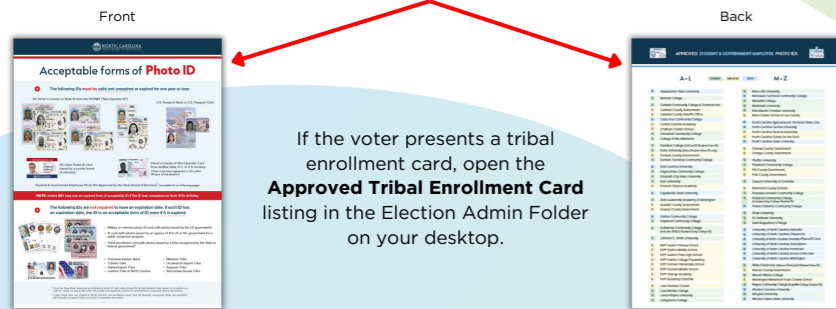


CONFIRMING ACCEPTABLE ID

Does the voter have one of the ID's from the **Acceptable Voter ID List**?



VOTER HAS ACCEPTABLE ID

Proceed with the next step in the Electronic Pollbook Guide.



VOTER DOES NOT HAVE ACCEPTABLE ID

Note: If the voter's ID is not acceptable, they must be provided with the reason the ID is not acceptable.

Ask the voter if they have a different form of acceptable ID they would like to offer or retrieve and bring back to the polling place to vote a regular ballot. Ensure they know that they can be issued a provisional ballot immediately!

IF THE ANSWER IS "NO" THEN YOU MUST:

- 1 Print a Help Referral Form and complete the following:
 - Write the voter's first and last name on the form.
 - Check the "NO ID PROVIDED" checkbox.
- 2 Give the voter the Help Referral Form and refer them to the Help Desk where they will receive information about ID exceptions and voting options.

ESTABLISHING REASONABLE RESEMBLANCE

Evaluate **ONLY** the photo and name on the ID and determine the following:



Does the photo on the ID bear a reasonable resemblance to the person presenting the ID?

Remember, when determining reasonable resemblance, you are looking for a similarity in appearance such that an ordinary person would conclude the photograph on the ID is more likely than not the person presenting to vote.

Never require a voter to remove any attire or provide additional evidence to determine reasonable resemblance. If reasonable resemblance cannot be established due to the voter having a face covering, then the voter must be made aware and given the opportunity to briefly remove the face covering.

- See the '**Reasonable Resemblance to Picture**' section of this guide for additional considerations.



Is the name on the ID the same or substantially equivalent to the name on the voter's registration record?

Remember, this determination should be based on the totality of the circumstances, construing all evidence, along with any explanation or documentation voluntarily offered by the person presenting to vote, **in the light most favorable to that person.**

- See the '**Same or Substantially Equivalent Name**' section of this guide for additional considerations.

TAKE ACTION

Were you able to establish reasonable resemblance?



YES

The photo on the ID does bear a reasonable resemblance to the voter and the name on the ID is the same or substantially equivalent to the name on the voter record.

Action: Proceed with checking in the voter using the Electronic Pollbook Guide.



NO

The photo on the ID does not bear a reasonable resemblance to the voter and/or the name on the ID is not the same or substantially equivalent to the name on the voter record, **AND** the voter does not have another form of acceptable ID to evaluate or additional evidence voluntarily offered as a supplement to the evaluated ID to confirm their identity.

Note: The voter must be informed as to which of the above reasons apply to them.

Action:

- 1 Print a Help Referral Form for an existing voter and select the reason for the referral.
- 2 Enter a reasonable resemblance challenge by completing the "Evaluation of Substantial Equivalence & Reasonable Resemblance of Voter to Photograph on Photo ID" section for the check-in operator (line 1).
- 3 Send the voter to the Help Desk with the referral form.

Processing a Voter: Quick Guide*

- 1 Ask the voter to state their last and first name.
- 2 Search name in SOSA/OVRD using first few letters and % symbol. Select the voter's record.
- 3 Ask voter for photo ID and verify it is on the Acceptable Voter ID List.
- 4 Establish reasonable resemblance with photo and name on the ID. Use DOB on ID to confirm correct record has been selected, if possible.
- 5 Return ID to voter.
- 6 Ask voter for current residence address.
- 7 Repeat the voter's name and residence address and tell them they are duly registered to vote in Durham County.
- 8 Click "Issue" in SOSA or "Vote" in OVRD.
- 9 Select correct voting method. EVA/ATV will print.
- 10 Have voter read and sign Section A, then initial Section A.
- 11 SOSA only: Click "Vote."
- 12 Send voter to the ballot station with EVA/ATV.

*This check-in scenario will cover voters that meet all the requirements of check-in for voting a traditional ballot. Refer to the manual for a detailed step-by-step if necessary.

STEP
1

Reasonable Resemblance to Picture

When establishing reasonable resemblance between the voter and the photo on their ID, keep in mind that there are many reasons a person's appearance could change.

Reasonable explanations include (not exhaustive):

- Weight
- Hair features and styling, including changes in length, color, hairline, or use of a wig or other hairpiece
- Facial hair
- Complexion or skin tone
- Cosmetics, including piercings or tattooing
- Apparel, including the presence or absence of eyeglasses or contact lenses
- Characteristics arising from a medical condition, disability, medical treatment (e.g., plastic surgery), or aging
- Gender transition
- Photographic lighting conditions or ID printing quality

Remember to make this determination based on the totality of the circumstances! This evaluation is to confirm the person presenting the ID is the registered voter!

STEP
2

Same or Substantially Equivalent Name

When establishing reasonable resemblance between the name on the voter's ID and the registration record, remember that differences in the names may have reasonable explanations.

Reasonable explanations include (not exhaustive):

- Omission or inclusion of one or more parts of the name
- Use of a variation of nickname rather than a formal name
- Use of an initial in place of one or more parts of a name
- Use of a former name (like a maiden name or changes in first name due to personal security or gender identity)
- Variations that include or omit a hyphenation, hyphen, accent, or apostrophe
- Ordering of names
- Variation in spelling or typographical errors
- Any other explanation the check-in official believes is reasonable
- A pending name change performed by an election official

Remember to make this determination based on the totality of the circumstances in the light most favorable to the voter!



Photo ID Evaluation Guide

Board of Elections

