



ABSENTEE VOTING INSTRUCTIONS

November 5, 2024

Richmond County, North Carolina

Richmond County Board of Elections
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READ INSTRUCTIONS BEFORE MARKING YOUR BALLOT

A VOTER MUST INCLUDE A COPY OF AN ACCEPTABLE PHOTO ID OR A PHOTO ID EXCEPTION FORM

If you cannot include a photocopy of an acceptable photo ID you will need to complete the Photo ID Exception Form.

Eligible forms of photo identification include:

Any of the following that is unexpired, or expired for one year or less:

- North Carolina driver's license
- State ID from the NCDMV (also called "non-operator ID")
- Driver's license or non-driver ID from another state, District of Columbia or U.S. territory (only if voter registered in North Carolina within 90 days of the election)
- U.S. Passport book or U.S. Passport card
- North Carolina voter photo ID card issued by a county board of elections
- College/University student IDs and government employee IDs approved by the State Board of Elections

Note: A voter 65 or older may use an expired form of acceptable ID if the ID was unexpired on their 65th birthday.

Any of the following, regardless of whether the ID contains an expiration or issuance date:

- Military or veterans ID card issued by the U.S. government
- Tribal enrollment card issued by a tribe recognized by the State or federal government
- ID card issued by an agency of the U.S. government or the State of North Carolina for a public assistance program

An enclosed flyer shows the common forms of acceptable photo ID. For more information visit ncsbe.gov/voter-ID or contact your county board of elections office.

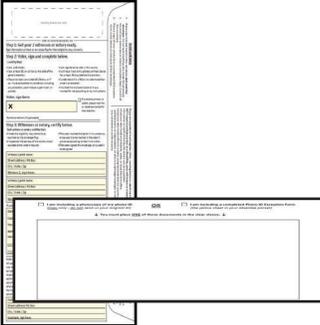
Return postage is \$1.77.

If your ballot arrives after Election Day it will not be counted. We strongly recommend you mail your ballot early to ensure it arrives in time. See other ballot return options in Step 6.

YOUR BALLOT PACKAGE INCLUDES:



Your ballot



Your ballot envelope with form on one side and clear sleeve on opposite side



A yellow Photo ID Exception Form (only use if you are unable to provide a copy of an acceptable photo ID)



Your return envelope

Return postage is **\$1.77.** (You may apply multiple stamps such as a Forever stamp and 2 post-card stamps or have the envelope metered with exact postage).

Your ballot envelope **has two sides that require your attention.**

(1) One side has a clear sleeve for you to provide a copy of your Photo ID (DO NOT SEND THE ORIGINAL) or your Photo ID Exception Form, which you will complete if you are not able to provide a copy of an acceptable Photo ID.

(2) The other side has the form printed on the envelope that must be completed by you, your witnesses or notary, and your assistant (if needed).

Remember that your ballot will be placed inside the ballot envelope and sealed. **DO NOT** place your photo ID or Photo ID Exception Form inside the sealed envelope with your ballot.

Your ballot, ballot envelope, and return envelope are specific to you. Do not mix up your materials with those of anyone else.

If you damage or make a mistake on your ballot, do not try to fix it. Contact your county board of elections.

Follow these simple steps to ensure your ballot is accepted:

STEP 1: Gather your witnesses and mark your ballot

Mark your ballot and sign the form printed on the ballot envelope in the presence of two witnesses or one notary. Each witness must be at least 18 years old. Your witnesses should observe that you mark the ballot, not how you vote. The ballot envelope explains who is and is not allowed to be a witness. The ballot envelope also explains who can assist you if you need assistance marking or mailing your ballot.

STEP 2: Place your ballot in the ballot envelope and SEAL THE ENVELOPE. Sign your name on the ballot envelope.

Voter, sign here:

✕ *Jane Doe*

Name correction (if applicable) _____

If a second primary is called, please mail me an absentee ballot for that election.

