

September 13, 2011

Mr. C. Havird Jones, Jr. Office of the Attorney General PO Box 11549 Columbia, SC 29211

Dear Sonny:

I am writing to confirm our telephone conversation earlier today about the response we are preparing to the US Department of Justice's request for additional information concerning photo identification requirements. Specifically, I want to reiterate my concern that the Office of the Attorney General may ask for expedited consideration in this matter. If preclearance had been granted at the end of the initial 60 day evaluation period, we were prepared to implement photo ID requirements prior to the small number of upcoming elections. However, there are over 100 elections scheduled for the first and second Tuesdays in November. Many of these elections are conducted by municipal election commissions. While we have a comprehensive plan for communicating with county election commissions, communicating with municipal election commissioners is more difficult. Preclearance prior to November 8th could adversely impact these elections.

I have attached our responses to the questions asked by DOJ, copies of the draft procedures for issuing voter registration certificates, postcard to be mailed to voters who may not have a photo ID, the Poll Manager Handbook Supplement and the photo ID voter education plan.

If you have any questions, or need additional information, please do not hesitate to contact me.

Sincerely,

Mari Andino

Marci Andino

/mba

Attachment(s)

## COMMISSIONERS

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MARCI ANDINO Executive Director

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# U.S. Department of Justice Request for Additional Information S.C. State Election Commission Response – September 13, 2011 Photo ID – Act R54 (A27 H3003) (2011)

1. Describe how already registered voters applying for an initial photo voter registration card or requesting a duplicate voter registration card (with or without photo) may confirm social security number and date of birth (including required forms of identification, if applicable), as contemplated by the draft procedures submitted on August 25, 2011.

With regard to the issuance of duplicate registration notification, we note that Section 2(B) of Act R54 states: "[i]f an elector loses or defaces his registration notification, he may obtain a duplicate notification from his county board of registration upon request in person, or by telephone or mail," and does not describe any additional requirements or identification needed to obtain a duplicate voter registration card. In contrast, as indicated above, the draft procedures indicate that in order for an already registered voter to obtain a duplicate voter registration card (with or without photo), the "[v]oter must verify identification by confirming social security number and date of birth." Please provide an explanation of the apparent difference in requirements for issuance of a duplicate voter registration card between Section 2(B) of Act R54 and the draft procedures for issuing photo voter registration cards prepared by the State Election Commission.

# **SEC RESPONSE:**

The intent of the draft procedures for a voter requesting an initial photo voter registration card to confirm his identify was to provide county voter registration officials with assurance that the person requesting the card is in fact the voter. This "confirming (of) social security number and date of birth" by the voter was intended to be a verbal confirmation with the county official, who would have access to this information on the voter's record. This procedure was not intended by the State Election Commission (SEC) to be a barrier to any voter obtaining this ID. Contrarily, the SEC viewed this verbal confirmation as the easiest and least obstructive way to provide this assurance of the requestor's identity. However, we recognize there are other acceptable methods, such as presenting the voter's standard photo voter registration card without a photo or presenting any of the HAVA IDs. These options were not included in the original draft procedures. Revised draft procedures clarifying these additional options are attached. In addition, we have changed the draft procedures to require only the last four digits of the social security, rather than the full social security number as implied by the original procedures.

After review of the original draft procedures, we also recognize that it is not necessary to require confirmation of identity to issue duplicate voter registration cards (with or without photo). The appropriate section has been revised to remove this procedure, which is reflected in the attached revised draft procedures.

2. Indicate the dates when and locations where the photo voter registration card will be available to applicants, including a description of all means of dissemination that will be used to distribute the card and equipment, materials and funding necessary to implement the system, as well as any renewal procedures, if applicable;

# SEC RESPONSE:

South Carolina will implement a new statewide voter registration system by the end of 2011. The new voter registration system provides the functionality to take photographs, store the images and print voter registration cards with photographs. Cameras and printers will not be ordered unless preclearance is granted. Cameras and printers are available on state contract and will be provided by the SEC. Funds are available for this purchase. The state contract vendor has confirmed that most items are in stock and will be delivered within a few weeks of order placement.

