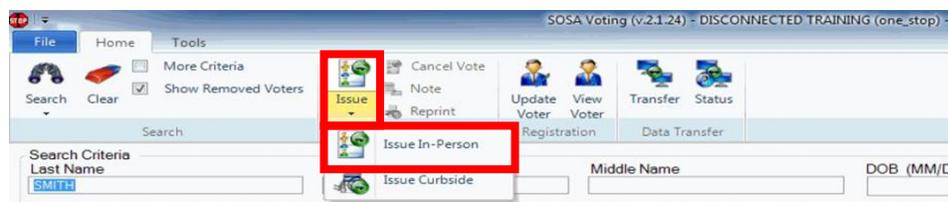
State Aloud to Voter	SOSA Instructions
1. "Hi. Please state your <b>last</b> name."	Type the voter's last name into the search field.
2. "Please state your <b>first</b> name."	Type the voter's first name into the search field. Then press <b>Enter</b> on the keyboard or click <b>Search</b> . Find and <b>highlight the voter's record</b> . (image below)
3. Ask to see the voter's photo ID.	Verify reasonable resemblance and substantial equivalence of the name. Return the voter's photo ID.
4. "Please state your <b>residential address</b> ."	Make sure the address in SOSA matches what the voter said.  Example: "I have John Doe at 301 W. Market St. in Greensboro. Is that correct?" Once the voter confirms the information is correct, click <b>Issue</b> and <b>In-Person</b> . (image below)
5. Repeat the voter's information.	

- If the voter refuses to state their name and/or address, remind them that those who are able to are required by law to state their name and address aloud. If the voter is able to state their information aloud but still refuses, notify the Site Supervisor, who will escort the voter to the Help Table.
- If the voter is unable to speak, the voter may write their information on a piece of paper.
- If the voter gives the information in a manner that is difficult to hear, you may ask the voter to repeat the information again or ask the voter to spell any portion of their name.
- 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.

Step 2



Step 5



### Tips for Searching in SOSA:

- Never type middle names.
- Do not use apostrophes.
- Use the Wildcard (%).
- For difficult names, search using ONLY birthdate.
- Press the **Tab** key on keyboard to move to the next field.
- Press the **Enter** key on the keyboard to search after typing the name.

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

- Once you have highlighted the voter's record, click **Issue** and then **In-Person**.
- 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."
  - \* For your convenience, this statement will be taped to the printers at the Check-In Table.
- 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.

<b>EARLY VOTING APPLICATION</b> NORTH CAROLINA COUNTY OF GUILFORD	EV – GB – 101 – 359	Pet-Split	Party
	 G19	<b>B O D</b>	
	D0003 03/05/2024		

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).

Voter signs here → **X** *Anita Ballot* SIGNATURE OF VOTER

← *Jane B. Worken* OFFICIAL'S INITIALS → Official initials here

### 3. 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.

Issue 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), Voter Verification: NC DL, Birth Date: 11/22/1945, Birth State: IN, SSN: [redacted]

Residence Address: Home # 500, Half Dir, Street Name WYNDWOOD, Type DR, Unit, Will you have lived here for 30 Days or more prior to the Election Date? [Yes/No], City JAMESTOWN, State NC, ZIP Code 27882, Phone 202-290-8892, Move Date [Yes/No]

Mailing Address: Address1, Address2, City, State, ZIP Code

Voter Information: Gender MALE, Application Dt 08/15/2021, Ballot Style 146002, Race WHITE, Registration Dt 03/13/2019, NCID BY582858, Ethnicity UNDESIGNAT, Party DEMOCRATIC, Religious Objector [ ]

Previous Name and/or Address: Last Name, First Name, Middle Name, Suffix, Previous NC County (if applicable)

Jurisdiction List: PCT JMK1 JMK1, NC01 JMK CONGRESSIONAL DISTRICT, CONG 04, SUPCT 188 JUD188, JUD0 18 JUD 18, DIST 24 NC SENATE DISTRICT, HOUSE 060 NC HOUSE DISTRICT, CONG060 002 CONG CONG, DIST 2

Buttons: Update Voter, **Vote** (circled in red), Cancel Vote

## Searching for Voters in SOSA

Type the voter's name into SOSA exactly as they give it to you, including spaces and/or hyphens. The only exception to this rule is a name with an apostrophe. Depending on what method the voter used to register to vote, they may or may not have an apostrophe in SOSA. You should attempt to find the voter without the apostrophe first (this is most common). If you are unable to find them without an apostrophe, try their name again with one. If all else fails, try a birthdate search.

If the voter says: John O'Callahan

You should type: JOHN OCALLAHAN

### 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*. Instructions for how to use the Wildcard character (%) are on **page 38** of this handbook.
- 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 dates 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).

If the voter says: June 14, 1991

You should type: 06/14/1991

### Voter Signature Requirements

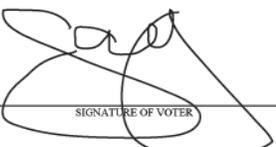
Per statute, the voter must sign their *Application to Vote* form before voting. The signature should be in "proper handwriting, or in proper mark."

- The signature can be ANY type of mark made by the voter.
- The signature does NOT need to be legible.
- The signature does NOT need to contain all of the names or letters on the voter's ATV.
- The signature MUST be made by the VOTER. POA's and caretakers CANNOT sign for a voter.

Examples of Acceptable Signatures:

X   
SIGNATURE OF VOTER

X   
SIGNATURE OF VOTER

X   
SIGNATURE OF VOTER

X   
SIGNATURE OF VOTER

# Using the Wildcard Character (%)

## What is the Wildcard character (%)?

The Wildcard character is a tool you can use when searching for voters in SOSA. It is especially helpful with finding names that:

- Are long, unfamiliar, or difficult to spell
- Are spelled multiple ways (example: Kathryn vs. Katherine)
- Are nicknames (example: Kim vs. Kimberly)
- Are hyphenated, contain a space, or not contain a space (example: Ann-Marie vs. Ann Marie vs. AnnMarie)
- Are misspelled in SOSA



## How do I type the Wildcard character?

The Wildcard is the percent sign (%). To type it, hold down the **Shift** key, and then press the **5** key.



## How do I use the Wildcard character?

The Wildcard character serves as a placeholder when typed in place of letters or characters in a name. Type any part of a name. Then type the Wildcard (%) wherever you are not certain of the spelling or formatting of the name(s). The search results will include the records of all registered voters whose names both match the letters you typed, in the order typed, AND contain any letter/character, or combination of letters/characters, where the Wildcard was typed.

- The Wildcard can be typed at the beginning, middle, or end of a name; before, after, or between names; and/or multiple times in a single name.

## Examples

If you type the last name JACKSON and the first name SAM%, the search results will include voters whose last names are JACKSON and first names start with SAM:

- JACKSON, SAM
- JACKSON, SAMANTHA
- JACKSON, SAMEER
- JACKSON, SAMIYAH
- JACKSON, SAMMY
- JACKSON, SAMUEL
- JACKSON, SAMUEL-RAY

Search Criteria	
Last Name	First Name
JACKSON	SAM%

If you type the last name %SON and first name SAM, the search results will include voters whose last names end in -SON and first names are SAM:

- ANDERSON, SAM
- GOMEZ DE JOHNSON, SAM
- JACKSON, SAM
- ROBERTSON, SAM
- WATSON, SAM
- YU-SON, SAM

Search Criteria	
Last Name	First Name
%SON	SAM

## All Other Scenarios

### Voter Not Found in SOSA

1. Try again to locate the voter's record using additional search options. Remember to click the **Clear** button after each search attempt.
  - Verify you spelled the voter's name correctly.
  - Use the Wildcard character (%) for long, unfamiliar, hyphenated, or double names. Detailed instructions are on **page 38** of this handbook.
  - Try searching using only the voter's date of birth, with the voter's permission.
  - If the voter's name is hyphenated, make sure you are typing the hyphen into SOSA
2. If you still cannot find the voter's record, click the **Clear** button. Then send the voter to the Registrar's Table. If the voter insists that they are registered, refer them to your Site Supervisor.

### Voter Already Voted

If you are trying to check in a voter who is listed as already having voted in SOSA, you will see the image below on their record in SOSA. The application number, date and location of the voting credit will be displayed. If you see that a voter has already voted, **do not cancel the vote**.

1. Call over the Site Supervisor immediately.
  - Do NOT tell the voter they are listed as having voted already.
2. Point out the VOTED status to the Site Supervisor.
  - The Site Supervisor will explain the situation to the voter and escort them to the Help Table.
3. Click the Clear button to prepare for the next voter.

Election Date: 11/04/2014  
Voted Date: 10/03/2014  
Ballot Style: B105  
PCT/VTD: NDRI/NDRI  
Ballot ID: 100-4  
Appl. Num: OS-BP-100-4

VOTED 

### Voter is Listed as Having No Ballot Style

During municipal elections, voters who do not live within the corporate limits of a Guilford County municipality holding a municipal election will not have a ballot style.

If a voter does not have a ballot style, a NO BALLOT STYLE image will appear on their record in SOSA. If this image appears, explain to the voter that they do not live a municipality that is holding an election.

If they are insistent that they do live in a municipality, call over the Site Supervisor, who will explain the situation to the voter and show them the municipality maps at your Early Voting site.

NO BALLOT STYLE 

### Voter is Listed as Inactive

An inactive voter is required by law to verify their address before voting because mail sent by the Board of Elections was returned to the Board of Elections as undeliverable by the USPS. If a voter is inactive, this image will appear on their SOSA record.

Send the voter to the Registrar's Table to update their address.

INACTIVE VOTER   


### Voter is Listed as Cannot Vote, Removed/Denied Voter

A voter may become a Removed/Denied Voter for many reasons. If you see the Removed/Denied Voter symbol, that voter must reregister to vote. Send them to the Registrar's Table to complete the proper paperwork. The only exception to a Removed/Denied Voter having to reregister is if the voter is listed in SOSA as deceased; contact the Elections Office if someone presents to vote that is listed as deceased.

CANNOT VOTE   
REMOVED/DENIED VOTER

## Voter's Address is Listed as Confidential

- If a confidential voter presents to vote at an Early Voting site, process the voter as normal, with the exception of vocally repeating the voter's address. **DO NOT** repeat their address!
  - ◊ Observers **DO NOT** have to be able to hear a Confidential Voter state their address out loud; as long as the Check-In Official hears the voter, that is all that is required.
  - ◊ If an Observer asks the Confidential Voter or the poll worker to repeat the address, explain that the voter is a part of the Address Confidentiality Program and direct all other questions to the Elections Office.
- If a voter's address is not confidential, but they believe they qualify to become a confidential voter, notify the Site Supervisor, who will escort the voter to the Help Table and call the Elections Office.
- If a confidential voter reports they have moved, notify the Site Supervisor who will escort the voter to the Help Table and call the Elections Office.

## Voters Who Have Moved Out of Guilford County

No person other than the voter may request to have their voter registration removed. The Board of Elections can only remove a voter's registration at the request of the voter or if a government agency reports the voter is no longer eligible to vote in Guilford County.

If a voter wishes for their voter registration to be removed, **the request must be in writing and include the voter's signature.**

*Cancellation of Voter Registration notices* can be found in your Site Notebook.

If a voter states that their child, neighbor, or co-worker has moved, please ask the voter to tell that person to complete a *Cancellation of Voter Registration Notice*, located on the Guilford County Board of Elections website, [www.guilfordelections.com](http://www.guilfordelections.com), under the "Forms and Quick Links" tab.

## Deceased Voters

- No person other than a near relative, legal guardian, or personal representative of the estate may request to have a deceased person's voter registration removed. This may be done by completing a Notification of Deceased Voter By Near Relative form, located in your site File Box.
- A near relative is defined as a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.
- Place completed Notification of Deceased Voter by Near Relative forms in the Miscellaneous Daily Folder to be returned to the office at the end of the day.
- Be sure to check and see if the voter has already been "Removed" before having a near relative complete this form. Don't forget that you can see "Removed" voters in SOSA.

NOTIFICATION OF DECEASED VOTER BY NEAR RELATIVE			
Please remove the following voter from your records:			
Full Name:	_____		
Address:	_____		
Date of Birth:	_____	Party:	_____
		Precinct:	_____
Account No.	_____		
Signature of Near Relative	_____		
Relationship of Near Relative (circle one): spouse, parent, child, sibling, grandparent, and grandchild			

## Proof of ID Required (HAVA ID Required)

If a voter is Proof of ID Required, this symbol will appear on their record in SOSA.



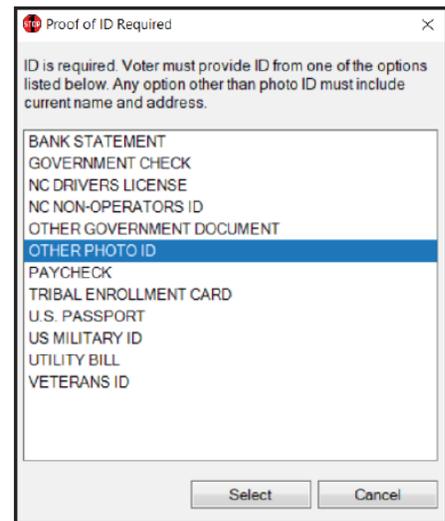
HAVA IDs are required for voters who meet one of the following criteria:

- Did NOT provide either their North Carolina Driver's License (NCDL) number or the last four digits of their Social Security number (SSN) when they registered to vote.
- Did provide their NCDL number or the last four digits of their SSN when they registered, but the Board of Elections was unable to verify the ID number(s) they provided.

Under the Help America Vote Act (HAVA), these voters can still be registered to vote, but they must show a verifiable form of ID the first time they vote. After providing a verifiable form of ID when they first vote, these voters will not be HAVA ID Required in future elections.

When you try to issue them an ATV, a "Proof of ID Required" pop-up window will appear. The pop-up window contains a list of acceptable IDs for the voter to provide. Any option other than a photo ID must include the voter's current name and current address.

1. Ask the voter to provide an acceptable form of ID listed in the **Notice to Voters With No Acceptable ID** form found in your Site Notebook (and in the lists below).
  - If the voter does NOT have an acceptable form of ID, click the **Cancel** button, and then send the voter to the Site Supervisor, who will escort them to the Help Table to vote provisionally.
2. Once the voter has shown you an acceptable form of ID from the lists below, highlight the type of ID they presented in the SOSA pop-up window. Then click the **Select** button. The voter's ATV will print.
3. Continue processing the voter normally.
4. Click the **Clear** button to prepare for the next voter.



### These IDs must contain voter's photo

- NC Driver's License
- NC identification card issued by DMV
- Other government issued photo ID
- Certified naturalization document
- U.S. Military ID
- U.S. Passport
- Student photo ID

OR

### These IDs must list voter's name and current address

- Utility bill (phone, cable, water, power, gas, sewage)
- Bank statement or bank-issued credit card statement
- Property tax bill
- License to hunt, fish, own a gun, carry concealed, etc.
- Automotive registration
- Paycheck from employer
- W-2 statement
- Government-issued paycheck, invoice, letter, or other document
- Birth certificate

The document must be the most recent version or at least dated within three (3) months of the date it is presented. Copies of acceptable documents are permissible. The original is not required. It is also permissible for the voter to present an electronic or online version of the document, as long as the document is obtained from the original source (e.g., e-Bills from utility companies, electronic bank statements, electronic earnings statement from your employer, etc.) and shows their current name and address.

## Request DL/SSN Voters



When a person applies to register to vote, the federal Help America Vote Act (HAVA) and state law require the applicant to include on their voter registration form their driver's license number (DL); or, if they lack one, the last four digits of their social security number (SSN4); or if they lack both, an indication that they do not have these numbers.

These voters did include a DL or SSN4 on their voter registration form, that number went through a validation process where the county board attempted to confirm that the number provided, along with the voter's first and last name and date of birth, matched a record in the NCDMV or Social Security Administration databases.

Although these voters did previously provide either a DL or SSN4, the number did not result in a match. For this reason, their voter registration record has a flag to remind election officials to request this information from the voter.

Please provide these voters with a *Notice to Voters with Unvalidated DL/SSN* and ask them to complete an *Early Voting Name/Address Change and Unvalidated DL/SSN Form*. Both of these forms are on TAN paper and located in the Site Notebook.

If the voter does not want to provide one of these numbers, they are not required to do so. Process them as a regular voter.

## DL/SSN Provisional Voters

Certain inactive voters fall into a specific category that must vote a provisional ballot identified by the "Update Voter Registration Error" message.

These voters will be labeled as Inactive with the reason **DL/SSN—UPDATE RECORD**.

The voter must vote provisionally and must provide an NCDL/ID number or the last four digits of their SSN, or confirm that they have no identification numbers to provide. This information is required to be recorded on their provisional application. Ensure the voter reviews and signs the provisional application.

On the existing voter provisional data entry screen in SOSA, you will be able to enter a DL/ID number, or the last four digits of their SSN. If they do not provide this number, check the No Identification Number to Provide box.

If the voter does not have a DL/SSN to provide, they must show a *HAVA ID* for their ballot to be counted. The type of *HAVA ID* must be selected on the **Proof of ID Required** screen.

For Provisional Voting Reason, select **DL/SSN Provisional**.

Write "DL/SSN Provisional" in the Additional Notes for BOE section of the Provisional Envelope.

Provide the voters with their *Provisional Instructions* as well as a *Notice to DL/SSN Provisional Voters*. These notices are on SALMON paper and located in the Site Notebook.

# Cancel a Vote in SOSA—Before You’ve Clicked the Vote Button

Say for example you have selected the incorrect voter.

1. Click the **Cancel Vote** button, located on the right side of the screen, approximately half way down the screen.

The screenshot shows the 'Issue Vote' application form. At the bottom right, the 'Cancel Vote' button is circled in red. The form contains fields for Application Information (Name, Birth Date, Birth State, SSN), Residence Address (House #, Street Name, City, State, ZIP Code, Phone), Mailing Address, Voter Information (Gender, Race, Ethnicity, Party), and a Jurisdiction List.

2. In the pop-up box, type the word “CONFIRM.”
3. Then Click on the **Confirm** button.

The screenshot shows a 'Confirm Cancel Vote' pop-up box. It contains a warning message: "WARNING: You have chosen to CANCEL this voter's VOTE and/or REGISTRATION. To continue the cancellation, type 'confirm' into the box below and click the Confirm button. Otherwise, click Close." Below the message is a text input field containing 'CONFIRM' and two buttons: 'Confirm' and 'Close'. Both the input field and the 'Confirm' button are circled in red.

**Helpful Hint:** The Confirm button will NOT light up, and you will NOT be able to press it, until you type the word “confirm” in the box.

4. Click on the **OK** button on the next pop-up box.

The screenshot shows a 'Canceled Vote Documents Information' pop-up box. It contains an information icon and the text: "This vote and/or registration is now canceled. Any printed documentation associated with this vote and/or registration is invalid. Please organize the invalid documentation per your county's procedures." At the bottom right, there is an 'OK' button circled in red.

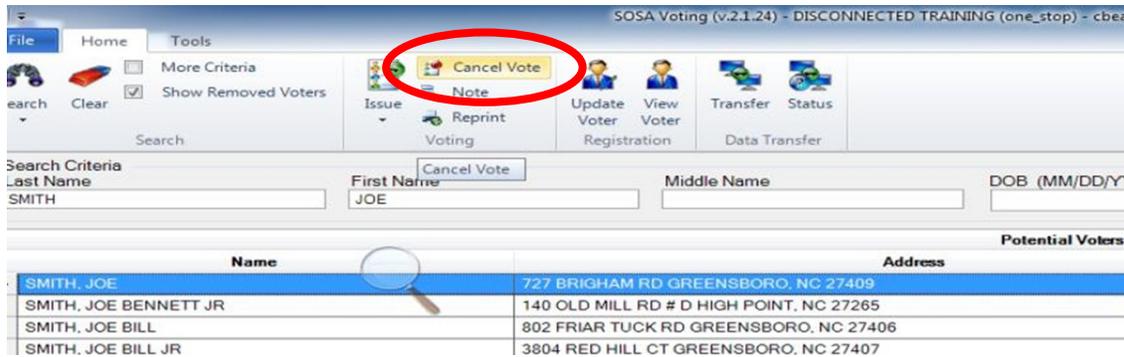
5. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancelers daily folder to be returned to the office at the end of the day.

The screenshot shows an 'EARLY VOTING APPLICATION' form for North Carolina. The form is marked with 'VOID' and 'Cancel Ballot'. It includes fields for Voter's Certification of Voter Registration, Ballot Information (Name, Address, Birth Date, Age, Party, Primary, Primary DEM), and a section for the Voter's Signature. The form is circled in red.

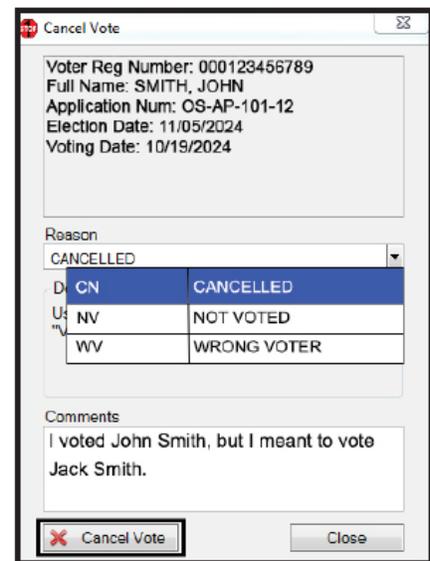
# Cancel a Vote in SOSA—After You’ve Clicked the Vote Button

Notify your Site Supervisor before you cancel a vote in SOSA.

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.

