



# Multipartisan Assistance Teams

## Official Training Materials



**NORTH CAROLINA**  
State Board *of* Elections

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## INTRODUCTION

Congratulations on your selection as a potential Multipartisan Assistance Team Member. A Multipartisan Assistance Team, or MAT, is a team of voters designated to visit facilities in a county to provide help with mail-in absentee voting. MATs can help voters with disabilities or who otherwise require assistance in requesting or casting a mail-in absentee ballot but do not have a family member or guardian available to provide assistance. The Team provides a public service to these voters by giving them qualified and objective assistance with the absentee voting process. Different political parties must be represented by Team Members of different party affiliations.

These training materials include the laws (set by the North Carolina General Assembly) and the Administrative Rules (set by the North Carolina State Board of Elections) that govern the conduct of MATs. It is important to be familiar with all legal authority that is contained in these training materials. That legal authority covers how to become certified to join a MAT, the role of the MAT, and the law over mail-in absentee voting. Sample forms can also be found in the appendices at the end of these materials.

In addition, these training materials address practical concerns about how to interact with voters and other persons while representing your local County Board of Elections office. Team Members must act professionally and objectively, and they should act cooperatively with fellow Team Members.

Finally, Team Members are not expected to be experts on all aspects of elections. If you do not know an answer to a question, don't panic. The solution is to refer the question to your local County Board of Elections office.

Thank you for agreeing to begin the process to join a MAT. The work will no doubt be rewarding and serve an important function in providing all qualified persons with the opportunity to vote, including voters who are elderly or who face limitations in mobility, communication, or other functions.

## TERMINOLOGY

**Absentee Ballot Request Form:** A form of the North Carolina State Board of Elections, available to voters to request a mail-in absentee ballot, which must be signed by the voter or the voter's near relative or verifiable legal guardian. See Appendix 3 (Pages 23-24) for a sample.

**Container-return envelope:** Envelope provided to the voter along with a mail-in absentee ballot and instructions, for the purpose of sending the ballot back. On the outside of the envelope is an application and certification to be completed by the voter, including spaces for the voter's signature and information and signatures of two required witnesses. See Appendix 4 (Page 25) for a sample.

**County Board of Elections:** A three-member Board responsible for administering elections in a county. Each County Board of Elections has an office managed by a County Board of Elections Director.

**Facility:** A hospital, clinic, nursing home, or rest home, or any facility that provides residential healthcare in the State that is licensed or operated pursuant to Chapter 122C, Chapter 131D, or Chapter 131E of the General Statutes, or by the federal government or an Indian tribe.

**MAT:** Abbreviation for Multipartisan Assistance Team.

**Mail-in absentee ballot:** A ballot requested before the election, delivered to the voter by mail, to be cast and returned on or before Election Day.

**Near relative:** Spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

**One-stop early voting site:** A voting site in which voters can vote in person during the days before an election.

**Political party:** A political party recognized by the State of North Carolina. Currently, three political parties are recognized: Republican, Democrat, and Libertarian. The two largest political parties, as measured by number of registered voters, are the Republican and Democratic parties.

**Team Member:** Member of a Multipartisan Assistance Team.

**Verifiable legal guardian:** A person who has been legally designated as the guardian of a voter under Chapter 35A of the General Statutes. It is possible that a corporation (organization or institution) may be a verifiable legal guardian of a voter, in which case certain persons may be designated to act on behalf of the corporation as verifiable legal guardian.

**Voter affiliation:** The political party that the voter chose to affiliate with in his or her voter registration. The voter may also choose to be unaffiliated.

## TRAINING MATERIALS

The following materials will walk you through the aspects of becoming and serving as a MAT Team Member, from becoming certified as a Team Member, to visiting a facility and providing assistance to voters. Remember that these training materials are provided simply to summarize the law and rules on MATs, and to address practical concerns. You must comply with the laws and rules found in the Appendices at the end of this document.

### Section 1: How to become certified as a Team Member

To become a Team Member, you must be trained and agree to certain obligations.

- **Step 1:** Complete this training: Read and understand these materials, and sign the accompanying affirmation.
- **Step 2:** Complete a declaration swearing or affirming the following:
  - You will carry out the duties of the Team objectively, will not attempt to influence any decision of a voter being provided any type of assistance, and will not wear any clothing or pins with political messages while assisting voters;
  - You must be familiar with absentee voting election laws and will act within the law, and you will refer to County Board of Elections staff in the event you are unable to answer any question;
  - You will not use, reproduce, or communicate to unauthorized persons any confidential information or document handled, including the voting choices of a voter and confidential voter registration information;

- You will not accept payment or travel reimbursement by any political party or candidate for work as a Team member;
- You do not hold any elective office under the United States, this State, or any political subdivision of this State;
- You are not a candidate for nomination or election.
- You do not hold any office in a State, congressional district, or county political party or organization, and you are not a manager or treasurer for any candidate or political party (a delegate to a convention shall not be considered a party office);
- You are not an owner, manager, director, or employee of a covered facility where a resident requests assistance;
- You are not a registered sex offender in this State or any other state; and
- You understand that submitting fraudulent or falsely completed declarations and documents associated with absentee voting is a Class I felony under Chapter 163 of the General Statutes, and that submitting or assisting in preparing a fraudulent or falsely completed document associated with absentee voting may constitute other criminal violations.
- **You will then be eligible to be certified as a Team Member.**
  - The County Board of Elections Director will provide you with documentation of this certification.
  - The certification will be good for two years, or until new training materials are provided by the State Board of Elections to reflect law changes. In that event, you would be contacted by the County Board of Elections office.
  - Please note that your certification is subject to the provisions of 08 NCAC 13 .0205 (“Removal of Team Members,” Page 22).

## **Section 2: Scheduling a facility visit**

Facility staff or voters will contact the County Board of Elections office to request a MAT visit. The County Board of Elections will make arrangements with you to schedule the visit.

- Once a request for a visit has been received, the County Board of Elections office will make arrangements with you and at least one other Team Member to schedule a visit.
- You will need to be familiar with the absentee voting period before an election. This is the time period when facility visits will be scheduled. See Section 10 on Page 15.

- Work with your County Board of Elections office so they are aware of your availability. That way, the office can arrange visits at times when at least two Team Members (of different party affiliations) are available.

### Section 3: Who needs to come on a MAT visit

- The Team must be represented by at least two Members.
- The two largest political parties must each be represented by one Team Member whose voter registration is affiliated with that party.
  - Or, if a Team Member was appointed by the County Board of Elections unanimously in lieu of a Team Member affiliated with one of the two largest political parties, that Team Member can serve in place of a Team Member affiliated with one of the two largest political parties.

