PHOTO ID SUPPLEMENTAL PACKET

2026 General Election

Guilford County Board of Elections



Key Topics:

Check-in and Initial Presentation of Photo-ID 2

Inspection and Types of Photo ID 3-5

Expiration Date 4-5

Evaluation of Photo ID 6

Reasonable Resemblance 7

Substantial Name Equivalency 8

Final Determination and Voting 9

No ID Options 10

Provisional Voting 11

Photo ID Exception Form 12-13

No Resemblance/Name Equivalency

Help Referral Form & Judges Hearing 14-15

HAVA ID 16

After you have found a voter and confirmed their residential address in the Pollbook or e-pollbook, you must do the following:

Ask the voter to show a photo ID

NC law requires a voter to show an acceptable form of photo ID or to sign a form claiming an exception (the Photo ID Exception Form).

If a voter says they forgot their photo ID, ask them if they can easily retrieve it. If they cannot, they must be informed of the options for voting a provisional ballot without a photo ID.

The following circumstances require the check-in election official to inform the voter of the options for voting a provisional ballot without an ID, complete a **Help Station Referral Form,** and refer the voter to the Help Station:

- If a voter does not have a photo ID due to some difficulty that prevents the voter from presenting a photo ID (a "reasonable impediment").
- If a voter does not have a photo ID due to a religious objection to being photographed.
- If a voter simply refuses to show a photo ID.
- If a voter does not have a photo ID because they are the victim of a recent natural disaster.

The election officials at the Help Station can provide the voter with additional details for the two options to vote a provisional ballot when a voter is unable to show a photo ID.

These circumstances will be explained further beginning on page 10.

Please proceed to the next page for processing a voter who has presented a Photo ID.

The purpose of the photo ID requirement is to confirm the person presenting to vote is the registered voter on the rolls. <u>You are not matching addresses</u>. When determining reasonable resemblance, you are only confirming that the photo on the ID reasonably resembles the person checking in.

Inspect the photo ID

Once the voter has presented an election official with a photo ID, the official must determine if the ID is an acceptable type for voting and meets expiration requirements.

Determine if the photo ID is an acceptable type

The check-in election official should use the current List of Acceptable Forms of Photo ID provided by the State Board of Elections and the Common ID Flyer to confirm that the photo ID presented is an acceptable type of ID.

If a voter presents a photo ID for voting that is not on the list of acceptable photo IDs, the official must ask the voter if they have another photo ID that is on the list.

If the voter does not have another photo ID: the check-in election official must inform the voter of the options for voting a provisional ballot without an ID, complete a Help Station Referral Form, and refer the voter to the Help Station.

WHAT PHOTO ID CAN I USE?

Any of the following that is, **unexpired or expired for one year or less**:

- North Carolina Driver's License
- U.S. Passport/U.S. Passport Card
- State ID ("non-operator ID"), from the NCDMV
- NC Voter Photo ID card, issued by a county board of elections *(available soon)*
- College/university student ID approved by NCSBE
- Charter school employee ID approved by NCSBE
- State/local government employee ID approved by NCSBE
- 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, **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

Note: Voters ages 65+ may use an expired ID if it was unexpired on their 65th birthday.

Determine if the photo ID meets expiration requirements

Some photo IDs are required to have an expiration date. These types of photo IDs must be unexpired or expired for one year or less. Use the list of Acceptable Photo IDs for Voting in 2023 to confirm if a photo ID must meet expiration requirements.

For voters 65 years old and older, the expiration requirements are not applicable if the photo ID was unexpired on the day the voter turned 65 years old. Use the Age Guide on the back of the Common ID Flyer to confirm when the voter turned 65 years old.

For student and government-employee photo IDs, once the State Board approves an institution's photo ID card, older photo IDs for that institution that are still in circulation are valid for voting, so long as the voter's ID is valid and unexpired. A photo ID card that has no expiration date is not expired.

If a voter presents a photo ID for voting that does not meet expiration requirements, the check-in election official must ask the voter if they have another photo ID that is on the list. If the voter does not have another photo ID: the check-in election official must inform the voter of the options for voting a provisional ballot without an ID, complete a Help Station Referral Form, and refer the voter to the Help Station.