Photo voter registration cards will be issued to voters who do not have a form of photo identification as described in Act R54. If a voter already has a photo ID, it is not necessary for them to obtain a photo voter registration card. A temporary photo voter registration card (paper card) can be issued at any time by the county registration and elections office. The voter will be mailed a voter registration card (plastic, more durable) within one week. This card will be produced by the SEC. This card has no expiration date and is valid as long as the voter continues to meet the qualifications to be a registered voter.

3. Provide information about procedures and materials that will be used to notify voters of the system availability of the photo voter registration cards; and

# SEC RESPONSE:

A photo voter registration card module has been built into a new statewide voter registration set to be implemented statewide by the end of 2011. Additional equipment and supplies including cameras, card printers, and card stock will need to be purchased and deployed to make this module fully functional. The additional equipment and supplies will be purchased only if preclearance is obtained and can be deployed within 30 days of preclearance.

Once preclearance is obtained, the projected date of availability of the photo voter registration cards will be updated on all voter education materials and presentations that

have been prepared in anticipation of preclearance. These voter education efforts include, but are not limited to, posters, voter information cards, web pages, social media messaging, press releases, media interviews, county election commission informational seminars, and notifications mailed to certain voters (as referenced in Section 7 of the Act).

4. Describe the efforts the State will undertake, including issuance of any rules, regulations, or written guidance, to inform and train state and county election officials regarding voter identification requirements and implementation of the photo voter registration card system.

# SEC RESPONSE:

Guidance and training for state and county election officials will be provided in various ways including, but not limited to, the following: a statewide meeting with county election officials regarding photo ID, distribution of the Poll Manager's Handbook Supplement and subsequently a revised Poll Manager's Handbook, revision of the online Poll Manager's Training class, distribution of a revised Voter Registration & Election Commission Handbook, distribution of a PowerPoint presentation designed to be used by county election officials and voter advocacy groups for voter education, posting of information to the agency website (scVOTES.org), revised SEC Training & Certification Program classes and materials, county election commission workshops routinely conducted prior to each statewide election, and direct interactions between SEC staff and county election commission staffs.

Additionally, please provide the following information regarding the special identification card available from the Department of Motor Vehicles (DMV), as well as the State Election Commission's voter education program and registered voter list provided for in Sections 6, 7 and 8 of Act 54:

5. Information on the specific requirements needed to apply for the DMV –issued special identification card, including what forms of "other evidence" in addition to a birth certificate, as specified in Section 6 of Act 54, will be acceptable as proof of name and date of birth."

DMV RESPONSE: See attached letter from DMV.

6. A detailed description of the State Election Commission's voter education program regarding the voter identification provisions of Act R54; and

SEC RESPONSE: See attached voter education plan.

7. A copy of the State Election Commission's registered voter list, to the extent it has been compiled pursuant to Section 8 of Act R54, containing all registered voters of South Carolina, by race, who are otherwise qualified to vote but do not have a South Carolina driver's license or other form of identification containing a photograph issued by the DMV, as well as a description of how the list was compiled, and an explanation of how voters identified on the list will receive notice regarding the provisions of Act R54 and the availability of free DMV-issued identification or a photo voter registration card.

# SEC RESPONSE:

The Department of Motor Vehicles (DMV) is providing the SEC with a file containing records for all licensed drivers and identification card holders in the state. The Division of State Information Technology (DSIT) will compare the file from DMV with the voter registration file to identify voters who may not have a photo ID. The match criteria will be social security number, name, and date of birth. This comparison will result in a list of registered voters and demographic statistics of those voters.

DMV is currently working to purge outdated records (deaths, out of date credentials, etc.) in an effort to provide the SEC with the most accurate and up-to-date file. DMV has notified the SEC that this process will be complete by September 30, 2011. Immediately upon receipt of the file from DMV, the SEC will have DSIT perform the comparison. The voter list and statistics will be immediately forwarded to DOJ.

