

Prepared by

Democracy North Carolina

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Voter Registration Toolkit

Voter Registration Kit



Voter registration is the necessary first step in making sure the voices of “we the people” are heard by our elected officials. With the right information, anyone can register voters! **Some key rules for voting in North Carolina have changed. Be prepared.**

Top 11 Tips For Voter Registration Drives

1) Choose the right time and location for your registration drive so plenty of your target people will see you. Be sure to get permission to conduct the drive if the location is on private property.

2) Engage voters by asking “Can I help you update your registration?” or “Are you registered to vote at your current address?” Don’t forget to smile and stay upbeat, warmth and energy go a long way.

3) Have plenty of registration forms with you in English and in Spanish. Get forms from the County Board of Elections or Democracy North Carolina.

4) Other supplies — Clipboards, pens (black ink only), a visible sign saying “Register to Vote,” a bin or large envelope for completed forms. Also bring stickers and fun stuff to give away, flyers about voting rights and how and when to vote, and this guide for volunteers.

5) Recruit plenty of volunteers. Usually, only about 75% of those who sign up to help will actually show up.

6) Be non-partisan. Don’t tell people what party to register for or who to vote for. Don’t have signs or buttons for a candidate. You must help register anyone regardless of what

party they choose. *Note: You can state your position on an amendment or bond issue and still be non-partisan.*

7) It is illegal to pre-fill out the party affiliation or to throw away or destroy a person’s form. However, voters can receive assistance filling out or completing the form. The voter must sign it.

8) Offer to review the form before the voter signs it. Some people may want to take it home but those forms are rarely turned in. Offer to help get it done correctly and quickly.

9) Train your volunteers on how to fill out forms correctly, remind them to review forms quickly — and always get the voter’s signature!

10) Turn in all forms to the elections board, even if parts are incomplete or voided.

11) If you want to retain a person’s email address after you’ve registered them to vote, ask them to provide it on a separate document like a pledge card. State law prohibits people other than election officials from retaining certain information from voter registration forms, including email addresses, signatures, dates of birth, full or partial SSNs, and driver’s license numbers.

Resources For More Information

Democracy NC can provide voter registration forms, “Register to Vote Here” signs, voting rights resources and more. Contact us at **919-286-6000** or **info@democracync.org**.

NC Voter Registration Form



Sections 1, 2, 3, 4, 5 and 11 of the form MUST be completed before it can be processed by the State Board of Elections. Many, but not all, of these items are marked with **red (Required)**. People most often leave out the eligibility check boxes at the top (Section 1), Date of Birth and ID or Social Security number (Section 3), and Signature & Date (Section 11).

Section 1 — Begin with the first two boxes about being a U.S. citizen and being at least 18 years old by Election Day. U.S. citizens who are at least 18 years old on the day of the General Election check both boxes. The third checkbox is to pre-register 16- and 17-year-olds. Enter the pre-registrant's DOB on the appropriate line (*Section 3*), and their registration will be processed once they turn 18 years old.

Section 2 — Ask people to print their name as it appears on the Driver's License or Social Security Card referred to in Section 3. This will make the matching (*verification*) process go more smoothly.

Section 3 — The NC State Board of Elections requires new registrants to include their date of birth and complete one of the following options in Section 3 on the voter registration form:

1) Provide NC Driver's License or NC DMV ID number OR 2) Provide the last four digits of Social Security number or 3) Check a box that states they do not have a NC driver's license/ DMV ID number or social security number.

If the registrant does not provide their license number or the last four digits

of their SSN and does not check the box stating they do not have either, the County Board of Elections cannot process the voter registration form. If the registrant does check the box that states they do not have a driver's license/ DMV ID or Social Security number, they must provide a copy of a current utility bill bank statement, government check, paycheck, or other government document that shows their name and address when presenting to vote for the first time.

Section 4 — This must be your home street address, not a P.O. Box number. Include apartment number.

Section 5 — Provide a mailing address if the mail is not delivered at the address in Section 4 or if the voter uses a different permanent address (*like a student, member of the military, or a person who does not have a home address*).

Section 6 — This section allows those without a physical address to show on a map where they typically live or sleep. Registrants must provide a mailing address in Section 5.

Instructions for Completing the NC Voter Registration Form



Section 7 — Filling in Gender, Race, and Ethnicity helps monitor the election process to ensure that it is not biased against any class of voters. These items are optional.