Note: If your photo ID is a class C driver's license and it expired on or after July 1, 2025, then you can still use that as an acceptable photo ID even if it is expired for more than one year.

See next page for examples of Photo ID's and their expiration requirements:

NORTH CAROLINA
STATE BOARD OF ELECTIONS

COMMON IDs

These IDs must be valid and unexpired, or been expired for 1 year or less

NC Driver License



NC Identification Card



Other Non-Temporary NC DMV Issued ID Cards



US Passport or US Passport Card



NC Voter ID Card



Out of State ID



Driver License or Non-Operator ID from a different US state or US territory **ONLY** if the voter registered within 90 days of the election

A voter 65 or older may use an expired form of acceptable ID if the ID was unexpired on their 65th birthday

Military ID and Veteran ID cards have no expiration date requirement



Note: If your photo ID is a class C driver's license and it expired on or after July 1, 2025, then you can still use that as an acceptable photo ID even if it is expired for more than one year.

Step 3: Evaluation of Photo and Name

- Determine if the photograph on the photo ID reasonably resembles the person presenting to vote
- Determine if the name on the photo ID is the same as or substantially equivalent to the name on the voter list
- Make a final determination that the photo ID meets all requirements

The check-in election official must decide if the person in the photo on the photo ID **reasonably resembles** the voter presenting to vote. This means the voter's appearance is similar to the photo, and an ordinary person would conclude that the photo is more likely than not a photo of the person presenting the ID to the check in official. The official must decide this based on all the evidence before the official. The official must keep in mind that there are many reasons that a person's appearance could change.

The purpose of the photo ID requirement is to confirm the person presenting to vote is the registered voter on the rolls. You are not matching addresses. When determining reasonable resemblance, you are only confirming that the photo on the ID reasonably resembles the person checking in.

Reasonable Resemblance of the Photo



Determine if the photograph on the photo ID reasonably resembles the person presenting to vote

A voter's appearance may have changed since their photo ID was issued because of many reasons, including changes in:

- **age**
- **weight**
- **hair features and styling, including changes in length, color, hairline, or use of a wig or other hairpiece**
- **facial hair**
- **complexion or skin tone**
- **cosmetics including piercings or tattooing**
- **apparel, including the presence or absence of eyeglasses or contact lenses**
- **characteristics arising from a medical condition, disability, medical treatment (e.g., plastic surgery), or aging**
- **gender transition**
- **photographic lighting conditions or ID printing quality**

To make this determination, the check-in election official cannot require the voter to present additional documentation and cannot require the voter to removal apparel, including face coverings.

Although not required, the voter may still choose to present additional documentation or remove a face covering.

If the voter's face is covered enough that the check-in election official cannot make this determination, then they must tell the voter that the face covering is preventing them from determining that the photo on the ID is the voter's photo. The check-in official must then offer the voter the option to briefly remove the face covering, which can also be done in a less-crowded part of the voting place or outdoors. If the voter chooses to not remove the face covering, then the check-in official must enter a challenge by completing the **Help Station Referral Form**. The voter should then be referred to the Help Station for the judges to conduct a challenge hearing.

Substantial Equivalency of the Name

Determine if the name on the photo ID is the same as or substantially equivalent to the name on the voter list

The official will make this determination based on all of the evidence. This includes any explanation or documents voluntarily offered by the voter. Evidence must be considered in the light most favorable to the voter.

If differences in the name are attributable to a reasonable explanation, then the name on the photo ID is substantially equivalent to the name in the registration record.