### Section 4: What to bring on a MAT visit

The County Board of Elections office will provide you with materials for the visit. Be familiar with your inventory.

- Certification document for each Team Member on the visit
- Pen and notepaper
- Clipboard
- Magnifier, to help voters who may have visual impairments
- A log sheet to record which voters received assistance
- Mail-in absentee ballot request forms
- Envelope to collect completed materials
- Name of facility contact who arranged the visit, and/or name of residents who have already communicated they wish to receive assistance
- Phone number of the County Board of Elections office, in case a question or issue arises
- Positive, helpful attitude
- **Optional (this is up to the County Board of Elections):** Voter registration forms or informational materials from the County Board of Elections office



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### Section 5: What not to bring on a MAT visit

It is also important to know what not to bring on a visit. Remember that you are representing the elections office and you have made a commitment to carry out your duties impartially. Perception is important. When in doubt about an item, leave it at home or in the vehicle when you arrive at a facility for a visit.

- Items or clothing that communicate anything partisan, or for or against any candidate or ballot item
- Unnecessary personal belongings

### Section 6: Visiting a facility

When visiting a facility, it is important that the Team communicates with responsible persons at the facility so they are aware of the MAT visit. You should also have a plan in case you need to contact the County Board of Elections office.

- Upon arriving, check in with someone at the facility, such as the facility contact who arranged the visit, or the front desk.
- If the Team does not have a cell phone, or if the area does not have reliable cell phone service, also ask about access to a phone.
- Team Members must remain in the immediate presence of each other at all times during the visit, with the exception of bathroom breaks.
- Be familiar with emergency exits, location of staff, etc. in case there is a fire or other emergency during your visit.
- When it is time to leave, follow the facility's check-out procedures and let facility staff know you are leaving.

## Section 7: Interacting with voters and other facility patients or residents<sup>1</sup>

At a facility, you may interact with persons with different types of disabilities. You are a guest at the facility, and representing the elections office. It is very important that you interact respectfully with all persons, no matter what their level of communication or ability. The following section covers different types of communication and disabilities, to help prepare you.

**A note about disabilities:** Disabilities do not define the person. Persons with disabilities, like everyone else, have families, friends, neighbors, and obligations. Conflicts arise usually as a result of a misunderstanding regarding a disability or the lack of knowledge concerning how to help or interact. These situations call for patience, flexibility, communication, and a willingness to listen and learn. By following these guidelines, election officials can ensure a positive experience for everyone.

**Defining “communication”:** No rigid rules defining a minimum level of communication can be stated, because the number of possible circumstances is too great. We know it cannot mean what a rigidly literal meaning might imply – that the voter must enunciate in spoken words. Such a literal reading would be unfair to voters, who for whatever reason, cannot speak. Not every voter will have the same capacities or the same understanding of voting procedures. Election statutes must be interpreted with common sense, with a preference for inclusion over exclusion. A voter might hand a Team Member a

### Important things to remember in order to respectfully interact with persons who may have disabilities

**Ask, don't assume.** Most people with a disability are independent and may not need help. However, they appreciate an offer of assistance when help is needed. Remember to ask first before acting.

**Show respect.** Speak directly to the person, not to an assistant. Treat disabled persons as you would anyone else. Be mindful of personal space.

**Don't take offense.** Requests for help or accommodations are not complaints. A positive and quick response will create a comfortable atmosphere.

**Put the person first – not the disability!** Remember whoever is in front of you is a person, not a label.

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<sup>1</sup> As adapted from the Precinct Uniformity Manual and Numbered Memo 2012-27, North Carolina State Board of Elections

piece of paper, for instance, containing a request for assistance. Or, two Team Members could approach a person and ask if the person needs assistance in requesting or casting an absentee ballot. A nod or other affirmative response from the voter would be sufficient. As long as it appears to the Team Members that the voter has understood the communication or response to the Team Member's question, the Team must provide assistance just as it would for any other voter. In the absence of evidence of systematic fraud, the presumption should work in favor of the voter.

**Interacting with persons with various types of disabilities:** The following sections cover how to respectfully and successfully interact with persons having disabilities that affect certain senses or functions.

- **Mobility impairments**
  - Mobility impairments cover a wide range of difficulties from balance to using a walker, crutch, or cane.
  - Don't lean over someone in a wheelchair.
  - Don't push a person's wheelchair without permission.
  - Be conscious of wheelchair reach limits.
  - When communicating with a voter, sit to be at or near the eye level of the voter, or stand at a slight distance to avoid neck strain.
- **Visual impairments**
  - Most people with visual impairments are competent with their disability; however, be prepared to offer assistance when asked.
  - Identify yourself before making physical contact.
  - If someone needs guidance, offer your arm – don't take an arm.
  - When giving directions, or leading someone, be specific and audibly note any obstacles.
  - Before leaving a person, inform them.
  - Provide magnifiers or offer to read aloud any written information.
  - If the person has a guide dog, stay on the opposite side of a person from the guide dog. Don't touch or pet the dog.
- **Hearing impairments**
  - To communicate effectively, many people with hearing impairments rely on amplification or seeing the speaker's lips.
  - Other methods include writing or sign language — follow the person's cues to determine which method they use.
  - Before speaking, make sure you have the person's attention.

- Maintain eye contact and speak directly with them
- Speak clearly — don't shout.
- Rephrase, rather than repeat what the person does not understand.
- **Speech impairments**
  - There are varying reasons for, and degrees of, speech disabilities. Understand that the person is likely aware of it and appreciates your help.
  - Give the person your full attention.
  - Don't interrupt.
  - If you don't understand, ask the person to repeat what he or she said, or ask the person to write it down.
  - For verification, repeat back to the person what you understood him or her to say.
  - Remember – be polite.
- **Other impairments or disabilities**
  - Impairments or disabilities are a part of our everyday society. The variations of these are far too numerous to list with specific guidelines for each. However, with a basic understanding that everyone at one time or another will need help of some kind, it is easy to be compassionate, understanding, and helpful in many ways that will make you an effective Team Member..
  - Get the facts before reacting. Ask facility staff for assistance or context if necessary.
  - Think before speaking and treat each person as an individual.
  - Accommodate the person's needs or requests whenever possible.
  - Do not wear heavy fragrances or cologne.
  - Speak clearly and directly to the person.
  - Maintain eye contact — pay attention.
  - Be patient.