Section 8 — If a party is not marked, the Elections Board will list the voter as “Unaffiliated” (no party affiliation). In NC, Unaffiliated voters are allowed to vote in the primary election of either political party.

Section 9 — Use this section to cancel a previous registration. Some people can’t remember all parts of their previous

address, but at least list the county where they were registered.

Section 10 — Ask everyone for their phone number and email address; it is used by the Board of Elections to timely contact the registrant about missing information.

Section 11 — “I attest:” The registrant must personally sign/date the form after reading the items. (*Someone convicted of a felony anywhere can register in North Carolina after finishing their sentence, including probation, post-release supervision, and parole.*)

What Should I Do With **Completed Forms**?

Deliver or mail the forms to the County Board of Elections office within 7 days of completion and at least 25 days before the election. Turn in all of the forms, even if some sections are not completed.

A collage of several North Carolina Voter Registration Application forms, showing various sections like 'Find your name', 'Residential address', 'Mailing address', 'Political party affiliation', and 'About you'.

Frequently Asked Questions



Q: Who is eligible to register to vote?

A: To register to vote in NC, people must be: (1) a U.S. citizen by birth or naturalization; (2) at least 18 years old by Election Day; (3) not serving a felony sentence, including probation, post-release supervision, and parole; (4) a resident of the county for at least 30 days before the election.

Q: Can a person register if they do not provide a driver's license or Social Security number?

A: Yes — but when they first vote, they will need to show one of the following CURRENT documents with their name and residential address: A current utility bill, bank statement, government check, paycheck, other government document, or one issued from the institution that issued the photo ID that you use to satisfy the voter photo ID requirement.

Q: How does someone know if their registration was approved?

A: After a person's registration form is processed, a verification card is mailed to the voter (also known as a voter registration card). The card lists the voter's Election Day polling place. If any information on this card is incorrect, the voter should make changes in the space provided, sign the card, and return it to the County Board of Elections. The card verifies the registration but a voter doesn't need to show it to vote. If no card is received within two weeks after

registration, the voters should call the Elections Board for an explanation or check their registration status online at demnc.co/lookup.

Q: What if a person skips a section on the registration form?

A: All required sections (marked in red) of the form must be completed for it to be properly processed – especially the signature! Always ask people to include their daytime phone number and email address on the form so the election staff can timely contact the person with any questions about missing information. If the new registrant checks the box in Section 3 stating they do not have a NC driver's license/DMV ID number or Social Security number, the County Board of Elections will accept the application and send the person a letter requiring them to bring a document (copy of current utility bill, bank statement, government check, paycheck, or other government document) when they vote for the first time to confirm their name and residential address.

Q: Do people have to fill out all of the demographic information in Section 7?

A: No – but this information helps the Board of Elections track voter participation to ensure everyone is treated fairly. It also helps ensure that elections are accessible to everyone without regard to race, gender, or ethnicity. Encourage people to fill in this information.

Frequently Asked Questions



Q: What if a voter asks a volunteer what political party to select in Section 8?

A: You should tell voters to choose a party that most closely reflects their values. If they do not know, they can register Unaffiliated (no party) or leave the section blank. If it's left blank, the person will automatically be registered as Unaffiliated. NC's Unaffiliated voters may vote in any party's primary. Voters who affiliate with a party can still vote for another party's candidate in the general election. Voters can change their party affiliation within 25 days before Election Day.

Q: What if someone thinks they may be registered?

A: It doesn't hurt to fill out a registration form again. If they think they are registered at another address, they should fill out Section 9 (Old Registration). If you have internet access, you may look up a registration at demnc.co/myreg.

Q: Does a person need to show a photo ID to vote?

A: Yes. You need to show an NC driver's license or other "acceptable photo ID" to vote with a regular ballot. If a voter is not able to show a voter photo ID, they can vote a provisional ballot and use an "ID Exception Form." In the case of voting

by mail, the voter must fill out the ID Exception Form with their ballot. Learn more, including what types of IDs are acceptable and exceptions at gotidnc.org.

Q: What if the voter registration deadline has passed?

A: Voters can still register and vote in one trip if they go to an Early Voting site in their county and bring the documentation listed in the prior question about registration (including an NC driver's license/DMV ID). Same-day registration is not an option on Election Day, so be sure to get to the polls during the 17-day early voting period before Election Day. To find options in your county, visit demnc.co/voteearly.

Q: Can I register to vote online?