Reasonable Explanations include:

- **omission or inclusion of one or more parts of the name**
- **use of a variation of nickname rather than a formal name**
- **use of an initial in place of one or more parts of a name**
- **use of a former name, including a maiden name**
- **variations that include or omit a hyphenation, hyphen, accent, or apostrophe**
- **ordering of names**
- **variation in spelling or typographical errors**
- **any other explanation the check-in official believes is reasonable**

Examples:

(A) Omission or inclusion of one or more parts of the name (such as, for illustrative purposes only, Mary Beth Smith versus Beth Smith, or Patrick Todd Jackson, Jr. versus Patrick Todd Jackson, or Maria Guzman-Santana versus Maria Guzman);

(B) Use of a variation or nickname rather than a formal name (such as, for illustrative purposes only, Bill versus William, or Sue versus Susanne);

(C) Use of an initial in place of one or more parts of a given name (such as, for illustrative purposes only, A.B. Sanchez versus Aaron B. Sanchez);

(D) Use of a former name, including maiden names (such as, for illustrative purposes only, Emily Jones versus Emily Gibson), or a variation that includes or omits a hyphenation or hyphen (such as, for illustrative purposes only, Chantell D. Jacobson-Smith versus Chantell D. Jacobson or Chantell D. Jacobson Smith), an accent (such as, for illustrative purposes only, José Muñoz versus Jose Munoz), or an apostrophe (such as, for illustrative purposes only, Andrea D'Antonio versus Andrea Dantonio);

(E) Ordering of names (such as, for illustrative purposes only, Maria Eva Garcia Lopez versus Maria E. Lopez-Garcia); or

(F) Variation in spelling or typographical errors (such as, for illustrative purposes only, Dennis McCarthy versus Denis McCarthy, or Aarav Robertson versus Aarav Robertsson).



Make a final determination that the photo ID meets all requirements

Following an evaluation of both the photograph and the name printed on the photo ID, the check-in official must make a final determination that the photo ID meets all requirements.

If the check-in election official determines that the photo ID meets all requirements, then the official should return the photo ID to the voter and proceed to the next step in the check-in process.

Election officials must be careful not to consider the address listed on a photo ID when determining whether the photo ID meets all requirements

If the official is unsure that the photo depicts the voter or that the name is substantially equivalent, the official may consider additional information on the face of the ID if needed to make a final determination confirming the person presenting to vote is the registered voter on the rolls.

If the standards for the Photo ID are met, the voter may proceed with the check-In process.

*****Please note – the address on the Photo ID does not have to match the address provided by the voter or the address in the registration book.****

Proceed with removing the label and affixing it to the AtV, and then the voter can sign and go to the ballot table. If it is Early Voting, then please print out the AtV from SOSA.

If there are other issues with the address or registration issues, please send the voter to the EDS or the Chief Judge, or Registrar or Site Supervisor for Early Voting.