Voters who were identified as potentially not having a photo ID will be mailed a post card as required by Act R54. A sample of the post card is attached. The post card contains information about the acceptable types of photo ID's that the voter must bring to the polls in order to vote and information on how to obtain a photo ID either from DMV or county boards of voter registration. The post card also has a postage paid return section that the voter can use to indicate that he has an acceptable form of ID.

8. Additionally, on August 6, 2011, the State supplemented its submission by providing the Department with an opinion of the South Carolina Attorney General, issued on that date, which provides guidance on the definition of "reasonable impediment" in Section 5(D)(1)(b) of Act R54. The opinion defines "reasonable impediment" as "any valid reason, beyond the voter's control, which created an obstacle to the voter's obtaining the necessary photographic identification in order to vote," including the inability to obtain a birth certificate, the presence of a physical disability, or the short time frame between the preclearance of the law and the date of the next election. To complete our review of this provision of Act R54, please provide a description of how the "reasonable impediment" exemption standard will be applied, how voters will be notified of the standards and procedures, and the nature and schedule for training of county boards of registration and

elections and county boards of canvassers regarding the "reasonable impediment" exemption standard.

# SEC RESPONSE:

A description of how the "reasonable impediment" exemption will be applied can be found in the "Poll Manager's Handbook Supplement" attached.

Voters will be notified of the "reasonable impediment" exemption procedures through our voter education efforts including, but not limited to, posting of the procedure to the agency website (scVOTES.org); social media messaging; statewide distribution of voter information posters, voter information cards and brochures (both electronic and print); media interviews; distribution of a PowerPoint presentation designed to be used by county election officials and voter advocacy groups for voter education; informational seminars conducted by county election officials; and direct voter contact with poll managers and state and county election officials.

Guidance will be provided to county election commissions regarding application of the "reasonable impediment" exemption standard through various means including, but not limited to, the following: a statewide meeting with county election officials regarding photo ID, distribution of the Poll Manager's Handbook Supplement and subsequently a revised Poll Manager's Handbook, revision of the online Poll Manager's Training class, distribution of a revised Voter Registration & Election Commission Handbook, distribution of a PowerPoint presentation designed to be used by county election officials and voter advocacy groups for voter education, posting of information to the agency website (scVOTES.org), revised SEC Training & Certification Program classes and materials, county election commission workshops routinely conducted prior to each statewide election, and direct interactions between SEC staff and county election commission staffs.

A short time frame between the preclearance of the law and the next ensuing election is a special exemption that applies only to specific elections. This exemption would not be addressed in the general voter education materials and county election commission training materials. The SEC would provide additional guidance on this specific exemption only to those affected jurisdictions. The procedure for applying this special exemption would be for poll managers to allow voters who have not obtained ID because they did not know they were required to have one to complete the "reasonable impediment" affidavit and vote a provisional ballot.

# 9. Additional information from SEC:

After reviewing the draft procedures for issuing photo voter registration cards, we recognize that it is not necessary for the voter registration card with photo that is printed

at the voter registration office to be a temporary card. While this card would be printed on paper stock and is intended to be used temporarily until the voter received the more durable card, it would not be necessary to limit its use beyond 30 days. The enclosed procedures were revised to reflect this change.

# Procedure for Issuing Photo Voter Registration Cards September 12, 2011

Voter registration cards are produced when a person registers to vote. There are three types of voter registration cards issued in South Carolina:

- 1. Standard voter registration card without a photo
- 2. Voter registration card with photo
- 3. Temporary voter registration card with photo

# **New Registrations**

# A. By Mail

- 1. Voter submits voter registration by mail application.
- 2. If the application is approved, the county enters voter in statewide voter registration database.
- 3. Voter is mailed a standard voter registration card without a photo. The card provides the following information:
  - a. Confirmation that the voter is registered to vote.
  - b. Photo ID is required to vote at his polling place, voter must present one of the five qualified photo IDs.
  - c. Voter may obtain an Identification Card from DMV or may obtain a Voter Registration Card with a photo from his county voter registration office, both free of charge.
- 4. If voter chooses to obtain a photo voter registration card, he must appear at the county voter registration and elections office.
- B. Through Motor Voter Agency (DMV, DHEC, DSS, DMH, etc)
  - 1. Voter completes a voter registration application.
  - 2. If the application is approved, the county enters voter in statewide voter registration database.
  - 3. Voter is mailed a standard voter registration card without photo. This notification provides following information:
    - a. Confirmation that the voter is registered to vote.