## Section 8: Types of assistance provided by MATs

MATs are designed to help voters with two functions: Requesting a mail-in absentee ballot, or casting a mail-in absentee ballot. It is also important to know who is legally prohibited from providing this type of assistance: “any owner, manager, director, employee” of a “hospital, clinic, nursing home or rest home.” G.S. 163-226.3(a). (If the facility is the verifiable legal guardian, then the facility may appoint designated persons to serve the role of the legal guardian.<sup>2</sup>) This is

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<sup>2</sup> G.S. 163-226.3(d): The Term “Verifiable Legal Guardian.” – An individual appointed guardian under Chapter 35A of the General Statutes. For a corporation appointed as a guardian under that Chapter, the corporation may submit a list of 10 named individuals to the State Board of Elections who may act for that corporation under this Article.

one reason MATs are so important. Many residents or patients at these facilities do not have family members or a guardian available to provide help.

For each visit, the MAT should maintain a log sheet, recording the name of all voters who received assistance.

MATs may provide the following types of assistance:

- **Request for a mail-in absentee ballot**
  - Provide the voter with a blank Absentee Ballot Request Form (see Appendix 3 on Pages 23-24 for a sample).
  - If the voter requests assistance, a Team Member may help complete the form (other than the voter's signature).
  - The MAT can deliver completed request forms back to the County Board of Elections office by the MAT. Follow chain-of-custody procedures set by the County Board of Elections.

## Completing the Absentee Ballot Request Form

Be familiar with what is required for the form, and see Appendix 3 (Pages 23-24) for a sample of the form. To be a valid request, the request **MUST** be made on the official form, which is freely available (under previous law, requests could be made using a written letter from the voter, but that option is no longer allowed). See below for the law on requirements:

### § 163-230.2. Method of requesting absentee ballots.

(a) Valid Types of Written Requests. - A completed written request form for an absentee ballot as required by G.S. 163-230.1 is valid only if it is on a form created by the State Board and signed by the voter requesting absentee ballots or that voter's near relative or verifiable legal guardian. The State Board shall make the form available at its offices, online, and in each county board of elections office, and that form may be reproduced. A voter may make a request in person or by writing to the county board for the form to request an absentee ballot. The request form for an absentee ballot shall require at least the following information:

- (1) The name and address of the residence of the voter.
- (2) The name and address of the voter's near relative or verifiable legal guardian if that individual is making the request.
- (3) The address of the voter to which the application and absentee ballots are to be mailed if different from the residence address of the voter.
- (4) One or more of the following in the order of preference:
  - a. The number of the voter's North Carolina drivers license issued under Article 2 of Chapter 20 of the General Statutes, including a learner's permit or a provisional license.
  - b. The number of the voter's special identification card for nonoperators issued under G.S. 20-37.7.
  - c. The last four digits of the applicant's social security number.
- (5) The voter's date of birth.
- (6) The signature of the voter or of the voter's near relative or verifiable legal guardian if that individual is making the request.

[...]

Note: If one of the identification numbers contained in (4) above is not provided, then a photocopy of one of the following must be provided along with this request: A document that shows the name and residential address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document. For more information, see G.S. §§ 163-230.2(a2), included in Appendix 1.

- **Casting a mail-in absentee ballot**

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- The mail-in absentee ballot will be sent to the voter via U.S. mail.  
**MATs are not authorized to deliver absentee ballots to voters.**
- **Providing assistance in casting a ballot:** “If there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance.” NCGS 163-226.3(a)(1). See NCGS 163-226.3(a) for more limitations on providing assistance (Page 16).

- **Serving as a witness**

- Allow the voter privacy in making his or her voting choices (unless the voter has requested assistance), but the voter should mark the ballot in the presence of at least two Team Members.

- Two witnesses are required. Although it is possible for a Notary Public to serve as the single witness to the

casting of an absentee ballot, Team Members should always sign as TWO witnesses, because at least two Team Members of different party affiliation should remain in each other’s presence at all times during the visit.

- **If the voter requests assistance in marking the absentee ballot:**  
A Team Member may provide this assistance in the presence of at least one other Team Member of another party affiliation.
  - **Team Members may NOT provide any advice or comment on voting choices.**
- **Once the ballot has been voted,** the ballot should be placed in the container-return envelope. The back of the envelope, which serves

## Completing the absentee ballot application on the container-return envelope

Be familiar with what is required for the form, and see Appendix 4 (Page 25) for a sample.

### What's required:

- Signature of voter and date
- Name correction (if applicable)
- Certification of person assisting voter (if applicable): Both Team Members should enter their information here if they provided assistance.
- Witnesses’ certification: Both Team Members should sign and enter their information here if they served as witnesses.

### What's optional:

- Request for an absentee ballot if a second primary (or runoff) is called (only applies to primaries)
- Annual request for sickness or physical disability: Here, the voter can also request absentee ballots for any other elections held in the same calendar year.

as the absentee ballot application, should then be filled out. This is where the voter and witnesses sign. Again, a Team Member may provide assistance in completing this information if the voter requests assistance.

- **Returning the container-return envelope with the voted ballot back to the County Board of Elections office**
  - **MATs are NOT authorized to deliver container-return envelopes containing voted absentee ballots back to the County Board of Elections office.** The container-return envelope may be sent back via U.S. mail, commercial courier service (at the voter's expense), or personally by the voter, the voter's near relative, or the voter's verifiable legal guardian.
- **Other**
  - If the County Board of Elections office has provided voter registration forms, the Team may distribute forms and collect completed registration forms.
  - The Team can answer questions asked by voters. If a Team Member cannot answer a question, call the County Board of Elections office.

## **Section 9: Returning materials to the County Board of Elections office**

Before leaving the facility and returning to the County Board of Elections office, Team Members should ensure that no materials are left behind, the log sheet is complete, and all completed materials are secure according to chain-of-custody procedures.

- Materials must be placed in an envelope and sealed before leaving the facility. The sealed envelope must remain the presence of at least two Team Members of different party affiliation as they are being transported back to the County Board of Elections office.
- Items to go into the envelope:
  - Log sheet of voters who received assistance
  - Completed absentee ballot request forms
  - Any other completed forms received by the Team
- Team Members must comply with any additional chain-of-custody procedures established by the County Board of Elections.
- **Again, no absentee ballots can be transported by Team Members, either to voters or back to the County Board of Elections office.**

## Section 10: Absentee voting deadlines

It is important to be familiar with absentee voting deadlines. These deadlines establish when the MAT can provide certain types of assistance, and when it is too late. Although the deadlines use the term “Election Day,” these deadlines apply the same to primaries, second primaries, or runoffs. Contact your local County Board of Elections office for more information about the schedule of primaries, elections and other events.