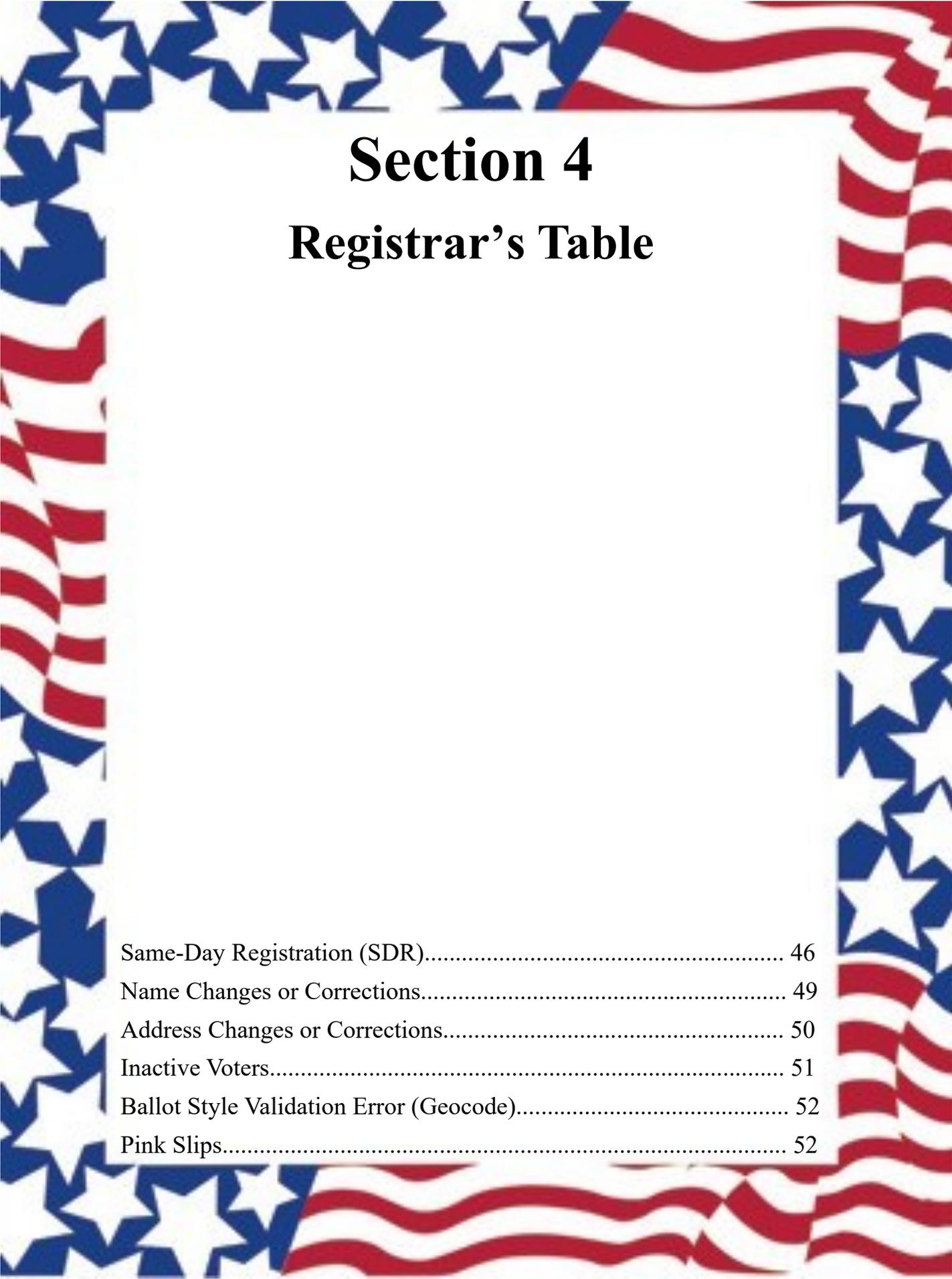


4. Write **VOID** across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.



## Reminders for Canceling a Vote:

- You must cancel a vote using the **same laptop** on which the voter was originally processed.
- Never cancel a vote if you do not know **when and where** the voter was originally processed.
- If you processed the wrong voter, you must cancel the vote for the wrong voter **before** processing the correct voter.

The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The top and bottom borders feature a row of white stars on a blue background, while the left and right borders feature horizontal stripes of red and white.

# Section 4

## Registrar's Table

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## Same-Day Registration (SDR)

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.
- Show an acceptable and valid photo ID.
- Meet all of the eligibility requirements to vote in the current election.

### 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 (date of the General Election in November)
- Must not have been convicted of a felony, or if so, they have completed their sentence (including any probation, post-release supervision, or parole)

## 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

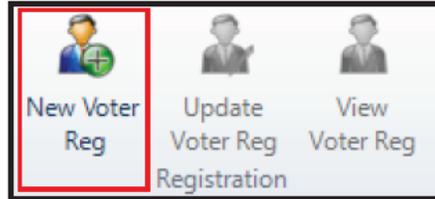
- Search using only the voter's last name.
- Search using only the voter's date of birth.
- Ask the voter if they use a maiden, married, or hyphenated last name.
- Use the Wildcard character (%) when searching for complex names, possibly misspelled names, or nicknames. **Page 38** of this handbook explains how to use the Wildcard character.

### What if I DO find the voter's record in SOSA?

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

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.

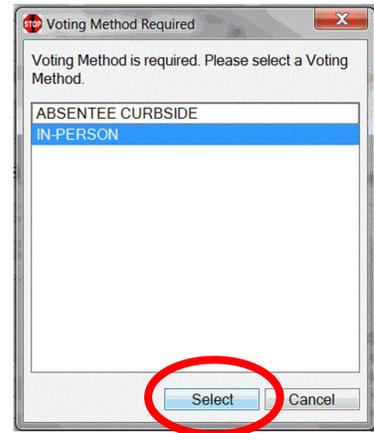


4. Type the information from the Voter Registration Form into the New Registration data entry screen; then click the **Review** button.

**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 of the address for you!

5. A pop-up will appear requiring the voter to provide 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**.

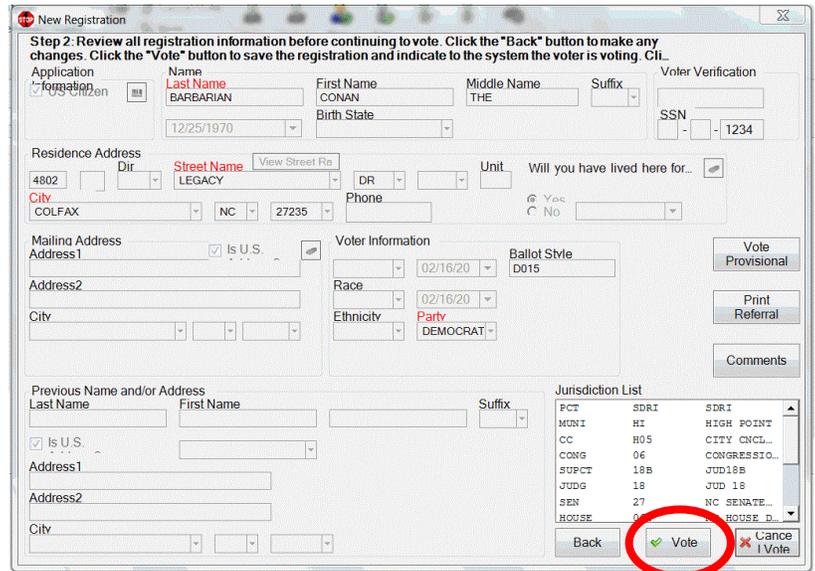
7. Highlight the correct voting method. Then click the **Select** button.



8. 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.

9. After the voter reviews and signs the SOSA printed Voter Registration Form, click **Vote**. The voter's ATV will print.



10. Ask the voter to review and sign the ATV, then initial as the witness.

11. Hand their ATV back to them and direct them to the Ballot Table.

12. Complete the One-Stop Registration Log and label the top of the hand written registration form with the correct number. This number should be **SDR Log page # - Line #**.

#	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 RESIDENCY, MAKE SURE YOU ENTER THE DRIVERS' LICENSE NUMBER INTO SOSA AND WRITE IT HERE!

13. 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.

**SDR Reminder:**  
 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 #1 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. **DO NOT REGISTER THEM A SECOND TIME!**

# Name Changes or Corrections

## (Voter Completes a White Slip for Name Changes or Corrections)

If you believe you have found a voter's correct record in SOSA, but the name on the registration does not match the one they provided, the voter may be registered under a previous, incorrect, or misspelled name. Follow the steps below to update the name on the voter's registration.

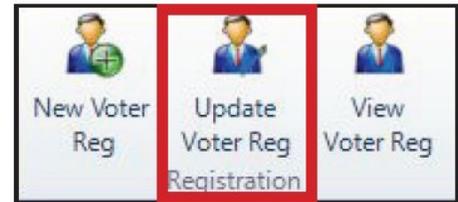
1. Verify you have highlighted the correct voter record by confirming the voter's date of birth matches the record.

**Ask the voter:** "Would you mind providing your date of birth?"

If the voter's birth date does not match the one listed in SOSA, the record likely belongs to another voter.

2. Ask the voter to complete a white slip with their correct information. Make sure it is SIGNED by the voter.

3. 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.



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

5. 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.

Pct	11-01	PRECINCT 11-01
Muni	RAL	RALEIGH
Ward	R-D	RALEIGH MUNICIPAL D...
Cong	02	CONGRESSIONAL DISTR...
SupCt	10D	NC SUPERIOR COURT D...
Jud	10D	NC JUDICIAL DISTRIC...
NCSen	16	NC SENATE DISTRIC...
NCHse	049	NC HOUSE DISTRICT 49
CCOM	7	COUNTY COMMISSIONER...

6. 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.

7. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.

8. Click the **Vote** button.

9. Hand the voter their ATV, and direct them to the Ballot Table.

**If the printed forms contain mistakes/misspellings:**

- a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.
- b) Click the **Back** button on the SOSA window.
- c) Correct the error. Then click the **Review** button.
- d) Repeat steps 6 and 7.

# Address Changes or Corrections

## (Voter Completes a White Slip for Address Changes Prior to the 30-Day Deadline)

If you believe you have found a voter's correct record in SOSA, but the address on the registration does not match the one they provided, the voter may be registered under a previous, or incorrect address. Follow the steps below to update the name on the voter's registration.

1. Verify you have highlighted the correct voter record by confirming the voter used to live at the address listed on the record.

**Ask the voter:** "What was your previous address?"

2. Verify the voter moved to their current address ON or BEFORE the 30-Day Deadline.

**Ask the voter:** "When did you move?"

- Deadline for March 3, 2026 Election: **February 1, 2026**

Ask the voter to complete a white slip with their correct information.

Make sure it is SIGNED by the voter.

3. 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.

If the voter never lived at the address listed in SOSA, the record likely belongs to another voter.

If the voter moved **AFTER** the 30-Day Residency Deadline, ask the voter to fill out a pink slip, but **DO NOT** make any changes in SOSA.

4. Click the **Eraser** (🗑️) button located to the right of the "30 Days" question to delete existing address.



5. Then update the voter's address(es). If the voter uses a separate mailing address, always check that the mailing address is correct. Don't forget to use the **View Street Range** button.

Will you have lived here for 30 Days or more prior to the Election Date? 

Yes    Move Date (mm/dd/yyyy)

No

6. 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.

Pct	11-01	PRECINCT 11-01
Muni	RAL	RALEIGH
Ward	R-D	RALEIGH MUNICIPAL D...
Cong	02	CONGRESSIONAL DISTR...
SupCt	10D	NC SUPERIOR COURT D...
Jud	10D	NC JUDICIAL DISTRIC...
NCSen	16	NC SENATE DISTRIC...
NCHse	049	NC HOUSE DISTRICT 49
CCOM	7	COUNTY COMMISSIONER...

7. 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.

8. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.

9. Click the **Vote** button.

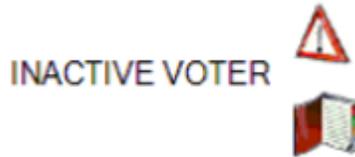
10. Hand the voter their ATV, and direct them to the Ballot Table.

### If the printed forms contain mistakes/misspellings:

- a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.
- b) Click the **Back** button on the SOSA window.
- c) Correct the error. Then click the **Review** button.
- d) Repeat steps 6 and 7.

# Inactive Voters

An inactive voter is required by law to verify their residential address before voting because mail sent by the Board of Elections was returned to the Board of Elections as undeliverable by the USPS. If a voter is inactive, the icon below will designate their status on the bottom of their SOSA record.

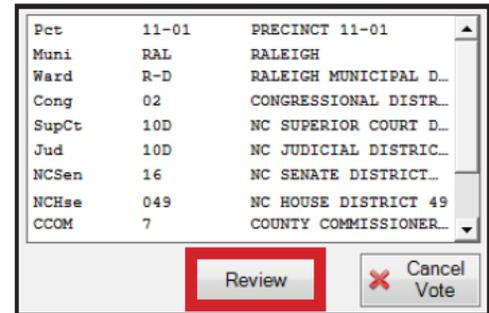


In SOSA, inactive voters and address changes are handled similarly.

1. Verify you have highlighted the correct voter record by confirming the voter lives at the address.
  - If the voter does not live at the address listed in SOSA, verify they used to live at the address. If they never lived at the address, the record likely belongs to another voter.
2. Even if they haven't moved, ask the voter to complete a white slip.
3. Click the Update Voter Reg button at the top of the screen.
4. Update the voter's address.
  - If the voter has moved, type their new address.
  - If the voter has not moved, simply delete and re-type their house #



5. 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.



6. 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.
7. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.
8. Click the **Vote** button. 
9. Hand the voter their ATV, and direct them to the Ballot Table.

**If the printed forms contain mistakes/misspellings:**

- a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.
- b) Click the **Back** button on the SOSA window.
- c) Correct the error. Then click the **Review** button.
- d) Repeat steps 6 and 7.

## Ballot Style Validation Warning (Geocode)

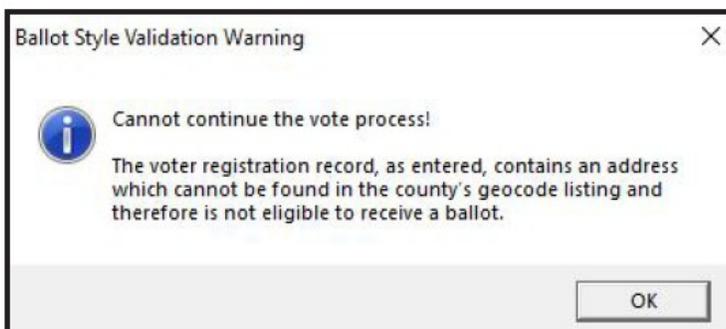
If you enter an address that is not in Guilford County's address database, the warning message below will appear on your screen when you click the **Review** button. Most often, a Ballot Style Validation Warning indicates that the address was entered incorrectly.

1. Click OK or the X at the top right corner of the pop-up window to close it.
2. Review the address to make sure it is typed correctly. Ask yourself the following questions:
  - Did you click the **Eraser** button before entering the voter's new address?
  - Did you type the wrong house number?
  - Did you spell the street name correctly?
  - Is the street name one or more words?
  - Did you use the View Street Range button?

If you didn't:

- ◇ Did you type the wrong Zip Code?
- ◇ Did you remember to select the street type (Road, Street, Court, Avenue, etc)?
- ◇ Did you put street directions in the correct field (North, South, East, West)?

3. If you continue to receive the warning message but are sure you typed the address correctly, the address may not be in Guilford County's address database. Close the pop-up window.
4. Notify the Site Supervisor of the Ballot Style Validation Warning. The Site Supervisor will escort the voter to the Help Table and call the Elections Office for further instructions.

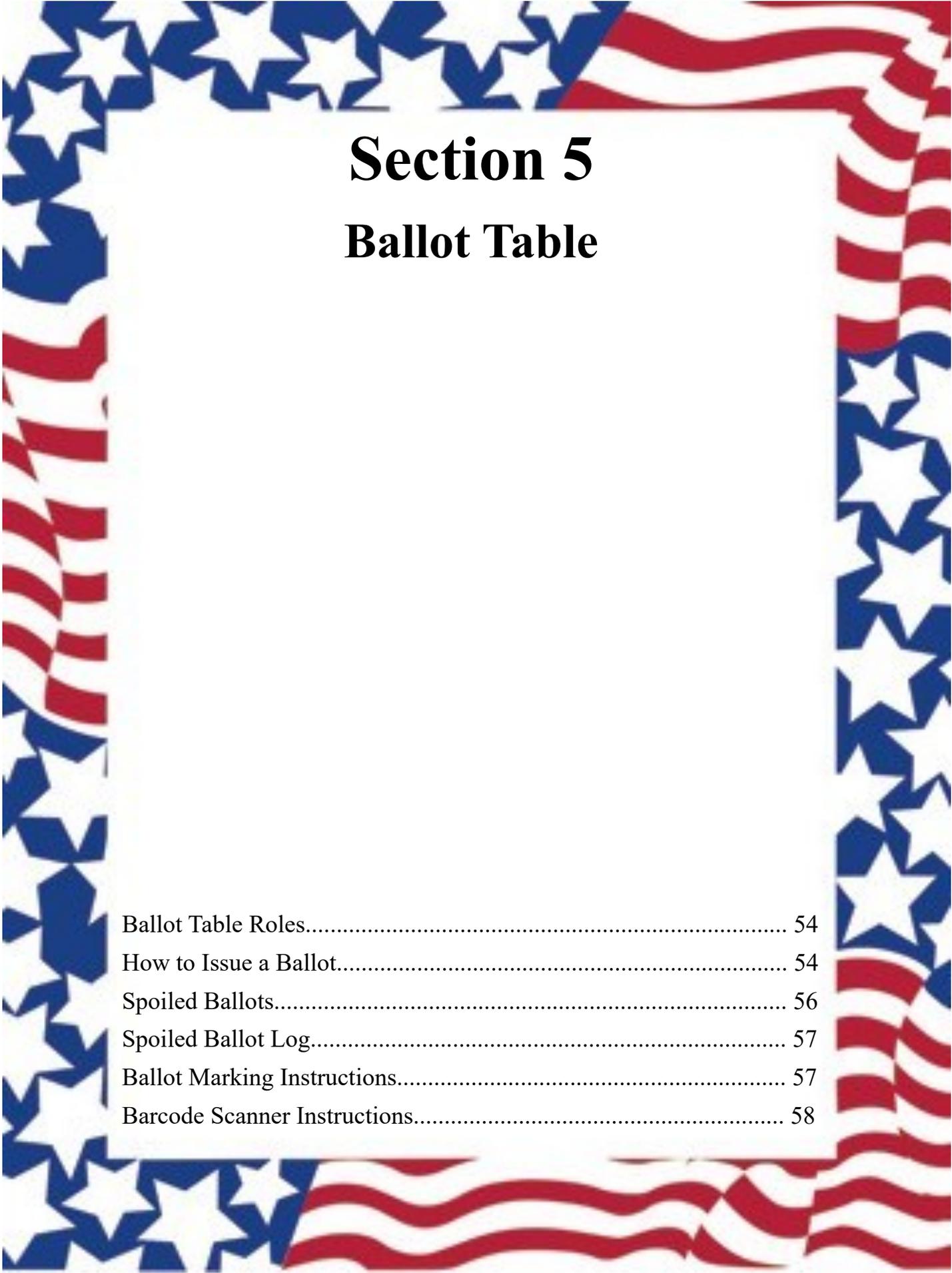


## Pink Slips

### (Date of Birth Changes and Voters Who Moved After the 30-Day Deadline)

1. If a voter's birthday is incorrect in SOSA, or if they moved to their new address after the 30-Day Residency Deadline, ask the voter to fill out a pink slip.
2. Make sure they sign it!
3. Take the pink slip from the voter and place it in the Pink Bag.
4. Process the voter in SOSA like normal.

DO NOT make these changes in SOSA. These updates DO NOT affect which ballot style the voter receives this election. The Elections Office will make any/all changes after Canvass.



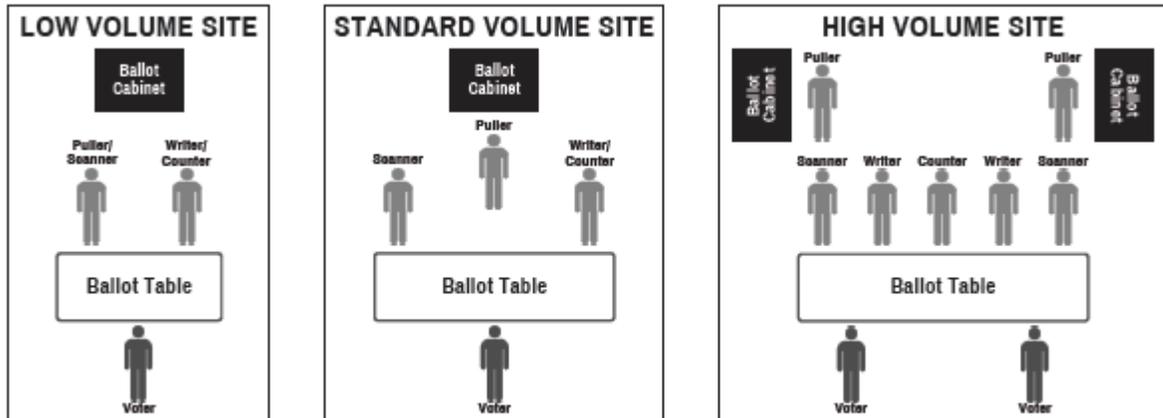
# Section 5

## Ballot Table

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Spoiled Ballot Log.....	57
Ballot Marking Instructions.....	57
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## Ballot Table Roles

Each staff member at the Ballot Table has a specific role: Puller, Scanner, Writer, or Counter. Some roles may be combined at low or standard volume sites, but there should always be at least two workers at the Ballot Table. High volume sites may have five or more workers at the Ballot Table.



## How to Issue a Ballot

Follow the steps below every time you are issuing a ballot to a voter.

Puller:

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

Scanner:

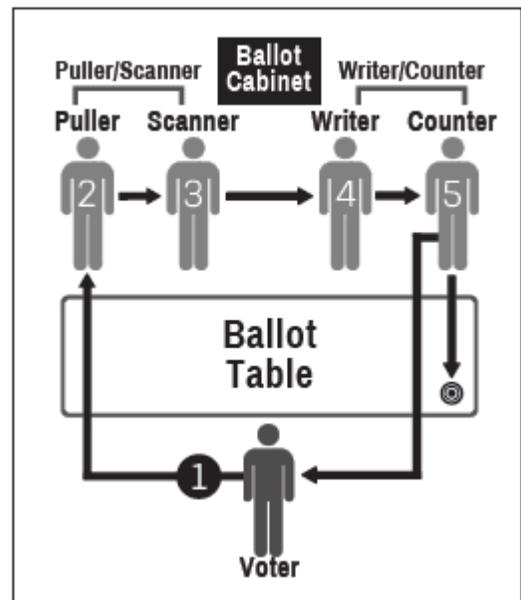
3. Use the barcode scanner to scan the barcode on the ATV and then the barcode on the ballot. They must match.

Writer:

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

Counter:

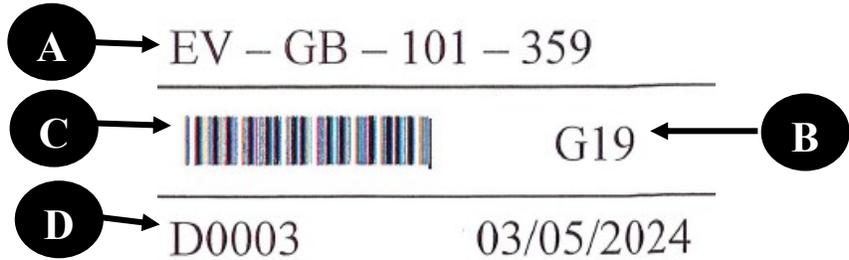
5. Write the next sequential number in the box at the top of the ATV using a red pen and place it, face down, in the corresponding organizational tray (instructions on **page 55**). Then give the ballot to the voter, explain the ballot marking instructions and direct them to the voting booths.



## Where on an ATV do I find the information needed to issue a ballot?

- All the information you will need from an ATV is printed on the top of the ATV in the center.

