



CURBSIDE VOTING MANUAL

This manual has been developed to provide guidance to North Carolina election officials on proper voting procedures when a voter presents to the curbside area. North Carolina law requires each voter presenting to vote in person to:

- State their name
- State their address
- State their party affiliation during a partisan primary

Quick Reference: Curbside

Step 1: Voter Greeting	<ul style="list-style-type: none"> • 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 				
Return to the voting enclosure					
Step 2: Name Review	<ul style="list-style-type: none"> • Search for the voter's name on the voter record  • Compare stated name to the name on voter record  				
Step 3: Voter Status Review	<ul style="list-style-type: none"> • 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 4: Address Review	<ul style="list-style-type: none"> • Compare address provided on the curbside log with address on voter record  				
Step 5: Partisan Affiliation Review (partisan primary only)	<ul style="list-style-type: none"> • Compare party information provided on the curbside log with party on voter record  				
Step 6: Generate Vote Authorization Documents	<ul style="list-style-type: none"> • 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 7: Assemble Balloting Materials	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 50%;">Regular Ballot</th> <th style="text-align: left; width: 50%;">Provisional Ballot</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • ATV or one-stop application • Privacy sleeve • Ballot </td> <td> <ul style="list-style-type: none"> • Provisional Voting Application • Privacy sleeve • Ballot • Provisional envelope • Provisional voter instructions </td> </tr> </tbody> </table>	Regular Ballot	Provisional Ballot	<ul style="list-style-type: none"> • ATV or one-stop application • Privacy sleeve • Ballot 	<ul style="list-style-type: none"> • Provisional Voting Application • Privacy sleeve • Ballot • Provisional envelope • Provisional voter instructions
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 Refer an issue encountered here to the Help Station

Continue on back 

Return to curbside

Step 8: 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 including curbside affidavit
- Allow the voter to sign the document(s)
- Collect the document(s)

Step 9: 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

Return to the voting enclosure

Step 10: 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

Return to the curbside voter with an "I Voted" sticker



Table of Contents

Curbside Overview	1
Curbside Buffer Zone	
Curbside Observers	
Step 1: Voter Greeting	2
Ask for the name of the person voting curbside	
⚠ Issue: Voter is unable to state name	
⚠ Issue: Voter refuses to state name	
Determine if the voter requires assistance	
Read oath to the voter and receive affirmation to confirm curbside eligibility	
Complete a curbside log	
⚠ Issue: Voter is unable to state address	
⚠ Issue: Voter cannot remember address	
⚠ Issue: Voter refuses to state address	
Special Note on Photo ID	6
Step 2: Name Review	7
Search for the voter’s name on the voter record	
Compare the stated name to the voter record	
Return to the voting enclosure	
Step 3: Voter Status Review	8
Determine the voter’s registration status	
Determine whether there are voter issues that need to be resolved before a ballot can be issued	
Step 4: Address Review	9
Compare stated address with address on voter record	
⚠ Issue: Address on record is different than stated address	
⚠ Issue: Handling inactive voters/verify address	
Step 5: Partisan Primary Review	10
⚠ Issue: Voter requests ballot for party different from affiliation	
Step 6: Generate Vote Authorization Documents	11
Step 7: Assemble Balloting Materials	12

Table of Contents

Return to curbside

Step 8: Obtain Voter Signatures	13
--	----

Step 9: Allow Voter to Mark Ballot in Privacy	14
--	----

Return to the voting enclosure

Step 10: Accept Voter's Ballot	15
---	----

Appendix	16
-----------------------	----

Curbside Overview

If a voter is unable to enter the voting enclosure due to age, physical disability, or physical barriers at the voting place, the voter is eligible to vote in their car or in the immediate proximity of the voting place. Curbside voters are not required to disclose or provide any evidence of a disability. They confirm eligibility by signing a curbside affidavit.

A person accompanying or driving the voter to the polling place may only vote curbside if they also meet the requirements and sign the affidavit.

Curbside Buffer Zone

For a voter using curbside, the curbside area is their voting enclosure. Therefore, electioneering is not allowed within a curbside buffer zone.

Election officials should mark the curbside voting area with proper and easily visible signage that prohibits electioneering in that area. If a voting location cannot accommodate the 50' or 25' buffer, a reasonable boundary should be established to ensure the curbside area remains free of electioneering.

