

# **GUIDE TO VOTER REGISTRATION DRIVES**

*A reference tool to help Craven County citizens conduct effective voter registration drives.*



**Craven County  
Board of Elections**

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## The Basics of Voter Registration

The decision to conduct a voter registration drive is an important one and should be taken seriously. Voter registration is fundamental to the election process. Assisting qualified citizens in becoming voters and involving them in the democratic process is a worthy cause, and you are commended for your efforts. Here are a few important facts of which you should be aware:

All voter registration applications must be received by the 25<sup>th</sup> day before an election. The people you assist in registering to vote may entrust you or your group to deliver their applications. Timely delivery of the completed applications is critical. **State law makes it a crime for failure to deliver voter registration applications by the voter registration deadline.** Individuals who want to take their application form home with them to mail in at a later date may do so.

Federal law prohibits payments for registering to vote, intimidation in registering or voting, coercion of certain political activity that could be associated with voter registration, and voter fraud.

It is critical that all workers involved in your voter registration drive review this guide before conducting the drive. Federal law requires that certain application information must be completed in order for the application to be processed. It is your responsibility to insure that registrants know how to properly fill out the form.

The Craven County Board of Elections strives for 100% registration of all eligible citizens. Your participation in extending the franchise to unregistered individuals and in helping update the voter registration records of existing registrants is sincerely appreciated. If you have any questions or concerns after reviewing this guide, please contact us at 252-636-6610.

Thank you again for your efforts. We wish you a very successful voter registration drive.

Sincerely,

Erin BurrIDGE  
Director of Elections

# Requirements

## **Voter Registration Applications**

Voter registration applications are sealed in packs of 100 and may be obtained free of charge at the Board of Elections office. These forms are coded in order to collect statistical information required by federal law. The coded forms required for voter registration drives are "07."

Requests for voter registration applications in quantities of 500 or more require submission of a request form that outlines the planned use of applications. The request form must also include the requestor's full name, physical address, mailing address (if different from physical address), telephone number and email address. Request forms are available at the Board of Elections office, or you may use the request form included in this guide.

Voter registration applications may be used to:

- Apply to register to voter
- Report a change in party affiliation
- Report a change in address
- Report a name change
- Report a change in other information
- Preregister to vote

Any registration forms completed by new registrants at voter registration drives must contain the voter's North Carolina driver's license number. If a driver's license number cannot be provided the registrant shall provide the last four digits of their social security number. If the registration cannot supply an identification number, they should be referred to the county Board of Elections office.

## **Eligibility For Voter Registration**

**To be eligible to register to vote, a person must meet the following qualifications:**

- ✓ US Citizen (born or naturalized)
- ✓ Eighteen years of age or older  
**NOTE:** *Individuals who will be 18 years of age by the date of the next general election may register to vote at 17 years of age and vote in the preceding primary.*
- ✓ Resident of North Carolina and Craven County for at least 30 days before the date of the next election
- ✓ Not a convicted felon, or, if a felon, had citizenship rights formally restored upon completion of sentence

### **Registering Spanish Speaking Citizens**

Voter Registration materials are available in both English and Spanish. You can request Spanish registration forms from the county Board of Elections.

### **Pre-Registration for 16 & 17 year olds**

The North Carolina General Assembly recently enacted S.L. 2009-541 which allows for the preregistration of citizens between the ages of 16 and 17 years of age. Effective January 1, 2010, "a person who is at least 16 years of age but will not be 18 years of age by the date of the next election and who is otherwise qualified to register may preregister to vote and shall be automatically registered upon reaching the age of eligibility." G.S. § 163.82.1.

Citizens preregistering to vote should complete the voter registration application as required and these forms should be sent to the county Board of Elections.