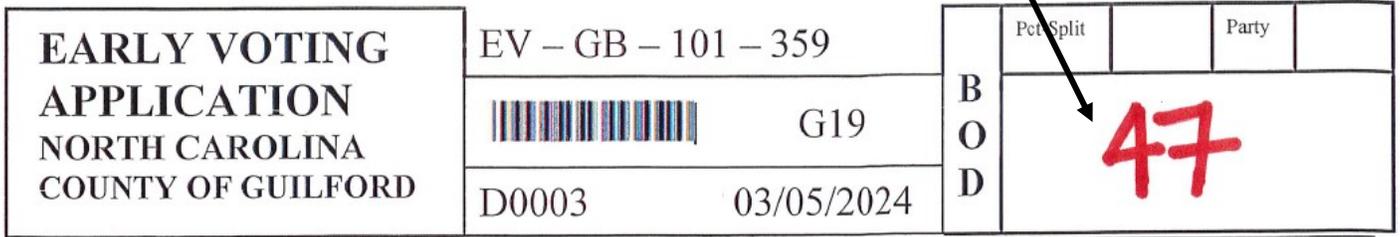
- A. Application Number
- B. Precinct
- C. Barcode
- D. Ballot Style



## Where on the ATV do I write the sequential number?

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

**Helpful Hint:** Do NOT number provisional applications!!

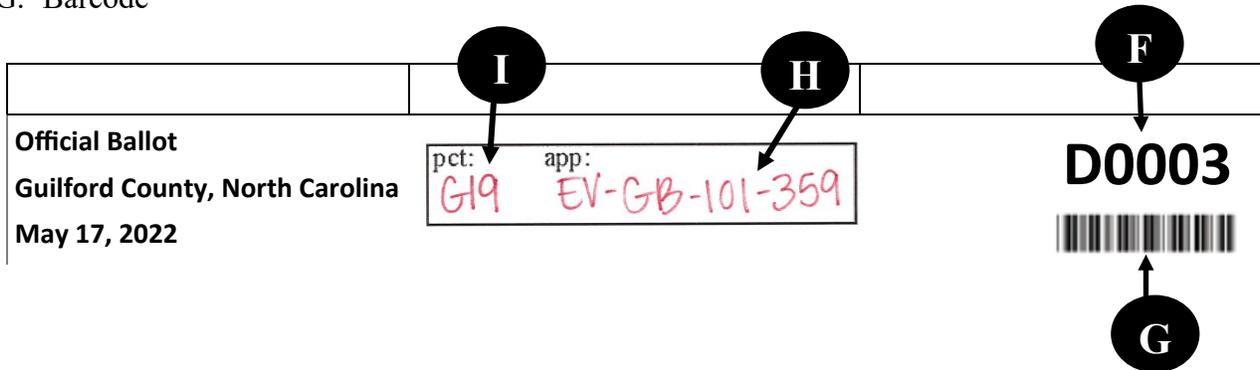


## Where do I find information on the ballot?

- All of the information you need is printed on the top right corner.

- F. Ballot Style
- G. Barcode

**Helpful Hint:** The Ballot Style is already printed on the ballot, so there is NO reason to write it on the ballot again!



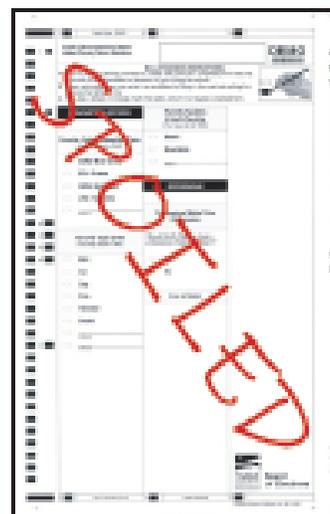
## Where on the ballot do I write the Application Number and Precinct?

- H. Write the voter's Application Number from their ATV inside the box at the top of the ballot (where it says "app").
- I. Write the voter's Precinct to the left of the Application Number (where it says "pct").

# Spoiled Ballots

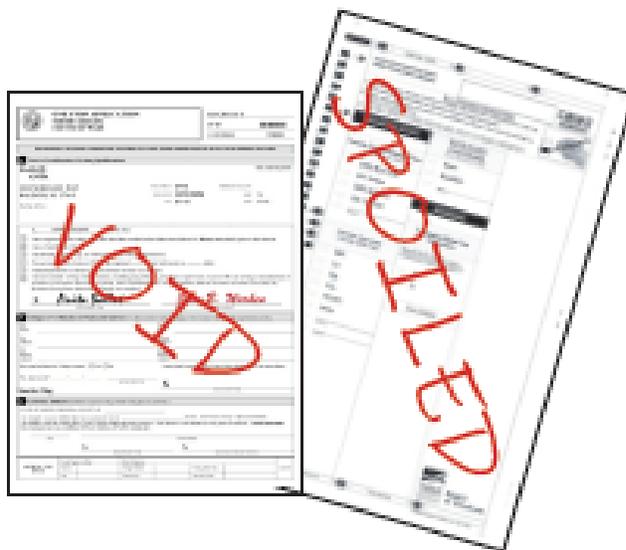
## Voter Makes a Mistake on the Ballot

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



## Voter Decides Not to Vote

1. Notify the Site Supervisor.
  2. Ask the voter to return their ballot, and write the word “SPOILED” across the front in large letter, using a red pen.
  3. Using the Application Number at the top of the spoiled ballot, locate the voter’s ATV in the organizational trays.
  4. Remove the voter’s ATV from the organizational tray, and write “VOID” across the form using a red pen.
  5. Fill out the *Spoiled Ballot Log* and place the spoiled ballot in the Black Bag.
  6. The Site Supervisor must take the voided ATV to the same computer where the person was originally processed and cancel the vote.
  7. If you now have a skipped number in the sequentially-numbered ATVs in the trays, assign the skipped number to the next ATV that comes to the Ballot Table, and place that voter’s ATV, face down, in the corresponding organizational tray.
- ◆ **Do NOT** advise a voter to leave the voting enclosure to research candidates after the voter has received an ATV or a ballot. Inform the voter that they can use a smart phone to research candidates but not to call or text others. If the voter insists on leaving, you must notify the Site Supervisor.
  - ◆ **Do NOT** hold a voter’s ballot or ATV while the voter leaves the voting enclosure for any reason.



### EXAMPLE

Joe comes back from a voting booth and says he doesn’t want to vote.

1. Write “SPOILED” across the front of the ballot using a red pen.
2. Use the Application Number at the top of the spoiled ballot to find Joe’s ATV from the organizational trays and remove it. You had it number 236.
3. Write “VOID” on the ATV form. Fill out the *Spoiled Ballot Log* and place the spoiled ballot in the Black Bag. The Site Supervisor will take the ATV to the same computer the vote was processed on to cancel the vote.
4. Lucy is the next voter in line at the Ballot Table. Number Lucy’s ATV 236.
5. Place Lucy’s ATV in the correct tray.

# Spoiled Ballot Log

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

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

## SPOILED BALLOT LOG

Site: Coleman (GB)

Page: 1 of 2

Date: 02/19/2024

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

**Be sure to fill out a new line for each attempt the voter makes. This will help you keep track of when the voter has spoiled their ballot THREE times. If the voter wishes to spoil their ballot after their 3rd attempt, they will have to vote provisionally. If their Ballot Code is listed three times on the log, notify the Site Supervisor, and send them to the Help Table.**

**NEVER allow a voter to have two ballots at the same time. They must give you their mis-marked/damaged ballot in order to receive a new one!**

## Ballot Marking Instructions

When giving a voter their ballot, remember to provide them with ballot marking instructions. You may read the following statement to them.

“This is your ballot. To make your selections, please completely fill in the oval to the left of each candidate or selection of your choice. Make your marks heavy and dark. After marking your ballot, you'll insert it into the DS200 Tabulator.”

If the ballot is two-sided, make sure you tell the voter, “remember to vote both sides of the ballot.”

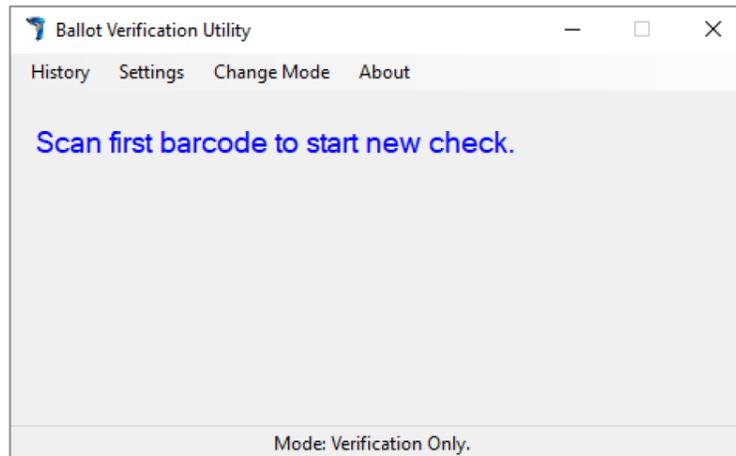
# Barcode Scanner Instructions

Refer to **page 55** of this handbook for barcode locations.

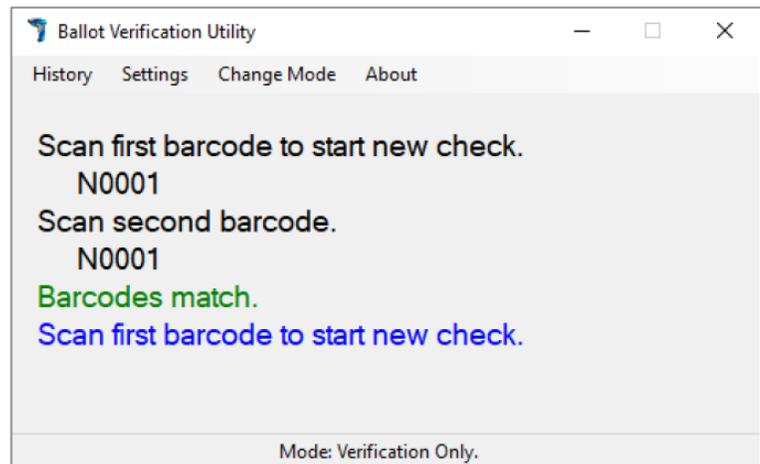
1. On the laptop at the Ballot Table, double click on the Barcode Scanner icon.



Once it loads, you'll see the screen pictured below.



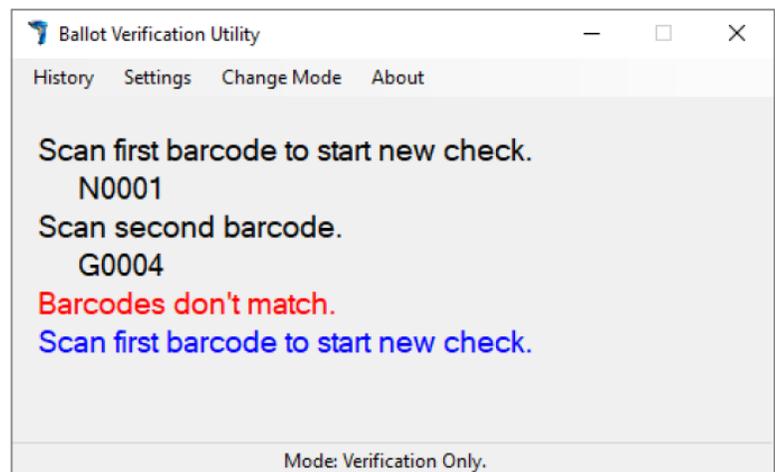
2. Scan the barcode on the voter's ATV.
3. Scan the barcode on the ballot.
4. Once you have confirmed that the barcodes match (image to the right), hand the ATV and the ballot to the Writer for them to code the ballot.
5. To begin another check, simply scan the next voter's ATV.



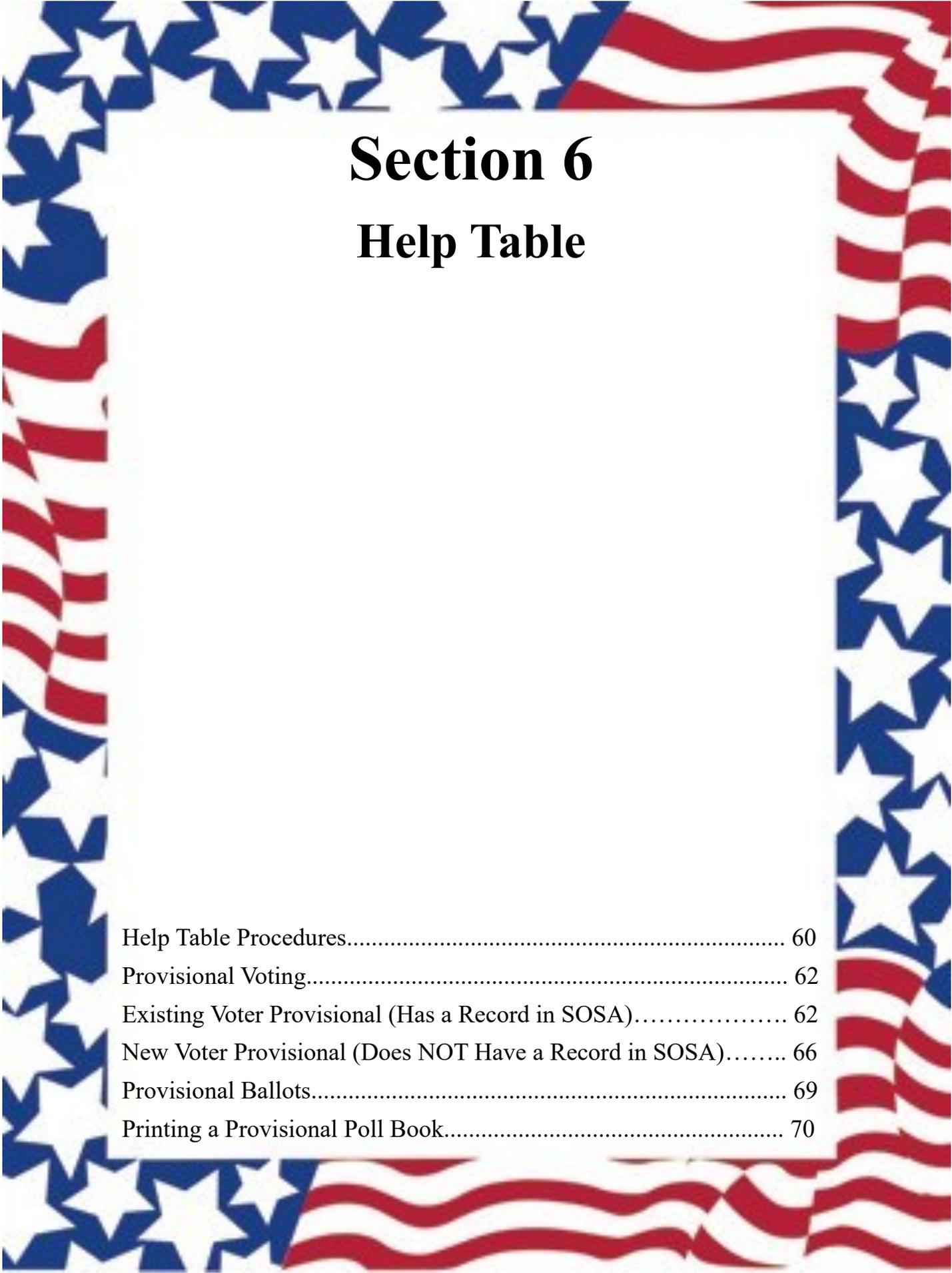
If the barcodes do NOT match, you will see this image.

Double check that you scanned the correct barcode on the voter's ATV.

If you have scanned the correct barcode on the voter's ATV and still see this message, inform the Puller that the incorrect ballot style has been pulled and ask them to retrieve the correct style.



**Helpful Hint:** If your scanner “stops working,” simply click inside the box that says “Ballot Verification Utility” and then try again. If that doesn't work, close out of the program and then reopen.

The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The stars are white on a blue background, and the stripes are red and white.

# Section 6

## Help Table

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New Voter Provisional (Does NOT Have a Record in SOSA).....	66
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## Help Table Procedures

A voter may be sent to the Help Table for any of the following reasons. Follow the instructions listed below for processing voters at the Help Table.

### Curbside voter processed at the Help Table.

- Follow the typically SOSA Check-In procedures, until you click the **Issue** button. After clicking the **Issue** button, you will click the **Issue Curbside** button. The ATV will print.
  - ◇ Highlight the Application Number, Precinct, Ballot Style, the large **X** found in Section A, and the first large **X** in Section C. Then hand the ATV to the Curbside Official who gave you the curbside voter's information. The Curbside Official will initial in Sections A & C of the ATV, **not** the person working the Help Table that printed their ATV.
- All procedures for processing voters at the Check-In Table also apply to curbside voters processed at the Help Table.
  - ◇ If the voter is Proof of ID Required (HAVA ID Required), the Curbside Official must ask the voter for a valid ID, then return to the voting enclosure to report the type of ID shown.
  - ◇ If the voter's address listed in SOSA is different than the address they provided when the Curbside Official was completing the *Curbside Voter Information* sheet, the Curbside Official must ask the voter when they moved.

### Voter moved to Guilford County fewer than 30 days before Election Day.

1. Explain to the voter that North Carolina State Election Law requires voters to live in a jurisdiction for 30 days prior to an election in order to be eligible to vote in that election.
  - ◇ If the voter is able to, recommend that they return to the county of their previous registration to vote there for this election. Have them fill out a Voter Registration Form and place it in the Pink Bag—**DO NOT** complete a Same-Day Registration for this voter.
  - ◇ If the voter is unable to make it back to the county of their previous registration to vote, and wishes to vote here, the voter **MUST** vote provisionally.

### Voter believes they qualify to list their address as confidential.

- Call the Elections Office for further instructions.

### Voter has an unresolved jurisdiction dispute.

- Confirm that the Site Supervisor has reviewed the Jurisdiction Maps with the voter.
- If the voter still disputes the contests and/or candidates on their ballot, call the Elections Office for further instructions.

## **Voter's address produced a Ballot Style Validation Warning at a previous station.**

1. Determine whether the voter's address was typed correctly. Confirm the following:

- Did you click the **Eraser** button before entering the voter's new address?
- Did you type the wrong house number?
- Did you spell the street name correctly?
- Is the street name one or more words?
- Did you use the View Street Range button?

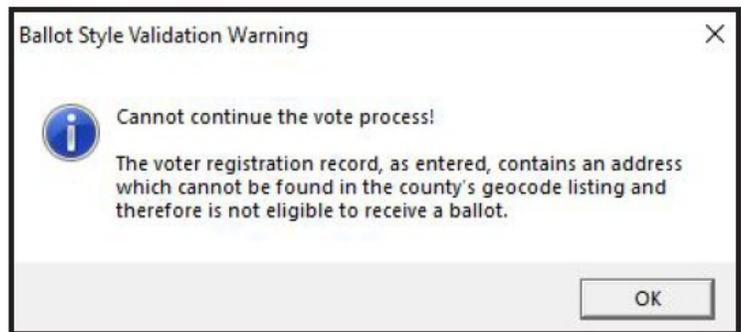
If you didn't:

- ◇ Did you type the wrong Zip Code?
- ◇ Did you remember to select the street type (Road, Street, Court, Avenue, etc)?
- ◇ Did you put street directions in the correct field (North, South, East, West)?

⇒ If you are able to resolve the Ballot Style Validation Error, process the voter normally, following the steps found in **Section 3: Check-In Table** of this handbook.

2. If you cannot resolve the Ballot Style Validation Error, call the Elections Office. The Elections Office will verify if the address is in SOSA.

3. If the address is not in SOSA, the voter must vote provisionally. The Elections Office will provide the Precinct and Ballot Style to issue the voter.



## **Voter is marked in SOSA as having already voted.**

1. A voter marked as already voted will be escorted to the Help Table by the Site Supervisor. The Site Supervisor will call the Elections Office to report the situation.
2. The voter must vote provisionally. Issue them the ballot style listed on their record in SOSA.
3. Assure the voter that the Board of Elections will conduct comprehensive research on the issue, and point out the *Provisional Voter Instructions* that printed from SOSA after they were processed provisionally.

## **SDR voter does not have valid proof of residence.**

1. Inform the voter that they may leave and return later with a valid proof of residence.
2. If the voter insists on voting, they must vote provisionally.
  - Highlight the instructions for presenting a valid proof of residence to the Guilford County Board of Elections by 5:00 p.m. on the day before Canvass, located on the *Provisional Voter Instructions*.
  - Offer the voter a copy of the *Notice to Same-Day Registrants* whether they choose to leave and return with proof of residence or vote provisionally.

## **Proof of ID Required (HAVA ID Required) voter does not have valid proof of ID.**

1. Inform the voter that they may leave and return later with a valid proof of ID.
2. If the voter insists on voting, they must vote provisionally.
  - Highlight the instructions for presenting an acceptable ID to the Guilford County Board of Elections by 5:00 p.m. on the day before Canvass, located on the *Provisional Voter Instructions*.
  - Offer the voter a copy of the *Notice to Voters with No Acceptable ID* whether they choose to leave and return with proof of residence or vote provisionally.

# Provisional Voting

## What is provisional voting?

Sometimes a voter's eligibility to vote a ballot that can be placed in the DS200 Tabulator is questioned. Provisional voting is a way for a voter to mark a ballot at the Early Voting site that day. The ballot is stored inside an envelope until the Board of Elections staff can research the voter's eligibility. If a voter is determined to be eligible, the Board of Elections will count the eligible contests on the ballot before the election is finalized on Canvass Day. **PROVISIONAL BALLOTS DO NOT GO IN THE DS200!**

## When should I issue a provisional ballot?

- Voter is registered but assignment to a voting district/municipality is questioned.
  - ◊ For example; a voter claims to live in Greensboro because their address is Greensboro, but SOSA lists them as having "No Ballot Style."
- SOSA Status shows "Proof of ID Required (HAVA ID Required)," but voter did not produce required identification.
- SOSA Status shows "VOTED."
- Voter's address is not listed in Guilford County Board of Elections' Road File. When entered into SOSA, the address produces the "Ballot Style Validation Error" message.
- Same-Day Registrant did not provide a **VALID** proof of residency.
- Voter inserts their ballot into the Tabulator before marking their selections (blank ballot).
- Voter is able to, but refuses to state name and address out loud.
- Voter has moved from address listed in SOSA, but refuses to give their current address.
- Voter has lived in Guilford County less than 30 days prior to Election Day.
- Voter has moved to a different county more than 30 days prior to Election Day.
- Voter does not have a valid/acceptable photo ID.

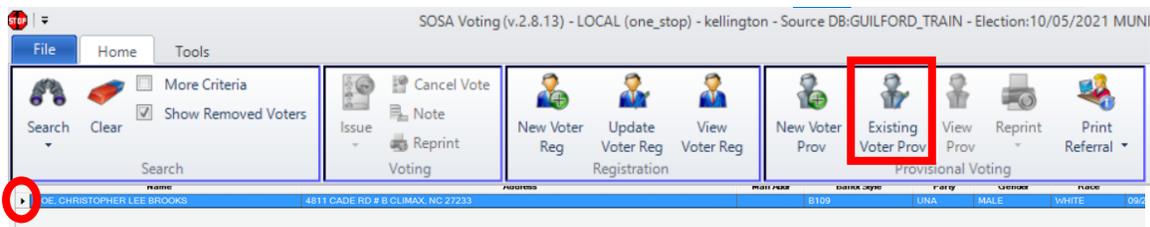
**DOES THE VOTER HAVE A RECORD IN SOSA?**

**YES:** Follow the steps below.

**NO:** Skip to Page # 66.

## Processing a Provisional Ballot for a Voter Who Has a Record in SOSA:

1. Find the correct voter in SOSA.
2. 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.
3. Click the **Existing Voter Prov** button.



