February 6, 2019

Dear Private College or University Official,

Beginning this year, voters in North Carolina will be asked to present photo identification to vote, though certain exceptions apply.  Pursuant to [Session Law 2018-144](https://www.ncleg.gov/Sessions/2017/Bills/Senate/PDF/S824v7.pdf), preapproved student identification cards issued by North Carolina’s public or private universities and colleges, and employee identification cards issued by state and local government entities or charter schools may be presented as valid forms of photo identification to vote.

The State Board must confirm that your institution’s identification cards meet certain requirements before your cards can be used to vote in North Carolina.  State law requires that the State Board receive an attestation from your institution that its identification cards meet the requirements listed in statute along with a copy of the cards issued by your institution

**The State Board of Elections must approve your submission on or before March 15, 2019 in order to ensure your identification cards may be used in elections held in 2019 and in 2020  This deadline was imposed by** [**Session Law 2018-144**](https://www.ncleg.gov/Sessions/2017/Bills/Senate/PDF/S824v7.pdf)**, and we encourage you to act quickly to ensure your institution’s cards may be used.**

**Student Identification Cards**

Student identification cards may be issued by a constituent institution of The University of North Carolina, a community college (defined in G.S. § 115D-2(2)), or an eligible private postsecondary institution (defined in G.S. § 116-280(3)).  The State Board shall approve a student identification card as a valid form of photo identification to vote if it meets the following criteria:

1. The **chancellor**, **president**, or **registrar** of the university or college submits a signed letter to the Executive Director of the State Board under penalty of perjury stating that the following are true:
   1. The identification cards that are issued by the university or college contain photographs of students taken by the university or college or its agents or contractors;
   2. The identification cards are issued after an enrollment process that includes methods of confirming the identity of the student that include, but are not limited to, the social security number, citizenship status, and birthdate of the student;
   3. The equipment for producing the identification cards is kept in a secure location;
   4. Misuse of the equipment for producing the identification cards would be grounds for student discipline or termination of an employee;
   5. University or college officials would report any misuse of student identification card equipment to law enforcement if G.S. § 163A-1389(19) was potentially violated;
   6. **Effective January 1, 2021:** The cards issued by the university or college contain a date of expiration;
   7. The university or college provides copies of standard identification cards to the State Board to assist with training purposes; and
   8. The college or university will provide a copy to students, when issuing the student identification card, of the informational documentation, *Voting Information for Students*, developed by the State Board.
2. The university or college complies with any other reasonable security measures determined by the State Board to be necessary for the protection and security of the student identification process.  *As of the date of this letter, the State Board has not imposed any additional security measures.*

**Required Actions**

1. ***In order for identification cards issued by your institution to be used to vote in North Carolina in 2019 and 2020, an eligible individual must complete and execute the attached*** ***attestation***.1  The College/University ID Attestation Form, which must be signed by the chancellor, president, or registrar of the university or college, is for approval of student identification cards.

**For your institution’s identification cards to be used in elections in 2019 and 2020, the forms must be submitted to** [**VoterID@ncsbe.gov**](mailto:VoterID@ncsbe.gov) **on or before March 13.**

1. Submit a high-resolution sample image (suggested 300 dpi or higher), in PDF, JPG, PNG, or Word format, of the front and back of all identification cards.  Submissions must be made to [VoterID@ncsbe.gov](mailto:VoterID@ncsbe.gov) by March 13.  If your institution changes the design or format of its identification cards at any time, you must immediately provide an updated sample image of the front and back of the card.  If your practices change to no longer meet the requirements in the statutory attestation, your institution must immediately notify the Executive Director of the State Board.
2. When issuing student identification cards, you must provide students with a copy of the *Voting Information for Students* flyer issued by the State Board.  This flyer is currently being developed and will be posted on the State Board’s website at <https://bit.ly/2RIjw35> as soon as it is available. Make sure to check this link periodically for any updates to the flyer.

If you have any questions or need assistance, contact Ted Fitzgerald, Chief Learning Officer, at [Ted.Fitzgerald@ncsbe.gov](mailto:Ted.Fitzgerald@ncsbe.gov) or 919-814-0761.

Sincerely,



Ted Fitzgerald - Chief Learning Officer

State Board of Elections