

To All Agency Voter Registration Employees:

Welcome to the North Carolina voter registration program. Since the implementation of the agency voter registration program on January 4, 1995, agency voter registration has produced outstanding results. State agencies have reached many of the underrepresented eligible voters in North Carolina.

The agency voter registration program seeks to help North Carolina registration officials reach the 1.5 million unregistered eligible voters in the State. The participation of each of you is critical in our efforts to reach 100% registration in North Carolina. Your hard work and dedication to the program are sincerely appreciated.

The Agency Voter Registration Manual has been revised and simplified. We want the registration of individuals to be quick and easy, and we want to reflect that in the following manual. We also realize that the voter registration process may add minutes to your initial interview with a person who has come to you for services. However, your assistance in agency voter registration is mandatory. It is the law and we want to be sure that we in North Carolina comply with the spirit and the letter of the National Voter Registration Act of 1993. In so doing, we can do our part in assisting our underrepresented citizens in becoming registered, interested, and informed voters.

Very best regards,

Site Coordinator-Duties & Responsibilities

In order to facilitate the continued success and the future growth of the Agency Voter Registration Program, each site shall designate a Site Coordinator. The Site Coordinator will have the following responsibilities:

1. Maintain adequate supplies, including:
 - properly coded Agency Voter Registration Forms,
 - training manuals entitled *Agency Voter Registration: A Reference Guide*,
 - client *Voter Registration Transaction Record*.
2. Train new or reassigned employees in the voter registration process (may contact the county board of elections or the State Board of Elections for assistance).
3. Resolve site questions and problems relating to the voter registration process (may contact the county board of elections or State Board of Elections office for assistance).
4. Monitor the day to day administration of the program.
5. Ensure the timely and accurate transmittal of completed registration applications and declinations to the county board of elections within 5 days of completion by customer.

To order supplies

Use the North Carolina Voter Registration Materials Order Form. Complete in full, including Site Coordinator's name, agency name and shipping address, the quantity and item needed. Use this form to order all voter registration supplies, including voter registration application forms, training manuals, etc. The *Transaction Record* should be photocopied at the site or obtained from the state Agency Voter Registration Program Coordinator. This form should be faxed directly to Linda Mathis at the State Board office (919-715-0135) or to your county board of elections office.

Training

Provide all new or reassigned employees with a current *Manual* and educate the employees regarding the voter registration procedures implemented at the agency location.

Resolving questions and problems

Most questions can be easily handled on site, by referring to the *Reference Guide*. If, however, a site coordinator needs assistance, contact the county board of elections office. Sharon Everett or Tammy Brunner at the State Board office (919-733-7173) is available to assist if necessary.

Monitor administration

The Site Coordinator is responsible for supervising the daily voter registration activities at the location. The Site Coordinator should actively participate in the program, communicating clearly with all employees conducting voter registration activities.

Transmittal of materials

North Carolina law requires agency sites to transmit all voter registration materials within five business days of receipt. It is extremely important that this transmittal deadline is observed, so that the county boards of elections can process the applications. It is recommended that the Site Coordinator collect all completed materials and transmit to the county board of elections office. The *Voter Registration Transaction Record* remains with the client file at the agency location. Transmit only applications and declinations.

Quick Reference for Designated Agencies

Work First	WIC	Food Stamps	Medicaid	Svcs for the Blind	Voc Rehab	MHDDSAS	ESC	Div of Svcs Deaf and HH	Div of Aging
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Why: *It's the law.* You must offer the voter registration form at first contact or upon renewal of services. The purpose of the new law is to make the voter registration process more simple and accessible.

Who: All eligible voters in North Carolina who apply for or receive services or benefits under one of the programs or agencies listed above.

What: The opportunity to register to vote or update a voter registration record while applying for, renewing, or reporting a change of address at one of the above programs.

When: At original application for service and at each renewal of service or change of address or other changes provided to the agency.

Where: Agency office administering services or benefits under one of the programs listed above.

How: Agency staff must offer the applicant the opportunity to register to vote, and the necessary form. Staff is required to provide the same level of assistance in completion of the voter registration form as would be offered in the completion of agency forms.

1. The form is simple. One can register, decline, change name, address, party choice, etc., or cancel a registration. The instructions are clear.
2. If the client claims to be registered, note the fact in the transaction record and move on. Proper notation will relieve you from having to ask the applicant to register to vote the next time he/she visits--if you have documented his/hers affirmation that she/he is registered.
3. If he/she is not registered and declines to register at that time, ask him/her to sign the declination portion of the voter registration form. If he/she refuses, you should print the customer's name and date of birth, initial the declination and print the transaction date. This step is not required by the law; however, because the law does require that a formal declination be kept on file, we request that agency staff follow this procedure. Make a note in you transaction record. Offer the voter registration form the next time the customer asks for a renewal or change of services. Transmit the declination with the voter registration forms to the county board of elections.
4. Get the minimum--5 fields--Name, date of birth, signature citizenship status, and physical address (number and street name) where they live (NO PO BOXES). A postal box can be given for mailing address but **not** for physical address.

