



**CIVILIAN ABSENTEE  
VOTING INSTRUCTIONS**  
NORTH CAROLINA  
PITT COUNTY

**PITT COUNTY BOARD OF ELECTIONS**

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GREENVILLE, NC 27835

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Please find your **Official Ballot** and the **Absentee Application and Certificate** (back of the ballot container-return envelope) for the upcoming election in our county. Read these instructions carefully (or view our absentee instructional video at [www.ncsbe.gov/absentee-voting-mail](http://www.ncsbe.gov/absentee-voting-mail)) before marking and submitting your ballot. You should share these instructions with your absentee witness(es).

**Failure to complete a necessary step may result in your ballot not being counted.**

ELECTION DAY
IN PERSON BALLOT RETURN DEADLINE <i>(delivered by voter/near relative/guardian)</i>
MAIL BALLOT RETURN DEADLINE <i>(postmarked by Election Day)</i>
RETURN POSTAGE

**GATHER WITNESSES** – Before voting your ballot, gather witnesses. You may either use two persons who are at least 18 years of age, or you may use one witness, if the person is a notary public. The following persons ARE PROHIBITED from serving as your absentee witness:

- For all voters:** A person who is a candidate for nomination or election to any federal, state, or local elective office in the primary or election in which you are voting absentee (unless the candidate is your near relative or legal guardian.) (G.S. § 163-237(b1))
  - For voters who are patients or residents of a hospital, clinic, nursing home, or adult care home:**
    - An owner, manager, director, or employee, of a hospital, clinic, nursing home or rest home in which you are a patient or resident. (G.S. § 163-226.3(a)(4))
    - A person who holds any federal, state, or local elective office. (G.S. § 163-226.3(a)(4))
    - A person who holds 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. (G.S. § 163-226.3(a)(4))

- MARK BALLOT** – In the presence of your witness(es), mark your ballot or cause it to be marked according to your instruction by a person who is qualified to assist you. The witnesses must respect the secrecy of the ballot and the privacy of the absentee voter at all times. Witness(es) should observe that you mark the ballot, not how you mark it.

- PLACE MARKED BALLOT IN ENVELOPE** – In the presence of your witness(es), place the marked (voted) ballot in the enclosed ballot return envelope provided and seal it securely. Do not place any other document or another person’s ballot in the envelope.

- VOTER’S CERTIFICATION** – In the presence of your witness(es), sign the *Voter’s Certification* on the back of the ballot return envelope.

**Voter’s Certification (Required)**  
 I am applying for an absentee ballot • I am a duly qualified voter, registered as an affiliate of the political party indicated on this application • All information represented on this application is correct • I am entitled to vote in this election • If I am an *Unaffiliated* voter voting in a primary election, I am voting in the party primary indicated on the attached label • If the party indicated is (UNA), I am voting a nonpartisan ballot.

I further certify that I marked the enclosed ballot (or it was marked for me according to my instructions) in the presence of:

two (2) witnesses who are at least 18 years of age and who are not disqualified by law to witness the casting of my absentee ballot (the witnesses must complete the **Option 1** of the *Witnesses’ Certification*)

OR

a notary public (the notary must complete **Option 2** of the *Witnesses’ Certification*)

X *Signature* XX/XX/XX

Signature of Voter (Required) Date

\_\_\_\_\_  
Name Correction (if applicable)

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**VOTER ASSISTANCE** - If a person helped you mark your ballot (according to your instruction), he or she must complete and sign the **Voter Assistant Certification** section that is on the back of the ballot return envelope.

**Voter Assistant Certification (if applicable)**  
 I certify that: • The voter requested my assistance • I assisted the Voter by marking the ballot only according to the Voter's instruction; and/or I assisted the Voter in completing the *Absentee Application and Certificate* • I assisted the Voter only in the Voter's presence • I am the Voter's near relative or verifiable legal guardian, or I am providing assistance because a near relative or legal guardian is unavailable to assist the Voter

PRINTED NAME \_\_\_\_\_

Name of Assistant \_\_\_\_\_ Address of Assistant \_\_\_\_\_

X *Signature* \_\_\_\_\_ *XX/XX/XX* \_\_\_\_\_  
 Signature of Assistant \_\_\_\_\_ Date \_\_\_\_\_

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**WITNESS SIGNATURE(S)**

**Option 1**

If you use two witnesses, both witnesses must complete **Option 1** of the **Witnesses' Certification** section on the back of the ballot return envelope.

**Option 1: Two (2) Witnesses**  
 (Required Unless a Notary Public is the Witness)

I certify that: • I am at least 18 years old • I am not disqualified from witnessing the ballot as described in the WARNING on the flap of this envelope • The Voter marked the enclosed ballot in my presence, or caused it to be marked in the Voter's presence according to his/her instruction • The Voter signed this *Absentee Application and Certificate*, or caused it to be signed • I respected the secrecy of the ballot and the Voter's privacy, unless I assisted the Voter at his/her request [complete *Voter Assistant Certification* section].

