

Voter ID (Including Voter's Affidavit) Procedures for County Staff Processing Absentee/Mail Applications

September 22, 2016

The absentee/mail ballot request must include one of the following valid forms of ID:

1. Current North Dakota driver's license number
2. Current North Dakota non-driver's identification number
3. Tribal ID number
4. Long-term care certificate (provided by ND facility)
5. Voter's Affidavit (**Note:** This is a temporarily required option by court order.)

For voters using a driver's license or non-driver's identification number:

Search for the voter's record in the Central Voter File (CVF).

1. If a record is found, compare the voter's information as listed on the request with what is found in the record. (**Note:** A record should exist in the CVF for anyone using one of these two forms of ID in order to vote. Therefore, it is critical to find this record in your search.)
 - a. If the information matches, process the request and send a ballot.
 - b. If the information does not match, contact the voter to inform the voter of this discrepancy. Ask the voter to verify the information by phone or resubmit the form with correct information. Once verified, process the request and send a ballot.
2. If a record is not found, contact the Elections Unit of the Secretary of State's office to perform a search of the North Dakota Department of Transportation (DOT) database and verify the information. Once the information is verified, add a new record to the CVF with the information included on the request and send a ballot.

For voters using a tribal ID number:

Search for the voter's record in the CVF.

1. If a record is found, compare the voter's information as listed on the request with what is found in the record.
 - a. If the information matches, process the request and send a ballot.
 - b. If the information does not match, update the record and include a comment in the "Notes" field stating the update was made according to the information provided on the request, process the request, and send a ballot.
2. If a record is not found, add a new record to the CVF with the information included on the request and send a ballot. (**Note:** Not all tribal IDs include a residential address, but the default is to take the voter at his or her word that the tribal ID does include the residential address, which is the same as what has been listed on the request.)

For voters using a long-term care certificate:

1. Review the long-term care certificate submitted with the request to make sure it includes the requester's name, residential address, and date of birth. (**Note:** The Secretary of State's office provided the certificate template to long-term care facilities in North Dakota, but the office is unable to ensure the template has been followed.)
2. Search for the voter's record in the CVF.
 - a. If a record is found, compare the voter's information as listed on the request with what is found in the record.

- i. If the information matches, process the request and send a ballot.
 - ii. If the information does not match, update the record and include a comment in the “Notes” field stating the update was made according to the information provided on the request, process the request, and send a ballot.
- b. If a record is not found, add a new record to the CVF with the information included on the request and send a ballot.

Voters using the Voter’s Affidavit:

1. Review the Voter’s Affidavit submitted with the request to make sure it is complete.
2. Complete the “For Election Official Use Only” section at the top of the form.
3. Search for the voter’s record in the CVF.
 - a. If a record is found, compare the voter’s information as listed on the request with what is found in the record.
 - i. If the information matches, process the request and send a ballot along with the information sheet reminding the voter that your office will mail a postcard to the voter after the election for verification of qualification purposes and the voter’s response to that postcard is critical.
 - ii. If the information does not match, update the record and include a comment in the “Notes” field stating the update was made according to the information provided on the request, process the request, and send a ballot along with the information sheet reminding the voter that your office will mail a postcard to the voter after the election for verification of qualification purposes and the voter’s response to that postcard is critical.
 - b. If a record is not found, add a new record to the CVF with the information included on the request and send a ballot along with the information sheet reminding the voter that your office will mail a postcard to the voter after the election for verification of qualification purposes and the voter’s response to that postcard is critical.