- b. Photo ID is required to vote at his polling place, voter must present one of the five qualified photo IDs
- c. Voter may obtain an Identification Card from DMV or may obtain a Voter Registration Card with a photo from his county voter registration office, both free of charge
- 4. If voter chooses to obtain a photo voter registration card, he must appear at the county voter registration and elections office

# C. In Person – In Voter Registration Office

- 1. Voter completes a voter registration application.
- 2. If the application is approved, the county enters voter in statewide voter registration database.
- 3. Office informs voter photo ID is required to vote at his polling place, voter must present one of the five qualified photo IDs.
- 4. If the voter already has a valid photo IDs, voter is issued a standard voter registration card without photo
- 5. If the voter does not have a photo ID, office staff takes a photograph of voter and saves it to the voter's record in the statewide voter registration database and submits the photo voter registration card for printing at the State Election Commission (SEC).
- 6. Photo voter registration card is printed by the SEC and mailed directly to the voter.

# Already Registered to Vote - Issuing Initial Voter Registration Card with Photo

# A. Voter previously registered to vote

- 1. Office staff verifies that the HAVA ID requirement has been satisfied if the voter registered by mail.
- 2. Voter must verify identification to office staff by presenting a standard voter registration card without photo, by presenting a permissible HAVA ID, or by verbally confirming the last four digits of the voter's social security number and the voter's date of birth.

- 3. Office staff takes a photograph of voter and saves it to the voter's record in the statewide voter registration database and submits the photo voter registration card for printing at the State Election Commission (SEC).
- 4. Photo voter registration card is printed by the SEC and mailed directly to the voter.

# Already Registered to Vote - Issuing a Duplicate Voter Registration Card (with or without photo)

- A. Voter may request a duplicate voter registration card (with or without photo) in person, by phone, by fax, or by email.
  - 1. If the voter is requesting a voter registration card with photo,
    - a. Office staff submits the voter registration card for printing at the State Election Commission (SEC).
    - b. Voter registration card is printed by the SEC and mailed directly to the voter.
    - c. When necessary, such as on Election Day, office staff may print a voter registration card with photo and deliver it directly to a voter appearing in person.
      - i. This card is printed on paper stock and is intended to be used temporarily until the voter receives the more durable card. However, the paper card has no expiration date and could be used indefinitely as a photo voter registration card for the purposes of voting at the polling place. Office staff submits the more durable voter registration card with photo for printing at the SEC. The voter receives the more durable card by mail.
  - 2. If the voter is requesting a voter registration card without photo, office staff prints the card and provides it directly to the voter.



# State of South Carolina

# Department of Motor Vehicles

September 2, 2011

Marci Andino, Executive Director South Carolina Election Commission Post Office Box 5987 Columbia, South Carolina 29250

RE: U.S. Department of Justice Request about Identification Cards Requirements

Dear Ms. Andino:

As a result of the August 30, 2011, U. S. Department of Justice request to you for information, you have forwarded the question about Department of Motor Vehicles' issuance of identification cards to South Carolina citizens. The specific request is for information about documents that are acceptable to prove name and date of birth.

The best way to answer the request is to provide the DMV's Form MV-93, which is titled "United States Citizen's Checklist for First Time Issuance of Driver's License, Beginner's Permit, and Identification Cards." This checklist is available on the DMV's public website so that citizens will know in advance what documents need to be gathered. This form was revised in July 2011 to make one line more legible. The revision prior to that was in September 2010 to expand the time of acceptable military documents. I enclose the internal Newsbreak that informed staff of the change.

I would like to point out that Code Section 56-1-3350 calls the document a "special" identification card. However, the DMV only has one identification card. It has been available in its basic form since 1993 (1993 Act 181 §1357).

Feel free to contact me if you need further information or any explanation of the enclosures.