Curbside Observers

Observers have a legitimate interest in hearing whether elections officials ask voters to state their names and addresses and seeing whether the curbside affidavit is submitted. Observers may also be interested in ensuring that unrequested voter assistance is not occurring. As with voting inside the voting enclosure, observers are not entitled to watch curbside voters mark their ballots. An observer is not permitted to hover around the window of a vehicle close enough to see the ballot but may be permitted to stand at a reasonable distance to observe activity within the vehicle to ensure the voter is not improperly assisted. Curbside observers are not allowed to board buses or enter vehicles of curbside voters.

Step 1: Voter Greeting

Ask for 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.

Curbside officials must use caution: Even an official who is familiar with a voter must require the voter to state their name. An exception may be made for voters who are unable to state their name due to a disability.

The curbside official should record the curbside voter's name on a curbside log (or curbside affidavit).

▲ Issue: Voter is unable to state name

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.

▲ Issue: Voter refuses to state 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 receive voter assistance?

A voter is entitled to assistance from a near relative:

Spouse	Parent	Grandchild	Mother-in-law
Brother	Grandparent	Stepparent	Father-in-law
Sister	Child	Stepchild	Son-in-law
			Daughter-in-law

Disabled voters may receive the following forms of assistance from anyone **except their employers or union representative:**

Assistance in marking a ballot due to:

- physical disability
- illiteracy
- blindness

Entering the voting booth due to:

- physical disability
- blindness

Not all disabilities are immediately apparent, but a voter who requires assistance entering the voting booth or marking a ballot due to a mental disability is just as entitled to assistance as a voter whose disability may be easily seen. An election official may pose “yes” or “no” questions and may allow the voter to point out the person they want to assist them.

Election officials should follow the script below. When following this script, do NOT ask the voter to identify or explain the *nature of their disability*. Not all voters are able to communicate their preferences verbally. It is appropriate to modify this script in such situations and to accept a written response, nod, or other indicator from the voter.



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, employer’s agent, officer of your union, or 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.

Curbside officials must ensure that voters are offered appropriate assistance. However, they also have a responsibility to ensure that a voter’s decisions are not coerced. If the voter does not communicate a request for assistance in any manner, assistance should not be provided. Curbside officials should use common sense in the effort to determine whether the voter has requested assistance, keeping in mind that both state and federal law ensure all qualified voters the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

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.

Complete a curbside log

Even at curbside the law requires a voter to immediately state their name, address and during a partisan primary, party affiliation.

	Last name, first name, middle name	Current Residential Address	Party if primary	If UNA primary ballot choice <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>	Previous address if moved 30 or more days before election day	DOB <i>(not required)</i>	

To complete the curbside log, write the following information:

1. Name stated by voter
2. Residential address stated by the voter
3. Previous residential address if the voter has moved 30 or more days before election day
4. Party affiliation (in a primary only)
 - Unaffiliated voters must state the party primary in which they wish to vote, or they may choose to vote a nonpartisan ballot.
 - The following parties allow for unaffiliated voters to participate in their party primaries: Democratic, Libertarian, and Republican
 - The following parties do not allow for unaffiliated voters to participate in their party primaries: Constitution and Green

Though it is not required, the voter may provide date of birth to assist in locating voter record.

▲ Issue: Voter is unable to state address

If a person is unable to state their address because of a disability, the election official may make reasonable accommodations, including asking the voter to write the address if the voter is unable to speak it. A voter who, due to a disability, is unable to state their address may receive assistance in stating their address or may point to their address on a document.

▲ Issue: Voter cannot remember address

In some circumstances, a voter may have difficulty remembering their address. This may occur due to age or disability. Every reasonable opportunity must be given to the voter to assist in identifying the correct address. A voter who, due to a disability, is unable to remember their address may receive assistance in stating their address or may point to their address on a document.

▲ Issue: Voter refuses to state address

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

Return to the voting enclosure

Special Note on Photo ID

What if a voter desires to show a photo ID?

If the voter wishes to show or hand you their photo ID, do not take the photo ID.

Be polite and do not engage in further conversation or express an opinion (verbally or nonverbally) about photo ID.

Step 2: Name Review

Search for the voter's name on the voter record

The curbside official will enter the voting enclosure and seek assistance from the Check-in official in locating the voter in the voter record and obtaining a vote authorizing document.

Compare stated name to the name on the voter record

Using information on the curbside log, determine if the name stated is similar name on the voter record.

- If the name is similar, continue with the normal Check-in procedures
- If the voter's name needs to be updated, follow the proper update procedures and continue with the normal Check-in Procedures
- If the voter's name cannot be located on the voter list, begin Help Station procedures

Step 3: Voter Status Review

Determine the voter's status

If the voter is registered, has an eligible ballot style in the election, and there are no status issues to resolve, continue with Check-in Procedures.