A Voter Without Proper Photo ID

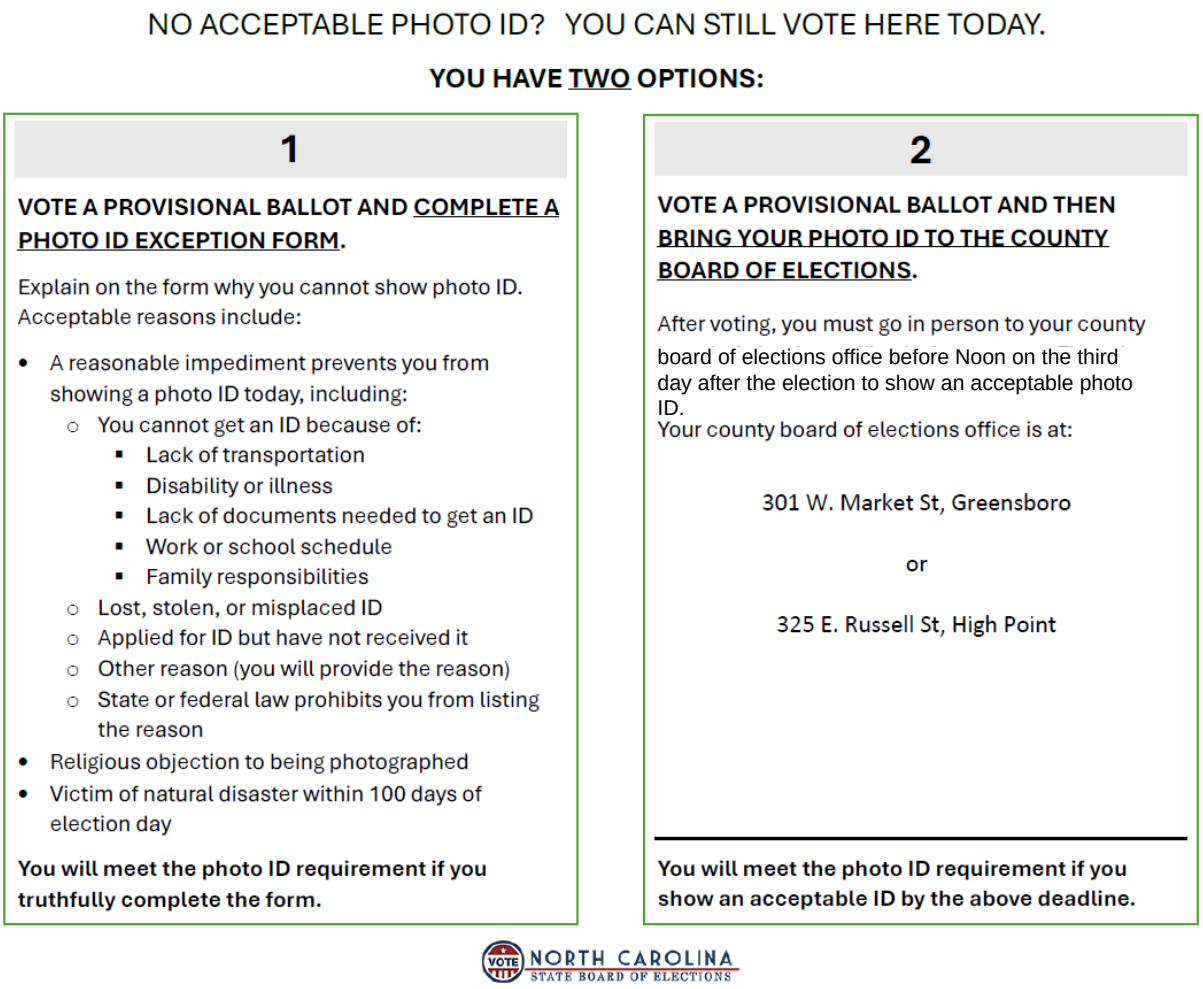
If the voter does not have an appropriate Photo ID, they have three choices.

1. They may go retrieve their ID and vote when they come back.

2. They may vote a Provisional Ballot and then bring their Photo ID to the Board of Elections office before Noon on the third day after the election.

3. If they have an impediment to presenting Photo ID, they may use the Photo ID Exception Form and vote with a Provisional Ballot.

Voters must be presented with all options. If they cannot go and retrieve an acceptable ID, they must be offered options 2 or 3.



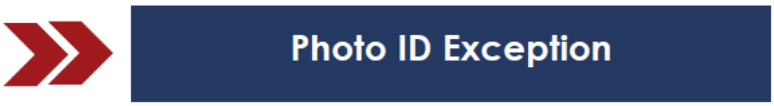
Note that in options 2 and 3, the voter must vote a **Provisional Ballot**.

The chart on the next page explains these options in more detail.