You must sign or make your mark in the designated area. If you are physically unable to sign or make your mark due to disability, the person assisting with the ballot should write in the signature line, "Disabled - cannot sign" and must complete the Voter Assistant Certification located on the ballot envelope (See Step 4).

STEP 3: Two Witnesses or One Notary sign and complete the witness section of the ballot envelope

Witness 1 print name: *John Doe*
Street Address / PO Box: *123 Main Street*
City / State / Zip: *Sanford, NC 27330*
Witness 1, sign here: *John Doe*

Witness 2 print name: *Danielle Doe*
Street Address / PO Box: *PO Box 1331*
City / State / Zip: *Sanford, NC 27330*
Witness 2, sign here: *Danielle Doe*

If using a notary instead of 2 witnesses, the notary also certifies that:

State of _____
County of _____
The voter, _____
appeared in person and was positively identified on _____
Date _____
Notary Public _____ seal
Commission Expiration Date _____

If using two witnesses:

Each witness must provide their

- Printed name
- **Full** address (either a complete street address with unit number or a PO Box)
- City, state, zip code
- Signature

OR if using a Notary:

A notary must complete the notarial certificate on the ballot envelope and place their seal.

They cannot charge you a fee for this service.

STEP 4: Assistant (if needed) signs and completes envelope

Assistant Print Name: *Danielle Doe*
Street Address/PO Box: *PO Box 1331*
City / State / Zip: *Sanford, NC 27330*
Assistant, sign here: *Danielle Doe*

A person assisting you in completing this form, marking your ballot, or mailing or returning your ballot must complete the Voter Assistant Certification by printing their name and address, and signing their name.

Please see the ballot envelope for additional information on who is allowed to assist you and what kind of assistance they can provide.

STEP 5: Include copy of Photo ID or Photo ID Exception Form in the clear sleeve on the ballot envelope

Place a **copy** of an acceptable photo ID or a completed Photo ID Exception Form in the clear sleeve on the opposite side of the ballot envelope.

If completing the Photo ID Exception Form, you must write your name, check the box for your exception, and sign the form.



OR



STEP 6: Place the SEALED ballot envelope into the Official Ballot Return Envelope

There are two ways to return your ballot: by mail or in person.



> **Mail your ballot.** Postage for your return ballot package is **\$1.77**.

Please apply the correct postage for return. For example, three Forever stamps (73 cents apiece) would cover this amount.

Your ballot must be **received by Election Day (11/05/2024) to be accepted**. If your ballot arrives after Election Day it will not be counted. We **strongly** recommend you mail your ballot early to ensure it arrives in time.

> **Return your ballot in person**

You can return your ballot to your county board of elections office (the county who issued your ballot) by **7:30 PM on Election Day** or to an early voting site in your county during the early voting period. *You may not return your ballot to a polling place on Election Day.* Any person returning a ballot will sign in at the board of elections, to confirm delivery, per state law.

If necessary, an assistant can help you with mailing your envelope.

Only you, your near relative, or legal guardian may mail or hand-deliver your ballot, unless due to a disability, you have asked someone else to return your ballot. A near relative is defined as your: Spouse, brother, sister, parent, child, stepchild, grandparent, grandchild, stepparent, mother-in-law, father-in-law, daughter-in-law, or son-in-law. Your ballot envelope explains who is allowed to assist you and what kind of assistance they can provide. The individual mailing or returning your sealed ballot must sign the Voter Assistant Certification on the back of the Ballot Envelope.

North Carolina Law Requires That Voters Are Informed of Certain Unlawful Acts

§ 163-226.3. Certain acts declared felonies.

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

(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; 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) Repealed by Session Laws 2023-140, s. 35, effective January 1, 2024.

(3) For a voter who votes a ballot in accordance with Part 5 of Article 14A of this Chapter to vote that voter's ballot outside of the voting booth or private room provided to the voter for that purpose or to receive assistance except as provided in Article 14A of this Chapter.

