



NORTH CAROLINA
STATE BOARD OF ELECTIONS

Curbside Voting Station Guide

Revised 2023

Curbside Procedures

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Curbside Procedures

- 7 Generate Vote Authorization Documents
- 8 Assemble Balloting Materials
- 9 Obtain Voter Signatures
- 10 Allow Voter to Mark Ballot
- 11 Accept Voter's Ballot

Step 1: Voter Greeting

- ▶▶ Ask the name of the person voting curbside
- ▶▶ Determine if the voter requires assistance
- ▶▶ Read oath to the voter and receive affirmation to confirm curbside eligibility
- ▶▶ Complete a curbside log
- ▶▶ Ask the voter to show a photo ID



Ask the name of the person voting curbside

When approaching the curbside voting area, the curbside official must first determine who desires to vote from the vehicle. This can be accomplished by asking for the name of the person who is voting curbside.



If a person is unable to state their name because of an impairment, the curbside official may make reasonable accommodations, including asking the voter to write their name.



The voter may be able but unwilling to state their name. The curbside official will explain that the law requires voters to state their name aloud. If the voter continues to refuse to cooperate with the curbside official, the official will arrange for the voter to speak with an election judge.



Determine if the voter requires assistance

If a voter is in need of assistance, it must be requested. If a voter is accompanied when presenting to vote, a curbside official must determine if the voter wants assistance from someone in the vehicle. The voter may also ask for assistance from an election official.

Who may assist a voter?

A voter is entitled to assistance from a near relative: spouse, parent, child, brother, sister, grandparent, grandchild, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law

Who may receive voter assistance?

Disabled voters may receive the following forms of assistance from anyone except an agent of their employer or union representative:

- Help entering the voting booth due to physical disability or blindness
- Assistance in marking the ballot due to physical disability, illiteracy, or blindness

Election officials should follow the script below to determine if a voter is entitled to assistance:

- 1. Ask the voter: “Is this person here to assist you?”**
 - a. If YES, go to question 2.
 - b. If NO, instruct the person that they need to wait outside the voting enclosure.
- 2. Ask the voter: “Is this person a near relative?” *Refer to explanation of who can assist a voter.***
 - a. If YES, the voter may receive assistance. No further information is needed.
 - b. If NO, go to question 3.
- 3. Say: “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?”**
 - a. If YES, go to #4.
 - b. If NO, the voter is not entitled to receive assistance from someone who is not a near relative. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
- 4. Ask the voter: “Is this person your employer, your employer’s agent, an officer of your union, or an agent of your union?”**
 - a. If YES, the person may not assist the voter. The voter may select someone else to assist him or her. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
 - b. If NO, the voter may receive assistance. No further information is needed.



Read oath to the voter and receive affirmation to confirm curbside eligibility

The curbside official can determine eligibility by giving the voter the curbside oath and receiving a response that the voter will be able to sign the curbside affidavit.

Do you solemnly swear (or affirm):

- **that you are a registered voter in this _____ precinct?**
- **that because of age or physical disability you are unable to enter the voting place to vote in person without physical assistance?**
- **that you desire to vote outside the voting place and enclosure?**
- **and you understand that a false statement as to your condition will be in violation of North Carolina law?**

If the voter swears or affirms, continue with the curbside check-in procedures.

If the voter **cannot** swear or affirm to the curbside oath, the voter must be instructed to vote inside the voting enclosure.

"Do you swear (or affirm) that you are a registered voter in _____ County and _____ precinct. That because of age or physical disability, you are unable to enter the voting place to vote in person without physical assistance. That you desire to vote outside the voting place and enclosure, and that you understand that a false statement as to your condition will be in violation of North Carolina law."?