4. A pop-up box will appear.
5. 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.
  - ANY address from anywhere in the world can be typed in the Provisional Voting Data Entry screen! 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.

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

Jurisdiction List		
PCT	G29	G29
MINI	GR	GREENSBORO
CC	G03	CITY CNCL G3
CONG	06	CONGRESSIONAL DISTRICT 6
SUPCT	18E	JUD18E
JUDG	18	JUD 18
SEN	28	NC SENATE DISTRICT 28
HOUSE	057	NC HOUSE DISTRICT 57
CCOMM	CC4	CNTY COMM 4
SCH	004	SCH 4
PROS	24	24TH PROSECUTORIAL
VTD	G29	G29

8. 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 a voter does NOT want to change their party, but does want to vote for a different party in the primary, you will be required to select a ballot style as well.

9. Click the **Ballot Style Override** button.

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

11. For an *Incorrect Party Provisional*, beside the box for “Party,” click the down arrow and select the party the voter wishes to vote for.

12. Beside the box for “Ballot Style,” click the down arrow and select the correct Ballot Style from the list that appears below.

13. Click the **Override** button.

14. Click the **Review** button.

Provisional (Existing) Data Entry

**Provisional Voter Registration Information**

Full Name KIMBERLY DAWN ELLINGTON  
US Citizen? Yes  
Birth Date 12/13/1968  
Age 52  
VRN 000010019337  
Residential Address 4517 LAWNDALE DR # D  
GREENSBORO NC 27455  
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**

ID NOT PROVIDED  
INCORRECT PARTY  
JURISDICTION DISPUTE  
NO RECORD OF REGISTRATION  
PREVIOUSLY REMOVED  
UNRECOGNIZED ADDRESS (GEOCODE ISSUE)  
UNREPORTED MOVE  
VOTER ALREADY VOTED

**Jurisdiction List**

PCT	G29	G29
MUNI	GR	GREENSBORO
CC	G03	CITY CNCL G3
CONG	06	CONGRESSIONAL DISTRICT 6
SUPCT	18E	JUD18E
JUDG	18	JUD 18
SEN	28	NC SENATE DISTRICT 28
HOUSE	057	NC HOUSE DISTRICT 57
CCOMM	CC4	CNTY COM 4
SCM	004	SCM 4
PROS	24	24TH PROSECUTORIAL
VTD	G29	G29

Previous **Review** Ackw Only Cancel Vote

15. The Provisional Application will print. Have the voter confirm that the information on the Provision Application is correct and sign the application.

16. Sign the application on the Election Official Signature line.

17. Click the **Vote** button.

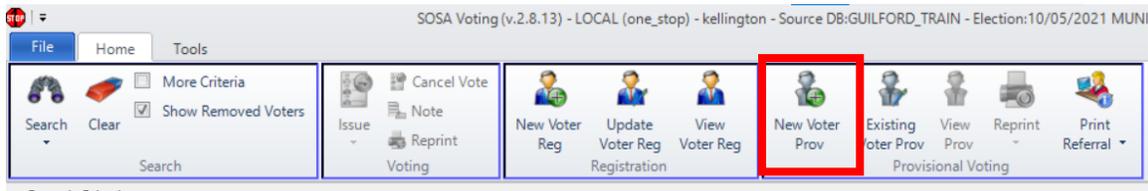
18. The voter's Provisional Instructions will print. Hand the voter their Provisional Instructions, and explain those are the steps to follow to see if their ballot was counted or not.

**Skip to page 69 in this handbook for Step 19!**

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

Examples of this would be a Same-Day Registrant who does not have a proof of residence with them, or a voter who has moved to Guilford County fewer than 30 days before Election Day, and is unable to return to the county of their previous registration and/or insists on voting here.

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



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

A screenshot of the "Provisional (New) Data Entry" form. The form is enclosed in a red border. It contains several sections: "Application Information" with fields for Name (Last Name, First Name, Middle Name, Suffix), U.S. Citizen status, Birth Date, and Birth State; "Residence Address" with fields for House #, Half, Dir, Street Name, View Street Range, Type, Suffix, Unit, City, State, ZIP Code, County, Phone, and Will you have lived here for 30 Days or more prior to the Election Date?; "Mailing Address" with fields for Address1, Address2, City, State, ZIP Code, and Is U.S. Address?; "Voter Information" with fields for Gender, Ethnicity, Race, Party, NCDL #, and SSN (Last 4); and "Previous Name and/or Address" with fields for Last Name, First Name, Middle Name, Suffix, Previous NC County (if applicable), Address1, Address2, City, State, ZIP Code, and Is U.S. Address?. At the bottom right of the form, the "Next" button is highlighted with a red circle. Other buttons include "Acknw Only" and "Cancel Vote".

4. The voter's status will immediately become 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.
5. Then click the **Select** button.

A screenshot of the "Proof of ID Required" pop-up window. The window title is "Proof of ID Required". The text inside reads: "This voter is registered and has been flagged as needing to show a form of ID as a first time registrant, or this voter is not registered and may potentially need to show a form of ID as a first time registrant. Please ask the voter to present one of the forms of ID listed below. If the voter does not present ID, the voter may still vote provisionally by selecting the 'No ID' button below." Below the text is a list of ID types: BANK STATEMENT, GOVERNMENT CHECK, NC DRIVERS LICENSE, NC NON-OPERATORS ID, OTHER GOVERNMENT DOCUMENT, OTHER PHOTO ID, PAYCHECK, TRIBAL ENROLLMENT CARD, U.S. PASSPORT (highlighted in blue), US MILITARY ID, UTILITY BILL, and VETFRANS.ID. At the bottom of the window, there are three buttons: "No ID", "Select" (highlighted with a red circle), and "Cancel".

- 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 (New) Data Entry

Provisional Voter Registration Information

Full Name: KIMBERLY ELLINGTON  
 US Citizen?: Yes  
 Birth Date: 09/16/1990  
 Age: 31  
 VRN:  
 Residential Address: 309 PEARCE DR, JAMESTOWN NC 27282  
 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:  
 NCDL:  
 SSN:  
 Gender:  
 Race:  
 Ethnicity:  
 Party: UNAFFILIATED  
 ID Provided?: U.S. PASSPORT

Provisional Voting Reason

- ID NOT PROVIDED
- INCORRECT PARTY
- JURISDICTION DISPUTE
- NO RECORD OF REGISTRATION
- PREVIOUSLY REMOVED
- UNRECOGNIZED ADDRESS (GEOCODE ISSUE)
- VOTER ALREADY VOTED

Jurisdiction List

PCT	JM1	JM1
MINI	JM	JAMESTOWN
CONG	06	CONGRESSIONAL DISTRICT 6
SUPCT	18B	JUD18B
JUDG	18	JUD 18
SEN	26	NC SENATE DISTRICT 26
HOUSE	060	NC HOUSE DISTRICT 60
CCOMM	CC2	CNTY COMM 2
SCH	002	SCH 2
PROS	24	24TH PROSECUTORIAL
VD	JM1	JM1

Buttons: Previous, Review, Ackw Only, Cancel Vote

- 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 **Ballot Style Override** button.

Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name: KIMBERLY DAWN ELLINGTON  
 US Citizen?: Yes  
 Birth Date: 03/11/1997  
 Age: 27  
 VRN: 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?:

Provisional Voting Reason

UNRECOGNIZED ADDRESS (GEOCODE ISSUE)

Curbside

Party Voted: UNA | Default Ballot Style: NO BALLOT

Ballot Style Issued: | Ballot Style Precinct:

**Ballot Style Override**

Jurisdiction List

Buttons: Previous, Review, Ackw Only, Cancel Vote

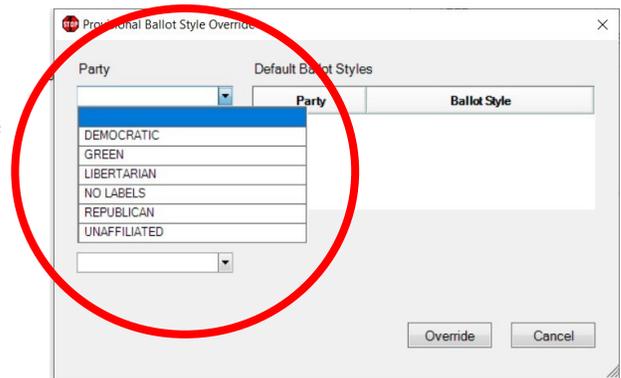
- If the “Ballot Style Validation Warning” pops up, click **OK**.

Ballot Style Validation Warning

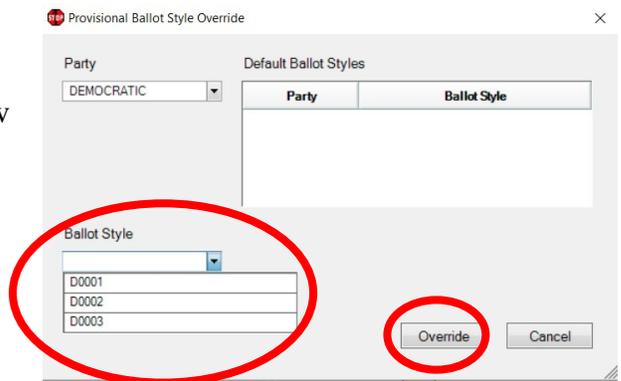
No Ballot Styles found for the selected Party. Please select a Party which has an available Ballot Style.

OK

11. If the voter is registering as UNAFFILIATED, beside the box for “Party,” click the down arrow and select the party for which the voter wishes to vote.

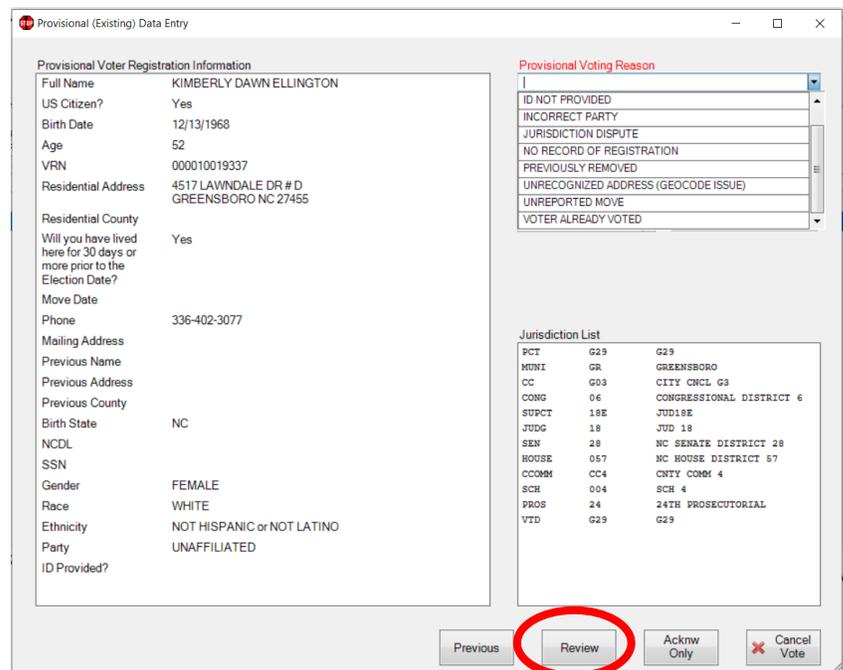


12. Beside the box for “Ballot Style,” click the down arrow and select the correct Ballot Style from the list that appears below.



13. Click the **Override** button.

14. Click the **Review** button.



15. The Provisional Application will print. Have the voter confirm that the information on the Provision Application is correct and sign the application.

16. Sign the application on the Election Official Signature line.

17. Click the **Vote** button.

18. 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.

**Skip to page 69 in this handbook for Step 19!**

# Provisional Ballots

Follow the steps below to issue a provisional ballot for both Existing Voter Prov and New Voter Prov.

- Pull the correct Ballot Style based on the Provisional Application.
- Scan the barcode on the Provisional Application.
- Scan the barcode on the ballot to confirm a match.
- Write the Provisional Poll Book No. in the box at the top of the ballot under "app."

*In this example, the code written at the top of the Provisional Application is:*  
PB No: GB-300-5.

*To code the ballot, drop "No:" and add a dash to separate PB and the site abbreviation, making the ballot code for this example:*  
PB-GB-300-5.

- Write the voter's Precinct in the box at the top of the ballot under "pct."

Precinct      Ballot Style      Barcode      PIN

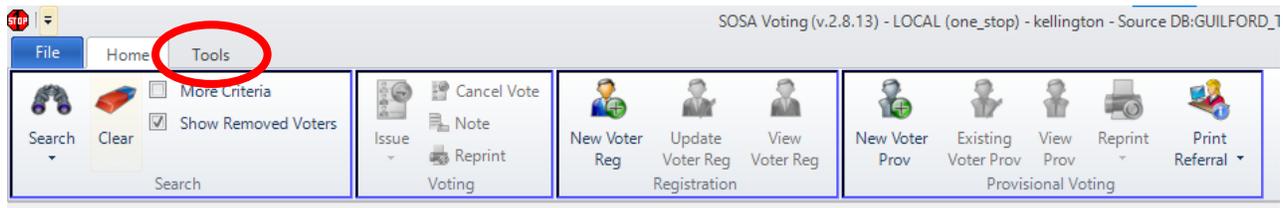
- Get a Provisional Envelope.
- In the box where the PIN label goes on Election Day, write the voter's PIN.
- Write the voter's name, Poll Book No., Precinct, and Ballot Style in the blanks provided.
- Write a brief statement summarizing why the voter needed to vote provisionally under Additional Notes for BOE.
- Mark the reason for voting provisionally.

24. Flip the envelope over, slide the voter's Provisional Application, as well as any additional paperwork you may have received from that voter, in the plastic sleeve on the front of the Provisional Envelope.
25. **DO NOT SEAL THE PLASTIC SLEEVE SHUT!**
26. Hand the ballot and the Provisional Envelope to the voter and explain the ballot marking instructions.
27. Explain to the voter that after they have completed their ballot, they should fold their ballot in half and place in the Provisional Envelope, seal the back of the envelope to secure their ballot, and return it back to you.
28. Direct the voter to a Yellow Provisional Voting Booth.
29. After the voter has returned their ballot, lock it in a ballot box in the cage until the Rover gets there to pick up your site's materials at the end of the night.

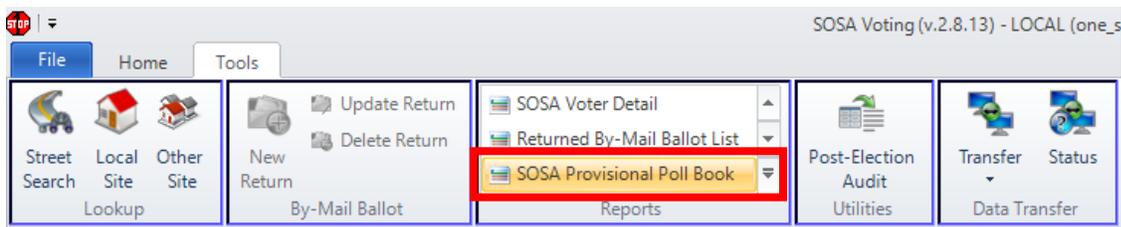
## Printing a Provisional Poll Book from SOSA

At the end of the day, you will need to print a Provisional Poll Book from SOSA to return to the office in your Orange Bag, along with all voted Provisional Ballots. This is a running list, and will include all Provisionals processed on that particular laptop.

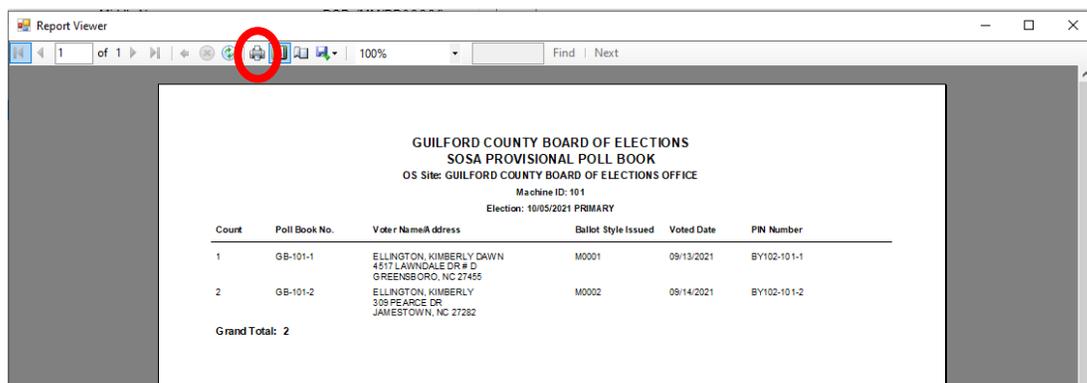
1. In SOSA, click the **Tools** tab.

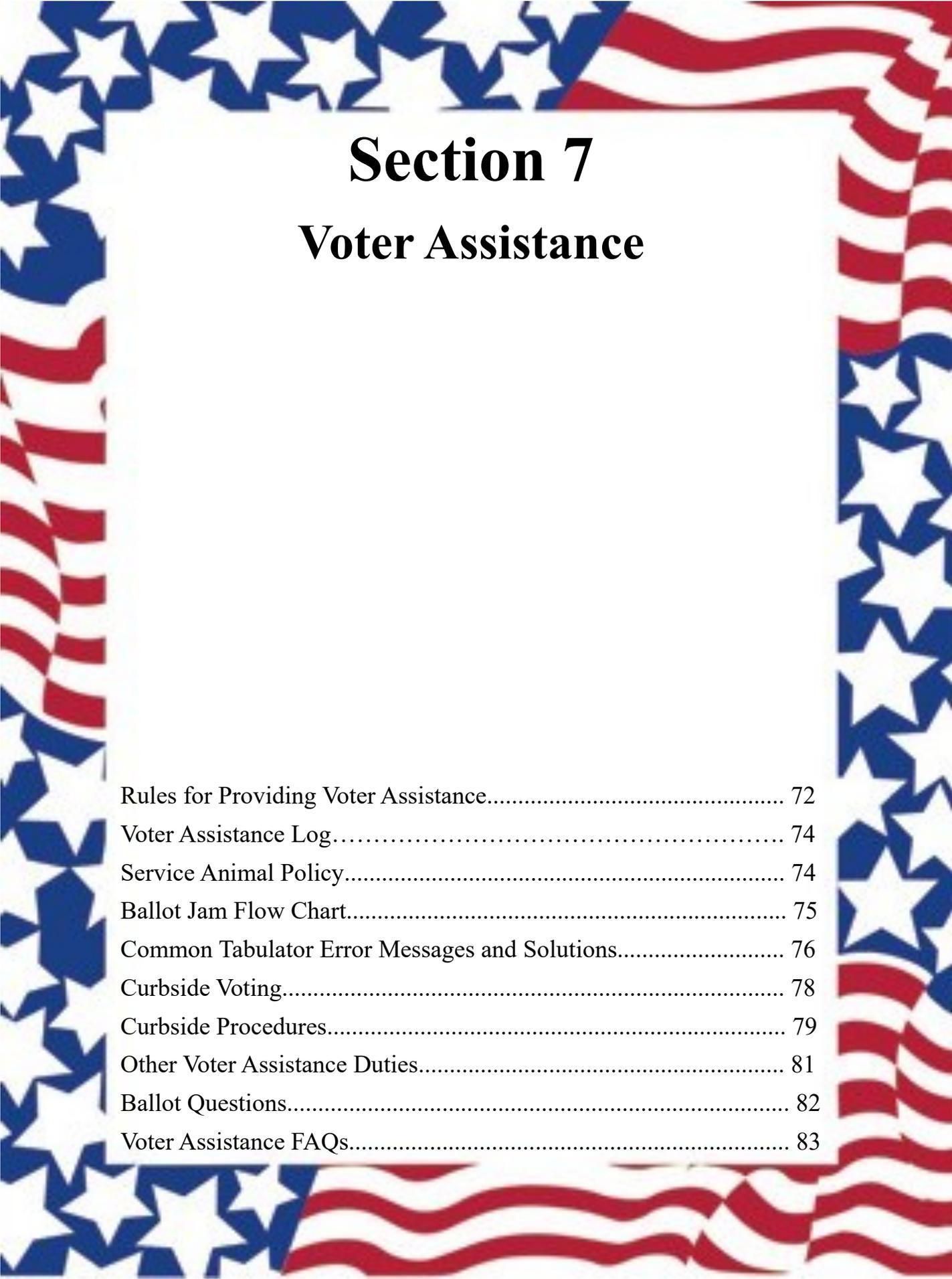


2. In the Reports box, scroll down until you see SOSA Provisional Poll Book.
3. Click on SOSA Provisional Poll Book.



4. In the Report Viewer window, click on the printer icon to print your Provisional Poll Book.



The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The stars are white on a blue background, and the stripes are red and white.

# Section 7

## Voter Assistance

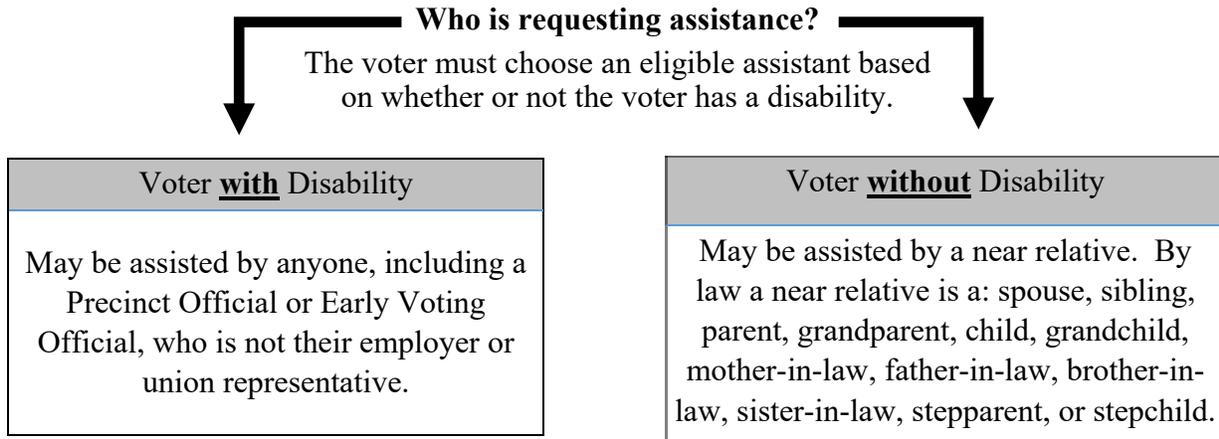
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# Rules for Providing Voter Assistance

Laws regarding who may provide and receive assistance are very specific. It is the responsibility of every Early Voting staff member to abide by and enforce the following requirements:

## Q: Who is eligible to receive voter assistance?

**A: Disabled voters** may receive assistance from anyone except their employer or union representative.  
**Any voter** may receive assistance from a near relative.