- **Deadline for a request for an absentee ballot to be received by the County Board of Elections office:** By 5:00 p.m. on the Tuesday before Election Day
- **Deadline for mail-in absentee ballots to be delivered to the County Board of Elections office:** By 5:00 p.m. on Election Day
  - **Exception:** “If ballots are received later than that hour, they shall not be accepted unless (i) federal law so requires, (ii) if ballots issued under Article 20 of this Chapter are postmarked by the day of the statewide primary or general election or county bond election and are received by the county board of elections not later than three days after the election by 5:00 p.m., or (iii) if ballots issued [for military-overseas voters] are received by the county board of elections not later than the end of business on the business day before the canvass conducted by the county board of elections...” NCGS 163-231(b).

## FINAL THOUGHTS

Again, thank you for your planned service as a Team Member. The materials contained in this document should prepare you to provide assistance to voters. As mentioned in the introduction, the training materials are merely a summary of the laws and administrative rules covering MATs and mail-in absentee voting. It is required that you are familiar with the laws and Rules contained in the appendices. Please continue reading to review that authority. If you have any questions, contact your local County Board of Elections office.

## APPENDIX 1: NORTH CAROLINA GENERAL STATUTES

### § 163-226.3. Certain acts declared felonies.

(a) Any person who shall, in connection with absentee voting in any election held in this State, do any of the acts or things declared in this section to be unlawful, shall be guilty of a Class I felony. It shall be unlawful:

- (1) For any person except the voter's near relative or the voter's verifiable legal guardian to assist the voter to vote an absentee ballot when the voter is voting an absentee ballot other than under the procedure described in G.S. 163-227.2; provided that if there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance;
- (2) For any person to assist a voter to vote an absentee ballot under the absentee voting procedure authorized by G.S. 163-227.2 except as provided in that section;
- (3) For a voter who votes an absentee ballot under the procedures authorized by G.S. 163-227.2 to vote that voter's absentee ballot outside of the voting booth or private room provided to the voter for that purpose in or adjacent to the office of the county board of elections or at the additional site provided by G.S. 163-227.2(f1), or to receive assistance except as provided in G.S. 163-227.2;
- (4) For any owner, manager, director, employee, or other person, other than the voter's near relative or verifiable legal guardian, to (i) make a written request pursuant to G.S. 163-230.1 or (ii) sign an application or certificate as a witness, on behalf of a registered voter, who is a patient in any hospital, clinic, nursing home or rest home in this State or for any owner, manager, director, employee, or other person other than the voter's near relative or verifiable legal guardian, to mark the voter's absentee ballot or assist such a voter in marking an absentee ballot. This subdivision does not apply to members, employees, or volunteers of the county board of elections, if those members, employees, or volunteers are working as part of a multipartisan team trained and authorized by the county board of elections to assist voters with absentee ballots. Each county board of elections shall train and authorize such teams, pursuant to procedures which shall be adopted by the State Board of Elections. If neither the voter's near relative nor a verifiable legal guardian is available to assist the voter, and a multipartisan team is not available to assist the voter within seven calendar days of a telephonic request to the county board of elections, the voter may obtain such assistance from any person other than (i) an owner, manager, director, employee of the hospital, clinic, nursing home, or rest home in which the voter is a patient or resident; (ii) an individual who holds any elective office under the United States, this State, or any political subdivision of this State; (iii) an individual who is a candidate for nomination or election to such office; or (iv) an individual who holds any office in a State, congressional district, county, or precinct political party or organization, or who is a campaign manager or treasurer for any candidate or political party; provided that a delegate to a convention shall not be considered a party office. None of the persons listed in (i) through (iv) of this subdivision may sign the application or certificate as a witness for the patient.
- (5) Repealed by Session Laws 1987, c. 583, s. 8.
- (6) For any person to take into that person's possession for delivery to a voter or for return to a county board of elections the absentee ballot of any voter, provided, however, that this prohibition shall not apply to a voter's near relative or the voter's verifiable legal guardian;
- (7) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S. 163-231(a), G.S. 163-250(a), and G.S. 163-227.2(e), for any voter to permit another person to assist the voter in marking that voter's absentee ballot, to be in the voter's presence when a voter votes an absentee ballot, or to observe the voter mark that voter's absentee ballot.

(b) The State Board of Elections or a county board of elections, upon receipt of a sworn affidavit from any qualified voter of the State or the county, as the case may be, attesting to first-person knowledge of any violation of subsection (a) of this section, shall transmit that affidavit to the appropriate district attorney, who shall investigate and prosecute any person violating subsection (a). (1979, c. 799, s. 4; 1983, c. 331, s. 2; 1985, c. 563, s. 4; 1987, c. 565, s. 7; c. 583, ss. 8, 10; 1995, c. 243, s. 1; 1999-455, s. 3; 2005-428, s. 5(b); 2007-391, s. 29(a); 2013-381, s. 4.6(a).)

**§ 163-230.1. Simultaneous issuance of absentee ballots with application.**

(a) A qualified voter who desires to vote by absentee ballot, or that voter's near relative or verifiable legal guardian, shall complete a request form for an absentee application and absentee ballots so that the county board of elections receives that completed request form not later than 5:00 P.M. on the Tuesday before the election. That completed written request form shall be in compliance with G.S. 163-230.2. The county board of elections shall enter in the register of absentee requests, applications, and ballots issued the information required in G.S. 163-228 as soon as each item of that information becomes available. Upon receiving the completed request form, the county board of elections shall cause to be mailed to that voter a single package that includes all of the following:

- (1) The official ballots that voter is entitled to vote.
- (2) A container-return envelope for the ballots, printed in accordance with G.S. 163-229.
- (3) Repealed by Session Laws 1999-455, s. 10.
- (4) An instruction sheet.

The ballots, envelope, and instructions shall be mailed to the voter by the county board's chairman, member, officer, or employee as determined by the board and entered in the register as provided by this Article.

(a1) Absence for Sickness or Physical Disability. - Notwithstanding the provisions of subsection (a) of this section, if a voter expects to be unable to go to the voting place to vote in person on election day because of that voter's sickness or other physical disability, that voter or that voter's near relative or verifiable legal guardian may make the request under subsection (a) of this section in person to the board of elections of the county in which the voter is registered after 5:00 p.m. on the Tuesday before the election but not later than 5:00 p.m. on the day before the election. The county board of elections shall treat that completed request form in the same manner as a request under subsection (a) of this section but may personally deliver the application and ballots to the voter or that voter's near relative or verifiable legal guardian.