Sincerely,

Executive Director

**Enclosures** 

c: J.R. Sanderson, Chief of Staff Annie Phelps, Director, Driver Services



# South Carolina Department of Motor Vehicles

MV-93 (Rev. 7/11)

# United States Citizen's Checklist for First Time Issuance of Driver's License, Beginner's Permit, and Identification Cards

REQUIREMENTS IN THE S. C. DRIVER'S MANUAL MAY BE OUTDATED. PLEASE USE THIS CHECKLIST AS A REFERENCE.

The following requirements are for applicants applying for a first time S.C. Driver's License, Beginner's Permit, or Identification Card, or for applicants previously licensed in S.C. who are returning after having been licensed in another state.

# □ ALL APPLICANTS MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS:

Documents not in English must be translated by a qualified translator. The translator must have a letter of verification from their employer on letterhead qualifying them as a translator. The translation must be made on DMV Form 4030 Translation Document.

- Proof of U.S. Citizenship/Proof of Identity (see specific requirements below).
- Proof of Social Security Number.
- Proof of S.C. Residency.
- Liability insurance information from company licensed to do business in S.C. (not required for Beginner's Permit or Identification Card)

# □ ALL APPLICANTS FOR DRIVER'S LICENSE MUST PROVIDE AUTOMOBILE LIABILITY INSURANCE INFORMATION

- Proof of U.S. Citizenship/Proof of Identity and Date of Birth Applicants must provide one of the following:
  - Birth Certificate with birth/file number and registrar's signature issued by the county or Bureau of Vital Statistics.
  - Birth Certificate from U.S. Territory (Must be translated if not in English) Puerto Rico, Guam, U.S. Virgin Islands and U.S. Samoa.
  - Delayed birth certificate If birth certificate is not issued at time of birth, customer can apply for birth certificate from Bureau of Vital Statistics.
  - Current U.S. Passport or U.S. Passport that has not been expired more than 10 years.
  - · Current U.S. Passport Card
  - Certificate of Naturalization -- USCIS Form (N-550 or N-570).
  - U.S. government issued Consular Report of Birth Abroad.
  - Certificate of Citizenship (N-560 or N-561).
- **NOTE:** If the applicant's birth certificate shows that s/he was not born in the United States, the applicant must ALSO provide an additional document from the above list proving U.S. citizenship.
- **NOTE:** If name has changed since birth, applicant must present all legal documents (i.e., adoption records, marriage certificate or license issued by state/county records office, certificate of naturalization, and court ordered name change) supporting all name changes from the name which appears on the birth certificate or proof of identity to the present.
- Proof of Social Security Number (SSN)-Applicants must provide one of the following (<u>All documents must show social security number</u>):
  - · Social Security Card.
  - SSA-1099 "Survivor Benefit Form".
  - U.S. Military Photo ID Card when SSN is present on card (active, retired or reservist military status DOD, ID, DD-214).
  - · Current military dependent I.D. card.
  - U.S. Uniform Services Identification and Privilege Card (DD 1173) must include photograph.
  - Letter from Social Security Administration (requires online verification)
  - Medicare letter from Social Security Administration (requires online verification).
  - Medicare Card (requires online verification).
  - Payroll Stub must include employer's name and applicant's name (requires online verification).
  - · W-2 Form must include employer's name, address, and applicant's name (requires online verification).



# South Carolina Department of Motor Vehicles

MV-93 (Rev. 7/11)

# United States Citizen's Checklist for First Time Issuance of Driver's License, Beginner's Permit, and Identification Cards