ID-RELATED SITUATIONS THAT COULD REQUIRE A VOTER TO BE OFFERED A PROVISIONAL BALLOT

SITUATIONS	INSTRUCTIONS	NEXT STEPS
Photo ID Situation 1 Voter presents a Photo ID, but the ID provided does not meet all legal requirements	The voter has three options: Option 1: Provide a different Photo ID that meets all legal requirements. Option 2: Vote a provisional ballot and bring their Photo ID to the county board office in person, as described below in Photo ID Situation 2. Option 3: Complete a Photo ID Exception Form affirming that the voter has a qualifying exception to the Photo ID requirement and vote a provisional ballot, as described below in Photo ID Situation 3.	If the voter chooses Option 1 and the Photo ID meets all legal requirements, the voter can receive a regular ballot. If the voter cannot provide another Photo ID, they must be offered Options 2 and 3 to vote a provisional ballot. **Proceed to Photo ID Situations 2 and 3 below for instructions.**
Photo ID Situation 2 Voter has an acceptable Photo ID but did not bring it	If a voter does not present a Photo ID because the voter forgot to bring the ID with them to the voting site, the voter has the option of going to get their Photo ID and returning to the voting enclosure with it. If the voter does not have time to do so or chooses not to, the voter may vote a provisional ballot. The voter must complete the provisional application and the reason selected would be ID NOT PROVIDED – NO EXCEPTION FORM/RETURN WITH ID. For the voter's provisional ballot to be counted, the voter would then be required to bring their Photo ID to the county board office in person, no later than the **Noon on the Tuesday after the election**.	Review the provisional voter instruction sheet with the voter before they leave the enclosure. Provide the voter with clear instructions to **present their acceptable Photo ID in person** at the county board of elections by **Noon on the Tuesday after the election**.
Photo ID Situation 3 Voter has a qualifying exception from the Photo ID requirement	If a voter cannot show photo ID when voting in person, they can still vote by completing a Photo ID Exception Form if they: 1) have a reasonable impediment that prevents them from presenting an acceptable Photo ID; 2) have a religious objection to being photographed; or 3) are the victim of a declared natural disaster within 100 days of Election Day. The voter must complete the provisional application and the reason selected would be ID NOT PROVIDED – EXCEPTION FORM. The voter must then complete the Photo ID Exception Form. The form can only be completed at the voting site if the voter is voting in person. Once this form is completed, they can vote a provisional ballot that will be counted by the county board unless the county board members unanimously find the form to be false.	A voter asserting a qualifying exception and who completes a Photo ID Exception Form is **not required** to bring a Photo ID to have their ballot counted. If there is any issue with the form, the county board will notify the voter and give them an opportunity to address those issues.
HAVA ID Required in Addition to Photo ID	If the voter has *ID Required* on their voter record they will need to provide a HAVA ID in addition to a Photo ID. Sometimes this may be the same ID—a driver's license with a *current* address would serve both requirements. But not every ID with a photo will meet both HAVA ID and Photo ID requirements. If the voter is unable to provide both an eligible HAVA ID and Photo ID, the voter will vote a provisional ballot for both reasons. If the voter has an acceptable Photo ID that does not meet HAVA ID requirements, the voter will still vote a provisional ballot for the HAVA ID reason. The voter must complete the provisional application and the reason selected would be ID NOT PROVIDED – NO EXCEPTION FORM/RETURN WITH ID.	If the voter has voted a provisional ballot due to a HAVA ID issue but was able to provide acceptable Photo ID, the voter may mail, fax, email, or deliver in person a HAVA ID by **Noon on the Tuesday after the election**.

Photo ID Exception Form



One Stop or Election Day

If a voter cannot show photo ID when voting in person, they can still vote by completing an ID Exception Form. Exceptions to photo ID are the following:

- **ID Not Provided-Exception – Reasonable Impediment.** *A reasonable impediment means that something is preventing the voter from showing ID. The voter must provide their reason by selecting from the following choices on the form.*
  - Lack of transportation
  - Disability or illness
  - Lack of birth certificate or other documents needed to obtain ID
  - Work or school schedule
  - Family responsibilities
  - Lost, stolen, or misplaced photo ID
  - Photo ID applied for but not yet received
  - Other reasonable impediment (if selected, the voter must write the reason on the form)
  - State or federal law prohibits voter from listing reason
- **ID Not Provided Exception - Religious Objection to Being Photographed**
- **ID Not Provided Exception – Natural Disaster** *(victim of a natural disaster declared by the President or NC Governor and occurring within 100 days of Election Day)*

See form on next page. Please make sure voter fills out form completely.

Your duty is to provide the form with the Provisional Ballot, but you are not to judge or attempt to verify the voter's reasonable impediment choice.

NORTH CAROLINA GUILFORD COUNTY	**PHOTO ID EXCEPTION FORM**	ELECTION DATE 11/5/2024	PROVISIONAL POLL BOOK NUMBER:

Voter, please complete this form to explain why you cannot show photo ID.
You will meet the photo ID requirement if you truthfully complete and sign this form.

Name: _____
Last Name First Name 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 one or more of the following reasonable impediments that prevents me from presenting photo ID.

(TO CHOOSE THIS EXCEPTION, YOU MUST CHECK THE BOX FOR 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 (*if choosing this option, you **must write why** you can't provide photo ID*):
   _____
   _____
5. ☐ State or federal law prohibits me from listing my reason

EXCEPTION 2: RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED

☐ I have a religious objection to being photographed.