(a2) Delivery of Absentee Ballots and Container-Return Envelope to Applicant. - When the county board of elections receives a completed request form for applications and absentee ballots, the board shall promptly issue and transmit them to the voter in accordance with the following instructions:

- (1) On the top margin of each ballot the applicant is entitled to vote, the chair, a member, officer, or employee of the board of elections shall write or type the words "Absentee Ballot No. \_\_\_\_" or an abbreviation approved by the State Board of Elections and insert in the blank space the number assigned the applicant's application in the register of absentee requests, applications, and ballots issued. That person shall not write, type, or print any other matter upon the ballots transmitted to the absentee voter. Alternatively, the board of elections may cause to be barcoded on the ballot the voter's application number, if that barcoding system is approved by the State Board of Elections.
- (2) The chair, member, officer, or employee of the board of elections shall fold and place the ballots (identified in accordance with the preceding instruction) in a container-return envelope and write or type in the appropriate blanks thereon, in accordance with the terms of G.S. 163-229(b), the absentee voter's name, the absentee voter's application number, and the designation of the precinct in which the voter is registered. If the ballot is barcoded under this section, the envelope may be barcoded rather than having the actual number appear. The person placing the ballots in the envelopes shall leave the container-return envelope holding the ballots unsealed.
- (3) The chair, member, officer, or employee of the board of elections shall then place the unsealed container-return envelope holding the ballots together with printed instructions for voting and returning the ballots, in an envelope addressed to the voter at the post office address stated in the request, seal the envelope, and mail it at the expense of the county board of elections: Provided, that in case of a request received after 5:00 p.m. on the Tuesday before the election under the provisions of subsection (a1) of this section, in lieu of transmitting the ballots to the voter in person or by mail, the chair, member, officer, or employee of the board of elections may deliver the sealed envelope containing the instruction sheet and the container-return envelope holding the ballots to a near relative or verifiable legal guardian of the voter.

The county board of elections may receive completed written request forms for applications at any time prior to the election but shall not mail applications and ballots to the voter or issue applications and ballots in person earlier than 60 days prior to the statewide general election in an even-numbered year, or earlier than 50 days prior to any

other election, except as provided in G.S. 163-227.2. No election official shall issue applications for absentee ballots except in compliance with this Article.

(b) The application shall be completed and signed by the voter personally, the ballots marked, the ballots sealed in the container-return envelope, and the certificate completed as provided in G.S. 163-231.

(c) At its next official meeting after return of the completed container-return envelope with the voter's ballots, the county board of elections shall determine whether the container-return envelope has been properly executed. If the board determines that the container-return envelope has been properly executed, it shall approve the application and deposit the container-return envelope with other container-return envelopes for the envelope to be opened and the ballots counted at the same time as all other container-return envelopes and absentee ballots.

(c1) Required Meeting of County Board of Elections. - During the period commencing on the third Tuesday before an election, in which absentee ballots are authorized, the county board of elections shall hold one or more public meetings each Tuesday at 5:00 p.m. for the purpose of action on applications for absentee ballots. At these meetings, the county board of elections shall pass upon applications for absentee ballots.

If the county board of elections changes the time of holding its meetings or provides for additional meetings in accordance with the terms of this subsection, notice of the change in hour and notice of the schedule of additional meetings, if any, shall be published in a newspaper circulated in the county at least 30 days prior to the election.

At the time the county board of elections makes its decision on an application for absentee ballots, the board shall enter in the appropriate column in the register of absentee requests, applications, and ballots issued opposite the name of the applicant a notation of whether the applicant's application was "Approved" or "Disapproved".

The decision of the board on the validity of an application for absentee ballots shall be final subject only to such review as may be necessary in the event of an election contest. The county board of elections shall constitute the proper official body to pass upon the validity of all applications for absentee ballots received in the county; this function shall not be performed by the chairman or any other member of the board individually.

(d) Repealed by Session Laws 1999-455, s. 10.

(e) The State Board of Elections, by rule or by instruction to the county board of elections, shall establish procedures to provide appropriate safeguards in the implementation of this section.

(f) For the purpose of this Article, "near relative" means spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. (1983, c. 304, s. 1; 1985, c. 759, ss. 5.1-5.5; 1991, c. 727, s. 6.3; 1993, c. 553, s. 67; 1995, c. 243, s. 1; 1999-455, s. 10; 2001-337, s. 3; 2002-159, s. 55(m); 2009-537, s. 5; 2013-381, s. 4.2.)

#### **§ 163-230.2. Method of requesting absentee ballots.**

(a) Valid Types of Written Requests. - A completed written request form for an absentee ballot as required by G.S. 163-230.1 is valid only if it is on a form created by the State Board and signed by the voter requesting absentee ballots or that voter's near relative or verifiable legal guardian. The State Board shall make the form available at its offices, online, and in each county board of elections office, and that form may be reproduced. A voter may make a request in person or by writing to the county board for the form to request an absentee ballot. The request form for an absentee ballot shall require at least the following information:

- (1) The name and address of the residence of the voter.
- (2) The name and address of the voter's near relative or verifiable legal guardian if that individual is making the request.
- (3) The address of the voter to which the application and absentee ballots are to be mailed if different from the residence address of the voter.
- (4) One or more of the following in the order of preference:
  - a. The number of the voter's North Carolina drivers license issued under Article 2 of Chapter 20 of the General Statutes, including a learner's permit or a provisional license.
  - b. The number of the voter's special identification card for nonoperators issued under G.S. 20-37.7.
  - c. The last four digits of the applicant's social security number.
- (5) The voter's date of birth.
- (6) The signature of the voter or of the voter's near relative or verifiable legal guardian if that individual is making the request.

(a1) A completed request form for an absentee ballot shall be deemed a request to update the official record of voter registration for that voter and shall be confirmed in writing in accordance with G.S. 163-82.14(d).

(a2) The completed request form for an absentee ballot shall be delivered to the county board of elections. If the voter does not include the information requested in subdivision (a)(4) of this section, a copy of a document listed in G.S. 163-166.12(a)(2) shall accompany the completed request form.

(a3) Upon receiving a completed request form for an absentee ballot, the county board shall confirm that voter's registration. If that voter is confirmed as a registered voter of the county, the absentee ballots and certification form shall be mailed to the voter, unless personally delivered in accordance with G.S. 163-230.1(a1). If the voter's official record of voter registration conflicts with the completed request form for an absentee ballot or cannot be confirmed, the voter shall be so notified. If the county board cannot resolve the differences, no application or absentee ballots shall be issued.