## Q: Who qualifies as a voter with a disability?

**A:** There are four types of disabled voters defined in North Carolina election law:

- A voter who, on account of physical disability, is unable to enter the voting booth without assistance.
- A voter who, on account of physical disability, is unable to mark a ballot without assistance.
- A voter who, on account of illiteracy, is unable to mark a ballot without assistance.
- A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.

## Q: What types of actions are defined as voter assistance?

**A:** There are two main types of assistance defined in North Carolina election law:

- Physical assistance when entering and exiting the voting booth.
- Assistance in marking a ballot.

## Q: May a voter receive assistance in signing forms?

**A:** North Carolina requires a person be able to make a mark. That mark need not approximate a legible signature, just as a signature need not be legible to be legal. However, if a person is completely unable to even make a mark, (s)he may use a registered signature facsimile as a proper mark of the person's legal signature. An example of the signature facsimile shall be registered by the person with a disability with the clerk of the superior court in the county where the person lives. The registered signature facsimile may be revoked at any time in writing by the person with a disability.

## Q: Is illiteracy considered a disability?

**A:** Illiteracy is a statutory basis for voter assistance. Illiteracy should be understood as the inability to read, write, or speak English. Early Voting staff should make every effort to accommodate voters who are illiterate and who may seek assistance on that basis.

## Q: May Early Voting staff provide voter assistance upon the voter's request?

**A:** Yes.

**Q: How does a voter request assistance?**

**A:** A voter must request permission to obtain assistance. Certain disabilities may affect a voter’s ability to vocalize their request, but federal law still provides that such a disabled voter is entitled to assistance. Accordingly, Early Voting staff should exercise their best efforts to understand and respond to individual requests for assistance, however communicated.

State administrative law provides that an Early Voting staff member may prompt the voter to request assistance from the person who is with them, where appropriate.

1. Ask the voter: “Is this person here to assist you?”
2. If **YES**, ask the voter: “Is this person a near relative?”
3. If **YES**, the voter may receive assistance. No further information is needed.

If **NO**, state: “A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter’s choice. Do you need assistance for one of these reasons?”

**Q: What should I do if I am unable to determine if the voter is requesting assistance from the person who is with them?**

**A:** Early Voting staff must ensure that voters are afforded appropriate assistance. However, they also have a responsibility to ensure that a voter’s decisions are not coerced. If, after an Early Voting staff member has provided the voter every opportunity to request assistance by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the Early Voting staff member to allow an individual to assist the voter.

Early Voting staff members should use common sense in the effort to determine whether the voter has requested assistance, bearing in mind that both state and federal laws vest all qualified voters, with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

**Q: What am I allowed to tell voters about the ballot?**

**A:** It is the duty of Early Voting staff to provide voters with any technical information the voter requests regarding ballot items. Technical information is limited to information necessary to allow the voter to mark their ballot. No Early Voting staff member may provide opinions, interpretations, or summaries of ballot items. No Early Voting staff member may provide information regarding the positions of candidates or otherwise point out which candidate may support particular policy positions.

The way a bond or referendum is worded on the ballot may be very confusing, and even a voter who knows how they feel about a subject may be unsure if they should vote “For,” or “Against,” based on the wording. You may NOT explain to them what the bond/referendum is asking, nor can you explain what each choice means. When in doubt, always remember, **you may read their ballot to them but you may NOT explain it.**

**Q: What should I do if it appears that a systematic pattern of disregard for the standards of voter assistance is occurring?**

**A:** If you notice what appears to be a systematic disregard for the standards described in this guide, notify the Site Supervisor, who will call the Elections Office.

When evaluating a circumstance to determine whether standards are being violated, keep in mind that there are no legal restrictions on the number of times a person can assist different voters as long as the voters qualify for that assistance and proper procedures are followed. In all cases, avoid embarrassing a voter who makes a request for assistance.

**Q: Do the voter assistance requirements apply to curbside voters?**

**A:** Voting curbside does not suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.

# Voter Assistance Log

Anyone who assists a voter, but does not vote, must complete the Voter Assistance Log.

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

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

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

No.	Print your name (Must be printed legibly)	Address	City	ZIP code	Time Entered	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Voting Place Name \_\_\_\_\_

Date \_\_\_\_\_

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

- (a) Any registered voter qualified to vote in the election shall be entitled to assistance with entering and exiting the voting booth and in preparing ballots in accordance with the following rules:
- (1) Any voter is entitled to assistance from the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter.
  - (2) A voter in any of the following four categories is entitled to assistance from a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union:
    - a. A voter who, on account of physical disability, is unable to enter the voting booth without assistance.
    - b. A voter who, on account of physical disability, is unable to mark a ballot without assistance.
    - c. A voter who, on account of illiteracy, is unable to mark a ballot without assistance.
    - d. A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.
- (b) A qualified voter seeking assistance in an election shall, upon arriving at the voting place, request permission from the chief judge to have assistance, stating the reasons. If the chief judge determines that such assistance is appropriate, the chief judge shall ask the voter to point out and identify the person the voter desires to provide such assistance. If the identified person meets the criteria in subsection (a) of this section, the chief judge shall request the person indicated to render the assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, if the election official is not prohibited by subdivision (a) (2) of this section. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.
- (c) A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The State Board of Elections shall promulgate rules governing voter assistance, and those rules shall adhere to the following guidelines:
- (1) The person rendering assistance shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way.
  - (2) The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth.
  - (3) The person rendering assistance shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless the person rendering assistance is called upon to testify in a judicial proceeding for a violation of the election laws.
- (d) Precinct officials shall maintain a log of any individual, other than a minor child under the age of 18 in the care of a voter, who enters the voting place pursuant to this section and is not seeking to vote in that voting place. Precinct officials shall use the log provided by the State Board, which shall include the printed name and address of the individual entering the voting place, the time the individual entered the voting place, and a space for that individual's signature. This subsection shall not apply to observers and runners appointed pursuant to G.S. 163 45.1 and G.S. 163 45.2.

2025.08

## Service Animal Policy

Service animals must be permitted to enter the Early Voting site with a voter.

### Q: What is a service animal?

**A:** Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

If you are working at an Early Voting site and it is unclear to you whether someone's dog is a service dog, you may ask for certain information using the following question.

You may ask:

Is the dog a service animal required because of a disability?

You are NOT allowed to:

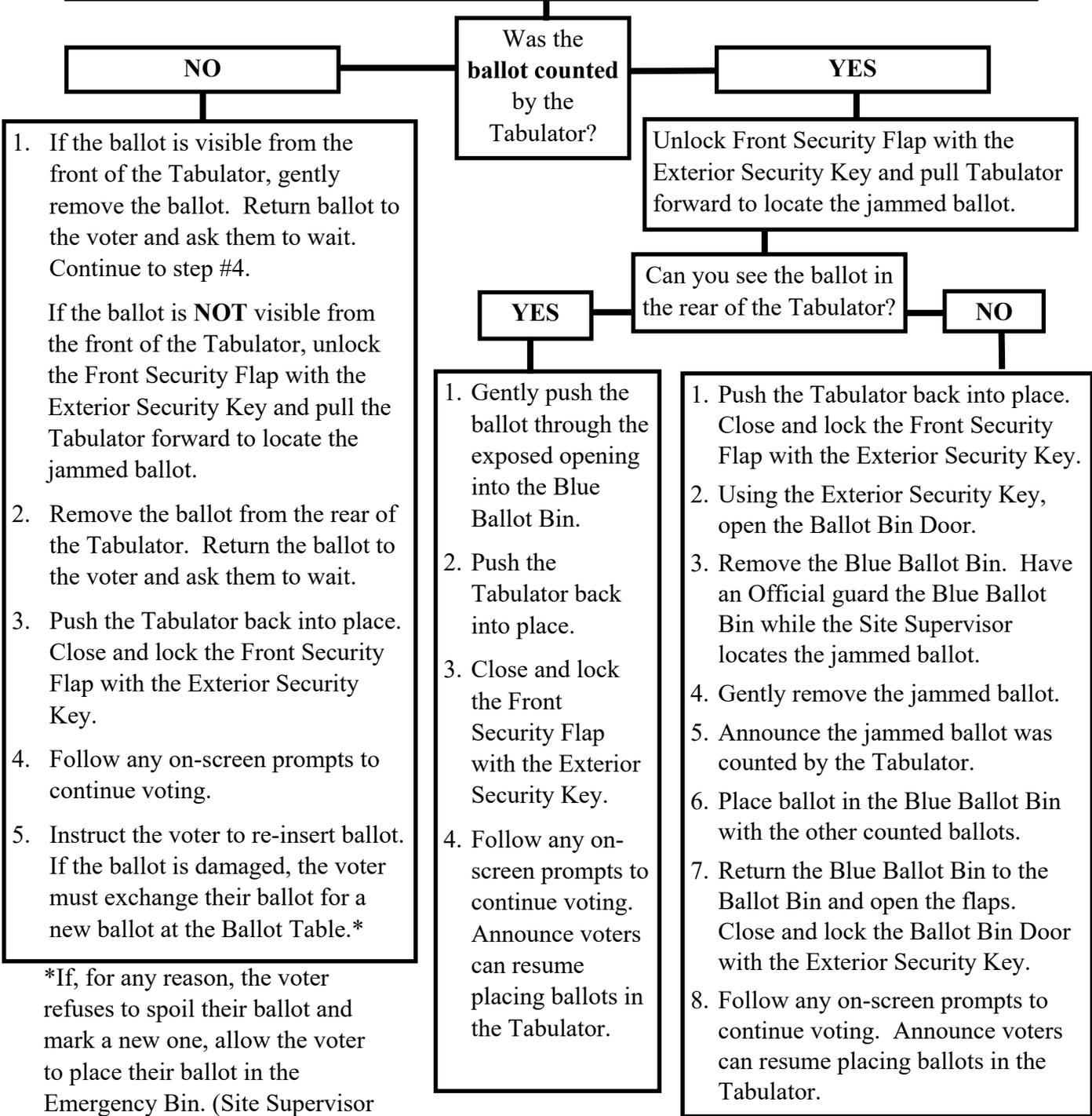
Request any documentation that the dog is registered, licensed, or certified as a service animal.

Require that the dog demonstrate its task, or inquire about the nature of the person's disability.

# Ballot Jam Flow Chart

The Site Supervisor must **ALWAYS** call the Elections Office before proceeding with the following steps.

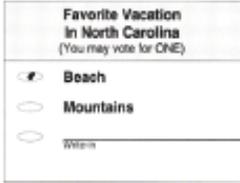
1. The Tabulator Official should announce to the voters there is a jam at the Tabulator.
  2. The Tabulator Official should notify the Site Supervisor that the ballot jam has occurred so they can assist in resolving the issue.
- The Site Supervisor should complete the steps below.



\*If, for any reason, the voter refuses to spoil their ballot and mark a new one, allow the voter to place their ballot in the Emergency Bin. (Site Supervisor must open the Emergency Bin.)

# Common Tabulator Error Messages and Solutions

*NOTE: Refer to the Ballot Jam Flow Chart for ballot jams.*

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

# Common Tabulator Error Messages and Solutions (continued)

*NOTE: Refer to the Ballot Jam Flow Chart for ballot jams.*

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

## Tabulator Will Not Start:

- Confirm that power cord is plugged into the back of the Tabulator and a working 3-prong outlet.
- If the Tabulator Screen is open, close it and reopen it again. Tabulator will initiate the boot up process.
- If you are unable to resolve the problem, **CALL THE ELECTIONS OFFICE IMMEDIATELY!**

## Interior Security Lock is Difficult to Lock:

- Press down on the right side of the flap as you lock it.



Interior Security Lock



# Curbside Voting

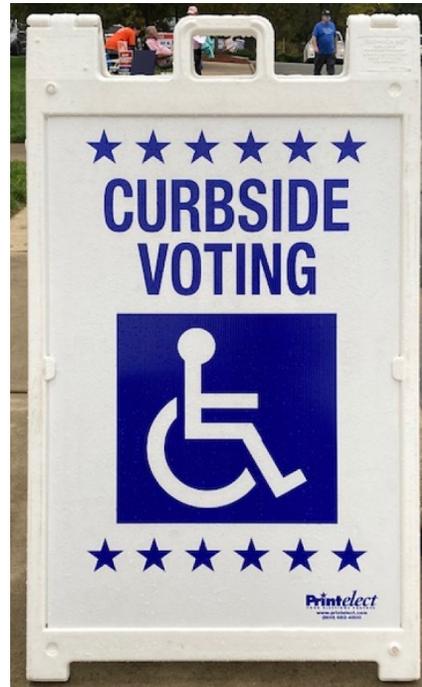
## What is Curbside Voting?

Curbside voting is a process in which eligible voters park in designated parking spaces and vote inside their vehicles with the assistance of Early Voting staff.

Curbside voting is to be operational for the entire duration of Early Voting. If your Early Voting site is open for voting, so is Curbside. It does **NOT** open late, close early, or depend on the weather.

The Site Supervisor must assign at least one staff member to assist curbside voters and assign additional staff as needed. Notify the Site Supervisor throughout the day if you need more staff members to help with curbside.

If you typically work curbside voting, be sure to check the weather before leaving your home and dress accordingly!



## Who is Allowed to Vote Curbside?

Curbside voting is not open to everyone. Voters must be unable to enter the Early Voting site with assistance due to age or physical or mental disability in order to be eligible to vote curbside. Curbside voters must sign an affidavit attesting to their qualification.

Those who accompany curbside voters to the Early Voting site may also vote curbside, as long as they are willing to sign the Curbside Affidavit.

**Curbside voters are NOT required to provide evidence of disability.** By signing the Curbside Affidavit, or Section C of their ATV (shown below), the voter is verifying their eligibility to vote curbside.

Voting curbside does **NOT** suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.

<b>C Curbside Affidavit</b> (Affidavit of person voting outside voting place or enclosure.)	
STATE OF NORTH CAROLINA, COUNTY OF _____	
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. <b>I understand that a false statement as to my condition will be in violation of North Carolina law.</b>	
_____ DATE	_____ VOTER ADDRESS
<b>X</b>	<b>X</b>
SIGNATURE OF VOTER	SIGNATURE OF PRECINCT OFFICIAL

When checking in a voter in SOSA, make sure you click **Issue** and then **Issue Curbside**.

Then click the **VOTE** button

If you fail to Issue Curbside, Section C or the Curbside Affidavit will NOT be prepopulated with the voter's correct information. If Section C is blank, the voter will be required to fill in all missing information as well as sign the Curbside Affidavit.

# Curbside Procedures



1. Take the following items to the voter's car:
  - Curbside Log, clipboard, pens, and a Curbside Privacy Sleeve.
2. Fill out the Curbside Log by asking the voter for their responses to each question.
3. Request the voter's photo ID and complete the "Name of photo ID" section (if necessary).
4. Make a determination about the photo ID and return it to the voter.

Curbside Log				
For Early Voting STAFF use ONLY! Voters DO NOT fill this out!!!				
	Last name, first name, middle name <i>as stated by the voter</i>		Current Residential Address <i>as stated by the voter – <b>do not compare to address on ID</b></i>	Party <i>if primary</i>
				If UNA primary ballot choice <input type="checkbox"/> DEM <input type="checkbox"/> LIB <input type="checkbox"/> REP <input type="checkbox"/> NON
	Previous Name <i>if voter needs to update</i>	Name on photo ID <i>if different than stated name</i>	Previous address if moved 30 or more days before election day	DOB <i>(not required)</i>



5. Take the Curbside Log to the Help Table (or curbside station) to receive the voter's ATV.
  - If the voter's address in SOSA does not match what the voter told you, you will need to determine if they need a White Slip or a Pink Slip. If they need a White Slip go ahead and take that to the car for the voter to fill out and sign so that the address change can be processed in SOSA. If they need a Pink Slip, take it to them when you take their ATV and ballot.
  - Make sure their name is the same or substantially equivalent to the name on their photo ID.
4. Take the ATV to the Ballot Table to receive the voter's ballot.
  - Keep the voter's ATV.
  - The Ballot Table must write the voter's application number and precinct on the ballot.
5. Return to the voter's car with the ATV, pens, ballot, Curbside Privacy Sleeve, and a "Curbside Voting Enclosure" sign.



6. Review the documents with the voter to ensure the information on the form(s) is correct.
  - This will help make sure you have given the correct forms to the correct voter.
  - This also ensures the voter will sign Section C of the ATV prior to receiving their ballot.
7. Collect the signed documents from the voter.
8. Provide the voter with the balloting materials and voting instructions.
9. Instruct the voter to place their ballot inside the "Curbside Privacy Sleeve" when they have completed marking their selections.
10. Provide the voter with instructions on how to indicate they have completed voting.
  - e.g., Ask the voter to roll up their window while voting and roll it back down when they have completed their ballot.
11. Step away from the vehicle to provide the voter privacy while they mark their ballot.
12. Monitor curbside area to ensure vehicle is not approached by electioneers or observers.
13. Collect voted ballot (INSIDE Privacy Sleeve), remove "Curbside Voting Enclosure" Sign and ask the voter to wait for your return.

# Curbside Procedures



14. Place the ballot in the Tabulator, and take the ATV to the Ballot Table to be sequentially numbered and placed in the correct organizational tray.
  - If the ballot queries, return to the vehicle and explain the query to the voter. Ask the voter if they would like you to spoil their current ballot and provide them with a new one, or if they wish for you to cast their ballot as is.
  - Provisionals: Return the ballot (sealed in the Provisional Envelope) along with forms (in clear, plastic sleeve on front of envelope) to the Site Supervisor.
15. Return to the car and give the voter an “I Voted Early” sticker and report to the voter that the ballot was counted by the Tabulator.
16. Write “yes” or a check mark on line to the left on the voter’s name on the Curbside Log.

## Call In Curbside Procedures

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

- The Check In Official needs to be sure to repeat the name and address of the voter aloud over the phone.
- EVERY INDIVIDUAL voting needs to state their name and address out loud on the phone.

i.e., If four people are voting curbside in one vehicle, the Check In Official must speak to ALL four individuals on the phone.

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

1. Curbside Officials should greet the vehicle by asking for the voter’s name and then finding the corresponding ATV.
2. Ask to see the voter’s photo ID.
  - Inspect the ID, determine if it is an acceptable type and meets expiration requirements.
  - Determine reasonable resemblance to photo and substantial equivalence to name on voting record.
3. Return ID to the voter.
4. Ask where they live.
5. Repeat the voter’s information back aloud.
  - e.g., “I have John Doe at 301 W. Market St. in Greensboro, is that correct?”
  - Have the voter confirm it is correct.
6. Provide voter with ATV and resume normal Curbside Voting Procedures. (Step # 6 on page 79)

## Other Voter Assistance Duties

### “I Voted Early” Stickers

Stickers should be handed out after the ballot has been successfully tabulated. Do NOT put the sticker on the voter. **Stickers should be torn from the roll and handed to the voter.** Do NOT pre-tear more stickers than necessary.

### Abandoned Ballots

If, at any point during the day, you find or are notified by a voter that there is an abandoned ballot in one of the voting booths or the AutoMARK, immediately notify the Site Supervisor. The Site Supervisor will call the Elections Office.

The Site Supervisor, with the assistance of the Elections Office, must determine whether the ballot marked by the voter has been disturbed or marked by anyone other than the voter.

- If the determination is that the ballot **has NOT** been disturbed, per the North Carolina State Board of Elections, the Site Supervisor and two Early Voting staff members must put the ballot in the Tabulator for the voter who has vacated the voting enclosure.
- If the determination is that the ballot has been disturbed or if the Site Supervisor is unable to determine, further instructions will be provided by the Elections Office.

The fact that a ballot is only partially and not fully marked shall have no bearing on the decision of the Site Supervisor. In each instance where this type of incident occurs, the Site Supervisor must document the circumstances and report the incident to the Elections Office.

These rules are published by the North Carolina State Board of Elections in North Carolina Administrative Code Chapter 8 10B.0104.

### Voting Booth Care

Throughout the day, Early Voting staff members must continuously check the voting booths to ensure that they are clean and nothing has been left behind by voters.

Periodically check the booths and remove any materials left by voters, such as campaign material, personal items, tissues, extra writing utensils, etc. Any other debris, such as anything sticky or wet in the voting booth, should also be cleaned.

## **Ballot Questions**

As the closest Early Voting staff member to the voting booths, you may receive questions from voters about the contents of their ballot.

### **Q: What questions may I answer about the ballot?**

**A:** The only kind of assistance you may give a voter who has a question about their ballot is to read the ballot to them exactly as it is printed. No other information other than what is provided on the ballot may be given.

In certain elections where there is a bond referendum or constitutional amendment on the ballot, you are only permitted to read the wording on the ballot for the voter. If there is any other information that can be given to the voter, you will be notified by the Board of Elections beforehand and provided with a document containing the information that may be read or given to the voter.

### **Q: What questions may I NOT answer about the ballot?**

**A:** You may NOT answer any questions that do not pertain to ballot marking instructions or that require a different answer other than the reading of the ballot. You may not offer opinions, explanations, definitions, or any other type of information to that voter. This is to prevent any misinformation or misinterpretation that could lead to liability for the Board of Elections.

You may not answer questions about the parties of the candidates whose party affiliation is not listed on the ballot. The voter may look up the party affiliation of a candidate running for a nonpartisan contest on their smart phone.

You may not answer questions about your own political views.

## Voter Assistance FAQs

**Q: Can a person assisting a voter sign the ATV for the voter or hold the voter's hand to assist them with signing?**

**A:** A voter qualified to receive assistance may request the level of assistance needed, up to and including holding or steadying a hand. The Early Voting staff member may communicate with the voter directly to make sure this is the wish of the voter, not the person assisting.