# Voter Registration Application Example

<b>NORTH CAROLINA VOTER REGISTRATION APPLICATION</b>		FOR OFFICE USE ONLY														
Please use black or blue ink and print legibly.		<b>06w</b> Date Received														
<b>1</b> Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="color: red; font-weight: bold; font-size: small;">IF YOU CHECKED "NO" IN RESPONSE TO THIS QUESTION, DO NOT SUBMIT THIS FORM.</span>	Will you be at least 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="color: red; font-weight: bold; font-size: small;">IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE QUESTIONS ABOVE, DO NOT SUBMIT THIS FORM.</span>															
<b>2</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px dashed black; padding: 2px;">Last Name (Required)</td> <td style="width: 50%; border-bottom: 1px dashed black; padding: 2px;">First Name (Required)</td> </tr> <tr> <td style="border-bottom: 1px dashed black; padding: 2px;">Middle Name (Required)</td> <td style="border-bottom: 1px dashed black; padding: 2px;">Date of Birth MMDDYYYY (Required)</td> </tr> <tr> <td style="border-bottom: 1px dashed black; padding: 2px;">If you know your NC Voter Registration Number, please enter it here:</td> <td style="border-bottom: 1px dashed black; padding: 2px;">County of Birth</td> </tr> <tr> <td style="border-bottom: 1px dashed black; padding: 2px;"></td> <td style="border-bottom: 1px dashed black; padding: 2px;">State of Birth</td> </tr> </table>			Last Name (Required)	First Name (Required)	Middle Name (Required)	Date of Birth MMDDYYYY (Required)	If you know your NC Voter Registration Number, please enter it here:	County of Birth		State of Birth						
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Last Name used in Previous Registration	First Name															
Previous Address	State Zip Code															
Previous City	Previous County															
<b>I Attest, under penalty of perjury, that in addition to having read and understood the contents of this form, that:</b> • I am a United States citizen, as indicated above; • I am at least 18 years old, or will be at the time of the next general election, or I am at least 16 years old and understand that I must be at least 18 years old on Election Day of the general election in order to vote; • I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the election in which I intend to vote; • 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 • 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. (Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is needed.)																
Signature (Required) _____ Date _____ version092009-web Complete, sign and mail this form to your County Board of Elections Office. Be sure to affix the proper USPS postage.		<b>WARNING: If you sign this form and know it to be false, you can be convicted of a Class 1 felony.</b>														

# Completing the Voter Registration Form Step by Step

## Sections 1 - 5

### Section 1

Registrants should answer the questions in section 1 to determine their eligibility.

	<b>NORTH CAROLINA VOTER REGISTRATION APPLICATION</b>		FOR OFFICE USE ONLY
	Please use black or blue ink and print legibly.		Date Received
<b>1</b>	Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be at least 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>06w</b>
	<b>IF YOU CHECKED "NO" IN RESPONSE TO THIS QUESTION, DO NOT SUBMIT THIS FORM.</b>	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<b>IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE QUESTIONS ABOVE, DO NOT SUBMIT THIS FORM.</b>	

### Section 2

Note the required information: Name and Date of Birth

<b>2</b>	Last Name (Required)	First Name (Required)
	Middle Name (Required)	Date of Birth MMDDYYYY (Required)
	If you know your NC Voter Registration Number, please enter it here:	County of Birth
		State of Birth

### Section 3

**Identification is required!!** Citizen should use a NC issued driver's license or identification card. If a driver's license or identification card is not available the citizen should use the last four digits of their social security number.

<b>3</b>	Do you have a NC Driver's License or DMV-issued identification card? If yes, provide the number. <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you do not have a NC DMV-issued license or ID card, do you have a Social Security Number? If yes, provide the last 4 digits. <input type="checkbox"/> Yes <input type="checkbox"/> No X X X - X X -

### Sections 4 & 5

Citizen should list their residential address (example...where you would have a pizza delivered) in Section 4. If the citizen has a separate mailing address, this should be listed in Section 5.