5. Decisions--don't make any decisions about who is qualified to register or who should be offered the form unless you have documentation that the customer is already registered. Offer the voter registration form, provide assistance if requested, collect the form or declination, place registration in the transmittal box, and document, for your own benefit, what you did. Do not consider a person's mental competence or the fact that the person may be homeless, migrant or other. If the person is not sure if he/she is registered, offer the form anyway. The State Board of Elections staff will go through their normal verification procedures to ensure that the person is legitimate and is not registered more than one time.
6. If the customer is not sure if he/she is registered, you should direct him/her to the appropriate County Board of Elections office or provide the telephone number. If the customer wants to complete the voter registration form he may do so. The County Board of Elections will determine the customer's eligibility.

Q & A

1. Do the county boards of elections cancel the previous registration if an applicant was registered in another county or state?

Yes. The law requires that the county board of elections, upon approval of an application to register, cancel any previous registration of that applicant.

2. Where are declination statements filed and for how long?

The declinations are kept on file at the county board of elections for a period of two years.

3. Can the State Board of Elections provide the agency voter registration offices with a list of all county board of elections offices?

A current roster of county board offices, including the Supervisor' name, mailing address, phone number and fax number is provided in the Attachments to this manual.

4. If the county board of elections needs additional information before processing an agency registration application, will the elections officials contact the applicant or the agency?

In most cases, the contact will be with the applicant. There may be some individual situations that would necessitate the board of elections staff contacting the agency; however, this type of contact will be kept at an absolute minimum.

5. Will the board of elections receive declinations from all programs and agencies involved in this new program?

Yes.

6. Why does North Carolina now have so many different registration forms; and, with a code number identifying the location from which the form came, how can we ensure agency clients their privacy will be protected?

North Carolina now uses nine different registration forms: Three separate agency registration forms, Military recruitment office forms, a Drivers' License registration form, a Mail In form, a In Person/Voter Registration Drive form, Libraries and High School forms and a Spanish language form. Each form serves a different purpose. The coding on the agency and State registration form is used by elections officials to comply with reporting requirements set by the National Voting Rights Act of 1993. This code in no way directly links the applicant to a specific agency or office.

7. Will the people completing voter registration applications be contacted regarding their applications; and, will these new voters know where to vote?

The county board of elections which receives the application will send a verification notice to the applicant, informing the applicant of his/her precinct and voting place. Applicants can always contact the county board office if they have any questions.

8. Will Public Libraries still be voter registration sites; and, what responsibilities are placed upon library employees?

Yes, Public Libraries are still voter registration sites; however, the libraries are only required to make the voter registration forms available. The county board of elections offices will supply those forms. Every library should designate at least one employee to assist voter registration applicants. The libraries are no

longer required to collect or transmit the completed forms to the county board offices, but are not prohibited from doing so.

REQUIREMENTS:

If an agency accepts applications for service and changes of address by phone or mail, how do we process that client for purposes of voter registration?

Because the law requires that we have a signed application or statement by the voter before we proceed with a voter registration or changes of information, the agency client will obviously need to make application or change for voter registration while in the agency office. The most practical method for making the application or changes for voter registration is to note the client's file when the agency conducts a service by phone or mail, so that when the client next presents him/herself in person in the agency office, the agency employee will know to complete a voter registration transaction.

IDENTIFICATION:

Can we use Social Security numbers to better identify the voter registration applicants?

Federal law (The Privacy Act of 1974) prohibits us from requesting social security numbers for voter registration. Elections officials currently use Drivers' License or DMV ID or the last four digits of the Social Security numbers for identification purposes. We also use the date of birth, when combined with a full name, as a unique identifier.

POLITICAL ACTIVITY:

1. Will the political activity of agency voter registration personnel be limited?

Political activity conducted outside of the agency office will not be limited; however, the law specifically prohibits agency voter registration personnel from seeking to influence the applicants' selection of political party affiliation. This includes the display of any political preference or party allegiance. In other words, agency voter registration personnel should refrain from displaying campaign bumper stickers, wearing campaign or party buttons or pins, etc., during office hours or while serving in their official capacity as an agency voter registration employee. The legal prohibitions are outlined in NCGS §163-82.20(d)(1) & (2) and included in the Attachments.

2. What is the penalty associated with violation of the prohibition against influencing a party choice?

There is no direct penalty provided by North Carolina law; however, *The National Voting Rights Act* of 1993 does make it a criminal offense to intimidate or attempt to intimidate a person who is completing a voter registration transaction. Should the State Board office receive information that a violation of this sort is occurring, we will investigate. Should the investigation produce results that affirm the alleged violation, evidence will be turned over to the appropriate authorities.

3. What can be said to an applicant who wishes to know what the different parties stand for?

The best response in this case would be to refer the applicant to the political parties. Let the applicant know if he/she would like to register to vote as an unaffiliated today, that he/she will be able to change his/her party affiliation at a later date. Never indicate a preference or make any assumptions.

4. If an agency registration employee reads the form to an illiterate client, and assists that client in completing the form, should the employee also complete the party affiliation portion? If yes, what would be the procedure if the client refuses to give a party affiliation?

The agency employee should at least inform the client that s/he is being given the opportunity to choose a party affiliation. If the client refuses to tell the employee what party affiliation s/he prefers, the employee should inform the client that leaving the space blank will result in a designation of unaffiliated on the voter record, and that to vote in a party's primary, a voter must be registered with that party. The county board of elections will record the party affiliation as "unaffiliated" on the applicant's official voter registration record.

