



# NORTH CAROLINA STATE BOARD OF ELECTIONS

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September 17, 2019

Dear College or University Official,

Beginning in 2020, voters in North Carolina will be asked to present photo identification to vote, though certain exceptions apply. Pursuant to [Session Law 2018-144](#), as amended by [Session Law 2019-22](#), preapproved student identification cards issued by North Carolina’s public or private universities and colleges (including community colleges), employee identification cards issued by public universities and colleges (including community colleges), and employee identification cards issued by state and local government entities or charter schools, may be presented as valid forms of photo identification to vote. A public college or university, including a public community college, is a state or local government entity for photo ID purposes. As such, if your institution is a public college, public university, or public community college, your institution would submit separate approval forms for student identification cards and employee identification cards.

Please read this letter carefully, as the law has changed with respect to both the approval process and timelines. The State Board must confirm that your institution’s identification cards meet certain requirements before your cards can be used to vote in North Carolina. State law requires that the State Board receive documentation from your institution showing that its identification cards meet the requirements listed in statute along with a copy of the cards issued by your institution.

<b>Current Approval Status</b>	<b>Approval Status</b>	<b>Action Required</b>
<b>If your identification card was approved on or before March 15, 2019:</b>	That approval is valid until December 31, 2022.	<b>You do not need to resubmit at this time.<sup>1</sup></b>
<b>If your identification card has not yet been approved:</b>	The State Board of Elections must approve your submission on or before November 1, 2019, to ensure your identification cards may be used in elections held in 2020. <sup>2</sup> If the State Board approves your institution’s submission, that approval is valid through December 31, 2020. <sup>3</sup>	<b>In order to approve by the November 1, 2019 deadline, the State Board must receive your submission on or before October 26, 2019.<sup>4</sup></b>
<b>If your institution’s application was submitted on or before March 15, 2019, and your submission was denied:</b>	The State Board must approve previously disapproved identification cards no later than December 1, 2019, for use in elections held in 2020. <sup>5</sup> If the State Board approves your institution’s submission, that approval is valid through December 31, 2020. <sup>6</sup>	<b>You have until November 15, 2019, to submit a revised application for approval.</b>

*A list of IDs that have been certified for use in elections beginning in 2020, as well as a list of IDs that were previously submitted and not approved, can be found at <https://bit.ly/2kf6uz8>*

<sup>1</sup> See Section 6.(a) of [Session Law 2019-22](#).

<sup>2</sup> See Section 4 of [Session Law 2019-22](#).

<sup>3</sup> See Section 2 of [Session Law 2019-22](#).

<sup>4</sup> See Paragraph (a) of [08 NCAC 17 .0108](#).

<sup>5</sup> See Section 6.(b) of [Session Law 2019-22](#).

<sup>6</sup> See Section 2 of [Session Law 2019-22](#).

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## Student Identification Cards

Student identification cards may be issued by a constituent institution of The University of North Carolina, a community college (defined in G.S. § 115D-2(2)), or an eligible private postsecondary institution (defined in G.S. § 116-280(3)). The State Board shall approve a student identification card as a valid form of photo identification to vote if it meets the following criteria:<sup>7</sup>