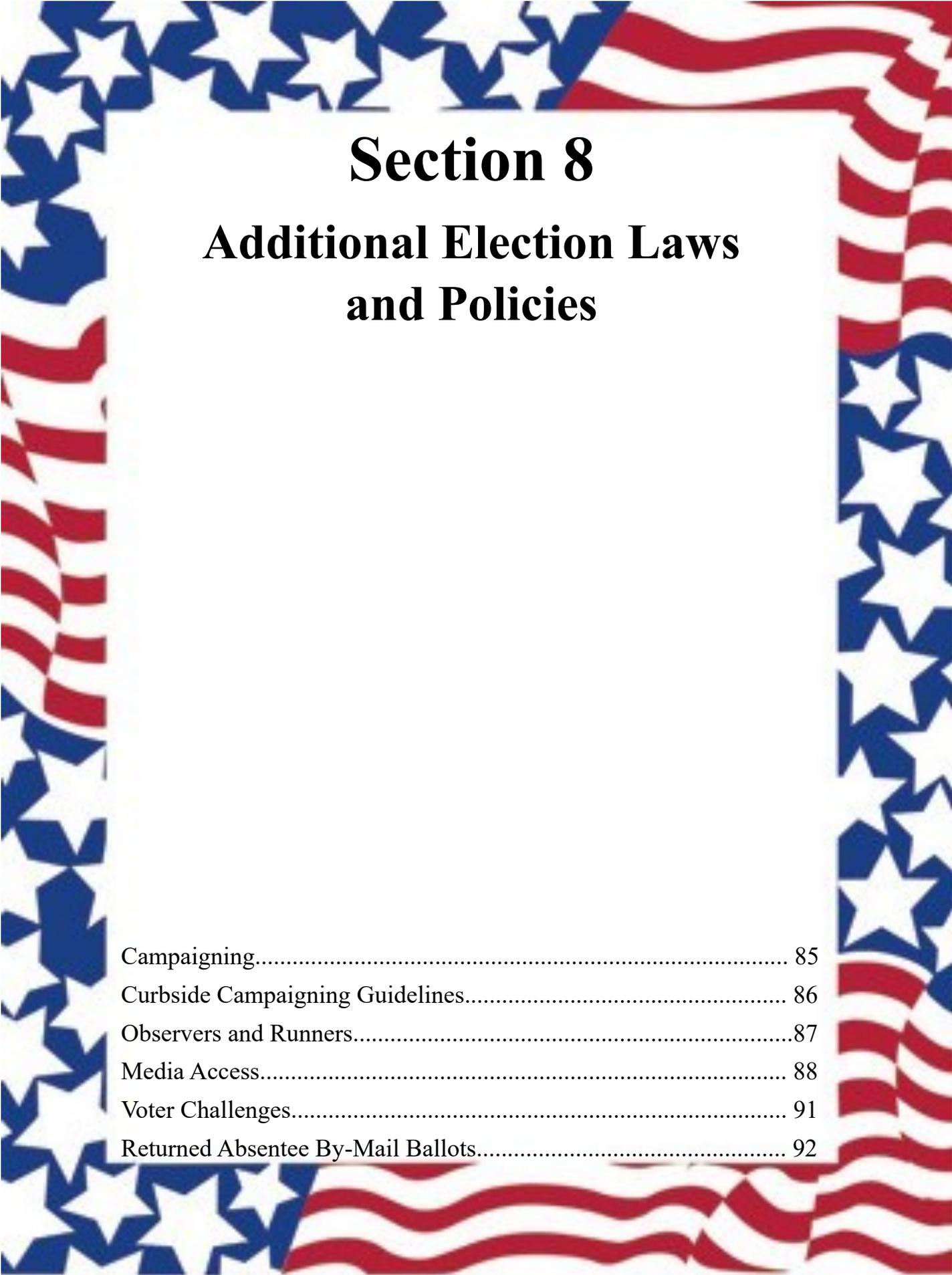
**Q: If a voter cannot speak or write, can they bring someone with them to state their name and address for them?**

**A:** A qualified voter seeking assistance at an Early Voting site must provide their current name address and request permission to obtain assistance, stating the reason. The requirement to state a reason for the assistance does not require the voter to provide details of the disability. Certain disabilities may affect a voter's ability to vocalize their request, but federal law still provides that such a disabled voter is entitled to assistance. Accordingly, staff members should exercise their best efforts to understand and respond to individual requests for assistance, however communicated.

A staff member may pose "yes" or "no" questions or allow the voter to point out the person they wish to assist them. In many cases, a voter in need of assistance will be accompanied by another individual. However, unless the voter requests the assistance of the accompanying individual, that individual is not entitled to assist the voter. The voter may instead request assistance from a staff member.

Staff members should make every effort to accommodate voters who are illiterate and who may seek assistance on that basis. Staff must ensure that voters are afforded appropriate assistance. However, they also have a responsibility to ensure that a voter's decisions are not coerced. If, after the staff member has provided every opportunity for the voter to request assistance, by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the staff member to allow an individual to assist the voter.

Staff members should use common sense to determine whether the voter has requested assistance, bearing in mind that both state and federal law vest all qualified voters with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The stars are white on a blue background, and the stripes are red and white. The border is composed of several segments: a top segment with stars, a right segment with stripes, a bottom segment with stripes, and a left segment with stars.

# Section 8

## Additional Election Laws and Policies

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# Campaigning

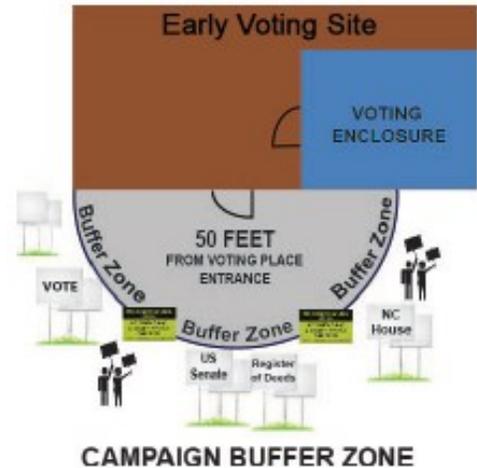
Candidates and people supporting or opposing a candidate, political party, or issue are prohibited from engaging in any kind of campaigning activities inside the buffer zone

## What is campaigning?

- Campaigning (sometimes called electioneering) includes distributing campaign literature, posting political advertising, and soliciting votes.

## What is a buffer zone?

- A buffer zone is the area around an Early Voting site (usually 50 feet from the entrance to the building) where media, candidates, and campaigners may not stand, post campaign signs, or interact with voters.
- In accordance with North Carolina General Statutes, there may be exceptions to the 50-foot buffer zone if the boundary puts campaigners in harm's way. Exceptions are granted only with Guilford County Board of Elections approval.
  - ◊ The Site Supervisor should notify the Board of Elections if the 50-foot buffer zone puts campaigners in harm's way.
  - ◊ The Site Supervisor will be notified if the Board of Elections has determined that the Early Voting site's buffer zone will be fewer than 50 feet.



## Rules for Candidates and Campaigners

- Candidates and campaigners must remain outside the buffer zone, except when in the act of voting or assisting a voter who has requested their service.
- While legally inside the voting enclosure, candidates and campaigners cannot approach other voters, hand out campaign literature, or delay leaving after voting.
- If a candidate or campaigner engages in electioneering inside the voting enclosure, the Site Supervisor must ask them to stop or move outside the buffer zone.
- Campaigners may enter the buffer zone to use a restroom that is **outside** the voting enclosure, if the facility permits. **Campaigners may NOT enter the voting enclosure to access a restroom.**

## Rules for Voters

- Voters may bring campaign literature into the voting enclosure for their personal use but must not share the literature with others.
- Voters may wear clothing, buttons, or other items that support or oppose a candidate or issue, but the voter must not verbally express their opinions or views.
- Voters may not use cameras or cell phones inside the voting enclosure. The **ONLY** exception to this rule is if the voter is using their cell phone to research a candidate or issue on the ballot. They may not talk on their cell phone or text.

## Rules for Staff Members

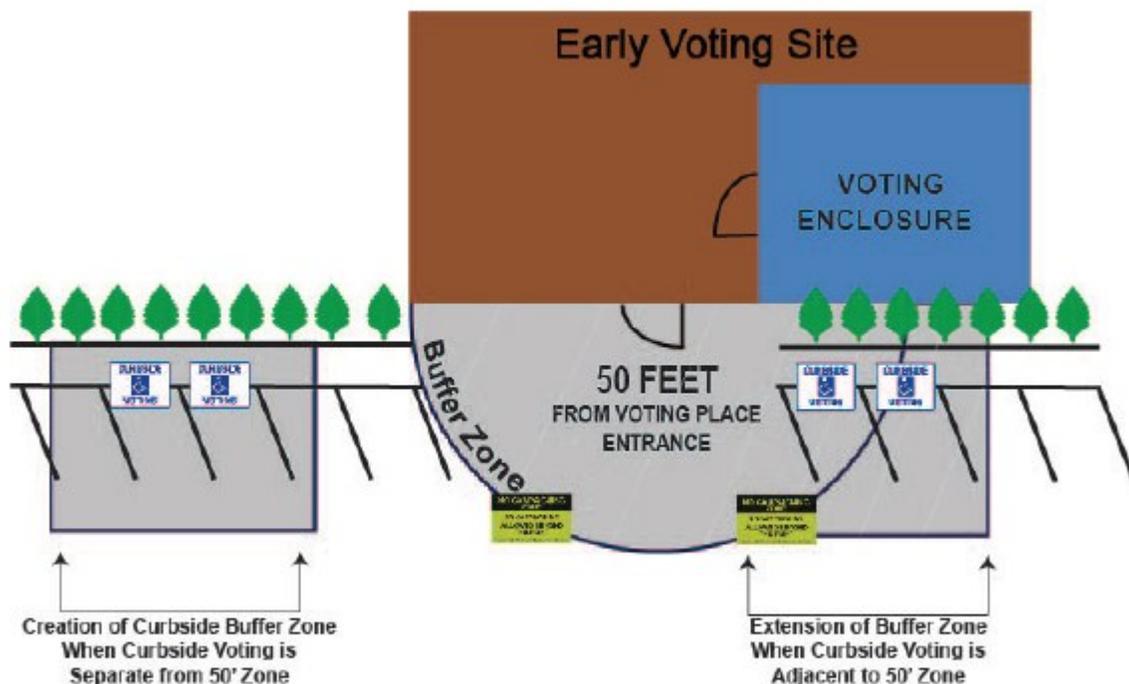
- Ensure that campaigning is not occurring within the buffer zone.
- Check the voting booths for campaign literature left by voters and dispose of it.
- Provide a trash can for voters to dispose of unwanted campaign items.
- Do not display newspapers, play radios, watch televisions, or use any electronic communication device, including laptops (except for those provided by the Board of Elections).
- Do not wear clothing or other items that support or oppose a political party, candidate, or issue.

# Curbside Campaigning Guidelines

In order to preserve the voter's statutory right to privacy, the North Carolina State Board of Elections no longer permits campaigning to take place in the area where curbside voting occurs. A reasonable boundary should be established to ensure the curbside area remains free of campaigning.<sup>1</sup>

The buffer zone around the curbside area shall be at least six feet from the vehicle, and a greater distance if possible.<sup>2</sup>

Use the diagram below to help you establish a curbside voting buffer zone around the curbside voting parking spaces.



<sup>1</sup> Guidelines established by North Carolina State Board of Elections Numbered Memo 2016-17.

<sup>2</sup> Guidelines established by North Carolina State Board of Elections Numbered Memo 2020-20.

# Observers and Runners

## What is an observer?

- A political observer is a person selected by a political party to observe a voting site and create lists of persons who have voted. The observer is NOT allowed to view confidential voter information on the laptop.

## What is a runner?

- A political runner is a person selected by a political party to collect lists of people who have voted from observers.

## Will my Early Voting Site have observers?

- The Site Supervisor will be notified if observers are approved for your voting site and will receive a list containing the name and shift of each observer.

## Frequently Asked Questions

### Q: Can a runner enter the voting enclosure to check the total on the Tabulator?

A: No. A runner is only permitted to enter the voting enclosure after they have identified themselves to the Site Supervisor and the Site Supervisor has verified that the runner is on the list of approved runners. After picking up the list from the observer, the runner must immediately leave the voting enclosure.

### Q: What do I do if I have a problem with an observer or runner?

A: Inform the Site Supervisor and call the Elections Office.

### Q: Can observers view curbside procedures?

A: Observers are entitled to observe the curbside voting area. Staff should work to allow observers as much access as is feasible using the following guidelines.<sup>1</sup>

## Curbside Observer Guidelines

Observers in the Curbside Voting Area <b>MAY</b> :	Observers in the Curbside Voting Area <b>MAY NOT</b> :
<ul style="list-style-type: none"> <li>• Stand at a reasonable distance to observe activity within the vehicle to ensure:               <ul style="list-style-type: none"> <li>◊ Staff ask voters to state their name and residential address.</li> <li>◊ Curbside Affidavits are completed.</li> <li>◊ Unrequested voter assistance is not occurring or being offered.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hover around the window of a vehicle close enough to see the ballot.</li> <li>• Watch voters mark their ballots.</li> <li>• Board a bus or other vehicle at curbside. Vehicles are private property.</li> </ul>

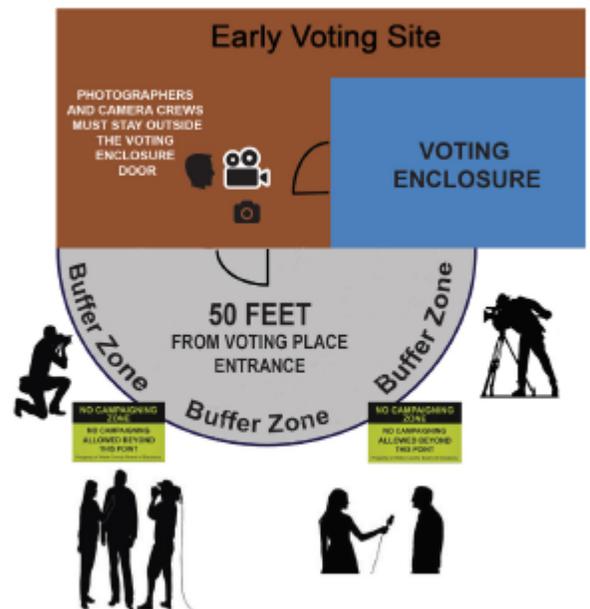
<sup>1</sup> Guidelines established by North Carolina State Board of Elections Numbered Memo 2016-17.

# Media Access

Managing visits by the media is among the most important roles of a Site Supervisor. Site Supervisors must understand and enforce the limitations on media access listed below. If you are approached by a member of the media and do not know what actions to allow, notify the Site Supervisor. The Site Supervisor will call the Elections Office.

## Rules for Media Access

- Members of the media must conduct media polls and interviews outside the buffer zone.
- Members of the media must identify themselves to the Site Supervisor when entering the buffer zone.
- Photographing voters is restricted. No person (including media, other voters, or parents) shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the Site Supervisor of the Early Voting site. If a candidate is in the act of voting, only the permission of the candidate is required. Please call the Elections Office if you have any questions or concerns about media access.
- With the cooperation of the Site Supervisor, members of the media may take a panoramic photograph or video of the voting enclosure from outside the threshold of the voting enclosure, but they are not permitted to use a zoom lens that could show the individual voter in the process of voting.
- Members of the media should be positioned so that they will not obstruct or disrupt the voting process.
- The Site Supervisor may state to media the number of persons who have voted (number from the display on the Tabulator) but must not offer opinions regarding turnout.
- After Early Voting has ended on the last day and all voters have left the enclosure, the media and public are allowed inside the enclosure but may not hinder the operations of Early Voting staff members.
- Members of the media should be treated with respect.



If members of the media question the policies listed above, the Site Supervisor must direct them to call the Guilford County Board of Elections Office at (336) 641-3836.

Do NOT give media, campaigners, or voters the Early Voting Office Support phone numbers. Those phone numbers are for Early Voting staff members ONLY.

## When the Media Arrive

If you see a member of the media arrive at the Early Voting site, follow the steps below:

1. Notify the Site Supervisor. The Site Supervisor handles all interactions with the media.
2. The Site Supervisor must ask the media for credentials and notify the Elections Office of their arrival.
3. The Site Supervisor informs the media that:
  - Questions or interviews may take place outside the 50-foot buffer zone.
  - With the cooperation of the Site Supervisor, members of the media may stand outside the door of the enclosure to take a panoramic photograph or video of the voting place but may not use a zoom lens that could show a voter in the process of voting. Outside the buffer zone, the media is free to photograph and video in a non-disruptive manner.
4. If the media have questions about what they can and cannot do at an Early Voting site, direct them to call the Guilford County Board of Elections main office at (336) 641-3836.

## Media Communication FAQs

### **Q: Who is considered a member of the media?**

**A:** The term “media” generally describes people who are affiliated with a television, radio, or newspaper outlet. Always ask members of the media to identify themselves by their credentials. Members of the media are essential to the elections process. They remind people that Early Voting is happening and help communicate critical information. We want to maintain good relationships with the media to ensure transparency and openness in the elections process.

### **Q: What if I have concerns about a person who identifies themselves as media?**

**A:** If you have doubts or are uncomfortable about a person who identifies themselves as a member of the media, note the person’s name and credentials, and call the Elections Office. Politely inform them that you are checking with the Board of Elections to make sure procedures are being followed.

### **Q: How should I respond to questions from the media?**

**A:** The Site Supervisor manages all interactions with the media. Throughout the Early Voting period, the Site Supervisor may receive questions from the media regarding the election. The Site Supervisor must refrain from voicing an opinion or making predictions or guesses about voter turnout or other election-related topics. If you are not comfortable answering questions from the media, tell them you have no comments, and direct any questions to the Board of Elections main office at (336) 641-3836.

### **Q: Do I have to talk to the media or answer their questions?**

**A:** No. If you are uncomfortable talking to the media or answering questions, direct them to call the Board of Elections main office at (336) 641-3836.

## **Media Communication FAQs (continued)**

**Q: If a member of the media asks me to be on TV, do I have to say YES?**

**A:** No. If you are uncomfortable talking to the media or answering questions, direct them to call the Board of Elections main office at (336) 641-3836.

**Q: May I do an interview with the media in the voting enclosure?**

**A:** No. Interviews must be conducted outside the buffer zone.

**Q: Who will watch my voting site if I am outside doing an interview?**

**A:** The Site Supervisor's primary responsibility during Early Voting is to ensure a smooth voting process for all eligible voters at the site. If you cannot leave the voting enclosure to give an interview, direct the media to call the Board of Elections main office at (336) 641-3836.

**Q: What should I do if a member of the media insists they have a First Amendment right to come inside the voting enclosure?**

**A:** Ask the media to stand outside the buffer zone while you call one of the Early Voting Office Support numbers. Media are not allowed to come inside the voting enclosure for the purposes of interviewing the Site Supervisor.

**Q: May I answer the following questions from the media?**

- **“How many voters have voted?”**

**A:** Yes. You may provide the media with the number of ballots cast in the Tabulator, but they may not come inside the voting enclosure to check.

- **“What percentage of voters do you think will participate in this election?”**

**A:** No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

- **“How long have the lines been at your site today?”**

**A:** No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

- **“How would you describe turnout so far today?”**

**A:** No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

# Voter Challenges

A voter challenge occurs when a registered Guilford County voter questions another person's eligibility to vote. Any registered voter who has good reason to believe that another person is not qualified to vote may challenge that person's right to vote. Voter challenges can be made during Early Voting, on Election Day, or after Election Day. During Early Voting, challenges can be made by any voter who is registered in the same precinct as the voter they wish to challenge.

If a voter wants to issue a challenge, notify the Site Supervisor and call Kimberly or one of the Early Voting Office Support numbers immediately. Do NOT proceed without instructions from the Board of Elections Office.

## Reasons for a Voter Challenge

To make a proper challenge, the challenger must be a registered voter in the same precinct as the prospective voter they wish to challenge AND allege that the prospective voter is not qualified to be registered and/or to vote for one of the following reasons:

- The person is not a resident of the State of North Carolina, unless the person moved from the state fewer than 30 days before Election Day.
- The person is not a resident of Guilford County, unless the person moved from the county fewer than 30 days before Election Day.
- The person is not a resident of the precinct in which they are registered, unless the person moved from the precinct fewer than 30 days before Election Day.
- The person is not, or will not be, at least 18 years of age on Election Day.
- The person has been convicted of a felony and citizenship rights have not been restored.
- The person is not a citizen of the United States.
- The person is deceased.
- The person presenting to vote is not who (s)he represents themselves to be.
- The person has already voted in the current election.
- In a partisan primary election only, the person is a registered voter of another political party.
- With respect to a municipal registration only, the person is not a resident of the municipality in which the person is registered.

## Voter Challenge Procedures

If a voter wants to issue a challenge, follow the steps below in order.

1. Notify the Site Supervisor of the voter challenge immediately.
2. Call the Elections Office for further instructions. Do NOT proceed without instructions from Kimberly Ellington, Charlie Collicutt, or Chris Duffey.

# Returned Absentee By-Mail Ballots

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

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

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

Submitting fraudulently or falsely completed declarations is a Class I felony under state law.



**NORTH CAROLINA**  
STATE BOARD OF ELECTIONS

**ABSENTEE BALLOT  
IN-PERSON RETURN LOG**  
Use this form to record the return of absentee  
ballot Ballots

---

Date: 10/24/22 Time: 12:08 PM Name of Voter on Returned Ballot: Mickey Mouse

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

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

Relationship to Voter: Spouse

**Attestation of Person Returning Ballot:**  
By signing, I attest I am the voter or the voter's near relative or legal guardian. "Near relative" means spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. Or, if I am not the voter or the voter's near relative or legal guardian, the voter requested my assistance returning their ballot due to disability.

Minnie Mouse

I am not permitted to return a voted ballot.  
 X

STAFF INITIALS: SKD

Based on the information provided on the log, the Site Supervisor should complete a YELLOW “Returned Absentee By-Mail Ballot” label. (These are located behind the fourth tab in your YELLOW Absentee By-Mail Notebook.) Place the YELLOW label where the stamp would go on the outside of the sealed ballot envelope.



**Return envelope  
Official ballot**

Before returning your ballot, please confirm all of the following:

- Ballot is inside Ballot Envelope
- Ballot Envelope is signed, witnessed, and sealed
- Copy of photo ID or completed Photo ID Exception Form is in clear sleeve on outside of Ballot Envelope
- This return envelope is sealed
- If mailing, full postage has been applied

Drop off your ballot:

- at your county board of elections by **7:30 p.m. on Election Day**
- or at an early voting location in your county during the early voting period.

Or, you may mail your ballot. It must be **received** by Election Day to be counted.