- □ Proof of Residency All documents must show name and S.C. address of applicant, except as noted. Applicants must provide one of the following:
  - School Records Records must be from S.C. school (current or prior school year).
    - Student ID (address not required).
    - Report Card.
    - Letter or contract from Home Schooling Association.
    - Official letter from individual's school or school district on school or district letterhead.
    - Certified transcript.
    - Diploma from S.C. school (child has graduated within the last school year address not required).
  - Out-of-state or in-state tuition bill with applicant's S.C. physical address.
  - Current employment records (no more than 90 days old). (Records must be from S.C. employer or have S.C. address for applicant on records from an out of state employer).
    - Letter on employer letterhead.
    - Payroll stub showing S.C. withholdings.
    - Intent to hire on employer letterhead.
  - Current utility bill no more than 90 days old. A utility bill is specific to services for your residence. Examples are electric, water, sewage, cable, and land line phone lines. Cell phone and satellite bills are not acceptable.
  - · S.C. Medicaid card
  - Parolee Card or letter from parole officer (no more than 90 days old).
  - Home mortgage documents (no more than 90 days old).
  - · Current S.C. Weapon's Permit
  - · County Tax Notice or Property Receipt for home
  - State or Federal Tax records.
    - Income tax returns for current or prior year are acceptable including electronic tax file or W2.
    - If applicant listed as dependent on SC tax return that is presented as proof of residency, proof applies to dependent also.
  - Current Military Orders detailing active duty assignment in S.C.
  - Current letter from Military Base with the commander verifying duty station in S.C.
  - S.C. bank statement or signed letter (must be on bank letterhead) showing name of applicant and S.C. physical address (no more than 90 days old).
  - Social security check showing name and S.C. physical address of applicant (no more than 90 days old).
  - Insurance documentation (no more than 90 days old).
    - Letter from insurance company or agent licensed to do business in S.C. stating name of applicant and indicating S.C. address of applicant
    - Insurance policy, written by insurance company or agent licensed to do business in S.C. showing name of applicant and S.C. address
- Letter from director of S.C. social welfare institution (homeless shelter, battered women's shelter, halfway house, group home, orphanage, etc.) stating applicant is resident of facility (no more than 90 days old).
- Vehicle Insurance Card (only if S.C. address and customer's name appear on card).
- Article of mail with official Post Office address change label

Applicants from the United States Territories must successfully complete knowledge, skills and road test when applying for a Commercial Driver License (CDL).



# SCIMU Operational Newsbreak

eptember 28, 2010 Volume 7 Issue 35

The DMV administers South Carolina laws in an efficient, effective and professional manner in order to deliver accuracy and security in all transaction documents and to provide the highest levels of customer service to the citizens of South Carolina.

# INSIDE THIS ISSUE

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# Puerto Rico Birth Certificates

Puerto Rico extended the validity of all Puerto Rico birth certificates issued before July 1, 2010 for an additional 30 days after September 30, 2010. This means that the old birth certificates (issued before July 1, 2010) will continue being legally valid according to the laws of Puerto Rico until October 30, 2010.

From October 31, 2010 onward only the new Puerto Rico birth certificates issued from July 1, 2010 onward will remain valid. Click here to see a sample of what the birth certificates from Puerto Rico should look like if they were issued after June 30, 2010.

The following DMV policies will be updated in the near future to reflect this change in accordance with the laws of Puerto Rico.

- Policy DL-003 Acceptable Documentation for the Issuance of Beginner's Permits, Driver's Licenses, and Identification Cards for U.S. Citizens
- DL-004 Acceptable Documentation for the Issuance of Beginner's Permits, Driver's Licenses, and Identification Cards for International Customers

If you have any questions about the birth certificates from Puerto Rico, please contact DMV Help Desk at 803-896-0566 and select option # 6 (Office of Integrity and Accountability), and then option #1 (Driver Fraud).

# Form 63, Travel Request/Cost Report

Form 63, Travel Request/Cost Report should be completed by DMV employees who are required to travel overnight. In response to recent State budget cuts, the DMV is trying to take a proactive approach to save money wherever possible. Therefore, all overnight travel must be approved by Marcia Adams prior to the overnight trip. Click here to review the January 15, 2010 memo concerning Agency Travel.

The following travel forms are also located on the intranet: Travel Form A Travel Certification By Employee For Reimbursement (This form should be attached to all

http://intrwebsvr2/dmvintranet/

travel documents.), <u>Travel Form B</u> Travel Certification By Agency/Institution For Accounts Payable (This form is used when paying a vendor for hotel or airline tickets), and <u>Travel Form C</u> Approval for Exceeding Travel Expense Limits (This form must be completed if you go over GSA rates for hotels and attached to Form 63 for prior approval.)

