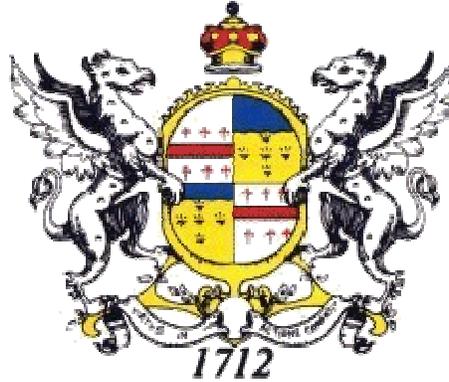




Craven County



Craven County Board of Elections

Guide to Voter Registration Drives

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



Table of Contents



I. The Basics of Voter Registration **Page 2**

II. Requirements **Page 3**

Voter Registration Applications

Eligibility to Register to Vote

III. The Voter Registration Application

An Overview of the Form **Page 4**

Information (Section A) **Page 5**

Cancellation of Previous Registration (Section B) **Page 5**

Application to Register to Vote (Section C) **Page 6 – 7**

IV. Voter Registration Application Request Form **Page 8**

The Basics of Voter Registration



The decision to conduct a voter registration drive is an important one and should be taken very 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:

The people you assist in this process may entrust you or your group to deliver their applications to the Craven County Board of Elections by the registration deadline. Timely delivery of the completed applications is a most critical responsibility of the persons conducting drives. **State law makes it a crime for to fail to deliver applications by the 25th day before the election 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. Recent 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 636-6610.**

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

Sincerely,

Tiffiney G. Miller
Director of Elections

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 located at 406 Craven Street in downtown New Bern. These forms are coded in order to collect statistics required by Federal law. The coded forms required for voter registration drives are “07”s.

Requests for voter registration applications in quantities of 500 or more require submission of a request form that outlines the planned use of the 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 on page 8 of this guide.

Voter registration applications may be used to:

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

ELIGIBILITY TO REGISTER TO VOTE

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

1. US Citizen (born or naturalized)
2. 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.
3. Resident of North Carolina and Craven County for at least 30 days before the date of the next election
4. Not a convicted felon, or, if a felon, had citizenship rights formally restored
Note: A convicted felon may apply for restoration of citizen rights upon completion of sentence, including probation and parole.

Ultimately it is the duty of the Board of Elections to determine an individual’s eligibility to register to vote.

In order to be eligible to vote in an election, a registrant’s voter registration application must be submitted by the deadline, meaning either hand delivered to the Board of Elections office by 5:00 p.m. on the 25th day before the election or postmarked by the 25th day before the election. If individuals or groups fail to submit voter registration forms to the Board of Elections before the deadline, the applications will not be processed until after the upcoming election.

After a voter’s registration application is processed, a verification card is mailed to the voter verifying name, address, and other information. The card also lists the voter’s assigned polling place. If information on the verification card has changed or is incorrect, the voter should make changes in the space provided on the card and return it to the Board of Elections. Otherwise, the voter should keep the card.

The Voter Registration Application



The voter registration application consists of three sections. The following pages outline detailed instructions for each section.

Information:
Information and instructions for completing the application

Cancellation of Previous Registration:
To be completed only if canceling a former registration in another county or state

Application to Register to Vote:
New registration information; applicant should complete all fields and read the oath before signing

1/04

North Carolina Voter Registration Application/Update Form

A. Information

You can use this form to:

Register to vote in your county of residence in North Carolina, or change your voter information. If you are not sure if you are registered, call your county board of elections office.

Qualifications:

- You may register to vote only in the county where you reside.
- You must be a US citizen by birth or naturalization, and affirm this in the **Answer First** box shown below.
- You must be 18 years of age by the next general election, and affirm this in the **Answer First** box shown below.
- If you have been convicted of a felony, your rights of citizenship must be restored. (After the completion of any sentence, including probation or parole, North Carolina restores your citizenship.)

Requirements:

- Complete the sections below by printing legibly.
- If you answered YES to both questions in the **Answer First** box, the information required to process this application includes: name, residence address, date of birth, and signature.
- You may mail or hand-deliver this form to the board of elections in the county where you live.