5. Do political parties allow unaffiliated voters to vote in their party primaries?

By law, political parties may allow unaffiliated voters to vote in their party primaries. Because a party's choice in this matter is subject to change, it is best to call the board of elections if an applicant has a question about a specific party.

HOMELESS REGISTRATION:

Can homeless persons register to vote?

North Carolina has no formal written policies regarding the registering of homeless persons. Past practice has included the registration of homeless persons if we can obtain a residence address. For homeless persons the residence address would be defined as the place where they sleep or spend the majority of their time. In addition, we must have an address to which we can send mail. This can be a Post Office box, a local shelter, church, etc.

DETERMINING ELIGIBILITY:

1. If a client is unsure about his/her qualifications or eligibility to register, should he/she complete a voter registration application?

Yes! This situation may arise when a client is unsure about his/her citizenship or restoration of citizenship rights. Agency employees are not responsible for determining the eligibility or qualifications of an applicant--this is the job of the local board of elections. If there is any question regarding a client's eligibility or qualifications, and the client wishes to complete the form, the board of elections will make the determination during the verification process.

2. Once a person is registered to vote, does s/he need to re-register at any time?

A voter's registration is permanent until a county board of elections determines that the voter has:

1. Requested in writing to be removed from the active registration list,
2. failed to respond to confirmation procedures as outlined in NCGS §163-82.14(d)(2),
3. deceased, or
4. been convicted of a felony.

If a person moves into a new county, s/he must cancel any previous registration and submit an application to register in the new county.

3. Can migrant workers register to vote in their current county of employment?

Any person meeting the qualifications to register and vote as outlined in NCGS §163-55 and §163-57 (See Attachments), can register to vote. Remember that the county board of elections will determine whether an applicant meets those qualifications.

4. Are agency registration employees required to offer the voter registration opportunity to clients under the age of 18?

Again, the county board of elections is the office responsible for determining the eligibility and qualifications of voter registration applicants. For clients under the age of 18, the county board of elections

would either deny the registration or hold it until such time as the person would be qualified by age to register and vote in the State. Remember, if a person will be qualified by age to vote by the date of the next general election, the county board will process the voter registration application.

QUESTIONS REGARDING DISABLED VOTERS:

1. Are voting places accessible to voters with disabilities?

Under federal law voting places must be handicapped accessible and the Help America Vote Act of 2002, helps with funding to actually implement this requirement for polling places and for voting machines.

2. Please advise agency personnel how to register a blind person.

The law requires that agency staff provide the same degree of assistance during the voter registration process as they would during the completion of standard agency forms and applications. In the case of blind clients, we recommend that the agency employee complete the form for the client (writing the answers provided by the client) and assist the client in making a mark in the signature block (an "X" is sufficient). The agency employee should sign or initial the form in the vicinity of the mark, and enter that day's date.

3. Should agency employees offer voter registration to clients regardless of mental or intellectual capacity?

In North Carolina, mental incompetence is not an exclusion for purposes of voter registration. The voter registration service should be made available to these persons judged to be mentally incompetent.

4. If an agency client is unable to sign the application form, what procedure is necessary?

In North Carolina, an applicant's mark is considered as good as a signature. We recommend that if a client is unable to sign the document, the client should make some mark in the signature block (an "X" is sufficient). The agency employee should then initial or sign in the vicinity of the mark, and date the application.

5. For agency clients that live in group homes or hospitals, what address is required?

Registration officials need a residence address to process a voter registration application. We also need a mailing address if it is different than the residence address. In cases where giving the residence address may violate a client's right to privacy, we suggest using a street address with no identifier (for example, leave off the hospital or group home name). If this solution is not satisfactory to the client or the agency, contact the local board of elections to discuss other options.

6. Is assistance provided at the voting place for disabled voters?

A voter needing assistance must make a request for assistance to the chief judge at the voting place. Qualified voters are entitled to assistance getting to and from the voting booth and in marking a ballot. A voter may receive assistance from a near relative or other person of the voter's choice (other than the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union). The other option for handicapped or elderly voters is curbside voting. NCGS §163-155 allows qualified voters who are able to travel to the voting place, but because of age or physical disability cannot enter the voting enclosure, to mark a ballot from the vehicle. This section is also included in the Attachments.

AGENCY REQUIREMENTS:

1. Should the voter registration service be offered to inmates of the county jail brought to mental health offices for review?

If these inmates are considered clients of the mental health office and they have not been convicted of a felony, the answer is yes. Do the inmates complete other agency paperwork? If yes, then the voter registration service should be offered.

2. Will agency voter registration offices be periodically audited or monitored for correct conduct of the voter registration program?

At this time, the State Board of Elections has no plans to conduct regularly scheduled audits of the voter registration program at agency offices. We will be conducting periodic random checks to ensure the integrity of the agency registration program. We generally rely upon information received from the public to determine if possible misconduct exists. If we have reason to believe that registration officials are engaged in practices that violate voter registration laws, the State Board of Elections will investigate.

3. Do agency registration personnel need to take an oath before performing voter registration functions?

No.

4. Does the agency voter registration program intend to include the parents and caretakers of clients, or only to adult participants?