(b) Invalid Types of Written Requests. - A request is not valid if it does not comply with subsection (a) of this section. If a county board of elections receives a request for an absentee ballot that does not comply with subsection (a) of this section, the board shall not issue an application and ballot under G.S. 163-230.1.

(c) Rules by State Board. - The State Board of Elections shall adopt rules for the enforcement of this section. (2002-159, s. 57(a); 2013-381, s. 4.3.)

**Cross reference:**

**§ 163-166.12(a)(2)**

“A copy of one of the following documents that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.”

**§ 163-231. Voting absentee ballots and transmitting them to the county board of elections.**

(a) Procedure for Voting Absentee Ballots. - In the presence of two persons who are at least 18 years of age, and who are not disqualified by G.S. 163-226.3(a)(4) or G.S. 163-237(b1), the voter shall do all of the following:

- (1) Mark the voter's ballots, or cause them to be marked by that person in the voter's presence according to the voter's instruction.
- (2) Fold each ballot separately, or cause each of them to be folded in the voter's presence.
- (3) Place the folded ballots in the container-return envelope and securely seal it, or have this done in the voter's presence.
- (4) Make the application printed on the container-return envelope according to the provisions of G.S. 163-229(b) and make the certificate printed on the container-return envelope according to the provisions of G.S. 163-229(b).
- (5) Require those two persons in whose presence the voter marked that voter's ballots to sign the application and certificate as witnesses and to indicate those persons' addresses.

Alternatively to the prior paragraph of this subsection, any requirement for two witnesses shall be satisfied if witnessed by one notary public, who shall comply with all the other requirements of that paragraph. The notary shall affix a valid notarial seal to the envelope, and include the word "Notary Public" below his or her signature.

The persons in whose presence the ballot is marked shall at all times respect the secrecy of the ballot and the privacy of the absentee voter, unless the voter requests assistance and that person is otherwise authorized by law to give assistance. When thus executed, the sealed container-return envelope, with the ballots enclosed, shall be transmitted in accordance with the provisions of subsection (b) of this section to the county board of elections which issued the ballots.

(a1) Repealed by Session Laws 1987, c. 583, s. 1.

(b) Transmitting Executed Absentee Ballots to County Board of Elections. - The sealed container-return envelope in which executed absentee ballots have been placed shall be transmitted to the county board of elections who issued those ballots as follows:

- (1) All ballots issued under the provisions of this Article and Article 21A of this Chapter shall be transmitted by mail or by commercial courier service, at the voter's expense, or delivered in person, or by the voter's near relative or verifiable legal guardian and received by the county board not later than 5:00 p.m. on the day of the statewide primary or general election or county bond election. Ballots issued under the provisions of Article 21A of this Chapter may also be electronically transmitted.
- (2) If ballots are received later than the hour stated in subdivision (1) of this subsection, those ballots shall not be accepted unless one of the following applies:
  - a. Federal law so requires.
  - b. The ballots issued under this Article are postmarked and that postmark is dated on or before the day of the statewide primary or general election or county bond election

North Carolina State Board of Elections: MAT Training Materials

and are received by the county board of elections not later than three days after the election by 5:00 p.m.

- c. The ballots issued under Article 21A of this Chapter are received by the county board of elections not later than the end of business on the business day before the canvass conducted by the county board of elections held pursuant to G.S. 163-182.5.

(c) For purposes of this section, "Delivered in person" includes delivering the ballot to an election official at a one-stop voting site under G.S. 163-227.2 during any time that site is open for voting. The ballots shall be kept securely and delivered by election officials at that site to the county board of elections office for processing. (1939, c. 159, ss. 2, 5; 1941, c. 248; 1943, c. 736; c. 751, s. 1; 1945, c. 758, s. 5; 1963, c. 457, ss. 2, 5; 1967, c. 775, s. 1; 1971, c. 1247, s. 3; 1973, c. 536, s. 1; 1977, c. 469, s. 1; 1979, c. 799, s. 5; 1985, c. 562, ss. 1, 2; 1987, c. 583, ss. 1, 2; 1989 (Reg. Sess., 1990), c. 991, s. 4; 1999-455, s. 11; 2009-537, ss. 6, 8(a); 2011-182, s. 5; 2013-381, s. 4.4.)

## APPENDIX 2: ADMINISTRATIVE RULES

### CHAPTER 13 – INTERIM RULES

#### SECTION .0200 - MULTIPARTISAN ASSISTANCE TEAMS

##### **08 NCAC 13 .0201 MULTIPARTISAN ASSISTANCE TEAMS**

(a) Each County Board of Elections shall assemble and provide training to a Multipartisan Assistance Team ("Team") to respond to requests for voter assistance for any primary, general election, referendum, or special election.

(b) For every primary or election listed in Subparagraph (a), the Team shall be made available in each county to assist patients and residents in every hospital, clinic, nursing home, or rest home ("covered facility") in that county in requesting or casting absentee ballots as provided by Subchapter VII of Chapter 163 of the General Statutes. For the purposes of this Rule, a covered facility is any facility that provides residential healthcare in the State that is licensed or operated pursuant to Chapter 122C, Chapter 131D, or Chapter 131E of the General Statutes, or by the federal government or an Indian tribe.

(c) The Team may assist voters in requesting mail-in absentee ballots, serve as witnesses to mail-in absentee voting, and otherwise assist in the process of mail-in absentee voting as provided by Subchapter VII of Chapter 163 of the General Statutes. Upon the voter's request, the Team shall assist voters who have communicated either verbally or nonverbally that they do not have a near relative, as defined in G.S. 163-230.1(f), or legal guardian available to provide assistance.

*History Note:* Authority G.S. 163-226.3(a)(4); S.L. 2013-381, Sec. 4.6(b);  
Temporary Adoption Eff. January 1, 2014.

##### **08 NCAC 13 .0202 TEAM MEMBERS**

(a) The Team shall be composed as follows:

- (1) At least two registered voters shall be on each Team. The two political parties having the highest number of affiliated voters in the state, as reflected by the registration statistics published by the State Board of Elections on January 1 of the most recent year, shall each be represented by at least one Team member of the party's affiliation. If the Team consists of more than two members, voters who are unaffiliated or affiliated with other political parties recognized by the State of North Carolina may be Team members.

- (2) If a County Board of Elections finds an insufficient number of voters available to comply with Subparagraph (a)(1) of this Rule, the County Board, upon a unanimous vote of all of its sworn members, may appoint an unaffiliated voter to serve in lieu of the Team member representing one of the two political parties as set out in Subparagraph (a)(1) of this Rule.