(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 bipartisan 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. If neither the voter's near relative nor a verifiable legal guardian is available to assist the voter, and a bipartisan 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) 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.

(6) Except as provided in subsections (1), (2), (3) and (4) of this section and G.S. 163-231(a), 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 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).

(c) For the purposes of this section, a "bipartisan team" shall consist of at least two registered voters of the county. 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 on January 1 of the current year, shall each be represented by at least one team member of the party's affiliation, as recommended by the members of that political party serving on the county board of elections. If the team consists of more than two members, voters who are unaffiliated or affiliated with other political parties recognized by the State may be team members. If a county board of elections finds an insufficient number of voters available to meet this requirement, the county board of elections, upon a unanimous vote of all of its sworn members, may appoint an unaffiliated team member to serve instead of a team member representing one of the two political parties having the highest number of affiliated voters in the State.

§ 163-237. Certain violations of absentee ballot law made criminal offenses.

- (a) False Statements under Oath Made Class 1 Misdemeanor. — If any person shall willfully and falsely make any affidavit or statement, under oath, which affidavit or statement under oath, is required to be made by the provisions of this Article, that person shall be guilty of a Class 1 misdemeanor.
- (b) False Statements Not under Oath Made Class 1 Misdemeanor. — Except as provided by G.S. 163-275(16), if any person, for the purpose of obtaining or voting any official ballot under the provisions of this Article, shall willfully sign any printed or written false statement which does not purport to be under oath, or which, if it purports to be under oath, was not duly sworn to, that person shall be guilty of a Class 1 misdemeanor.
- (c) Candidate Witnessing Absentee Ballots of Nonrelative Made Class 1 Misdemeanor. — A person is guilty of a Class 1 misdemeanor if that person acts as a witness under G.S. 163-231(a) in any primary or election in which the person is a candidate for nomination or election, unless the voter is the candidate's near relative as defined in G.S. 163-226(f).
- (d) Fraud in Connection with Absentee Vote; Forgery. — Any person attempting to aid and abet fraud in connection with any absentee vote cast or to be cast, under the provisions of this Article, shall be guilty of a misdemeanor. Attempting to vote by fraudulently signing the name of a regularly qualified voter is a Class G felony.
- (d1) Sell or Attempt to Sell Completed Absentee Ballot. — Any person who sells or attempts to sell, or purchases or agrees to purchase, a completed written request, a completed application for absentee ballots, or voted absentee ballots, shall be guilty of a Class I felony.
- (d2) Destruction of Absentee Ballot. — Any person who intentionally, with the intent of obstructing a vote by a registered voter, fails to deliver or intentionally destroys a completed written request, a completed application for absentee ballots, or voted absentee ballots, shall be guilty of a Class G felony.
- (d3) Copies or Retention of Identifying Information. — Any person, other than the voter or near relative or verifiable legal guardian of that voter, who copies or otherwise retains the request for absentee ballots, a completed application for absentee ballots, or any identifying information, as defined in G.S. 14-113.20, disclosed in a request or application, shall be guilty of a Class G felony.
- (d4) Compensation Based on Requests. — Any person who compensates another, or who accepts compensation, based on the number of returned written requests for absentee ballots under G.S. 163-230.2, shall be guilty of a Class I felony.
- (d5) Intent to Unlawfully Influence. — Any person who commits, attempts to commit, or conspires to commit a crime identified in G.S. 163-82.6(b), 163-226.3(a), 163-274, 163-275, or this section with the intent to unlawfully influence or interfere with a primary or election, or to otherwise unlawfully gain, shall be guilty of a Class F felony.
- (d6) Disclosure of Register of Absentee Ballot Requests. — Notwithstanding G.S. 132-3(a), any person who steals, releases, or possesses the official register of absentee requests for mail-in absentee ballots as provided in G.S. 163-228 prior to the opening of the voting place in accordance with G.S. 163-166.25, for a purpose other than the conduct of business at the county board of elections, shall be guilty of a Class G felony.
- (d7) Sending of Unrequested Absentee Ballot. — Any member serving on the State Board or on any county board of elections, or any employee of the State Board or a county board of elections, who knowingly sends or delivers an absentee ballot to any person who has not requested an absentee ballot in accordance with the requirements of Chapter 163 of the General Statutes shall be guilty of a Class I felony.
- (e) Violations Not Otherwise Provided for Made Class 1 Misdemeanors. — If any person shall willfully violate any of the provisions of this Article, or willfully fail to comply with any of the provisions thereof, for which no other punishment is herein provided, that person shall be guilty of a Class 1 misdemeanor.