For the most part, the service should be provided to the agency client; however, in the case of the WIC program, the mother of the infant child receiving the benefits, should be offered the voter registration service. Also, any legal guardian accompanying the client should be offered to services. If the client receiving the benefits requests that other members of his/her family be registered also, they may be given additional voter registration forms to take home to those family members. If the client receiving the benefits is represented by another person (guardian, power of attorney, etc.), that representative should be given a voter registration form to take to the client. The representative or legal guardian cannot register for the client. The agency employee is not required to provide the voter registration service to the representative, but the representative may be given a voter registration form to fill out at home.

5. Must agencies offer the voter registration service at times other than application and recertification?

The law contained in NCGS §163-82.20(b)(1) states that agency registration personnel will offer the registration opportunity during original applications for service or assistance, and with each recertification, renewal or change of address.

6. What documentation is required of those clients who state they are already registered at their current address?

If a client is offered the opportunity to register to vote but states that s/he is already registered at the current address, the client is not required to complete a declination. We suggest that agency offices maintain a voter registration transaction record, which would indicate that this client was offered the service but was already registered.

7. What documentation is required of those clients who take registration forms home?

If a client chooses to take a registration form out of the agency office, it is no longer the responsibility of the agency office to transmit that form, unless the client brings the completed form back to the agency on his/her next visit. We suggest that a voter registration transaction record be kept, which would indicate that the client was offered the service and chose to take the form home.

8. *If an agency client wishes to take the registration form home, who pays the postage to have it mailed back to the county board of elections?*

If the client mails the form to the county board of elections, the client must pay the postage. The client may also hand-deliver the form to the county board office, or return the form to the agency office for the agency to transmit to the county board office.

9. *Do agency offices serving more than one county register voters for each of those counties?*

Yes. The completed registration and declination forms would then be transmitted to the appropriate county board of elections.

10. *If the client does not know whether s/he is already registered to vote, how do agency employees proceed?*

In this situation, agency employee's have three options: 1) A call can be placed to the county board of elections to determine if the client is already registered, or 2) if the agency has access to the internet, they can visit the State Board of Elections website at <http://www.sboe.state.nc.us/> and check the statewide voter registration database, or 3) a voter registration application can be completed and sent to the county board office, where the county board staff will process it according to correct procedures. If the application is a duplicate, the applicant will be sent a reminder notice containing information about precinct and voting place.

If the client believes s/he may be registered in another state, the client should provide as much information as possible regarding the previous address (complete as much of the Cancellation on Panel B as possible), so that the county board of elections can ask the other state to cancel that registration.

11. *How do agency offices comply with the five-day transmittal deadline if the client takes the form home and brings it back at a later date?*

The five-day deadline is counted from the date the complete application or declination is received by the agency office.

12. *If an agency client informs agency personnel that s/he will be moving to another county in the State, is the agency office responsible for any paperwork associated with this move?*

The agency office in the county where the client is moving, if the client presents him/herself at that office for services or benefits, would complete the registration transaction (cancellation of the old registration and a new application to register in the new county).

13. *Are agency voter registration employees required to give an oath to clients who complete an application to register?*

No. Current voter registration laws have eliminated the oath formerly given by registration official to applicants.

14. *Are voter registration agencies required to offer the opportunity to register to persons who are not clients but come into the agency office?*

No. Should non-clients request the opportunity to register, the agency should proceed with one of the following options:

1. Have on hand a supply of State registration forms with the code "06" for mail-in registration applications. Give one of these forms to the interested person so that s/he may complete it and mail it to the county board of elections.

-- OR --

2. Refer the interested person to the local board of elections for further information regarding how to register to vote or where to obtain a State voter registration form.

15. *Some agency clients may refuse to complete the declination if they do not wish to register. How should the agency employee handle this situation?*

When the visit with the client is completed, simply enter the client's name and date of birth, then sign and date the form. Transmit to the county board of elections along with other completed declinations and applications.

16. *If the agency employee prints the client's name and date of birth, signs the form and transmits it to the county board of elections, would this action not violate the client's right to privacy?*

No. The federal law requires that we maintain signed declinations for every agency client choosing not to register to vote. This declination serves two purposes: (1) It ensures elections officials that agency clients are not being coerced or influenced to register to voter, and (2) it allows elections officials to trace registration actions should those people appear on election day and attempt to vote. The declination, once received by the county board of elections, is completely confidential, and cannot be traced to a particular agency or office.

17. *What is the procedure for clients who are unable to complete a voter registration transaction at the time of initial application for services or admission?*

In cases such as this, the agency staff must use some discretion in determining if the client is able to complete a voter registration transaction (this includes mental deficiency, intoxication, etc.). The voter registration service may be postponed to a later date.

If the voter registration service is postponed, but the client never returns to the office, please note this in the voter registration transaction record.

18. *Who should agency personnel contact if it is believed an applicant is providing false information?*

Please pass that information along to the county board of elections.

19. *Do current agency clients need to be offered the opportunity to register? If so, when?*

Yes. We recommend that they be offered the voter registration service during their next visit to the agency office.

20. *Is identification required before registering?*

No. Current voter registration laws do not require any type of identification at the time of "in person" registration at an agency or at the county or State Board of Elections, BUT if a client decides to take the voter registration form home and mail it in themselves, than they must provide a copy of their Drivers License or DMV ID with their mail in registration form.

21. *If a client has declined to register once, are agency employees required to obtain another signed declination at subsequent visits?*

Yes. The only reason, for which a declination is not required, is if the client is already registered. Otherwise, each time the voter registration service is offered, if the client declines, a signed declination is required.