A: Online voter registration (OVR) is now available through North Carolina's DMV website. To use OVR, you must have an NC driver's license or DMV-issued ID card. To register online, visit demnc.co/register.



You have the right to vote – it's the law, and the proof is in your hands! You'll notice letters and numbers after each of your rights listed below. These tell lawyers, poll workers, and election officials where to find the NC statute (i.e. law) or legal document that protects your rights as a properly-registered voter. Take this document with you to vote. If you are not registered, check out the bottom section.

You Have the **Right to Vote**

1) Hours — Your assigned Election Day polling place is open 6:30 am to 7:30 pm. You must be allowed to vote if you are in line or inside the polling place by 7:30 pm (or in line or inside the polling place at the closing time of any early voting site in your county). It's the law: *NC General Statute (NCGS) 163-166.25*

2) You Need ID to Vote in North Carolina — You need to show an NC driver's license or other "acceptable photo ID" to vote a regular ballot. If you cannot show a voter photo ID when voting, you can still vote with a provisional ballot and ask the poll worker for an "ID Exception Form." Learn more, including what IDs are acceptable and how to get a free voter photo ID, at gotidnc.org. *NCGS 163-166.16*

3) Provisional Ballot — If any problem arises, you have a right to vote with a provisional ballot. For example, ask for a provisional ballot if you believe you are a registered voter but your name isn't on the rolls or if you are told that you are in the wrong precinct. You must also be given information if you need to take additional steps for your ballot to count

and directions on how to learn if the provisional ballot was counted and if not, the reason it was not counted. *NCGS 163-166.11*

4) If You Move — If you have moved within your county and have lived in your new location for more than 30 days, you have the right to vote in your new precinct or at a central location. If you have lived in your new location for less than 30 days, you must vote in your old precinct or cast a provisional ballot in your new precinct. If you have moved within your precinct, you can update your info at the polls and vote. If you move to a new county, you must re-register to vote by 25 days before the election or you can visit an early voting poll anywhere in your new county to register and vote all at the same time. Find your county's locations at visit demnc.co/voteearly. *NCGS 163-82.15, N.C. Constitution, Article VI, Section 2(1)*

5) Name Change — If your name has changed since you registered to vote, you have the right to vote, even if you have not reported your name change to election officials. *NCGS 163-82.15, 08 NCAC 10B.0103*



You Have the **Right to Vote**

6) Spoiled Ballot — If you make a mistake on your ballot, you have a right to a new ballot. You can spoil up to three ballots. ⁸ *NCAC 10B.0104*

7) Assistance — You may receive assistance from a family member in order to vote. If you have a disability or difficulty reading (due to language ability, vision, etc.), you have a right to assistance from anyone of your choice, except your employer or union agent. *NCGS 163-166.8, 52 U.S.C. Section 10508*

8) Curbside — If the polling place is difficult to reach due to your age or physical/mental disability, you may vote in a vehicle or at the door of the polling place. *NCGS 163-166.9, 08 NCAC 10B.0108*

9) Justice Involved — If you are in jail for a misdemeanor, you still have a right to vote. If you were convicted of a felony, you can re-register to vote once you fully complete your sentence, including probation, post-release supervision, and parole. Fines, fees, and restitution alone do not make you ineligible to vote. *NCGS 13-1*
If the person is not released from jail until fewer than 25 days before the election, they may apply to register to vote on Election Day. If the application is approved by the Elections Board, the person can vote on the same day. *NCGS 163-82.6*

10) Intimidation — You have a right to vote without being intimidated or forced to vote in a certain way. *NCGS 163-274, NCGS 163-275*

If You Are **Not Registered to Vote**

You can register to vote if your signed registration form is postmarked 25 days before an election. See demnc.co/upcoming for the deadline. If you miss that deadline, you can register and vote on the same day during the 17-day early voting period before Election Day (you cannot do this on Election Day). You must be a U.S. citizen, be at least 18 years old by the time of the election, and have lived in the county for 30 days before the election.

Go to an early voting site in your county, fill out a registration form, show photo ID and one of the following (*make sure it's a current document!*) with your name and residential address: NC driver's license, a current utility bill, bank statement, government check, paycheck, other government document or a document issued from the institution (*e.g. a school*) that issued the photo ID that you use to satisfy the voter photo ID requirement. To find an early voting site in your county, call **888-OUR-VOTE** or visit demnc.co/voteearly.