Witness #1	Witness #2
Signature (Required)	Signature (Required)
Street Address (Required)	Street Address (Required)
City, State and Zip (Required)	City, State and Zip (Required)
Date	Date

OR

**Option 2**

If you are using a notary public as witness, the notary must complete and sign the **Notary Public as Witness** section (**Option 2**) on the back of the ballot return envelope. Remember, the notary must be a witness to you marking your ballot and signing the back of the ballot return envelope.

*A notary public may not charge a fee for witnessing and affixing a notarial seal to an absentee ballot application or certificate. (G.S. 10B-30(d))*

**Option 2: Notary Public as Witness**  
 (Required Unless Two Witnesses Provided)

I certify that: on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Voter: \_\_\_\_\_ personally appeared before me, was positively identified, and in my presence, the Voter marked the enclosed ballot, or caused it to be marked in the Voter's presence according to his/her instruction • The Voter signed this *Absentee Application and Certificate*, or caused it to be signed • I am at least 18 years old • I am not disqualified from witnessing the ballot as described in the WARNING on the flap of this envelope • I respected the secrecy of the ballot and the privacy of the Voter, unless I assisted the Voter at his/her request [complete *Voter Assistant Certification* section].

NOTE: A notary may not charge any fee for witnessing and affixing a notarial seal to an absentee ballot application or certificate. [G.S. § 10B-30].

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Notary Public \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

SEAL

**If the *Absentee Application and Certificate* is returned and is not properly witnessed, your absentee ballot will not be counted.**

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**OPTIONAL REQUESTS** – If you are voting a ballot for a primary election or an election that will allow a runoff, and you wish to receive a ballot for any second primary or runoff that might be called, please complete and sign the **Second Primary or Runoff Request**.

Complete and sign the **Annual Request for Illness/Disability** only if you have a sickness or physical disability that is expected to last the remainder of the calendar year and you would like to automatically receive an absentee ballot for all elections in which you are eligible to participate during the calendar year in which your request is received.

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**RETURN THE BALLOT** – You must return your voted ballot sealed in the completed and signed ballot return envelope by **5:00 p.m.** on Election Day.

Use one of the following methods to return your ballot:

1. Mail your voted ballot with **proper postage affixed**.

If mailed, the board of elections will not consider a postmark or cancellation date as long as your ballot is received by election day. If it is received after election day, your ballot will be timely only if your ballot return envelope is postmarked or cancelled by the post office on or before **Election Day** and received by the board of elections no later than **5:00 p.m.** three days after Election Day. If the ballot is being mailed on or near the deadline, you should ensure that your ballot return envelope is postmarked or cancelled by a postal official. Ballots that are received after election day without the timely postmark or cancellation date will not be counted.

2. Hand-deliver your voted ballot to the board of elections office or a one-stop absentee voting site.
3. Allow a near relative or your legal guardian to hand-deliver your voted ballot to the board of elections office or a one-stop absentee voting site.

**A near relative means your spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.**

Once your voted ballot has been returned to our office, you have completed the act of voting. You may not withdraw your ballot.

**Review** To ensure that your ballot will be counted, please confirm that you have met the following requirements:

Signed	<ul style="list-style-type: none"> <li>You signed the <b>Voter's Certification</b> on the ballot return envelope <b>and</b> if you were assisted in voting your absentee ballot, that person signs the ballot return envelope in the appropriate section .</li> </ul>
Witnessed	<ul style="list-style-type: none"> <li>Your witnesses <b>or a notary</b> completed and signed the <b>Witnesses' Certification</b>.</li> </ul>
Returned by Deadline	<ul style="list-style-type: none"> <li>You are returning your ballot no later than election day. If mailing your voted ballot close to the ballot return deadline, ensure that the post office places a postmark on your ballot return envelope.</li> </ul>
Ballot Protected	<ul style="list-style-type: none"> <li>No one other than you or <b>your near relative or legal guardian may</b> return your ballot. You may not allow <b>any other person</b> to take possession of your ballot at any time.</li> </ul>
Postage Affixed	<ul style="list-style-type: none"> <li>You affixed proper postage, if you are mailing your ballot.</li> </ul>

**Check Status** To check the status of your returned absentee ballot, visit [www.NCSBE.gov](http://www.NCSBE.gov) and enter your voter information using the **Voter Lookup** tool.

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

### § 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) 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).

**§ 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 his name to be placed upon the registration books of more than one election precinct or fraudulently to cause or procure his name or that of any other person to be placed upon the registration books in any precinct when such registration in that precinct does not qualify such person to vote legally therein, or to impersonate falsely another registered voter for the purpose of voting in the stead of such 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 such 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 him from the right of suffrage, to vote at any primary or election without having been restored to the right of citizenship 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 his duty 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 his 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 his 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. 20-37. 7(d)(5), 20-37.7(d)(6), 130A-93.1(c), and 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; or
- (15) Reserved.
- (16) For any person falsely to make the certificate provided by G.S. 163-229(b)(2) or G.S. 163-250(a).
- (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.