22. *What information is absolutely required on the form before it can be processed?*

For both original registrations and changes of information, the essential information fields are: citizen status, name, residence address, date of birth and signature.

23. *What is the procedure if completed forms are mistakenly lost or discarded?*

Obviously without a form, the county board of elections will have no way to process a voter registration transaction. We are developing a new procedure to be used on Election Day, whereby persons claiming to have registered at agency or Drivers' License offices will be allowed to complete an affidavit stating such, and vote a provisional ballot. The county board staff will determine whether to count the provisional ballot based upon documentation present or not present in the county board records. Persons using the provisional ballot procedures will be asked to complete a new form so that the county board will have updated records for all future elections.

23. *Are agency registration employees required to check the forms for completeness?*

If an agency employee were assisting the client in completing the form, then yes the employee would attempt to complete all items on the form. If the client is completing the form on his/her own, the county board staff is authorized to contact the applicant to complete any missing information.

24. *Should agency registration employees retain Panel A of the application form if a client wishes to take the form home to complete at a later time?*

No. We suggest that voter registration agencies keep voter registration transaction records, which in this case would be noted to record that the client chose to take the form home.

25. *On the registration form there are two places designated as "Office Use Only". Is this agency office use only or board of elections office use only?*

Board of Elections office use only.

26. *Must voter registration agencies transmit completed applications no later than the 25th day before an election in order for the application to be accepted by the board of elections?*

No. If the agency office receives the application by the 25-day deadline, it is considered valid for the election. We do request that as the deadlines for voter registration approach, agency offices be very sensitive to timely transmittal of the completed applications. County boards of elections generally receive several times the usual number of applications during the final days of registration.

27. *Is the five-day transmittal deadline five calendar days or five business days?*

Five business days.

28. *Do North Carolina voter registration laws apply to persons living on the Cherokee Reservation?*

Yes.

North Carolina County Directors of Elections

COUNTY	DIRECTOR	PHONE NUMBER	FAX NUMBER
Alamance M-F (8:00-5:00)	Rena Johnson 206 W. Elm Street Graham, NC 27253 rena.johnson@alamance-nc.com	336-570-6755	336-570-6757
Alexander M-F (8:00-5:00)	Linda Mundy PO Box 326 Taylorsville, NC 28681 lmundy@co.alexander.nc.us	828-632-2990	828-632-1381
Alleghany M-F (8:00-4:30)	Karen Fender PO Box 65 Sparta, NC 28675 alleghany.boe@ncmail.net	336-372-4557	336-372-5435
Anson M-F (8:30-5:00)	Rochelle Williams PO Box 768 Wadesboro, NC 28170 rwilliams@email.co.anson.nc.us	704-694-3072	704-695-1363
Ashe M-F (8:00-5:00)	John Shepherd 150 Government Circle, Ste 2100 Jefferson, NC 28640 ashe.boe@ncmail.net	336-219-2570	336-219-2574
Avery M-F (8:00-4:30)	S. Wayne Johnson PO Box 145 Newland, NC 28657 avery.boe@ncmail.net	828-733-8282	828-733-8283
Beaufort M-F (8:30-5:00)	Kellie Hopkins PO Box 1016 Washington, NC 27889 beaufort.boe@ncmail.net	252-946-2321	252-974-2962
Bertie M-F (8:30-5:00)	Shirlie Davenport PO Box 312 Windsor, NC 27983 shirlie.davenport@ncmail.net	252-794-5306	252-794-5368
Bladen M-F (8:30-5:00)	Larry Hammond PO Box 512 Elizabethtown, NC 28337 bladen.boe@ncmail.net	910-862-6951	910-862-7820
Brunswick M-F (8:30-5:00)	Lynda Britt PO Box 2 Bolivia, NC 28422 boel@brunsko.net	910-253-2620	910-253-2618

Buncombe M-F (8:30-5:00)	Trena Parker PO Box 7468 Asheville, NC 28802 ben.bryson@buncombecounty.org	828-250-4200	828-255-5184
Burke M-F (8:00-5:00)	C. Greer Suttlemyre Jr P O Box 798 Morganton, NC 28680-0798 burke.boe@ncmail.net	828-433-1703	828-433-1706
Cabarrus M-F (8:00-5:00)	Linda Grist PO Box 1315 Concord, NC 28026-1315 lcgrist@co.cabarrus.nc.us	704-920-2860	704-920-2831
Caldwell M-F (8:00-5:00)	Sandra Rich PO Box 564 Lenoir, NC 28645 caldwell.boe@ncmail.net	828-757-1326	828-757-1195
Camden M-W-F (9:00-1:00)	Helen McPherson PO Box 206 Camden, NC 27921 camden.boe@ncmail.net	252-338-5530	252-338-5530
Carteret M-F (8:00-5:00)	Patricia Hardesty 1724-A Live Oak Street Beaufort, NC 28516-1898 carteret.boe@ncmail.net	252-728-8460	252-728-8571
Caswell M-F (8:00-5:00)	Mary Jo Henderson PO Box 698 Yanceyville, NC 27379 caswell.boe@ncmail.net	336-694-4010	336-694-9924
Catawba M-F (8:00-5:00)	Larry Brewer PO Box 132 Newton, NC 28658-0389 lbrewer@catawbacountync.gov	828-464-2424	828-464-9832
Chatham M-F (8:00-5:00)	M. Dawn Stumpf PO Box 111 Pittsboro, NC 27312 dawn.stumpf@ncmail.net	919-542-8206	919-545-2428
Cherokee M-F (8:00-5:00)	Leighsa Jones PO Box 816 Murphy, NC 28906 cherokee.boe@ncmail.net	828-837-6670	828-837-7998
Chowan M-F (8:00-5:00)	Rebecca Lowe P O Box 133 Edenton, NC 27932 rebecca.lowe@ncmail.net	252-482-4010	252-482-5920
Clay	Julie Hall	828-389-6812	828-389-3757

