



CONDUCTING VOTER REGISTRATION DRIVES

ROWAN COUNTY BOARD OF ELECTIONS
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YOUR RESPONSIBILITIES AND INSTRUCTIONS IN COMPLETING VOTER REGISTRATION APPLICATIONS

Conducting Voter Registration Drives in North Carolina

Any person, group, organization, committee, campaign, political party, employer, or any other entity may conduct a voter registration drive. There is no special license or training necessary, nor is there any requirement to register as a political action committee in order to conduct a voter registration drive.

Voter Registration Drive Responsibilities

The decision to conduct a voter registration drive is an important one. Voter registration is fundamental to elections. Assisting qualified citizens in becoming registered voters and involving them in the democratic process is a worthy cause and carries with it certain responsibilities. Voter registration drive organizers and participants must adhere to the following guidelines:

- You must provide individuals with current, state-approved voter registration forms. These forms may be ordered from the State Board of Elections. (if quantities are over 300) by filling out and signing a NC Voter Registration Supplies Order Form and faxing it to the number on the form. Go to www.ncsbe.gov click on voters then click on voter registration form, then click on voter registration drives and you will see below the link to get the forms ordered for your offices. Drive organizers should NOT make copies of the voter registration form available on our website.
- You must refrain from coercing, threatening, or intimidating any person engaged in the registration or voting process.
- You must refrain from altering any information placed on the form without the permission of the person registering.
- If assisting a person in filling out a voter registration form, you must place information on the form that accurately reflects the intent and direction of the person.
- You should not offer a person a voter registration form that has been pre-marked unless the person receiving the form has requested the pre-marking.
- You must refrain from giving a partially completed voter registration form to a person for registering, unless that person is made aware of the information already on the form and the person registering does not object to that information. An unaltered blank registration form must be provided to the registrant if requested.
- You may not refuse to accept completed voter registration forms.
- You are encouraged to submit completed voter registration forms and any accompanying documentation to the county board of elections in the county in which the applicant resides **within 5 business days of receiving the forms, but certainly, no later than the 25th day before an election. Failure to do so could be punishable as a Class 2 misdemeanor.**
- **It is a misdemeanor for any person who is not an elections official or who is not otherwise authorized by law to retain a registrant's signature, full or partial Social Security number, date of birth, or the identity of the public agency at which the registrant registered under G.S. 163A-884, any electronic mail address submitted under Part 2 of Article 17 of this Chapter, or driver license number from any form described in G.S. 163A-862 after submission of the form to the county board of elections or elections official.**
- **In other words, it is unlawful for any person who is not an elections official or not otherwise authorized by law to take the above-described information from a voter's registration form**

and keep it in any form for any purpose. The information may not be photocopied, transcribed, recorded or transmitted to a database.

Completing Voter Registration Applications

PRINT AND USE BLACK INK

The following fields on a voter registration form are **required**:

1. Citizenship and Age checkboxes
2. Full Name
3. Date of Birth
4. Address (need physical address and mailing address.
5. Signature

It would help the BOE to have **daytime phone numbers** just to be able to call to verify information. We do not put them in the system.

Any voter registration forms completed by new registrants at voter registration drives or sent by mail must contain the applicant's North Carolina driver license number or DMV-issued identification card. If none of these are provided, the registrant shall provide the last four digits of his/her social security number. If the registrant cannot supply an identification number, he/she may still register, but must be prepared to show identification at the polling place the first time he/she presents to vote.

If you realize that a registrant has not completed the voter registration form, DO NOT complete the form for them. The incomplete form should not be altered by you, but should be given to the county board of elections AS IS. The county boards of elections have procedures in place to contact the applicant to retrieve the missing information. Also, do not place sticky notes or flags on any incomplete form to alert the county board to these deficiencies. Voter registration applications are scanned into the voter registration database system prior to any data entry and these notes are simply removed by the county board staff prior to scanning.

Registering to Vote in North Carolina

In order to register to vote in North Carolina, a person must meet the legal qualifications to vote and complete a voter registration application. When completing the application, applicants must provide their full name, residential address, date of birth, and citizenship status. In addition, the application must be signed pen to paper (Electronic signatures do **not** count). Failure to complete a required field on the form will delay the processing of the application. After completion, the application should be mailed to the board of elections office in the county in which the applicant resides.

If the application is complete and the applicant meets all qualifications to vote, the county board of elections will mail a voter registration card to the applicant to provide notice of the registration. This mailing is non-forwardable and also serves to verify the applicant's address. If a voter registration card is returned by the postal service as undeliverable, then a second mailing will be sent to the voter. In the event that the second mailing is also returned as undeliverable, the applicant's voter registration may subsequently be denied.