<b>RESIDENTIAL ADDRESS INFORMATION (STREET ADDRESS WHERE YOU LIVE) - No P.O. Boxes or Rural Routes</b>			
<b>4</b>	Street Address where you live (Required)	Apartment, Lot, or Unit Number	
	City (Required)	State	Zip Code
	County	Have you lived here for 30 days or more? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No," date moved? MMDDYYYY
			Phone (Optional)
<b>MAILING ADDRESS</b>			
<b>5</b>	Mailing Address (if different from your residential address)		
	City	State	Zip Code
	<b>MAP/DIAGRAM</b> If you do not have a street address, draw a map of where you reside. Please include roads and landmarks.		

# Completing the Voter Registration Form Step by Step

## Sections 6 - end

### Section 6

The citizen should identify the political party they would like to be affiliated with...if no political party is chosen the registrant will automatically be registered as Unaffiliated.

<b>6</b>	<b>GENDER</b>	<b>RACE</b>	<b>ETHNICITY</b>	<b>POLITICAL PARTY AFFILIATION</b>
	<input type="checkbox"/> Female  <input type="checkbox"/> Male	<input type="checkbox"/> African American/Black <input type="checkbox"/> Asian <input type="checkbox"/> White  <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Multiracial <input type="checkbox"/> Other	<input type="checkbox"/> Hispanic/Latino  <input type="checkbox"/> Not Hispanic/Latino	<input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian  <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Other <small>If you indicate a political party that is not currently qualified or you do not indicate a choice, you will be listed as "Unaffiliated."</small>

### Section 7

If the registrant has been registered previously in another city, county, or state they should indicate their previous address here. The Board of Elections will notify the previous residence that the voter has moved to our area.

**PREVIOUS REGISTRATION (Name & Address used for your last voter registration - If applicable)**

<b>7</b>					
	Last Name used in Previous Registration		First Name		
	Previous Address			State	Zip Code
	Previous City		Previous County		

## ALL APPLICATIONS MUST BE SIGNED!

**I Attest, under penalty of perjury, that in addition to having read and understood the contents of this form, that:**

- I am a United States citizen, as indicated above;
- I am at least 18 years old, or will be at the time of the next general election, or I am at least 16 years old and understand that I must be at least 18 years old on Election Day of the general election in order to vote;
- I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the election in which I intend to vote;
- 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
- 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. (Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is needed.)

WARNING: If you sign this form and know it to be false, you can be convicted of a Class I felony.

Signature (Required)  
version092009-web

Date

Complete, sign and mail this form to your County Board of Elections Office. Be sure to affix the proper USPS postage.

**Registrants should complete EACH section on the form.  
For more assistance, contact the Board of Elections at 252-636-6610.**

**Craven County Board of Elections  
County Administration Building  
406 Craven Street  
New Bern, NC 28560  
craven.boe@ncmail.net**

**www.cravencounty.com**



**North Carolina Voter Registration Supplies Order Form**  
 NC State Board of Elections,  
 PO Box 27255, Raleigh, NC 27611-7255, (866)522-4723, Fax (919) 715-0135

To ensure that your order is filled correctly please complete all fields. Forms come in boxes of 1000, so please round off your request to the nearest 1000. To order fewer forms, call 1-866-522-4723

<b>Date:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
	<b>Phone (Alternate):</b>
<b>Agency:</b>	<b>Fax:</b>
	<b>Email:</b>

Description of Form	Quantity
01- Division of Social Services	
02- Disabilities Services Agencies	
03- Employment Security Commission	
06- Mail-in	
07- In-Person/Voter Registration Drives*	
08- Libraries, High Schools, Institutes of Higher Learning	
09- Español/Spanish	
	<b>Total:</b>

<b>Shipping (Physical) Address:</b>	<b>Mailing Address:</b> <input type="checkbox"/> Same as shipping
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*\*Under North Carolina law, it is the obligation of any individual who receives a completed voter registration application from an applicant who entrusts that individual to submit the application for him or her, to submit it to the appropriate board of elections office by the 25<sup>th</sup> day before an election. Failure of that individual to do so may result in a Class 2 Misdemeanor.*

<b>For Office Use Only</b>		<b>Signature of person ordering:</b>  _____
Order Number:		
Date Order R'cvd:		
Ship Date:		
		Date _____

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