M-F (8:00-5:00)	PO Box 687 Hayesville, NC 28904 clay.boe@ncmail.net		
Cleveland M-F (8:00-5:00)	Debra Blanton P O Box 1299 Shelby, NC 28151-1299 debra.blanton@clevelandcounty.com	704-484-4858	704-484-4958
Columbus M-F (8:30-5:00)	Annie Ruth Buffkin P O Box 37 Whiteville, NC 28472 ccboe@intstar.net	910-640-6609	910-640-0916
Craven M-F (8:00-5:00)	Tiffiney G. Miller 406 Craven Street New Bern, NC 28560 elections@co.craven.nc.us	252-636-6610	252-636-6687
Cumberland M-F (8:00-5:00)	Terri Robertson PO Box 1829 Fayetteville, NC 28301 trobertson@co.cumberland.nc.us	910-678-7733	910-678-7738
Currituck M-F (8:00-5:00)	Mary Etheridge PO Box 177 Currituck, NC 27929 currituck.boe@ncmail.net	252-232-2525	252-232-2427
Dare M-F (8:30-5:00)	Melva B. Garrison P.O. Box 1000 Manteo, NC 27954 melvag@co.dare.nc.us	252-475-5631 Ext. 319	252-475-1223
Davidson M-F (8:00-5:00)	Ruth Huneycutt P O Box 1084 Lexington, NC 27293-1084 rhuneycu@co.davidson.nc.us	336-242-2190	336-242-2199
Davie M-F (8:00-5:00)	Margaret Shew 124 S. Salisbury St, Ste 102 Mocksville, NC 27028-2412 margaret.shew@co.davie.nc.us	336-751-2027	336- 751-0185
Duplin M-F (8:00-5:00)	Rosemary Blizzard PO Box 975 Kenansville, NC 28349 duplin.boe@ncmail.net	910-296-2170	910-296-2167
Durham M-F (8:30-5:00)	Michael H. Ashe PO Box 868 Durham, NC 27702 elections@co.durham.nc.us	919-560-0700	919-560-0688
Edgecombe M-F (8:00-5:00)	Gayle D. Hudson PO Box 10	252-641-7852	252-641-1740

	Tarboro, NC 27886 gayleh@co.edgecombe.nc.us		
Forsyth M-F (8:00-5:00)	Kathie Chastain Cooper 680 W. Fourth Street Winston Salem, NC 27101-2730 cooperkc@co.forsyth.nc.us	336-727-2162	336-727-2893
Franklin M-F (8:00-5:00)	Billy Craft PO Box 180 Louisburg, NC 27549 franklin.boe@ncmail.net	919-496-3898	919-496-7418
Gaston M-F (8:30-5:00)	Sandra R. Page P O Box 1396 Gastonia, NC 28053 spage@co.gaston.nc.us	704-864-4852	704-864-6892
Gates M-F (9:00-5:00)	Virginia C. Moore PO Box 621 Gatesville, NC 27938 gates.boe@ncmail.net	252-357-1780	252-357-4341
Graham M-F (9:00-5:00)	Susan Farley PO Box 1239 Robbinsville, NC 28771 graham.boe@ncmail.net	828-479-7969	828-479-4264
Granville M-F (8:30-5:00)	Tonya Burnette PO Box 83 Oxford, NC 27565 granville.boe@ncmail.net	919-693-2515	919-690-0245
Greene M-F (8:00-5:00)	Jane Monroe PO Box 583 Snow Hill, NC 28580-0583 greene.boe@ncmail.net	252-747-5921	252-747-2426
Guilford M-F (8:00-5:00)	George Gilbert P O Box 3427 Greensboro, NC 27402 guilford.boe@ncmail.net	336-641-3836	336-641-7676
Halifax M-F (8:30-5:00)	Jacqueline Taylor PO Box 101 Halifax, NC 27839 taylorj@halifaxnc.com	252-583-4391	252-583-1068
Harnett M-F (8:00-5:00)	Sherre Toler PO Box 356 Lillington, NC 27546 harnett.boe@ncmail.net	910-893-7553	910-893-4655
Haywood M-F (8:30-5:00)	Catherine Bradshaw 1233 N Main St, Annex II Waynesville, NC 28786	828-452-6633	828-452-6750