# Zip Code Plus Four Digit Office Identifier

Please encourage DMV customers to include the additional four digits after the zip code when mailing anything to DMV. The last four digits informs the mail room staff which department the piece of mail is to be delivered which will eliminate the guess work in trying to determine where the piece of mail should be delivered.

This <u>information</u> is listed on the DMV intranet under Support Services information. Please call the mail department at 803-896-9791 if you have any questions.

# MV-93 and MV-94 Forms Updated

When military documents are used as proof of residency, there is no longer a 90 day limitation on the age of the military document. The statement in parenthesis "(no more than 90 days old)" was removed from the following items listed on the MV-93 and MV-94 forms.

- Current Military Orders detailing active duty assignment in S.C.
- Current letter from Military Base with the commander verifying duty station in S.C.

Destroy all previous versions of these documents that have a revision date prior to September 2010.

# Motor Carrier Services New Help Line

<u>Effective Tuesday, September 28, 2010</u>, the Department will be implementing a new Motor Carrier Help Desk, similar to the Titles and Registration Help Desk, for assistance with Motor Carrier transactions and inquiries.

Beginning Tuesday, field offices should contact Motor Carrier Services by calling the central Help Desk line at **896-0566**.

If you are experiencing system problems (system down, system 99 errors, etc.):

Select Option 7 - IT Help Desk.

For any other issues that are related to Motor Carrier functions:

Select Option 4 - Vehicle Services, then Select Option 1 - MCS Help Desk

Field offices should <u>NOT</u> call 896-3870; this number will be used for external customers only.

Thank you in advance for your cooperation.

http://intrwebsvr2/dmvintranet/

# **Photo ID Voter Education Plan**

# Introduction

The following lays out a Voter Education Campaign to be conducted by the South Carolina Election Commission (SEC) to inform the state's registered voters and citizens of changes in voting procedures as a result of passage of "Voter ID" legislation by the South Carolina General Assembly and preclearance of this legislation by the United States Department of Justice (DOJ).

# **Purpose**

The requirement for a voter to present photo identification at the polling place is a significant change to South Carolina's voting procedures. This plan is intended to reach the broadest audience possible to inform voters of the change while also targeting those most likely to be without photo identification.

The vast majority of the state's registered voters already have one or more forms of photo identification, and many voters already use a South Carolina driver's license as identification at the polling place.

However, it is estimated that approximately 200,000 registered voters do not currently have one of the forms of identification required by this legislation. For this reason, the S.C. General Assembly mandated that the SEC conduct a vigorous voter education effort to inform voters of the change. In addition, the legislature provided for the development and implementation of a system to issue voter registration cards with a photo.

# **Timing**

For maximum effectiveness and efficiency, the campaign will be carried out in two phases:

**Phase I** begins the day approval is granted by DOJ and lasts through the end of 2011. This period covers nearly 100 special legislative elections and regular local municipal elections across the state.

**Phase II** covers 2012, beginning with the presidential nominating primaries and continuing through the general election in November, 2012. During this phase, we will expand voter outreach efforts to all counties in South Carolina while continuing our campaign in counties already targeted.

# **Voter Education Materials and Delivery Channels**

SCEC will use a variety of educational materials and delivery channels in this campaign, including:

- Print materials
- SCVotes.org
- Social media
- Print and electronic media
- Public relations
- Media relations
- Voter outreach

# Day 1

Upon preclearance by DOJ, the SEC will issue a press release to media outlets statewide and spokespersons will be available for interviews and to provide background to reporters. In addition, SEC will provide all county registration and elections offices with a press release template for their own use.

The SCVotes website will be immediately updated with information on the new requirements, and all SEC social media channels will be used to spread news about the change.

While voters who lack photo identification are not as likely to be internet and social media users, the viral nature of these media make them essential for reaching other influencers who regularly interact with our target audiences.

Examples of these materials and communications channels are shown on the following pages.