EXCEPTION 3: VICTIM OF A NATURAL DISASTER

☐ I was a victim of a natural disaster occurring within 100 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.

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

X _____
VOTER'S SIGNATURE (***REQUIRED***)

ELECTION OFFICIAL TO COMPLETE

Voting Site: VRN: Official's Name:

v.2024.06

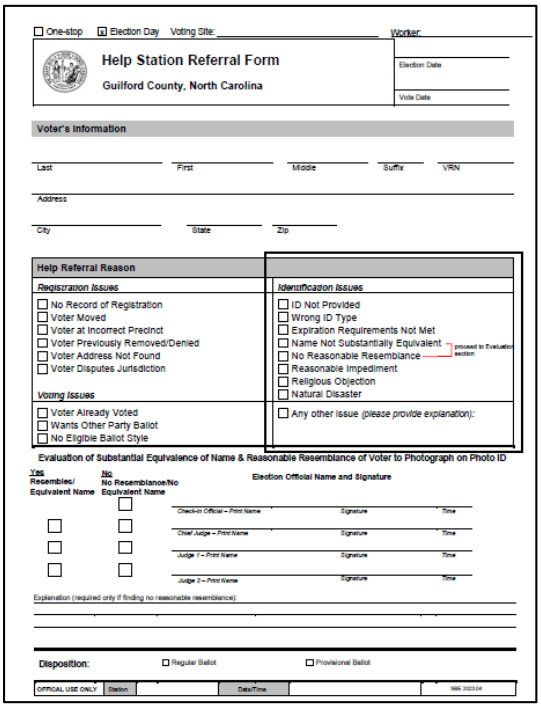
NORTH CAROLINA STATE BOARD OF ELECTIONS

If No Reasonable Resemblance or Name Not Substantially Equivalent

If the official finds that the photograph on the photo ID does not bear a reasonable resemblance to the person presenting to vote or the name of the ID is not the same as or substantially equivalent to the name on the voter record, then the official must inform the voter of the reasons the election official made the determination and invite the person to provide any other acceptable photo ID they may have.

If the voter does not offer another type of acceptable photo ID, the check-in official must enter a challenge by completing the **Help Station Referral Form**. The voter should then be referred to the Help Station for the judges to conduct a challenge hearing.

Always return the photo ID to the voter when referring them to the Help Station



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

Help Station Referral Form

Guilford County, North Carolina

Election Date

Vote Date

Voter's Information

Last First Middle Suffix VRN

Address

City State Zip

Help Referral Reason

Registration Issues

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

Voting Issues

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

Identification Issues

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

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

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

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

Explanation (required only if finding no reasonable resemblance):

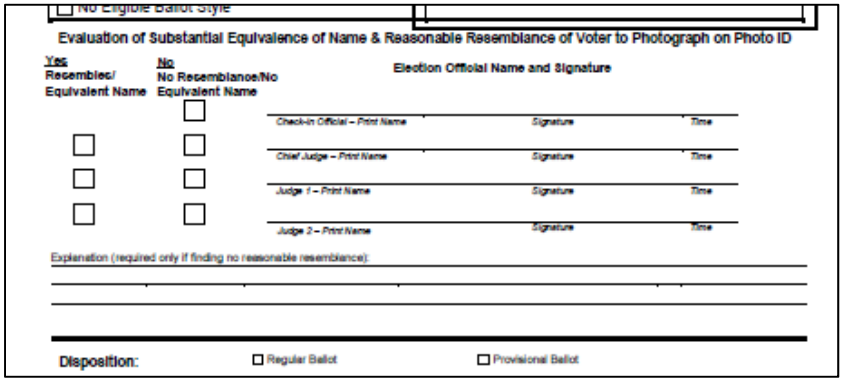
Disposition: ☐ Regular Ballot ☐ Provisional Ballot