	Last name, first name, middle name <i>as stated by the voter</i>		Current Residential Address <i>as stated by the voter – <u>do not compare to address on ID</u></i>	Party <i>if primary</i>	If UNA <i>primary ballot choice</i> <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>	
	Last name, first name, middle name <i>(as stated by the voter)</i>		Current Residential Address <i>as stated by the voter – <u>do not compare to address on ID</u></i>	Party <i>if primary</i>	If UNA <i>primary ballot choice</i> <input type="checkbox"/> DEM <input type="checkbox"/> LIB <input type="checkbox"/> REP <input type="checkbox"/> NON
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_____	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>	

Request the Voter's Photo ID (you do not need to take the photo ID into the voting enclosure)

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 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 an ID.

The following circumstances require the curbside official to inform the voter of the options for voting a provisional ballot without an ID:

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

If a voter needs to cast a provisional ballot, please follow the procedures in step 7 and 8.

The curbside election official should use the list of Acceptable Photo IDs for Voting in 2023 and the Common ID Flyer to confirm that the photo ID presented is an acceptable type of ID.

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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

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Military ID and Veteran ID cards have no expiration date requirement



* Images are for illustrative purposes only. Please refer to the State Board of Elections website for a complete list of acceptable IDs, including Tribal, Student and Employee IDs.

Step 2: Initial ID Review

- ▶▶ Inspect the photo ID
- ▶▶ Determine if the photo ID is an acceptable type
- ▶▶ Determine if the photo ID meets expiration requirements
- ▶▶ Determine if the photograph on the photo ID reasonably resembles the person presenting to vote



Step 3: Evaluation of the Name on the Photo ID

- Return ID to voter and proceed to check in station
- Determine if the name on the photo ID (as written on the log) is the same as or substantially equivalent to the name on the voter record (Electronic or Paper List)

Make a final determination that the photo ID meets all requirements





After Making a Final Determination on the Photo ID

If the curbside election official determines that the photo ID meets all requirements, then proceed to the next step.




If the official finds that the photograph on the photo ID does not bear a reasonable resemblance to the person presenting to vote or that the name on 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 that they may have.



If the voter does not offer another type of acceptable photo ID, the curbside official must enter a challenge immediately notify the judges of election by using the help referral form. The judges will conduct the challenge hearing at the curbside voting location, and the judges may separately visit the curbside location to review the evidence.

Step 4: Voter Status Review

 Determine the voter's registration status

 Determine whether there are voter status issues that need to be resolved before a ballot can be issued



Step 5: Address Review

Remember, the address on a voter's photo ID is not required to match the address on the voter's record.



Compare address provided on the curbside log with address on voter record



Step 6: Party Affiliation Review

This step is for partisan primaries only



Compare party information provided on the curbside log with party on voter record



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Step 7: Generate Vote Authorization Documents

- If the voter is registered and qualified to vote: obtain their vote authorization document from Check-in
- If the voter cannot be issued a regular ballot: obtain a provisional voting application from the Help Station

Step 8: Assemble Balloting Materials

Regular Ballot



- ATV or one-stop application
- Privacy sleeve
- Ballot

Provisional Ballot



- Provisional Voting Application
- Privacy sleeve
- Ballot
- Provisional envelope
- Photo ID Exception Form (if applicable)
- Provisional voter instructions



Step 9: Obtain Voter Signatures

- Review the document(s) with the voter to ensure the information on the form(s) is correct
- Indicate areas on the relevant form(s) that require the voter's signature
- Allow the voter to sign the document(s)
- Collect the document(s)



Step 10: Allow Voter to Mark Ballot

- ▶▶ Provide the voter with the balloting materials and voting instructions
- ▶▶ Provide voter with instructions on how to indicate they have completed voting
- ▶▶ Monitor curbside area to ensure vehicle is not approached by electioneers



Step 11: Accept Voter's Ballot

 If regular ballot: deliver ballot in privacy sleeve to a judge of election to cast ballot and deliver the signed vote authorization document(s) to the Ballot Station

 If provisional ballot: deliver ballot sealed in the provisional envelope along with form(s) to the Help Station Official