If you choose to use this form to register to vote, the location where you have received this form will remain confidential and will be used only for voter registration purposes. If you decline to register to vote, the fact that you so declined will remain confidential and will be used only for voter registration purposes.

Please detach before mailing

06

B. Cancel Your Previous Registration in Another County or State

If you were previously registered to vote in another county or State, you must fill out the information below to cancel your prior registration.

Name: _____

Previous Name: _____

Previous Address: _____

Previous City/State/ZIP Code: _____

County of Previous Residence: _____

Date of Birth: ____/____/____ Place of Birth: _____

Signature: _____ Date: ____/____/____

If you do not have a street number, or if you have no address, please show on the map where you live.

- Write in the names of the crossroads (or streets) nearest to where you live.
- Draw an X to show where you live.
- Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.
- Draw an arrow pointing North.

In order to vote in an election, the form shown below must be postmarked or delivered to the Board of Elections no later than the 25th day before the election.

IDENTIFICATION REQUIREMENT

If you do not have a driver's license or social security number, are submitting this form by mail, and have never registered to vote in the county in which you are now registering, you must send, with this application, either a copy of current and valid photo identification, OR a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. If you do not provide the information requested above, you will be required to provide ID to election officials when you vote for the first time.

C. Application to Register to Vote (Print Information and Sign Below)

<p>Answer First Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Will you be 18 years of age on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><small>If you checked NO in response to either of these questions, do not complete this form</small></p>		<p style="text-align: center;">Office Use Only</p> <p>VRN _____</p> <p>Filing No. _____</p>	
<p>Last Name _____ First Name _____</p>		<p>Middle/Maiden Name _____ Suffix _____</p>	
<p>Address where you now live (Number and Street/Road/Dorm) _____ Apt/Lot _____ City _____</p>		<p>County _____ State NC ZIP Code _____</p>	
<p>Address where you get your mail, if different from above (include ZIP Code) _____</p>		<p>Previous Name _____</p>	
<p>Previous Address, if you moved within the same county _____ Apt/Lot _____ City _____</p>		<p>State NC ZIP Code _____</p>	
<p>Date of Birth _____ Birthplace (State) _____</p>		<p>Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Telephone Number (Optional) _____</p>	
<p>Ethnicity (Any Race)</p> <p><input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino</p>		<p>Race</p> <p><input type="checkbox"/> White <input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Two or More Races <input type="checkbox"/> Other</p>	
<p>Political Party Affiliation</p> <p><input type="checkbox"/> Democrat <input type="checkbox"/> Republican</p> <p><input type="checkbox"/> Libertarian <input type="checkbox"/> Unaffiliated</p> <p><input type="checkbox"/> Other Qualified Party _____</p> <p><small>You must register with a party to vote in that party's primary unless that party allows unaffiliated voters to vote in its primary. If you indicate a political party that is not qualified or indicate no choice, you will be listed as "Unaffiliated."</small></p>		<p>ID Number</p> <p><small>If you have a NC driver's license, check here and print the number where indicated below.</small></p> <p><input type="checkbox"/> License No. _____</p> <p><small>If you have no NC driver's license, check here and print your Social Security No. where indicated below.</small></p> <p><input type="checkbox"/> SSN (Last 4 Digits) _____</p> <p><small>If you have no NC driver's license or SSN, check here.</small></p> <p><input type="checkbox"/> I have no NC driver's license or SSN</p>	
<p style="text-align: center;">I Attest, Under Penalty of Perjury, that:</p> <ol style="list-style-type: none"> 1. I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the next election in which I intend to vote. 2. I am 18 years old, or will be at the time of the next general election, as indicated above. 3. I am a United States citizen, as indicated above. 4. I am not registered to vote nor will I vote in any other county or state after submission of this voter registration form. I am canceling any voter registration that I may have elsewhere. 5. If I have been convicted of a felony, my rights of citizenship have been restored. <p style="text-align: center;">Warning:</p> <p style="text-align: center; color: red;"><small>If you sign this card and know it to be false, you can be convicted of a Class I felony.</small></p>			
<p>Signature: _____</p>		<p>Date: _____</p>	

★ Information (Section A.)