**Absentee Voting Department**  
Guilford County Board of Elections  
P.O. Box 3427  
Greensboro, NC 27402-3427

**RETURNED ABSENTEE BY-MAIL BALLOTS**

Site: Coleman Date: 10/24/22

Returned By: Minnie Mouse

Relationship to Voter (Select One):

<input type="checkbox"/> Parent	<input type="checkbox"/> Child	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Brother/Sister
<input type="checkbox"/> Stepparent	<input type="checkbox"/> Stepchild	<input type="checkbox"/> Mother-in-Law	<input type="checkbox"/> Grandchild
<input type="checkbox"/> Son-in-Law	<input type="checkbox"/> Daughter-in-Law	<input type="checkbox"/> Legal guardian	<input type="checkbox"/> Father-in-Law
<input type="checkbox"/> Not Related due to Voter Disability	<input checked="" type="checkbox"/> Voter		

Site Supervisor Initials: SKD



GUILFORD COUNTY BOARD OF ELECTIONS  
RE: P.O. BOX 3427  
GREENSBORO, NC 27402-3427

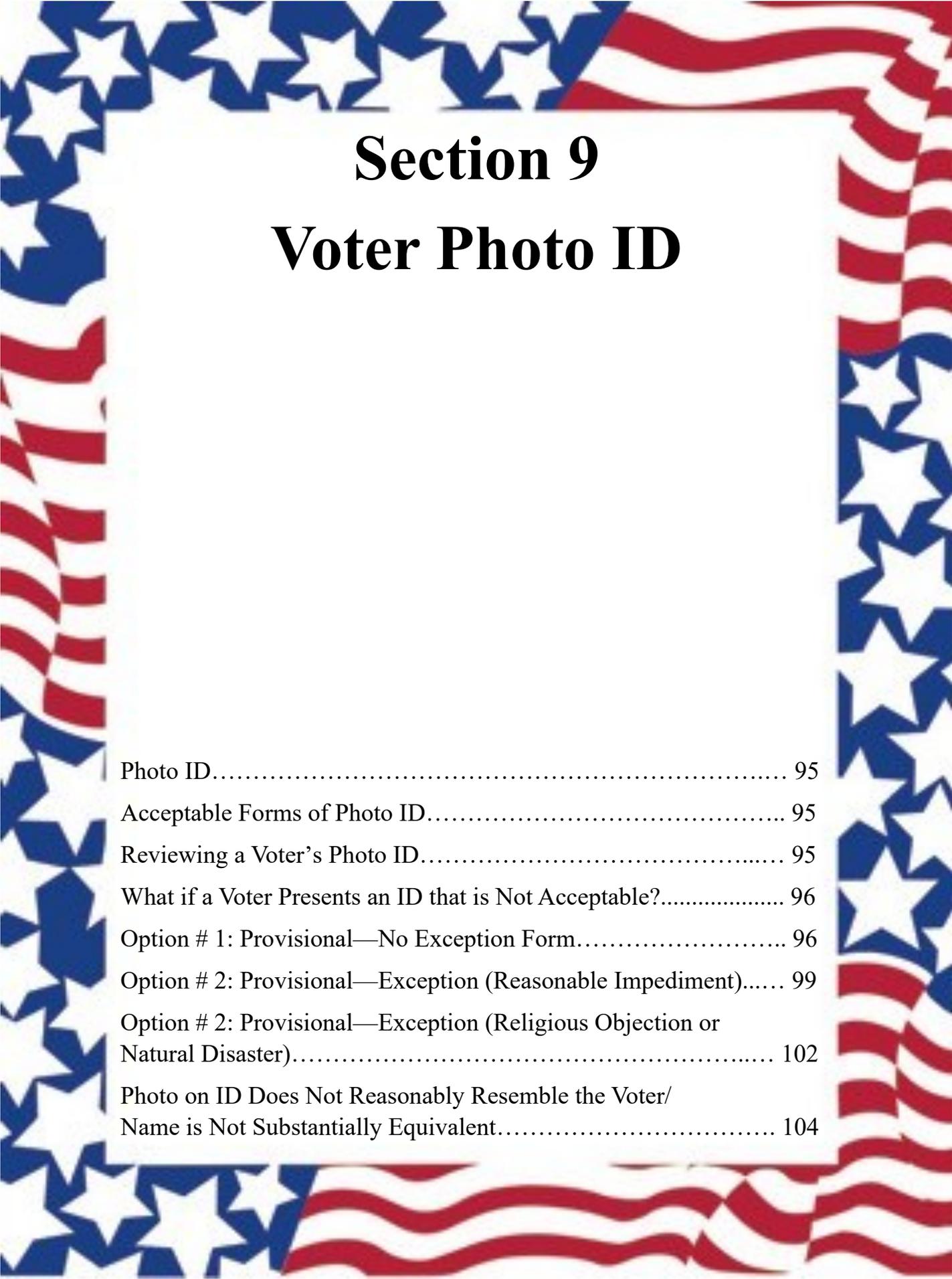
Place the Official Ballot Return Envelope (with YELLOW “Returned Absentee By-Mail Ballot” label affixed) and the corresponding log in the metal ballot box in your cage and lock it. These should remain locked in the ballot box until your Rover comes to pick up your nightly bag.

## **Absentee By-Mail: Important Things to Remember**

- 1. You may hand out blank Absentee Request Forms, but you may NOT accept completed Request Forms.**

**Completed Request Forms can ONLY be returned in-person to the Board of Elections Office.**

- 2. UNDER ABSOLUTELY NO CIRCUMSTANCES SHOULD YOU OPEN THEIR BALLOT ENVELOPE!!**
- 3. DO NOT LET ANYONE CAST AN ABSENTEE BY-MAIL BALLOT IN THE DS200!!**
- 4. Store Returned Ballots in Locked Ballot Box until Rover gets there to pick up materials at the end of the night then place in the yellow bag!!**
- 5. Send all Returned By-Mail Ballots and Returned Absentee By-Mail Ballot Logs back to the office in the yellow bag. To ensure chain of custody, using a RED zip-seal, secure the bag through the grommet and record the seal number on the Daily Audit Log.**

The page is framed by a decorative border featuring a stylized American flag with stars and stripes. The title is centered in a large, bold, black serif font.

# Section 9

## Voter Photo ID

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# Photo ID

(See “Photo ID Supplemental Packet” for additional information and examples.)

- 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.

## Acceptable Forms of Photo ID

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

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

Any of the following with acceptable EXCEPTIONS to the expiration requirements:

- Voters aged 65+ may use an expired ID, if it was unexpired on their 65th birthday.
- If a voter presents an ID that is listed on the State Board of Elections Approved List that does not have an expiration date, it is still ACCEPTABLE.
  - ◊ Institutions that have been approved by the State Board of Elections have begun making IDs that have clearly listed expiration dates. However, anyone who already had an ID before that change was made, is allowed to use their ID even though it does not an expiration date.

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

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

## Reviewing a Voter’s Photo ID

- Determine if the photo ID is an acceptable type and if the photo ID meets expiration requirements.
- Evaluate Reasonable Resemblance. Does the photograph on the photo ID look like the person voting?
- Evaluate Substantial Equivalence. Is the name on the photo ID the same or substantially equivalent to the name on the voter’s registration?

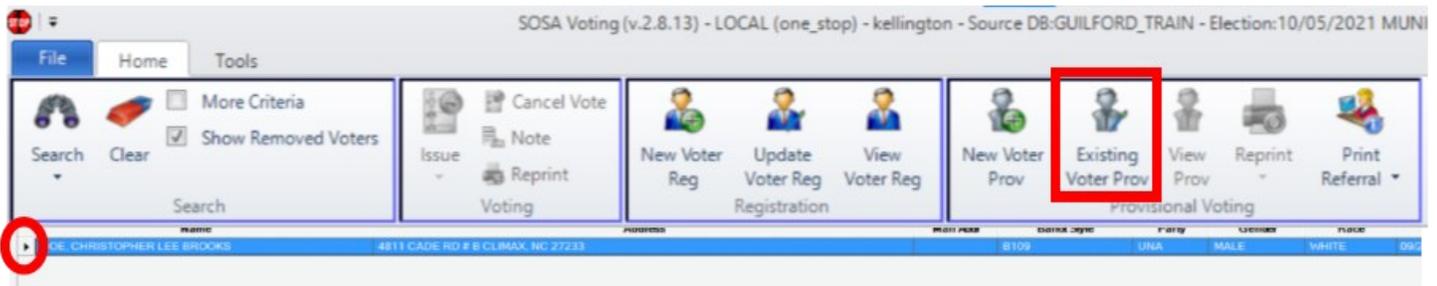
# What if a Voter Presents a Photo ID that is NOT ACCEPTABLE?

- Inform the person presenting to vote of the reasons for that determination.  
e.g.: the photo identification is expired when that type of acceptable photo identification requires an expiration date
- Invite the person to provide any other photo identification that is acceptable that the person may have.
- If the person cannot produce an acceptable type of photo ID, inform them of their provisional voting options.
  - ◇ **Option #1:** Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 5:00 pm the day before Canvass.
  - ◇ **Option #2:** Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

## 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 5:00 pm the day before Canvass.

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



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

The image shows the "Provisional (Existing) Data Entry" form. It contains several sections: "Application Information" with fields for Name (Last Name: ELLINGTON, First Name: KIMBERLY, Middle Name: DAWN, Suffix: ), Birth Date (12/13/1968), and Birth State (NC); "Residence Address" with fields for House # (5378), Half, Dir, Street Name (LAWNDALE), Type (DR), Suffix, Unit (D), City (GREENSBORO), State (NC), ZIP Code (27455), County, Phone (336-402-3077), and a checkbox for "Will you have lived here for 30 Days or more prior to the Election Date?"; "Mailing Address" with fields for Address1, Address2, City, State, ZIP Code, and a checkbox for "Is U.S. Address?"; "Voter Information" with fields for Gender (FEMALE), Ethnicity (NOT HISPANIC), Race (WHITE), Party (UNAFFILIATED), NCCL #, and SSN (Last 4); and "Previous Name and/or Address" with fields for Last Name, First Name, Middle Name, Suffix, Previous NC County (if applicable), Address1, Address2, City, State, ZIP Code, and a checkbox for "Is U.S. Address?". At the bottom right, there are three buttons: "Next" (highlighted with a red circle), "Acknw Only", and "Cancel Vote".

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

Provisional (Existing) Data Entry

Provisional Voter Registration Information

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?

Provisional Voting Reason

ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID  
 ID NOT PROVIDED - EXCEPTION - NATURAL DISASTER  
 ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIM  
 ID NOT PROVIDED - EXCEPTION - RELIGIOUS OBJECTION  
 ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID  
 INCORRECT PARTY  
 JURISDICTION DISPUTE  
 NO RECORD OF REGISTRATION

Jurisdiction List

PCT	H26	H26
MUNI	HI	HIGH POINT
CC	H05	CITY CNCL H5
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	CC6	CNTY COMM 6
SCR	006	SCR 6
PROS	24	24TH PROSECUTORIAL
VID	H26	H26

Buttons: Previous, Review, Acknw Only, Cancel Vote

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

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

Location: GB | Existing Voter: YES

VOTER REGISTRATION UPDATE FORM

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES  NO   
 WILL YOU BE AT LEAST 17 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: ELLINGTON | FIRST NAME: KIMBERLY | MIDDLE NAME: DAWN | SUFFIX:

RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE): 4514 OAK HOLLOW DR | APPLICANT CITY: HIGH POINT | STATE: NC | ZIP: 27265 | PHONE:

PREVIOUS ADDRESS:  
 PREVIOUS COUNTY:

DATE OF BIRTH: 08/11/1968 | BIRTH STATE: NC | GENDER: Female | RACE: African American/Black | ETHNICITY: Hispanic | PARTY AFFILIATION: Democratic

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 17 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:  I am voting provisionally due to a photo ID issue: ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID

Signature section with red box around the lines.

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	04	CONGRESSIONAL DISTRICT 4
SUPCT	18B	JUD18B
JUDG	18	JUD 18
SEN	27	NC SENATE DISTRICT 27
HOUSE	040	NC HOUSE DISTRICT 40
CCOMM	CC1	CNTY COMM 1
SCR	001	SCR 1
PROS	24	24TH PROSECUTORIAL
VID	H11	H11

Buttons: 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

Phone: (336) 641-3836 • Fax: (336) 641-7676 • [guilfordelections@guilfordcountync.gov](mailto:guilfordelections@guilfordcountync.gov)

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**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:**

<p><b>ONLINE</b></p> <p style="text-align: center;"><a href="http://www.ncsbe.gov">www.ncsbe.gov</a>                  Select "Check Your Provisional Vote"                  Remember to Wait 7 Days</p>	<p>You will be asked for the following:</p> <ul style="list-style-type: none"> <li>• County</li> <li>• Election</li> <li>• Birth Date</li> <li>• Personal Identification Number (PIN)</li> </ul> <p style="text-align: center;">▼ YOUR PIN ▼</p> <div style="border: 1px solid black; padding: 2px;">                 ELLINGTON, KIMBERLY DAWN                  PV Reason: ID NOT PROVIDED - NO EXCEPTION FORM                  Ballot Issued: T0001 Party Issued:UNA                  PIN: BY108-999-3             </div>	<p><b>CALL</b></p> <p style="text-align: center;"><b>GUILFORD COUNTY BOARD OF ELECTIONS</b>                  336-641-3836                  (During normal business hours)                  Remember to Wait 7 Days</p>
<p><b>CALL</b></p> <p style="text-align: center;"><b>STATE BOARD OF ELECTIONS</b>                  1-866-522-4723                  (During normal business hours)                  Remember to Wait 7 Days</p>	<p style="text-align: center;"><b>Protect your PIN!</b></p> <p>Your PIN is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections <i>in person</i> to determine if your ballot was counted.</p>	

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: <a href="mailto:guilfordelections@guilfordcountync.gov">guilfordelections@guilfordcountync.gov</a>
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NCsBE-PROV VOT INSTRUCTIONS      Revised 2023-07

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: <u>09/30/2023</u> Voter's Name: <u>Kimberly Ellington</u> Poll Book No.: <u>GB-999-1</u> Voting Precinct: <u>H26</u> Ballot Style Issued: <u>T0001</u>	Additional Notes for BOE <u>No ID, No Exception Form</u> Worker Initials <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-left: auto;">  </div>
--	---

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 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

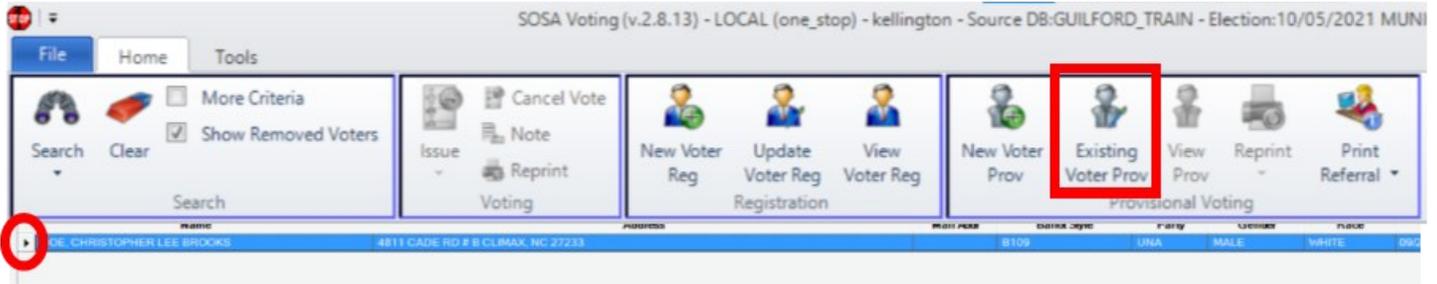
<p style="text-align: center; font-weight: bold;">Party Voted</p> <p style="font-size: 8px;">(Partisan Primaries Only)</p> <input type="checkbox"/> Democratic <input type="checkbox"/> Green <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Other: _____	<p style="text-align: center; font-weight: bold;">Staff Verification</p> <input type="checkbox"/> Precinct Verified <input type="checkbox"/> DMV Checked <input type="checkbox"/> Ballot Style Verified <input type="checkbox"/> If ID Required, Received by BOE Staff Comments: _____ _____	<p style="text-align: center; font-weight: bold;">Board Approval</p> <input type="checkbox"/> Fully Counted <input type="checkbox"/> Partially Counted <input type="checkbox"/> Not Counted Chair's Initials      Ballot Style for Duplication <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid gray; width: 40px; height: 20px;"></div> <div style="border: 1px solid gray; width: 40px; height: 20px;"></div> </div>
---	--	---

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## 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.”



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

The screenshot shows the 'Provisional (Existing) Data Entry' form. The form contains fields for Application Information (Name, Birth Date, Birth State), Residence Address (House #, Street Name, City, State, ZIP Code, County, Phone), Mailing Address, and Voter Information (Gender, Ethnicity, Race, Party, NCCL #, SSN). The 'Next' button is highlighted with a red circle.

4. Select “ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT,” then click “Review.”

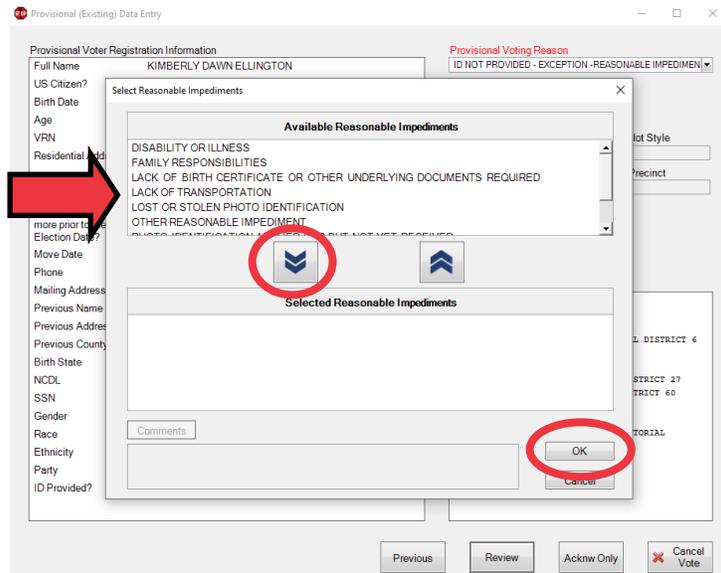
The screenshot shows the 'Provisional (Existing) Data Entry' form with the 'Provisional Voting Reason' dropdown menu open. The option 'ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT' is selected and highlighted with a red box. The 'Review' button is also highlighted with a red circle.

Provisional Voter Registration Information		
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	336-402-3077	
Mailing Address		
Previous Name		
Previous Address		
Previous County		
Birth State	NC	
NCCL		
SSN		
Gender	FEMALE	
Race	WHITE	
Ethnicity	NOT HISPANIC or NOT LATINO	
Party	UNAFFILIATED	
ID Provided?		

Provisional Voting Reason		
ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT		
ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH INCORRECT PARTY		
JURISDICTION DISPUTE		
NO RECORD OF REGISTRATION		

Jurisdiction List		
PCT	H26	H26
MONI	H1	HIGH POINT
CC	H05	CITY CNCL HS
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	CC6	CNTY COMM 6
SCH	006	SCH 6
PROS	24	24TH PROSECUTORIAL
VTD	H26	H26

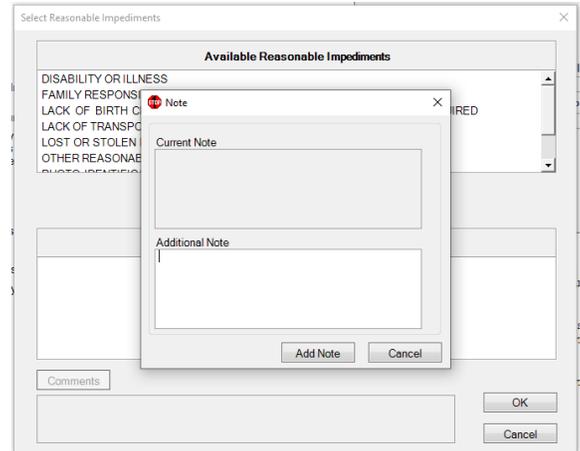
- A pop-up box will appear. Read the list of Available Reasonable Impediments to the voter, and ask which one applies to them.
- Highlight the reason given by the voter and select it by either double clicking or by highlighting the reason and clicking the down arrow. Then click “OK.”



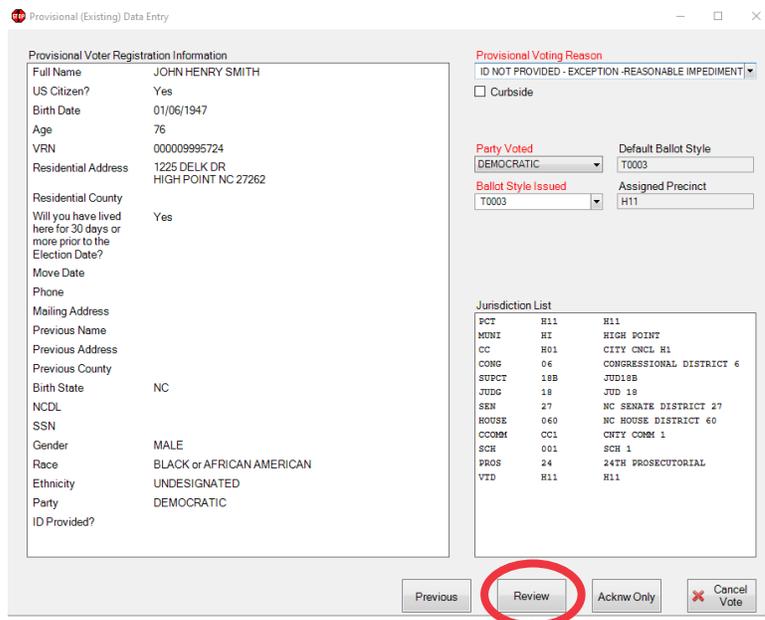
**PLEASE NOTE:**

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.”



- 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*.

**NORTH CAROLINA GUILFORD COUNTY PHOTO ID EXCEPTION FORM** ELECTION DATE 10/10/2023 PROVISIONAL POLL BOOK NO. GB-999-3

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  
 Title Name: 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. (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.

**WATER, FLOOD, OR OTHER 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 SIGNATURE (REQUIRED)  
 X  
 ELECTION OFFICER TO COMPLETE  
 Voting Site: GB VRN: 000009995724 Official's Name: kellington

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

Looked: GB PS  
 Count: 10/10/2023  
 Voter Registration Update Form

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES  NO  A VOTER CANNOT VOTE IN RESPONSE TO EITHER OF THESE QUESTIONS UNLESS YOU COMPLETE THE FOLLOWING:

LAST NAME: SMITH FIRST NAME: JOHN MIDDLE NAME: HENRY SUFFIX:  
 SEX: MALE  
 BIRTH DATE: 01/06/1947 BIRTH PLACE: HIGH POINT NC COUNTY: GUILFORD  
 RESIDENCE: 11225 DELK DR HIGH POINT NC 27625  
 MAILING ADDRESS: 11225 DELK DR HIGH POINT NC 27625 PHONE:  
 FROM: YOU USE AT YOUR ADDRESS FOR 30 MORE DAYS? (IF NO, DATE MOVED) NAME USED IN PREVIOUS REGISTRATION:  
 YES  NO  PREVIOUS COUNTY:  
 PREVIOUS ADDRESS:  
 DATE OF BIRTH: 01/06/1947 BIRTH STATE/COUNTRY: NC SEX: MALE RACE: Ethnic American/White ETHNICITY: Dem/Rep PARTY AFFILIATION: Dem/Rep  
 UNDESIGNATED: NO DESIGNATED: YES Dem/Rep  
 African American/Black  Hispanic  Dem/Rep  Green  Libertarian  His/Latx  Republican  Unaffiliated  Other  
 Asian  Multiracial  Native Hawaiian/Other Pacific Islander  
 White  Other

**VOTER'S AFFIRMATION OF ELIGIBILITY TO VOTE**  
 I affirm 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 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 registration 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.  
 No individual above, my political party preference is: UNDESIGNATED  
 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 reason for voting provisionally are stated below:  
 The election official cannot find a record of my registration. (No Record of Registration)  
 I submitted a voter registration application to the DMV, after in-person or online registration, but my voter status number is not in the DMV's voter registration application. (Lengthy Agency, based at election office, or another partner)  
 I moved within this 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 to which I do not live. (Unreported Precinct)  
 I am voting provisionally due to a photo ID issue. (NO PHOTO, NO EXPIRED, NO EXPIRED/REMOVED)  
 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 known to be registered. (Unregistered 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 the election. (Voter Already Voted)  
 Despite the election district to which I am assigned, I believe I live in \_\_\_\_\_ election district. (Jurisdiction Dispute)  
 I am voting during extended hours. (Voting, Outside Extended Hours)  
 Other: \_\_\_\_\_

REGISTRATION OR STATUS NUMBER: 000009995724  
 I affirm that I have 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 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 registration 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.  
 No individual above, my political party preference is: UNDESIGNATED  
 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 reason for voting provisionally are stated below:  
 The election official cannot find a record of my registration. (No Record of Registration)  
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 I moved within this 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 to which I do not live. (Unreported Precinct)  
 I am voting provisionally due to a photo ID issue. (NO PHOTO, NO EXPIRED, NO EXPIRED/REMOVED)  
 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 known to be registered. (Unregistered 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 the election. (Voter Already Voted)  
 Despite the election district to which I am assigned, I believe I live in \_\_\_\_\_ election district. (Jurisdiction Dispute)  
 I am voting during extended hours. (Voting, Outside Extended Hours)  
 Other: \_\_\_\_\_

Registration or Status Number: 000009995724  
 I affirm that I have 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 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 registration 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.  
 No individual above, my political party preference is: UNDESIGNATED  
 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 reason for voting provisionally are stated below:  
 The election official cannot find a record of my registration. (No Record of Registration)  
 I submitted a voter registration application to the DMV, after in-person or online registration, but my voter status number is not in the DMV's voter registration application. (Lengthy Agency, based at election office, or another partner)  
 I moved within this 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 to which I do not live. (Unreported Precinct)  
 I am voting provisionally due to a photo ID issue. (NO PHOTO, NO EXPIRED, NO EXPIRED/REMOVED)  
 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 known to be registered. (Unregistered 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 the election. (Voter Already Voted)  
 Despite the election district to which I am assigned, I believe I live in \_\_\_\_\_ election district. (Jurisdiction Dispute)  
 I am voting during extended hours. (Voting, Outside Extended Hours)  
 Other: \_\_\_\_\_

9. Click "Vote."

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

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: 11225 DELK DR HIGH POINT NC 27622  
 Residential County: GUILFORD  
 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  
 NC/DL:  
 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  
 W001 H11 REGD POLST  
 CC 801 CITY CNCL H1  
 CORR 06 CONGRESSORIAL DISTRICT 6  
 DISTRICT 18B JUD 18  
 JUDG 18 JUD 18  
 SER 27 NC SENATE DISTRICT 27  
 HOUSE 040 NC HOUSE DISTRICT 40  
 COB08 C01 CRTV COB08 1  
 SCR 001 SCR 1  
 PRSD 24 24TH PROSECUTORIAL  
 VTD H11 H11

Buttons: Previous, Vote, Ask Only, Cancel Vote

**GUILFORD COUNTY BOARD OF ELECTIONS**  
 P O BOX 3427 GREENSBORO, NC 27402  
 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 mail 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 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 any of the following methods:

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

**CALL**  
 336-641-3838  
 (During normal business hours)  
 Remember to Wait 7 Days

**CALL**  
 1-866-522-4722  
 (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 FORM/ISSUED 1001 Party Issued DNA  
 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 photo identification, you MUST present 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  
 3016 MARKET ST. ROOM 115 GREENSBORO, NC 27401  
 Phone: (336) 641-3836  
 Fax: (336) 641-7676  
 Email: guilfordelections@guilfordcountync.gov

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  
 Voter's Name: John Smith  
 Poll Book No.: GB-999-4  
 Voting Precinct: H11  
 Ballot Style Issued: 10003

Additional Notes for BOE  
 No ID Exception Form signed & included.