Voter registration applicants who have met the voter registration deadline should expect to receive their voter registration card within 1 to 2 weeks. Applicants should contact their county board of elections if they do not receive their voter registration card within two weeks. Note: The applicant must have transmitted the registration application by the registration deadline; otherwise, the voter registration card will not be mailed until after the completion of the election.

Qualifications to Vote

To register to vote in North Carolina, a prospective voter must meet all of the following qualifications:

- Must be a citizen of the United States.
- Must live in the county of his/her registration, and have resided there for at least 30 days prior to the date of the election.
- Must be at least 18 years old. A prospective voter can submit a registration form up to two years before his/her 18th birthday, if and only if he/she will be 18 at the time of the next general election.
- Must not be serving a sentence for a felony conviction (including probation or parole). If a prospective voter has previously been convicted of a felony, his/her citizenship rights must be restored.



NORTH CAROLINA VOTER REGISTRATION APPLICATION (fields in red text are required)

v2018.05

1 Indicate whether you are qualified to vote or preregister to vote based on U.S. citizenship and age.

Are you a citizen of the United States of America?
IF YOU CHECKED "NO" IN RESPONSE TO THIS CITIZENSHIP QUESTION, DO NOT SUBMIT THIS FORM. YOU ARE NOT QUALIFIED TO VOTE. Yes No

Will you be at least 18 years of age on or before election day?
 Yes No

Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote?
IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE AGE QUESTIONS, DO NOT SUBMIT THIS FORM. YOU ARE NOT QUALIFIED TO REGISTER OR PREREGISTER TO VOTE. Yes No

2 Provide your full legal name. (last name, first name and middle name)

Legal Last Name Suffix
Legal First Name
Middle Name

3 Provide your date of birth and identification information.

Date of Birth (MM/DD/YYYY) State or Country of Birth
NC Driver License or NC DMV ID Number Last Four Digits of Social Security Number
Check if you do not have a driver license or Social Security number. State Voter Registration Number - Optional (To locate, check "Voter Lookup" at www.NCSBE.gov.)

4 Provide your residential address - where you physically live. (Do not enter a P.O. Box or a mail drop location. Your address determines your voting districts)

Address Number Street Name and Type
Address Line 2 (e.g., apartment, lot or unit number)
City State Zip Code
County Have you lived at this address for 30 or more days? If "No", date moved? City State Zip Code

5 Provide a mailing address if you do not receive mail at your residential address.

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
City State Zip Code

No Physical Address?
If you do not have an address, use the space to the right to illustrate where you normally live or sleep. Write in the names of the nearest crossroads (or streets). Draw an X on the map to show where you live or usually sleep.
IMPORTANT: You should also provide a valid mailing address above to permit the board of elections to send you a voter card.

6 Provide your demographic information (optional).

Gender Male Female Ethnicity Hispanic/Latino Not Hispanic/Latino
Race African American/Black American Indian/Alaska Native Asian Multiracial Native Hawaiian/Pacific Islander White Other

7 Provide your choice for political party affiliation.

Political Party Preference
 Democratic Party Republican Party
 Constitution Party Green Party Libertarian Party
 Unaffiliated (no affiliation) Other _____
If you select a party that is not recognized in North Carolina, you will be registered as Unaffiliated.

8 Complete if you are currently registered to vote in another NC county or in another state. (This information will be used to cancel your previous voter registration in the other county or state.)

First Name Used in Last Registration Middle Name Used in Last Registration Last Name Used in Last Registration Suffix
Address Where You Were Last Registered City/State/Zip Code of Last Registration County of Last Registration

9 Provide your contact information (optional). (This information is helpful if we need to contact you concerning your voter registration. This information may be disclosed as a public record.)

Area Code Phone Number Email Address Would you like to be contacted to be a poll worker?
 Yes No

10 Sign below to attest to your qualifications to vote.
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163A OF THE NC GENERAL STATUTES.

I attest, under penalty of perjury, that in addition to having read and understood the contents of this form, that: (1) I am a United States citizen, as indicated above; (2) I am at least 18 years of age, or will be by the date of the general election; or I am at least 16 years old and understand that I must be at least 18 years old on the day of the general election to vote; I shall have been a resident of North Carolina, this county, and precinct for 30 days before the date of the election in which I intend to vote; (3) I will not vote in any other county or state after submission of this form and if I am registered elsewhere, I am canceling that registration at this time; and (4) I have not been convicted of a felony, or if I have been convicted of a felony, I have completed my sentence, including any probation.

X
Signature Required Date

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To Order Voter Drive Registration Forms in quantity and have shipped to you direct, please follow link:

<https://www.ncsbe.gov/Forms/NVRA/Voter-Registration-Drives-Request-for-Voter-Registration-Forms>