1. The **chancellor, president, or registrar** of the university or college submits the completed approval form and any additional documentation to the Executive Director of the State Board stating that all of the following requirements have been met and will not knowingly be violated:
    - a. The identification cards that are issued by the university or college contain photographs of students taken obtained by the university or college or its agents or contractors, provided the photograph obtained (i) is a frontal image that includes the student's face and (ii) represents a clear, accurate likeness of the student to whom the identification card is issued. If the photograph is one not produced by the university or college or its agents, the university or college shall certify in detail the process used by the university or college to ensure the photograph is that of the student to whom the identification card is issued and shall certify that the process is designed to confirm the identity of the student to whom the identification card is issued.
    - b. The identification cards are issued after an enrollment or other process that includes one or more methods of confirming the identity of the student using information that may include, but are not limited to, the social security number, citizenship status, and birthdate of the student.
    - c. Access to the equipment for producing the identification cards is restricted through security measures.
    - d. Misuse of the equipment for producing the identification cards would be grounds for student discipline or termination of an employee.
    - e. University or college officials would report any misuse of student identification card equipment they have knowledge of to law enforcement if G.S. § 163A-1389(19) was potentially violated.
    - f. **Effective January 1, 2021:** The cards issued by the university or college contain a date of expiration.
    - g. The university or college will provide copies of student identification cards to the State Board to assist with training purposes.
    - h. The college or university will provide to students who are issued the student identification card a copy of, or an electronic link to, a document developed by the State Board that details the requirements related to identification for voting; the requirements to vote absentee, early, or on election day; a description of voting by provisional ballot; and the availability of a free North Carolina voter photo identification card pursuant to G.S. 163A-869.1 to rural, military, veteran, elderly, underserved, minority, or other communities as determined by local needs; and the requirements of North Carolina residency to vote, including applicable intent requirements of North Carolina law, and the penalty for voting in multiple states.
  2. The university or college complies with any other reasonable security measures determined by the State Board to be necessary for the protection and security of the student identification process. [\*Rule 08 NCAC 17 .0108\*](#) was adopted in response to this statutory requirement. *The reasonable security measures are the attached approval form and the process described below, which requires employers to provide the agency with updates if the institution's IDs or procedures change.*
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<sup>7</sup> See Section 2 of [Session Law 2019-22](#).

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## Required Actions

1. **Complete the attached form.**

*In order for student identification cards issued by your institution to be used to vote in North Carolina in 2020, an eligible individual must complete and sign the attached form.<sup>8</sup> The College/University ID Approval Form, which must be signed by the chancellor, president, or registrar of the university or college, is for approval of student identification cards.*

For your institution's student identification cards to be used in elections in 2020, the forms must be submitted to [VoterID@ncsbe.gov](mailto:VoterID@ncsbe.gov) by **October 26, 2019, if your institution has not previously submitted a request for approval**, or by **November 15, 2019, if your institution's submission was previously disapproved.**

2. **Submit an image of the ID card.**

Submit a high-resolution sample image (suggested 300 dpi or higher), in PDF, JPG, PNG, or Word format, of the front and back of all identification cards.<sup>9</sup> Submissions must be made to [VoterID@ncsbe.gov](mailto:VoterID@ncsbe.gov) by **October 26, 2019, if your institution has not previously submitted a request for approval**, or by **November 15, 2019, if your institution's submission was previously disapproved.**

3. **Provide the Voting Information for Students flyer.**

When issuing student identification cards, you must provide students with a hard copy of the *Voting Information for Students* flyer issued by the State Board, or a link to the document.<sup>10</sup> This flyer is posted on the State Board's website at <https://bit.ly/2ITYJPv>. Make sure to check this link periodically for any updates to the flyer.

4. **Notify NCSBE if your ID card changes.**

If your institution alters its procedures in a manner that violates the statutory requirements or alters its identification cards from the images previously submitted, you must notify the Executive Director of the State Board in writing according to the following timeline:

- a. **If the alteration is made fewer than 90 days before the date of an election** in the State, you must provide notice within five business days after implementation of the alteration; and
- b. **If the alteration is made more than 90 days before the date of an election** in the State, you must provide notice within 30 calendar days after implementation of the alteration.<sup>11</sup>

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If you have any questions or need assistance, contact Ted Fitzgerald, Chief Learning Officer, at [Ted.Fitzgerald@ncsbe.gov](mailto:Ted.Fitzgerald@ncsbe.gov) or 919-814-0761.

Sincerely,



Ted Fitzgerald - Chief Learning Officer  
State Board of Elections

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<sup>8</sup> See 08 NCAC 17 .0108.

<sup>9</sup> See Paragraph (b) of 08 NCAC 17 .0108.

<sup>10</sup> See Section 2 of Session Law 2019-22.

<sup>11</sup> See Paragraph (c) of 08 NCAC 17 .0108.