Worker Initials: JS

**Indicate Provisional Voting Reason**

INCORRECT PRECINCT  
 JURISDICTION DISPUTE  
 VOTER ALREADY VOTED  
 PREVIOUSLY REMOVED  
 INCORRECT PARTY  
 UNREPORTED MOVE  
 ADDRESS NOT FOUND  
 EXTENDED HOURS VOTING  
 NOT REGISTERED  
 NO ID PROVIDED  
 ID EXCEPTION FORM

**FOR USE BY BOE STAFF ONLY**

**Provisional Disposition Reason**  
 Not Registered  
 Provisional Application Incomplete  
 ID Not Provided  
 Previously Denied  
 Not Eligible to Vote in Election  
 Non-matching Signature  
 Moved Out of Precinct  
 Voter Already Voted  
 Extended Hours Order Invalidated  
 Ballot Missing From Envelope  
 Registered After Deadline  
 Wrong Party Ballot  
 Removed Voter  
 Other

**Party Voted** (Political Primaries Only)  
 Democratic  
 Green  
 Libertarian  
 Republican  
 Unaffiliated  
 Other

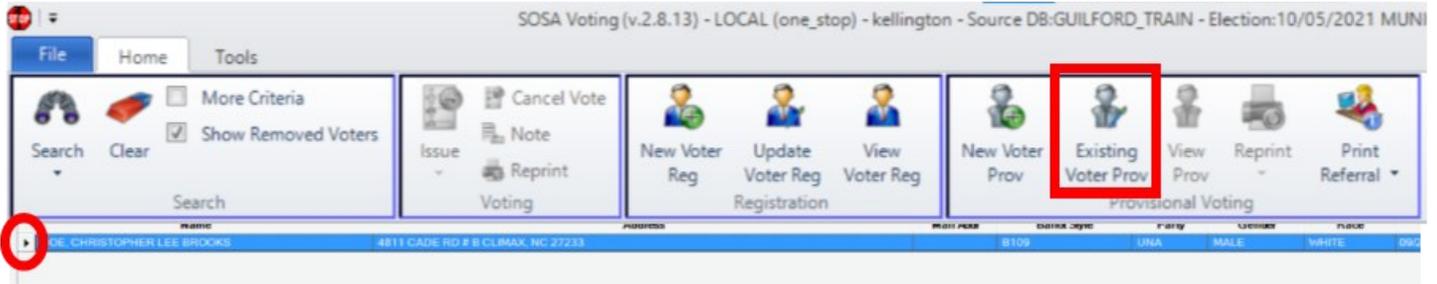
**Staff Verification**  
 Precinct Verified  
 Ballot Style Verified  
 DMV Checked  
 If ID Required, Received by BOE  
 Staff Comments:

**Board Approval**  
 Fully Counted  
 Partially Counted  
 Not Counted  
 Chair's Initials: \_\_\_\_\_  
 Ballot Style for Duplication: \_\_\_\_\_

## Option # 2: Provisional—Exception Religious Objection or 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.”



3. 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: ), U.S. Citizen (Yes/No), Birth Date (12/13/1968), Birth State (NC).

Residence Address: House # (531), Half, Dir, Street Name (LAWNDALE), Type, Suffix, Unit (0), City (GREENSBORO), State (NC), ZIP Code (27455), County, Phone (336-402-3077), Will you have lived here for 30 Days or more prior to the Election Date? (Yes/No), Move Date (mm/dd/yyyy).

Mailing Address: Address1, Address2, City, State, ZIP Code, Is U.S. Address? (checked).

Voter Information: Gender (FEMALE), Ethnicity (NOT HISPANIC), Race (WHITE), Party (UNAFFILIATED), NCCL #, SSN (Last 4), Religious Objector (checkbox).

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

Buttons: Next, Acknw Only, 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 (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 (336-402-3077), Mailing Address, Previous Name, Previous Address, Previous County, Birth State (NC), NCCL, SSN, Gender (FEMALE), Race (WHITE), Ethnicity (NOT HISPANIC or NOT LATINO), Party (UNAFFILIATED), ID Provided? (checkbox).

Provisional Voting Reason: ID NOT PROVIDED - EXCEPTION - NATURAL DISASTER, ID NOT PROVIDED - EXCEPTION - RELIGIOUS OBJECTION, INCORRECT PARTY, JURISDICTION DISPUTE, NO RECORD OF REGISTRATION.

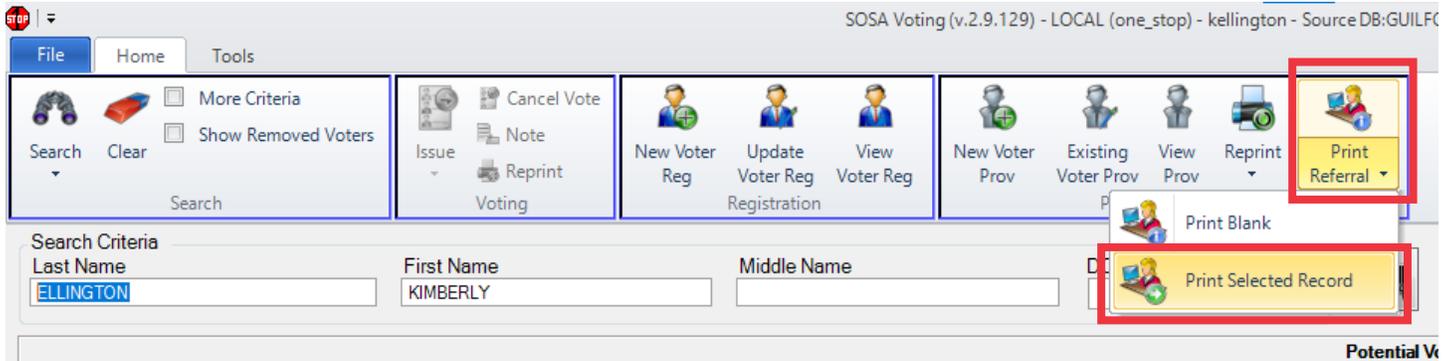
Jurisdiction List: DCT H24 H24, MINI H1 HIGH POINT, CC H05 CITY CNCL HS, CONG 06 CONGRESSIONAL DISTRICT 6, SUPCT 18B JUD18B, JUDGE 18 JUD 18, SEN 27 NC SENATE DISTRICT 27, HOUSE 060 NC HOUSE DISTRICT 60, COCOM C06 CITY COMM 6, SCR 006 SCR 6, PROB 24 24TH PROSECUTORIAL, VID H24 H24.

Buttons: Previous, Review, Acknw Only, Cancel Vote.



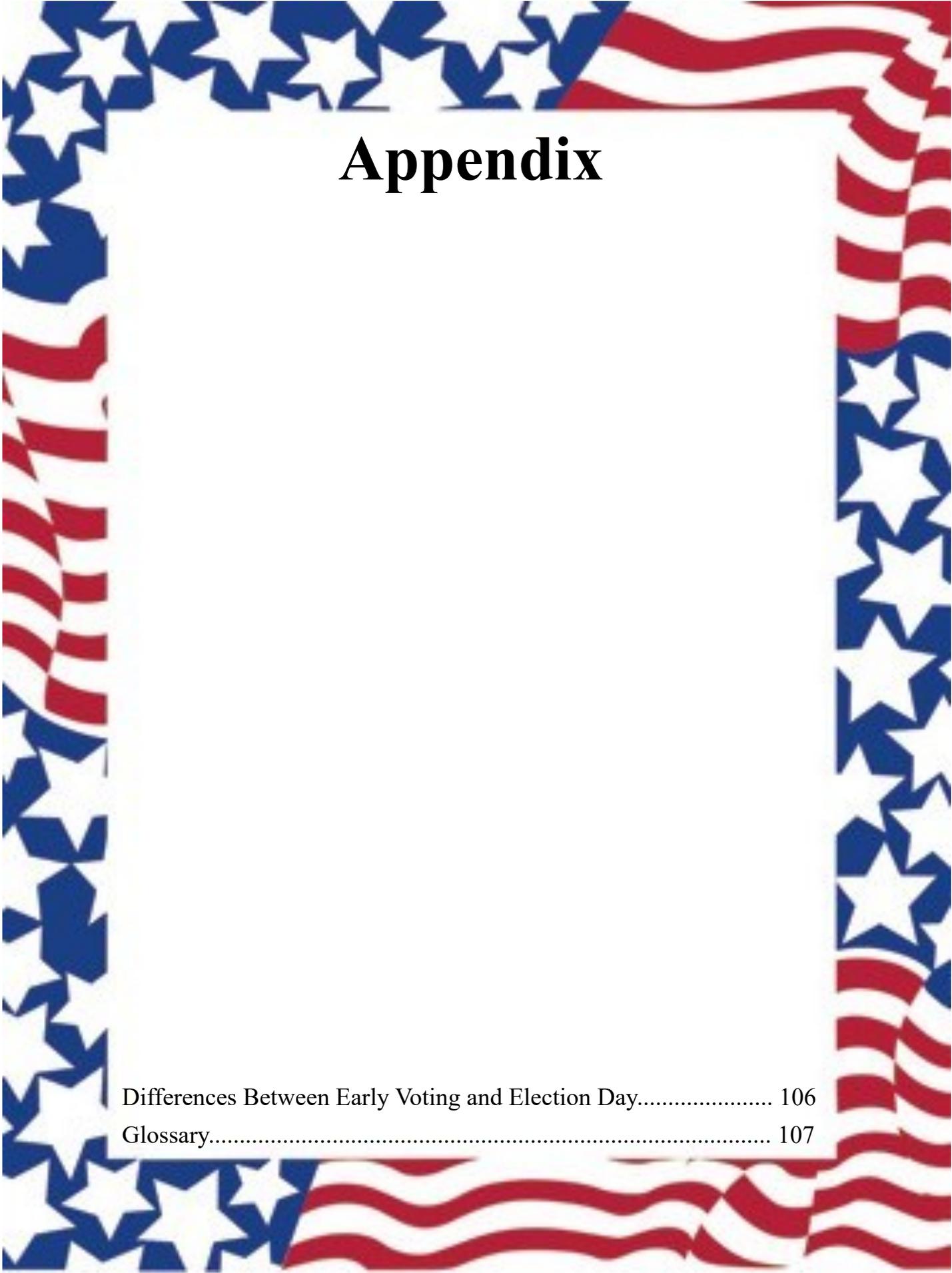
## Photo on ID Does Not Reasonably Resemble the Voter/ Name is Not Substantially Equivalent

1. The election official shall enter a challenge and immediately notify the Site Supervisor.  
Print a Help Referral Form from SOSA.



2. On the *Help Referral Form* that prints from SOSA, select the correct reason under “Identification Issues”
3. 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	<input type="checkbox"/> 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: _____ VRN: _____
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"/> Voter Moved <input type="checkbox"/> Voter at Incorrect Precinct <input type="checkbox"/> Voter Previously Removed/Denied <input type="checkbox"/> Voter Address Not Found <input type="checkbox"/> Voter Disputes Jurisdiction			<input type="checkbox"/> ID Not Provided <input type="checkbox"/> Wrong ID Type <input type="checkbox"/> Expiration Requirements Not Met <input type="checkbox"/> Name Not Substantially Equivalent <input type="checkbox"/> No Reasonable Resemblance <input type="checkbox"/> Reasonable Impediment <input type="checkbox"/> Religious Objection <input type="checkbox"/> Natural Disaster	
<b>Voting Issues</b>			<input type="checkbox"/> Any other issue (please provide explanation): _____	
<input type="checkbox"/> Voter Already Voted <input type="checkbox"/> Wants Other Party Ballot <input type="checkbox"/> No Eligible Ballot Style				
<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 Official - First Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Chief Judge - First Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Judge 1 - First Name _____	Signature _____	Time _____
<input type="checkbox"/>	<input type="checkbox"/>	Judge 2 - First 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	988 2003/04	

The page is framed by a decorative border with a repeating pattern of the American flag's stars and stripes. The stars are white on a blue background, and the stripes are red and white. The word "Appendix" is centered at the top in a large, bold, black serif font.

# Appendix

Differences Between Early Voting and Election Day.....	106
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## Differences Between Early Voting and Election Day

A quick reference guide to help you transition from working Early Voting to working on Election Day:

Scenario	Early Voting	Election Day
<b>Where can individuals go vote?</b>	A voter may go to any Early Voting site in the county.	A voter must go to their assigned precinct.
<b>Voters who have moved to an address in the same precinct</b>	May update their address and vote a regular ballot.	Must complete Section B of their ATV and vote a regular ballot.
<b>Voters who have moved to an address in a different precinct</b>	May update their address and vote a regular ballot.	Must transfer to their new precinct or vote a provisional.
<b>Information written on the ballots at the Ballot Table</b>	Write the voter's Precinct and Application Number in <b>red ink</b> at the top of their ballot at the Ballot Table.	Write the voter's Precinct in the box at the top of the ballot at the Ballot Table.
<b>Curbside Affidavit</b>	Section C of the voter's ATV	Section D of the voter's ATV
<b>Name Changes</b>	Must update their name at the Registrar's Table.	Must complete Section B of their ATV.
<b>Same-Day Registrations</b>	A qualified resident may register to vote and cast their ballot on the same day at an Early Voting site.	Any person who is not registered to vote on Election Day must vote a provisional ballot.
<b>Voter Challenges</b>	The challenger must be registered to vote in the same precinct as the voter being challenged. The <i><b>Voter Challenge</b></i> form is completed and the challenged voter's ballot is placed in the Challenge Envelope. The challenge will later be heard by the county Board of Elections.	Anyone registered to vote in Guilford County can make a challenge against a voter. The challenge is heard by the 3 judges in the polling place. If the challenge is upheld, the challenged voter's ballot must go in the Challenge Envelope.

# Glossary

**30-Day Residency Deadline:** The date that determines whether an address change can and shall be made during Early Voting.

**Absentee:** Voting by mail instead of voting in person at an Early Voting Site or on Election Day. Any registered Guilford County voter may request an absentee by-mail ballot prior to each election.

**Allocation Book:** A tool used to identify a voter's jurisdiction information. (SOSA can also be used for this purpose, by utilizing the "Street Search" function.)

**Application Number:** The unique series of letters and numbers listed at the top, center section of an ATV. Each set of letters or numbers between the hyphens indicates information about the method by which the individual voted. This is also referred to as the Ballot Code.

**Application to Vote (ATV):** The form a voter receives at the Check-In Table or Registrar's Table. The voter exchanges the form for a ballot at the Ballot Table.

**AutoMARK:** An ADA-compliant device that fills in ovals on a ballot and reads the ballot aloud for voters who are visually impaired, illiterate, or who cannot hold a pen. It does not count votes but simply fills in the ovals on the ballot based on the voter's choices.

**Ballot Style:** A version of a ballot identified by a number in the upper right corner of the document. A voter's ballot style is determined by their residential address 30 days prior to Election Day. Every Early Voting site will have all ballot styles for a given election.

**Buffer Zone:** An area around an Early Voting site (usually 50 feet from the door to the building) where media, candidates, and campaigners may not stand, post campaign signs, or interact with voters. The buffer zone also applies to the area designated for curbside. (GS 163-166.4)

**Campaigning:** Any action by candidates or their supporters that attempts to influence a person's vote choices. Activities include posting signs, handing out materials, or talking with voters. This is often called "electioneering."

**Canvass:** A meeting where the Board of Elections finalizes the election results and determines that the votes have been counted and tabulated correctly. (GS 163-182.5)

**Challenge:** The procedure for questioning a person's eligibility to vote. If any voter wishes to challenge another voter, call the Elections Office immediately.

**Curbside Voting:** The process through which a voter, who is unable to enter the Early Voting site due to age or physical disability, can vote a ballot in their car. Early Voting staff who are assigned to assist with curbside voters perform all necessary actions for the voter to complete their ballot, including retrieving the voter's ATV, placing the voter's ballot in the Tabulator, and bringing the voter an "I Voted Early" sticker.

**Daily Audit Form:** A form used to accurately account for daily totals at each Early Voting site. The form is completed both when opening and closing the sites.

**Early Voting:** Early Voting allows voters to cast a ballot in person on select days prior to Election Day. During Early Voting, voters can cast a ballot at any Early Voting site in their county.

**Emergency Bin:** In the Tabulator, the shelf inside the Black Tabulator Can where uncounted voted ballots can be stored when the Tabulator is not operational and cannot count the vote choices on the ballot.

**ePollbook:** Also known as an electronic pollbook. A laptop computer used to check-in, process, update, and register voters at a polling place. This could also be called a "SOSA laptop."

**Front Security Flap:** On the Tabulator, a piece of the Black Tabulator Can that prevents the Tabulator from sliding forward.

**Help America Vote Act (HAVA):** Legislation enacted in 2002, to bring some level of uniformity to elections including the requirements of a statewide voter registration database. (42 USC 15301-15545)

**Inactive Voter:** A voter who has not made recent contact with the Board of Elections either through voting or through regular list maintenance procedures.

**Near Relative:** A voter's near relatives are: a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. A voter's near relative can submit a voter's absentee ballot, a *Notice of Deceased Voter* form, or provide ballot-marking assistance to a voter.

**Observer:** A political party representative who is authorized by the Board of Elections to sit in an Early Voting site. Observers must not interfere with the voting process in any way or be within view of confidential voter information. Observers are NOT allowed to interact with voters.

**Precinct:** A geographically bound area that defines the polling place assignment for all voters who reside within the given boundary. During Early Voting, a voter's precinct is found on the top right corner of the voter's ATV, under the voter's Application Number. It is written at the top of a voter's ballot, to the left of the box where the Application Number is written.

**Proof of ID Required (HAVA ID Required) Voter:** Voters who did not provide a valid identification number (Driver's License or the last four digits of their Social Security number) when they originally registered to vote. These voters will have a special ID designation in SOSA and will need to show an ID.

**Provisional Voting:** Process whereby people whose eligibility to vote cannot be immediately determined are allowed to vote a ballot that is sealed inside an envelope until Board of Elections staff researches the voter's information to determine eligibility. Provisional voters must never put voted ballots in the Tabulator. (GS 163-182.2(4), 163-165)

**Public Count:** A running count of ballots casted in a Tabulator during the current election.

**Recounts:** Re-tabulation of the votes cast in an election. (GS 163-182.7)

**Referendum:** An event in which voters cast votes for or against ballot questions other than the election of candidates to office.

**Residence:** The place where a person's habitation is fixed and to which whenever that person is absent, that person has the intention of returning.

**Runners:** Persons appointed by the political party chair or unaffiliated candidate campaign to obtain lists of voters during voting hours. (GS 163-45)

**Same-Day Registration:** A process in which an individual who is qualified to register to vote may register in person and then vote in the person's county of residence during one-stop voting.

**Sample Ballot:** An unofficial ballot produced by the county and distributed with all the necessary ballot styles of the official ballot. Used by voters so that they will become familiar with the appearance of the official ballot. Sample ballots shall be posted in every precinct in which an election is conducted. (GS 163-165.2 (a) (b))

**SEIMS:** Statewide voter management system; stands for State Election Information Management System. (GS 163-82.11)

**Spoiled Ballot:** A ballot that is returned to the Ballot Table after a voter has made a mistake in marking the ballot, decides not to vote, or has a jurisdiction dispute. The voter can request a new ballot if they made a mistake in marking the ballot.

**SOSA:** Database used during Early Voting to search and view voter registration information for all voters within Guilford County and used to help Early Voting staff to determine if a voter is registered, what the voter's precinct is, what ballot style the voter should receive, etc. SOSA stands for SEIMS One-Stop Application.

**Tabulator:** Device that sits on the Black Tabulator Can and tabulates votes on the ballot. The current Guilford County Tabulator is the DS200.

**Tamper Seals:** Seals that are placed on the DS200 Tabulator, voted ballot boxes, the Orange Bag, and the Yellow Bag. These seals all leave evidence behind when removed.

**Voter Registration Application:** Form used for a citizen to provide information to Board of Elections so that they will appear on the Voter Registration list. (GS 163-54 through 163-59)

**Voter Registration Card:** A card each voter receives from the Board of Elections upon registering to vote or updating information. Voters are NOT required to present a voter registration card when voting.

**Voting Enclosure:** The space inside an Early Voting site that includes all parts of voting setup. Enclosures may be an entire room or a section of a room. (GS 163-166.2 and GS 163-166.3)

**Write-In Votes:** Selection of an individual not listed on the ballot. This option is not available for every election. (GS 163-165.5 (5), GS 163-165.6 (f))