All workers involved in your voter registration drive **must** read the Information section of the voter registration application before beginning the drive. If you have any questions about the instructions, call the Board of Elections at 636-6610.

At your registration drive, instruct registrants to read the Information section carefully before filling out the voter registration application.

1/04

North Carolina Voter Registration Application/Update Form

A. Information

You can use this form to:
Register to vote in your county of residence in North Carolina, or change your voter information.
If you are not sure if you are registered, call your county board of elections office.

Qualifications:

- You may register to vote only in the county where you reside.
- You must be a US citizen by birth or naturalization, and affirm this in the **Answer First** box shown below.
- You must be 18 years of age by the next general election, and affirm this in the **Answer First** box shown below.
- If you have been convicted of a felony, your rights of citizenship must be restored. (After the completion of any sentence, including probation or parole, North Carolina restores your citizenship.)

Requirements:

- Complete the sections below by printing legibly.
- If you answered YES to both questions in the **Answer First** box, the information required to process this application includes: name, residence address, date of birth, and signature.
- You may mail or hand-deliver this form to the board of elections in the county where you live.

If you choose to use this form to register to vote, the location where you have received this form will remain confidential and will be used only for voter registration purposes. If you decline to register to vote, the fact that you so declined will remain confidential and will be used only for voter registration purposes.

Please detach before mailing

★ Cancellation of Previous Registration (Section B.)

Registrants must complete the Cancellation of Previous Registration section of the voter registration application **only if they were previously registered to vote in another county or state**. Federal law requires that a person can be registered and vote in only one location.

Instruct applicants to complete the Cancellation of Previous Registration section completely, including full name, previous name (if applicable), previous physical address (including county), date of birth, and signature. It is not necessary for applicants to fill out the map portion of the section unless the address does not have a street number.

If a registrant wishes to cancel a previous address within Craven County, refer the registrant to the Application to Register to Vote portion (Section C.) of the form (discussed below).

Do not detach the Cancellation of Previous Registration section from the voter registration application. Upon receipt of the voter registration application, the Board of Elections will forward the cancellation to the appropriate county or state.

B. Cancel Your Previous Registration in Another County or State 06

If you were previously registered to vote in another county or State, you must fill out the information below to cancel your prior registration.

Name: _____

Previous Name: _____

Previous Address: _____

Previous City/State/ZIP Code: _____

County of Previous Residence: _____

Date of Birth: ____/____/____ Place of Birth: _____

Signature: _____ Date: ____/____/____

If you do not have a street number, or if you have no address, please show on the map where you live.

■ Write in the names of the crossroads (or streets) nearest to where you live.

■ Draw an X to show where you live.

■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

■ Draw an arrow pointing North.

IDENTIFICATION REQUIREMENT
In order to vote in an election, the form shown below must be postmarked or delivered to the Board of Elections no later than the 25th day before the election.

If you do not have a driver's license or social security number, are submitting this form by mail, and have never registered to vote in the county in which you are now registering, you must send, with this application, either a copy of current and valid photo identification, OR a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. If you do not provide the information requested above, you will be required to provide ID to election officials when you vote for the first time.

★ Application to Register to Vote (Section C.)

The Application to Register to Vote section serves two purposes. It allows

- ★ New registrants to apply for registration
- ★ Current registrants to update name, party, address, or other changes

Instruct registrants to read the Application to Register to Vote section, including the oath, carefully before completing the form. **The following fields must be completed in order for an application to be processed:**

Answer First box
Last Name
First Name
Address where you now live
Address where you get your mail (if applicable)
Date of birth
Signature

NOTE: Although the Political Party Affiliation field is not required in order to process an application to register to vote, please refer registrants to the section of the form that states:

You must register with a party to vote in that party's primary unless that party allows unaffiliated voters to vote in its primary. If you indicate a political party that is not qualified or indicate no choice, you will be listed as "Unaffiliated."

When applicants turn in applications to you, please insure that these required fields are complete.