§ 163-275. Certain acts declared felonies.

Any person who shall, in connection with any primary, general or special 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 fraudulently to cause that person's name to be placed upon the registration books of more than one election precinct or fraudulently to cause or procure that person's name or that of any other person to be placed upon the registration books in any precinct when registration in that precinct does not qualify the person to vote legally therein, or to impersonate falsely another registered voter for the purpose of voting in the stead of the other voter.
- (2) For any person to give or promise or request or accept at any time, before or after any such primary or election, any money, property or other thing of value whatsoever in return for the vote of any elector.
- (3) For any person who is an election officer, a member of an election board or other officer charged with any duty with respect to any primary or election, knowingly to make any false or fraudulent entry on any election book or any false or fraudulent returns, or knowingly to make or cause to be made any false statement on any ballot, or to do any fraudulent act or knowingly and fraudulently omit to do any act or make any report legally required of that person.
- (4) For any person knowingly to swear falsely with respect to any matter pertaining to any primary or election.
- (5) For any person convicted of a crime which excludes the person from the right of suffrage, to vote in any primary or election knowing the right of citizenship has not been restored in due course and by the method provided by law.
- (6) For any person to take corruptly the oath prescribed for voters.
- (7) For any person with intent to commit a fraud to register or vote at more than one precinct or more than one time, or to induce another to do so, in the same primary or election, or to vote illegally at any primary or election.
- (8) For any chief judge or any clerk or copyist to make any entry or copy with intent to commit a fraud.
- (9) For any election official or other officer or person to make, certify, deliver or transmit any false returns of any primary or election, or to make any erasure, alteration, or conceal or destroy any election ballot, book, record, return or process with intent to commit a fraud.
- (10) For any person to assault any chief judge, judge of election or other election officer while in the discharge of duties in the registration of voters or in conducting any primary or election.
- (11) For any person, by threats, menaces or in any other manner, to intimidate or attempt to intimidate any chief judge, judge of election or other election officer in the discharge of duties in the registration of voters or in conducting any primary or election.
- (12) For any chief judge, judge of election, member of a board of elections, assistant, marker, or other election official, directly or indirectly, to seek, receive or accept money or the promise of money, the promise of office, or other reward or compensation from a candidate in any primary or election or from any source other than such compensation as may be provided by law for that person's services.
- (13) For any person falsely to make or present any certificate or other paper to qualify any person fraudulently as a voter, or to attempt thereby to secure to any person the privilege of voting, including declarations made under this Chapter, G.S. 130A-93.1(c), and G.S. 161-10(a)(8).
- (14) For any officer to register voters and any other individual to knowingly and willfully receive, complete, or sign an application to register from any voter contrary to the provisions of G.S. 163-82.4.
- (15) Reserved for future codification purposes.
- (16) For any person falsely to make the certificate provided by G.S. 163-229(b)(2).
- (17) For any person, directly or indirectly, to misrepresent the law to the public through mass mailing or any other means of communication where the intent and the effect is to intimidate or discourage potential voters from exercising their lawful right to vote.
- (18) For any person, knowing that a person is not a citizen of the United States, to instruct or coerce that person to register to vote or to vote.
- (19) To counterfeit, sell, lend to, or knowingly permit the use of, by one not entitled thereto, a form of photo identification provided in G.S. 163-166.16 for the purposes of voting.