If the voter is registered (Active or Inactive/Verify Address) but the voter does not appear to have an eligible ballot style at the voting site, return to the curbside area and inform the voter. If necessary, update address or begin Help Station procedures.

If the voter is registered (Active or Inactive) but the voter's record shows they have already voted in this election, begin Help Station procedures.

If the voter is not currently registered (Denied or Removed), begin Help Station procedures.

Step 4: Address Review

Compare stated address with address on voter record

The stated address must be used to ensure that the election official has identified the correct voter in the voter list. If the voter is *Active* and the address stated by the voter matches address on the voter record, an election official should confirm that there is an eligible ballot style for the voter at the address given and continue with Check-in procedures.

▲ Issue: Address on voter record is different than stated address

- Confirm that you pulled up the correct voter record, according to the voter's name
- If you have the correct voter record, ask voter if they have moved
- If voter indicates they have moved, ask voter for their previous address
- If the previous address matches the address in the voter's record, ask the voter for the date of the move
- If the date of the move is less than 30 days before election day, the voter is eligible to vote based on the previous address
- If the date of the move is 30 or more days before election day, follow the Unreported Move procedures

If there is an address issue that cannot be resolved, a voter will be offered a provisional voting option.

▲ Issue: Handling inactive voters

If the voter is in *inactive* status, the election official must ask the voter to confirm their residential **and** mailing address. A voter who is in *inactive* status will have a flag or indicator on the voter record that states "VERIFY ADDRESS." A registered voter is made *inactive* if the county board of elections fails to reach them in a series of mailings. Voters who are *inactive* on a county's voter registration list are still registered and are entitled to vote in any election in the county as long as they have an eligible ballot style based on their eligible voting address. An *inactive* voter's proper voting address is the address in the county where the voter will have resided for at least 30 days as of the date of the election.

If a voter is *inactive* when presenting to vote, they are **not** required to show any document or ID that proves a current address. The voter simply must give oral or written affirmation of the current address.

- If the voter confirms the same address that is on the voter record, ask whether the voter is able to receive mail there, and if not, whether they have an alternative mailing address
- If the voter provides a new address in the county and is presenting to vote during early voting, update the voter's address and provide the appropriate ballot, if applicable
- If the voter provides a new address in the county and is presenting to vote on election day, follow the procedures for **Unreported Moves**.

Step 5: Party Affiliation Review

Partisan Primary Only

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

▲ Issue: Voter requests ballot different from affiliation

If a voter requests a primary ballot for a party that is different than the party on their voter record, the curbside official must explain to the voter that they are not eligible for that ballot style. If the voter insists on voting a ballot style for which they are not eligible, complete **Help Station Referral Form** and begin Help Station procedures.

This step is for partisan primaries only

Step 6: Generate Vote Authorization Documents

Using the name, address, and if applicable, party affiliation that were recorded on the Curbside Log:

If the voter is registered and eligible to vote at the voting site, obtain their vote authorizing document at the Check-in Station.

If for any reason the voter cannot be issued a regular ballot, obtain a provisional voting application at the Help Station.

Step 7: Assemble Balloting Materials

The curbside official must assemble the proper voting materials based on whether the voter is being issued a regular ballot or a provisional ballot, as follows:

Regular Ballot Issued:

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

Provisional Ballot Issued:

- Provisional Voting Application
- Privacy sleeve
- Ballot
- Provisional envelope
- Provisional voter instructions

Return to curbside

Step 8: Obtain Voter Signatures

Before providing the voter with the balloting materials, the curbside official must:

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

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)	
STATE OF NORTH CAROLINA, COUNTY OF _____	
I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.	
_____ DATE	_____ VOTER ADDRESS
X	X
SIGNATURE OF VOTER	SIGNATURE OF PRECINCT OFFICIAL

Be sure the voter signs the curbside affidavit

Step 9: Allow Voter to Mark Ballot in Privacy

After obtaining the proper signatures, the curbside official must:

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

Return to the vehicle to collect the voting materials once the voter indicates they have finished voting.

Return to the voting enclosure

Step 10: Accept Voter's Ballot

After collecting the voted ballot, the curbside election official must return to the voting enclosure.