cbradshaw@gov.co.haywood.nc.us

Henderson M-F (8:30-5:00)	Beverly Cunningham PO Box 2090 Hendersonville, NC 28793 henderson.boe@ncmail.net	828-697-4970	828-697-4590
Hertford M-F (8:30-5:00)	Sheila Fleetwood PO Box 416 Winton, NC 27986 sheila.fleetwood@ncmail.net	252-358-7812	252-358-7803
Hoke M-F (9:00-5:00)	Caroline Shook PO Box 1565 Raeford, NC 28376 hoke.boe@ncmail.net	910-875-8751 Ext. 238	910-875-9084
Hyde M-W-F (9:00-1:00)	Cindy B. Carawan PO Box 152 Swan Quarter, NC 27885 hyde.boe@ncmail.net	252-926-4194	252-926-3707
Iredell M-F (8:00-5:00)	Rebecca J. Galliher 117 Court St, B-1 Statesville, NC 28677 bgalliher@co.iredell.nc.us	704-878-3140	704-832-2312
Jackson M-F (8:30-5:00)	Lisa Lovedahl 401 Grindstaff Cove Rd Sylva, NC 28779-2705 jackson.boe@ncmail.net	828-586-7538 Ext.6036	828-586-1951
Johnston M-F (8:00-5:00)	Teresa Davis PO Box 1172 Smithfield, NC 27577 teresa.davis@johnstonnc.com	919-989-5095	919-989-5142
Jones M-F (8:00-3:00)	Gail Lee PO Box 263 Trenton, NC 28585 jonesboe@cconnect.net	252-448-3921	252-448-1040
Lee M-F (8:00-5:00)	Kim Butts P O Box 1443 Sanford, NC 27331-1443 lee.boe@ncmail.net	919-776-0515	919-708-5347
Lenoir M-F (8:30-5:00)	Dana King PO Box 3503 Kinston, NC 28502-3503 dking@co.lenoir.nc.us	252-523-0636	252-523-3472
Lincoln M-F (8:00-5:00)	Judy Caudill 115 W. Main St Room 201 Lincolnton, NC 28092 jcaudill@lincolncounty.org	704-736-8480	704-736-8804

Macon M-F (8:00-5:00)	Kimberley M. Bishop 5 West Main St Franklin, NC 28734 macon.boe@ncmail.net	828-349-2034	828-349-2557
Madison M-F (8:30-4:30)	Fay Ball PO Box 142 Marshall, NC 28753 mcboe@madison.main.nc.us	828-649-3731	828-649-0187
Martin M-F (8:00-5:00)	Faye Martin PO Box 801 Williamston, NC 27892 martin.boe@ncmail.net	252-792-5845	252-792-6139
McDowell M-F (8:30-5:00)	Kimberly Welborn PO Box 1509 Marion, NC 28752 mcdowell.boe@ncmail.net	828-652-7121 Ext. 335, 336	828-659-3294
Mecklenburg M-F (8:00-5:00)	Michael Dickerson PO Box 31788 Charlotte, NC 28231-1788 dickemg@co.mecklenburg.nc.us	704-336-2133	704-343-0537
Mitchell M-F (9:00-5:00)	Nora Nell Jarrett PO Box 381 Bakersville, NC 28705 mitchell.boe@ncmail.net	828-688-3101	828-688-1651
Montgomery M-F (8:00-5:00)	Martha Griego PO Box 607 Troy, NC 27371 montgomery.boe@ncmail.net	910-572-2024	910-576-2118
Moore M-F (8:00-5:00)	Glenda Clendenin PO Box 787 Carthage, NC 28327 moore.boe@ncmail.net	910-947-3868	910-947-2389
Nash M-F (8:00-5:00)	Tracy Reams PO Box 305 Nashville, NC 27856 Tracy.Reams@ncmail.net	252-459-1350	252-459-1371
New Hanover M-F (8:00-5:00)	Frances (Len) Chamblee 24 N Third St, Rm 101 Wilmington, NC 28401 lchamblee@co.new-hanover.nc.us	910-341-4060	910-341-4063
Northampton M-F (8:30-5:00)	Sandra Barnes PO Box 603 Jackson, NC 27845 northampton.boe@ncmail.net	252-534-5681	252-534-1202

Onslow M-F (8:00-5:00)	Mary Boney 521 Mill Avenue Jacksonville, NC 28540 mary_boney@co.onslow.nc.us	910-455-4484	910-455-1390
Orange M-F (8:00-5:00)	Carolyn C. Thomas PO Box 220 Hillsborough, NC 27278 cthomas@co.orange.nc.us	919-245-2350	919-644-3318
Pamlico M-F (8:00-5:00)	Deborah Todd Taylor PO Box 464 Bayboro, NC 28515 pamlico.boe@ncmail.net	252-745-4821	252-745-4114
Pasquotank M-F (8:00-5:00)	Glenda W. Crane PO Box 28 Elizabeth City, NC 27907-0028 craneg@co.pasquotank.nc.us	252-335-1739	252-335-1356
Pender M-F (8:00-5:00)	Frances Pinion PO Box 1232 Burgaw, NC 28425 pinionf@pender-county.com	910-259-1220	910-259-1269
Perquimans M-F (8:30-5:00)	Eula Forbes PO Box 336 Hertford, NC 27944 perquimans.boe@ncmail.net	252-426-5598	252-426-5068
Person M-F (8:30-5:00)	Dot Jackson 304 S. Morgan St, Rm 150 Roxboro, NC 27573 person.boe@ncmail.net	336-597-1727	336-598-0300
Pitt M-F (8:00-5:00)	Margaret Hardee PO Box 56 Greenville, NC 27835-0056 pittelections@co.pitt.nc.us	252-902-3300	252-830-1157
Polk M-F (8:30-5:00)	Dale Edwards PO Box 253 Columbus, NC 28722 polk.boe@ncmail.net	828-894-8181	828-894-3565
Randolph M-F (8:00-5:00)	Mark Coakley Shaw Building, 158 Worth St Asheboro, NC 27203 mjcoakley@co.randolph.nc.us	336-318-6900	336-318-6903
Richmond M-F (8:00-5:00)	Connie H. Kelly PO Box 1843 Rockingham, NC 28380 Richmond.boe@ncmail.net	910-997-8253	910-417-4900
Robeson	Ricky Harris	910-671-3080	910-671-3089