(b) Team members may not be paid or provided travel reimbursement by any political party or candidate for work as Team members.

*History Note:* Authority G.S. 163-226.3(a)(4); S.L. 2013-381, Sec. 4.6(b);  
Temporary Adoption Eff. January 1, 2014.

#### **08 NCAC 13 .0203 TRAINING AND CERTIFICATION OF TEAM MEMBERS**

(a) The State Board of Elections shall provide uniform training materials to each County Board of Elections. Each County Board of Elections shall administer training for every Team member as directed by the State Board of Elections.

(b) Every Team member shall sign a declaration provided by the County Board of Elections that includes the following:

- (1) A statement that the Team member will carry out the duties of the Team objectively, will not attempt to influence any decision of a voter being provided any type of assistance, and will not wear any clothing or pins with political messages while assisting voters;
- (2) A statement that the Team member is familiar with absentee voting election laws and will act within the law, and the Team member will refer to County Board of Elections staff in the event the Team member is unable to answer any question;
- (3) A statement that the Team member will not use, reproduce, or communicate to unauthorized persons any confidential information or document handled by the Team member, including the voting choices of a voter and confidential voter registration information;
- (4) A statement that the Team member will not accept payment or travel reimbursement by any political party or candidate for work as a Team member;
- (5) A statement that the Team member does not hold any elective office under the United States, this State, or any political subdivision of this State;
- (6) A statement that the Team member is not a candidate for nomination or election, as defined in G.S. 163-278.6(4), for any office listed in Subparagraph (b)(5) of this Rule.
- (7) A statement that the Team member does not hold any office in a State, congressional district, or county political party or organization, and is not a manager or treasurer for any candidate or political party. For the purposes of this Subparagraph, a delegate to a convention shall not be considered a party office;
- (8) A statement that the Team member is not an owner, manager, director, or employee of a covered facility where a resident requests assistance;
- (9) A statement that the Team member is not a registered sex offender in North Carolina or any other state; and
- (10) A statement that the Team member understands that submitting fraudulent or falsely completed declarations and documents associated with absentee voting is a Class I felony under Chapter 163 of the General Statutes, and that submitting or assisting in preparing a fraudulent or falsely completed document associated with absentee voting may constitute other criminal violations.

(c) Upon completion of required training and the declaration, the County Board of Elections shall certify the Team member. Only certified Team members may provide assistance to voters. The certification shall be good for two years, or until the State Board of Elections requires additional training, whichever occurs first.

*History Note: Authority G.S. 163-226.3(a)(4); S.L. 2013-381, Sec. 4.6(b);  
Temporary Adoption Eff. January 1, 2014.*

#### **08 NCAC 13 .0204 VISITS BY MULTIPARTISAN ASSISTANCE TEAMS**

(a) The State Board of Elections shall provide annual notice regarding availability of Teams in each county. The notice will provide information for covered facilities to contact the County Board of Elections to arrange a Team visit.

(b) If a facility, or a patient or resident of a facility, requests a visit by the Team, the County Board of Elections shall notify the Team and schedule a visit within seven calendar days if it is able to do so.

(c) On a facility visit, the composition of the visiting Team members shall comply with the requirements of Rule .0202(a)(1) or (a)(2) of this Section.

(d) All Team members shall remain within the immediate presence of each other while visiting or assisting patients or residents.

(e) At each facility visit, the Team shall provide the following assistance to patients or residents who request it. Before providing assistance, the voter must have communicated, either verbally or nonverbally, that he or she requests assistance by the Team:

- (1) Assistance in requesting a mail-in absentee ballot: The Team shall collect any completed request forms and promptly deliver those request forms to the County Board of Elections office.
  - (2) Assistance in casting a mail-in absentee ballot: Before providing assistance in voting by mail-in absentee ballot, a Team member shall be in the immediate presence of another Team member whose registration is not affiliated with the same political party. If the Team members provide assistance in marking the mail-in absentee ballot, the Team members shall sign the voter's container-return envelope to indicate that they provided assistance as allowed by law. Team members may also sign the container-return envelope as a witness to the marking of the mail-in absentee ballot.
- (f) The Team shall keep a record containing the names of all voters who received assistance or cast an absentee ballot during a visit, and submit that record to the County Board of Elections.

*History Note:* Authority G.S. 163-226.3(a)(4); S.L. 2013-381, Sec. 4.6(b);  
Temporary Adoption Eff. January 1, 2014.

#### **08 NCAC 13 .0205 REMOVAL OF TEAM MEMBERS**

(a) The County Board of Elections shall revoke a Team member's certification, granted under Rule .0203 of this Section, for the following reasons:

- (1) Violation of Chapter 163 of the General Statutes or one of the Rules contained in this Section;
- (2) Political partisan activity in performing Team duties;
- (3) Failure to respond to directives from the County Board of Elections; or
- (4) Failure to maintain certification.

(b) If the County Board of Elections revokes a Team member's certification, the person may not participate on the Team.

*History Note:* Authority G.S. 163-226.3(a)(4); S.L. 2013-381, Sec. 4.6(b);  
Temporary Adoption Eff. January 1, 2014.

## APPENDIX 3: ABSENTEE BALLOT REQUEST FORM (WITH INSTRUCTIONS)

|                                                                                   |                                                             |                                                                                                                                                          |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>State Absentee Ballot Request Form</b><br>North Carolina | NC STATE BOARD OF ELECTIONS<br>P. O. BOX 27233<br>RALEIGH, NC 27611-7233<br><br>PHONE: 1-866-322-4723      FAX: 919-713-0135<br>elections.sboe@ncsbe.gov |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

### General Instructions

A person must be a registered voter in their North Carolina county of residence in order to request an absentee ballot. If not registered to vote in the proper county, a person must submit a voter registration application along with this form. Voter registration applications are available online at [www.ncsbe.gov](http://www.ncsbe.gov). The deadline to register to vote is 25 days prior to the date of the election.

### Completing the Form

The voter's full name, residential address, date of birth and an identification number (see **Proof of Identification** below) must be provided on this form. This information will be used to confirm your voter registration. In addition, this form must be signed by the voter or the voter's near relative or qualified legal guardian.

### Who may make a request for an absentee ballot

Either the voter or the voter's near relative or qualified legal guardian may request an absentee ballot. A "near relative" is defined as the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

### Who may not make a request for an absentee ballot

If a registered voter is a patient in any hospital, clinic, nursing home or rest home in this State, it is unlawful for any owner, manager, director, employee, or other person, other than the voter's near relative or verifiable legal guardian, to request an absentee ballot on behalf of the voter. The voter's county board of elections should be contacted if a voter in a hospital, clinic, nursing home or rest home in this State needs assistance requesting or voting an absentee ballot.