OFFICIAL USE ONLY Station Date/Time

Hearing if Photo ID Does Not Meet Requirements

- The check-in official will initiate a photo ID challenge by alerting the Chief Judge and filling out the Help Referral Form.
- The Challenge is then immediately heard by the Chief Judge and Judges of election at the voting place.
- If at least one Judge determines the photo ID meets the legal requirements, then the voter proceeds with the check-in process and will vote with a regular ballot unless there is some other reason under the election laws for them to vote with a provisional ballot.
- If the judges unanimously agree the voter's photo ID does not meet the legal requirements, <u>the voter will still be permitted to vote and will vote with a provisional ballot, as explained previously.</u>

The vote on the evaluation of the Photo ID must be documented on the Help Referral Form:



****<u>**Please Note**</u>**:** *The vote to deny the Photo ID must be* ***unanimous****. If one CJ/Judge votes that the Photo ID is permissible, the voter must be allowed a regular ballot.*

<u>Remember</u> - A person's changed appearance, no matter the reason for that change, cannot prevent a voter from voting. If the election official can determine it is the same person when comparing the person's face in the photo to the face of the person standing before them, then the election official must permit the voter to proceed and vote a regular ballot.

<u>You may use other information to confirm, but not to deny, a voters reasonable resemblance or substantial name equivalency</u> - Election officials should not factor in outside information to decide that the voter *does not* reasonably resemble the person in the photo on the ID or that their name *is not* the same as or substantially equivalent to their name in their registration record. Instead, a determination that the photo ID does not meet the photo or name requirements must be based solely on a review of the photo and name on the ID. On the other hand, if an election official is unable to make a determination that the photo ID meets the photo and name requirements after reviewing the ID, the official can turn to other evidence to *confirm* the photo ID is the person's ID and that the name on the ID is that of a registered voter.

“ID Required” and HAVA Documentation

ID Required

An “ID required” designation indicates that this is a first-time voter who, at the time of their initial registration, did not provide verifiable identification. The requirement for first-time voters to show identification is a requirement of the Help America Vote Act (HAVA) of 2002.

This is separate from the NC photo ID requirement

Acceptable forms of HAVA ID include:

•A current and valid (unexpired) photo identification

OR

• A copy of one of the following documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

First-time voters who are required to show HAVA ID will have been notified of this requirement by their county board of elections.



Reminder: an acceptable ID used for photo ID can also be used for HAVA ID if it is current and valid.

Quick Tips

1. When looking at the picture of a voter on the ID to determine if it is the voter, the standard is "Reasonable Resemblance."

2. When evaluating the name on the Photo ID , remember these terms for your determination:
    a. "Substantial Equivalence"
    b. Look at evidence presented in the "light most favorable to the voter"

3. ADDRESS ON THE ID DOES NOT MATTER.

4. Expiration date checking, on certain ID's
    a. The ID is okay if it has been expired for less than 1 year from the day of the election
    b. The ID of a person 65+ is okay if it expired after they turned 65.
    c. The ID is okay if it is a Class C Driver's License expired after July 1, 2025.

5. Out of State Driver's License:
    a. The ID is okay if voter's registration date is less than 90 days before the election (registration date is on the label)

6. Only the check-in official may make the initial determination of reasonableness.
    a. They may not ask for another opinion
    b. The greeter cannot make the initial determination. Greeters can only check to see if an ID will be valid, but not judge reasonable resemblance

7. If a hearing is held because initial reasonable resemblance or substantial name equivalency cannot be determined:
    a. The Chief Judge and both Judges assemble with the voter
    b. The voter may present other evidence
        i. This may be documents, witnesses, or verbal explanation
    c. You may look at other parts of the ID only to help the voter, not deny them
    d. Look at the name issue **light most favorable to the voter**
    e. If *one* of the three Judges votes that there *is* reasonable resemblance, the voter votes regularly on the voting machine
    f. Document this on the "Help Referral Form"

8. If a voter with no ID votes a provisional and completes a "Photo ID Exception Form":
    a. <u>Do not judge the impediment</u>, just make sure they fill it out completely
    b. Put all provisional and Exception documentation in the clear plastic sleeve of the provisional envelope

9. If a voter with no acceptable ID is offered the chance to complete a provisional ballot (either with or without the Reasonable Impediment Document) and they decline, please have them fill out the "Acknowledgement Notice."