See page 7 for an instructions display that you can place on your registration table or booth.

Please note the following field definitions:

Address where you now live: Enter your physical address. Post Office boxes are not acceptable.

Address where you get your mail: Required only if different from physical address.

ID Number: Although not required for an application to be processed, please refer registrants to the section of the form that states:

IDENTIFICATION REQUIREMENT

If you do not have a driver's license or social security number, are submitting this form by mail, and have never registered to vote in the county in which you are now registering, you must send, with this application, either a copy of current and valid photo identification, OR a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. If you do not provide the information requested above, you will be required to provide ID to election officials when you vote for the first time.

Display for Voter Registration Table

IDENTIFICATION REQUIREMENT

If you do not have a driver's license or social security number, are submitting this form by mail, and have never registered to vote in the county in which you are now registering, you must send, with this application, either a copy of current and valid photo identification, OR a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. If you do not provide the information requested above, you will be required to provide ID to election officials when you vote for the first time.

READ

C. Application to Register to Vote (Print Information and Sign Below)

<p>Answer First → Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO Will you be 18 years of age on or before election day? <input type="checkbox"/> YES <input type="checkbox"/> NO If you checked NO in response to either of these questions, do not complete this form.</p>		<input type="checkbox"/> New Registration <input type="checkbox"/> Change of Information		<p>Office Use Only</p> VRN _____ Filing No. _____			
Last Name		First Name		Middle/Maiden Name		Suffix	
Address where you now live (Number and Street/Road/Dorm)				Apt/Lot		City	
Address where you get your mail, if different from above (Include ZIP Code)				County		State NC ZIP Code	
Previous Address, if you moved within the same county				Apt/Lot		City	
Date of Birth				Birthplace (State)		Gender	
Ethnicity (Any Race) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino				Race <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Two or More Races <input type="checkbox"/> Other		Telephone Number (Optional) () _____	
Political Party Affiliation <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian <input type="checkbox"/> Unaffiliated <input type="checkbox"/> Other Qualified Party You must register with a party to vote in that party's primary unless that party allows unaffiliated voters to vote in its primary. If you indicate a political party that is not qualified or indicate no choice, you will be listed as "Unaffiliated."				<p>READ</p> <p>ID Number</p> If you have a NC driver's license, check here and print the number where indicated below. <input type="checkbox"/> License No. _____ If you have no NC driver's license, check here and print your Social Security No. where indicated below. <input type="checkbox"/> SSN (Last 4 Digits) _____ If you have no NC driver's license or SSN, check here. <input type="checkbox"/> I have no NC driver's license or SSN		<p>I Attest, Under Penalty of Perjury, that:</p> 1. I shall have been a resident of North Carolina, this county, precinct, or other election district for 30 days before the next election in which I intend to vote. 2. I am 18 years old, or will be at the time of the next general election, as indicated above. 3. I am a United States citizen, as indicated above. 4. I am not registered to vote nor will I vote in any other county or state after submission of this voter registration form. I am canceling any voter registration that I may have elsewhere. 5. If I have been convicted of a felony, my rights of citizenship have been restored. I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS FORM.	
				<p>Warning:</p> If you sign this card and know it to be false, you can be convicted of a Class 1 felony...		Signature: _____ Date: _____	

READ



READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION!

In order to process your voter registration application, you must complete the following fields (shaded above):

- ★ Answer First box
- ★ Last Name
- ★ First Name
- ★ Address where you now live
- ★ Address where you get your mail (if applicable)
- ★ Date of birth
- ★ Signature



North Carolina Voter Registration Supplies Order Form

NC State Board of Elections,
PO Box 27255, Raleigh, NC 27611-7255, (919) 733-7173, Fax (919) 715-0135

For Office Use only

Order ID Number: _____

Date Shipped _____

To ensure that your order is filled correctly please supply the information requested below. Please note that forms come in boxes of 1000.

Order Date: _____

Contact Name/Agency: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Shipping (Physical) Address:

Mailing Address:

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

**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 25th day before an election. Failure of that individual to do so may result in a Class 2 Misdemeanor.*

Signature of person ordering:

Date: _____