M-F (8:15-5:15)	PO Box 2159 Lumberton, NC 28359 robesson.boe@ncmail.net		
Rockingham M-F (8:00-5:00)	Janet Odell PO Box 208 Wentworth, NC 27375-0208 rockingham.boe@ncmail.net	336-342-8107	336-342-8228
Rowan M-F (8:00-5:00)	Nancy Evans 130 W. Innes St. Salisbury, NC 28144 evansn@co.rowan.nc.us	704-633-6231	704-642-2089
Rutherford M-F (8:30-5:00)	Deborah Jolley Bedford PO Box 927 Rutherfordton, NC 28139 rutherford.boe@ncmail.net	828-287-6030	828-287-6140
Sampson M-F (8:00-5:00)	Sylvia Thornton PO Box 33 Clinton, NC 28329-0033 sampson.boe@ncmail.net	910-592-5796	910-590-2818
Scotland M-F (8:00-5:00)	Judith Riggins 231 East Cronly St, Suite 305 Laurinburg, NC 28352 jriggins@scotlandcounty.org	910-277-2595	910-277-2928
Stanly M-F (8:30-5:00)	Jewell Simpson 201 S Second St, Rm 302 Albemarle, NC 28001 jsimpson@co.stanly.nc.us	704-986-3647	704-986-3798
Stokes M-F (8:30-5:00)	Olivia Robbins PO Box 34 Danbury, NC 27016 stokes.boe@ncmail.net	336-593-2811 Ext. 2409	336-593-4022
Surry M-F (8:15-5:00)	Angie Crews PO Box 372 Dobson, NC 27017 acrews@surry.net	336-401-8225	336-401-8228
Swain M-F (8:00-5:00)	Joan Weeks PO Box 133 Bryson City, NC 28713 s_bdoelection@hotmail.com	828-488-6177	828-488-2754
Transylvania M-F (8:30-5:00)	Judith Mathews P O Box 868 Brevard, NC 28712 transylvania.boe@ncmail.net	828-884-3114	828-884-8682
Tyrrell M-W-F	Shirley Swain PO Box 449	252-796-0775	252-796-1188

(9:00-1:00)	Columbia, NC 27925 tyrrell.boe@ncmail.net		
Union M-F (8:00-5:00)	Shirley Tinsley PO Box 1106 Monroe, NC 28111-1106 elections@co.union.nc.us	704-283-3809	704-283-3677
Vance M-F (8:30-5:00)	Faye Gill 300 S. Garnett St. Henderson, NC 27536 vcboe@gloryroad.net	252-492-3730	252-430-7370
Wake M-F (8:30-5:15)	Cherie Poucher P O Box 695 Raleigh, NC 27602-0695 cpoucher@co.wake.nc.us	919-856-6240	919-856-5864
Warren M-F (8:30-5:00)	Shirley Ball-Brown PO Box 803 Warrenton, NC 27589 warren.boe@ncmail.net	252-257-2114	252-257-5232
Washington M-F (8:30-5:00)	Grace Peck PO Box 1007 Plymouth, NC 27962-1007 washington.boe@ncmail.net	252-793-6017	252-793-5801
Watauga M-F (8:00-5:00)	Jane Ann Hodges PO Box 528 Boone, NC 28607 watauga.boe@ncmail.net	828-265-8061	828-265-8068
Wayne M-F (8:00-5:00)	Suzanne Southerland P O Box 1240 Goldsboro, NC 27533 suzanne.southerland@ncmail.net	919-731-1411	919-731-1409
Wilkes M-F (8:30-5:00)	Kim Caudill 110 North Street, Rm 315 Wilkesboro, NC 28697 wilkes.boe@ncmail.net	336-651-7338	336-651-7560
Wilson M-F (8:00-5:00)	Ann Cone P O Box 2121 Wilson, NC 27894-2121 boe@wilson-co.com	252-399-2836	252-399-2838
Yadkin M-F (8:00-5:00)	Janet B. Choplin PO Box 877 Yadkinville, NC 27055 jchoplin@yadkincounty.gov	336-679-4227 *Call before faxing!	336-679-2289*
Yancey	Loretta Robinson	828-682-3950	828-682-2209

M-F (8:30-5:00)	PO Box 763 Burnsville, NC 28714 yancey.boe@ncmail.net		
Rhodiss	Norma Kirby P O Box 364 Rhodiss, NC 28667	828-396-7434	
Morganton	Nancy Brewer P O Box 3448 Morganton, NC 28680-3448 Nbrewer@ci.morganton.nc.us	828-438-5226	
Old Fort	Iretha B. Hancock P O Box 520 Old Fort, NC 28762	828-668-2007	
Granite Falls	Judy Mackie PO Drawer 10 Granite Falls, NC 28630-0010 jlmackie@charter.net	828-396-3131	828-396-3133