### Updating Voter Information

This form may also serve as a voter change form; however, changes in voter registration may only be made by the voter.

### Proof of Identification

If the voter's identification number (NC driver license number, NC DMV-issued identification card number, or last four digits of social security number) is not provided, then a copy of one of the following must be provided along with this request:

1. A current and valid photo identification.
2. A document that shows the name and residential address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

### Ballot Availability

Absentee balloting materials are mailed to voters once ballots for an election are available. For most elections, ballots will be available 50 days prior to the date of the election. Absentee ballots are available 60 days prior to the date of a statewide general election and 30 days prior to the date of a city or municipal election.

### Submitting the form

Submit this form to the voter's county board of elections no later than 5:00 p.m. on the Tuesday before the date of the election. This form may be mailed, faxed, emailed, or delivered in person. Visit [www.ncsbe.gov](http://www.ncsbe.gov) for the contact information for all county boards of elections. The status of your absentee request may also be checked on this website.

# SAMPLE



## State Absentee Ballot Request Form

North Carolina

TO: NC STATE BOARD OF ELECTIONS  
P. O. BOX 27253  
RALEIGH, NC 27611-7253  
PHONE: 1-866-522-4723 FAX: 919-713-0133  
elections.sboe @ncsbe.gov

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

I am requesting an absentee ballot for the: \_\_\_\_\_ ON \_\_\_\_\_  
*Election Type (Primary, General, Municipal, Special, etc.) Election Date*

| Voter Information                                                                                              |            |             |                                                   |                  |                  |
|----------------------------------------------------------------------------------------------------------------|------------|-------------|---------------------------------------------------|------------------|------------------|
| Last Name                                                                                                      | First Name | Middle Name | Suffix                                            | Date of Birth    |                  |
| Home Address (NC Residential Address.)                                                                         |            |             | Mailing Address (if different than home address.) |                  |                  |
| City                                                                                                           | State      | Zip Code    | City                                              | State            | Zip Code         |
| Have you lived at this address for more than 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No |            |             | County of Residence                               |                  |                  |
| If "No," indicate the date of your move: ____/____/____                                                        |            |             | Previous Name (if applicable)                     |                  |                  |
| You must provide at least one identification number below. (or see instructions)                               |            |             | Voter Registration No.                            | Phone (optional) | Email (optional) |
| NC License or ID Number                                                                                        |            |             |                                                   |                  |                  |
| SSN                                                                                                            |            |             |                                                   |                  |                  |
| X X X - X X -                                                                                                  |            |             |                                                   |                  |                  |

| Absentee Voting Information                                                                                                                                                                               |       |          |                                                                                                                                                                                     |                   |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| Absentee Mailing Address (Where should the ballot be mailed?)                                                                                                                                             |       |          | City                                                                                                                                                                                | State             | Zip Code |
| If voter is registered as <i>Unaffiliated</i> and requesting a ballot for a partisan primary, choose a primary ballot preference.                                                                         |       |          |                                                                                                                                                                                     |                   |          |
| <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Libertarian <input type="checkbox"/> Non-partisan                                                        |       |          |                                                                                                                                                                                     |                   |          |
| If voter is a patient in a hospital, clinic, nursing home or rest home, please indicate whether you will need assistance in marking your ballot. <input type="checkbox"/> Yes <input type="checkbox"/> No |       |          |                                                                                                                                                                                     |                   |          |
| If "Yes," what is the name and address of the hospital or facility:                                                                                                                                       |       |          |                                                                                                                                                                                     |                   |          |
| If requesting an absentee ballot on behalf of a near relative, list your name, address, contact information and relationship to the voter:                                                                |       |          |                                                                                                                                                                                     |                   |          |
| Requestor's Name                                                                                                                                                                                          |       |          | <input type="checkbox"/> spouse <input type="checkbox"/> brother/sister <input type="checkbox"/> parent <input type="checkbox"/> grandparent <input type="checkbox"/> stepparent    |                   |          |
| (First) (Middle) (Last) (Suffix)                                                                                                                                                                          |       |          | <input type="checkbox"/> child <input type="checkbox"/> grandchild <input type="checkbox"/> stepchild <input type="checkbox"/> mother-in-law <input type="checkbox"/> father-in-law |                   |          |
| Requestor's Address                                                                                                                                                                                       |       |          | <input type="checkbox"/> son-in-law <input type="checkbox"/> daughter-in-law <input type="checkbox"/> legal guardian                                                                |                   |          |
|                                                                                                                                                                                                           |       |          | Name of Corporation (if appointed legal guardian)                                                                                                                                   |                   |          |
| City                                                                                                                                                                                                      | State | Zip Code | Requestor's Phone                                                                                                                                                                   | Requestor's Email |          |

| For Military/Overseas Citizens Only (may only be signed by the voter; may not be signed by a near relative/guardian)                                                                     |                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Select one of the options below to qualify as a military or overseas voter:                                                                                                              |                                                                                                                                                     |
| <input type="checkbox"/> Member of the Uniformed Services or Merchant Marine on active duty and currently <u>absent</u> from county of residence <u>or</u> an eligible spouse/dependent. |                                                                                                                                                     |
| <input type="checkbox"/> U.S. citizen residing outside the U.S. temporarily or indefinitely                                                                                              |                                                                                                                                                     |
| Current Address (Address where you are currently stationed or living overseas.)                                                                                                          | Transmit my ballot by:<br>(Military/Overseas Voters Only) <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email |
|                                                                                                                                                                                          | Fax Number or Email Address                                                                                                                         |

| Signature of Voter (voter only) | Signature of Relative/Near Guardian (if applicable) |
|---------------------------------|-----------------------------------------------------|
| X                               | X                                                   |
| Date                            | Date                                                |

V2013.11

Visit [www.NCSBE.gov](http://www.NCSBE.gov) to check your voter registration or absentee voting status.

# SAMPLE

North Carolina State Board of Elections: MAT Training Materials

**[COUNTY] COUNTY  
ABSENTEE APPLICATION AND CERTIFICATE**

AFFIX VOTER INFORMATION

LABEL HERE

# SAMPLE

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

## **Multipartisan Assistance Team Training Completion Form**

I, \_\_\_\_\_ hereby confirm that I have read and understand the MAT Official Training Materials, including applicable laws and Rules of the State Board of Elections. If I have further questions about the proper role of Team Members or any absentee voting procedures, I will contact my local County Board of Elections.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_