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

Provisional Ballot: Deliver provisional ballot sealed in the provisional envelope along with form(s) to the Help Station official

Return to the curbside voter with an "I Voted" sticker



Help Referral Form

CountyName County, North Carolina

Election Date _____

Vote Date _____

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

Voter's Information

Last First Middle Suffix VRN

Address _____

City State Zip

Help Referral Reason

- No Record of Registration
- Unreported Move
- Incorrect Precinct
- Previously Removed
- Incorrect Party
- Unrecognized Address
- No HAVA Acceptable ID
- Voter Assistance Needed
- Wrong Voter Selected
- Other: _____

HAVA Identification Provided by Voter (if applicable)

- NC Driver License
- U.S. Passport/Passport Card
- U.S. Veterans ID Card
- Tribal Enrollment Card (Federal)
- NC Special ID Card
- Out-of-State License/ID
- U.S. Military ID
- Tribal Enrollment Card (State)
- Other _____

Acknowledgment of Voting Options

(Complete only if voter does not want to be referred to Help Station or is choosing not to cast a provisional ballot.)

I _____ ACKNOWLEDGE that the election officials at this site have notified me of my voting options, however I am choosing to leave the voting site and/or not to cast a provisional ballot at this time due to the following reasons:

X

Voter Signature

OFFICIAL USE ONLY	Station _____	Date/Time _____			V2020.01
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AUTHORIZATION TO VOTE FORM
North Carolina
[County] County

ATV # _____

VR
PARTY _____

PRIMARY
PARTY _____

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

A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown:

- Photo ID Government Check
 Bank Statement Paycheck
 Utility Bill Other Government Doc

Registration Date: _____

Check if voter reports a **Voter Update** and then complete the separate *ATV-Change of Name or Address Form*.

Place ATV Label Here

I certify that:

- I am a registered voter in this county and I shall have resided at the address noted above (or if I moved, in section D) for **30 days** immediately prior to this election.
 I am a United States Citizen.
 I am at least 18 years of age, or will be by the date of the general election.
 For partisan primary elections ONLY: I am registered as noted above. If I am registered Unaffiliated, I will receive the following ballot: _____
 I understand that it is a felony to vote more than one time in an election.
 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 or parole.

X

SIGNATURE OF VOTER

OFFICIAL'S INITIALS

B Election Day Transfer (Use this section to send a voter from their old polling place to their new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct # _____

Name of New Polling Place: _____

New Precinct # _____

Address of New Polling Place _____

Party Affiliation On Record _____

X

SIGNATURE OF PRECINCT OFFICIAL

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF _____

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. **I understand that a false statement as to my condition will be in violation of North Carolina law.**

DATE

VOTER ADDRESS

X

X

SIGNATURE OF VOTER

SIGNATURE OF PRECINCT OFFICIAL

OFFICIAL USE ONLY	Station		Voting Method		Voting Date/Time		V2017.04 Preprinted
	Site		Transaction		Operator Name		



ONE STOP APPLICATION
NORTH CAROLINA
COUNTY OF [COUNTY]

One-stop No. _____

Election Date _____

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

A Voter's Certification of Voting Qualifications

Voter Name _____ VRN: _____

Address _____ REG PARTY: _____ PRIMARY BALLOT: _____

_____ REG DATE: _____ AGE: _____

_____ PCT: _____ VTD: _____

Mailing Address _____

I, _____, certify that:

- I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election.
- I am a United States Citizen.
- I am at least 18 years of age, or will be by the date of the general election.
- For partisan primary elections ONLY: I am registered _____ and I will receive a _____ ballot.
- I understand that it is a felony to vote more than one time in an election.
- 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 or parole.

X

SIGNATURE OF VOTER

OFFICIAL'S INITIALS

B Change or Verification of Name and Address (Use this section to verify or change a voter's name or address in the registration records.)

New Name: _____ Former Name: _____

New Address: _____ Former Address: _____

New Mailing Address: _____ Former Mailing Address: _____

Have you lived here for 30 days or more? Yes No

If no, date moved? ____ / ____ / ____ DAYTIME PHONE NO. _____

I certify that I moved at least 30 days before this election to the new address.

X

SIGNATURE OF VOTER

Inactive Flag

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF _____

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. **I understand that a false statement as to my condition will be in violation of North Carolina law.**

DATE _____

VOTER ADDRESS _____

X

SIGNATURE OF VOTER

X

SIGNATURE OF PRECINCT OFFICIAL

OFFICIAL USE ONLY	Board Approval Date:		Board Signature:			V2017.04
	Station		Voting Method		Voting Date/Time	
	Site		Transaction		Operator Name	