FOR IMMEDIATE RELEASE Contact: Chris Whitmire (803) 734-9070

cwhitmire@elections.sc.gov

# NEW PHOTO ID REQUIREMENTS NOW IN EFFECT

COLUMBIA, S.C. (August 29, 2011) – The U.S. Department of Justice today approved a new law requiring South Carolina voters to present a photo ID in order to vote. The law is effective immediately.

"The State Election Commission and county voter registration and election offices have been making preparations and are ready to implement the new law immediately," said Marci Andino, executive director of the S.C. State Election Commission. "If you already have a photo ID, you are ready to vote. Be sure to bring your ID with you to your polling place. If you do not have a photo ID, you need to get one before voting."

Voters must present one of the following current and valid forms of photo identification at the polling place:

- S.C. Drivers License
- . S.C. Identification Card issued by the Department of Motor Vehicles
- S.C. Voter Registration Card with photograph (available later this year)
- Federal Military ID
- United States Passport

S.C. Identification Cards are available free of charge from the S.C. Department of Motor Vehicles. Also, voter registration cards featuring a photograph should be available to voters by mid October.

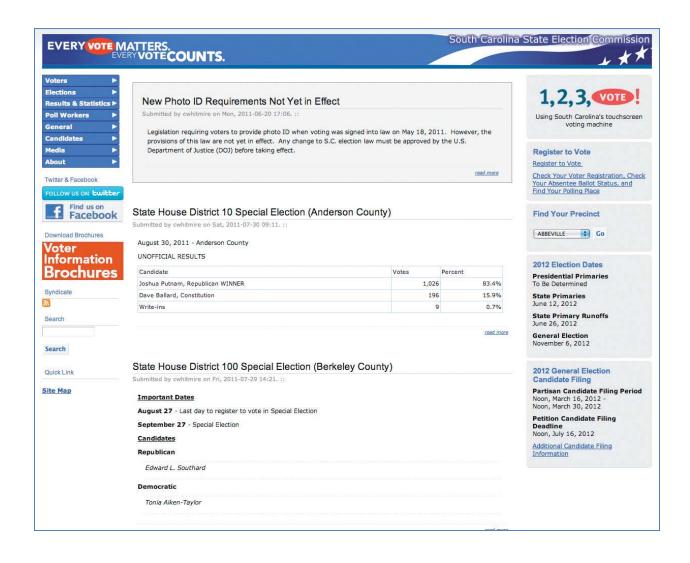
Andino said the Agency is kicking off a voter education campaign today designed to inform voters of the new requirements before they reach their polling place. State and county election officials are also beginning the process of training the approximately 20,000 poll workers who will work elections in the coming year on how to handle changes in voting procedures. "The State Election Commission will take every step possible to ensure every S.C. voter is aware of the new rules so that they are prepared to vote in the next election."

For more information, visit www.scVOTES.org.

###



# **SCVotes Homepage**



# **SCVotes Facebook Page**



# **SCVotes Twitter Feed**



# **Production of Print Materials**

Also on Day 1, production of print materials to be distributed throughout the state will begin. Electronic versions of these materials will be immediately posted to the SCVotes.org website and made available for use by any individual or organization.

# **Voting In South Carolina Brochure**

This brochure is widely available across South Carolina and includes information on voter registration, the electronic voting system, absentee ballots and curbside voting. The new Voter ID requirements are prominently featured in the updated version of this brochure, including the process for obtaining photo identification and covers procedures for those who have a religious objection or reasonable impediment to being photographed for identification. In addition to the print version, an electronic version of this brochure will be available on the SCVotes website.

## **Voter Identification Information Poster**

This poster is designed to immediately draw attention to the new photo identification requirement for voting in South Carolina. The colors and other graphical elements are specifically designed to be eyecatching and to demand attention. The poster measurements are 20" H X 14" W. The posters will be displayed in each county voter registration and elections office as well as all polling places.

## **Voter Identification Information Card**

Like the poster, this 4" x 9" card is designed to demand attention. As with the brochure, the card outlines the process for obtaining photo identification and covers procedures for those who have a religious objection or reasonable impediment to being photographed for identification. In addition to the print version, an electronic version of this brochure will be available on the SCVotes website.

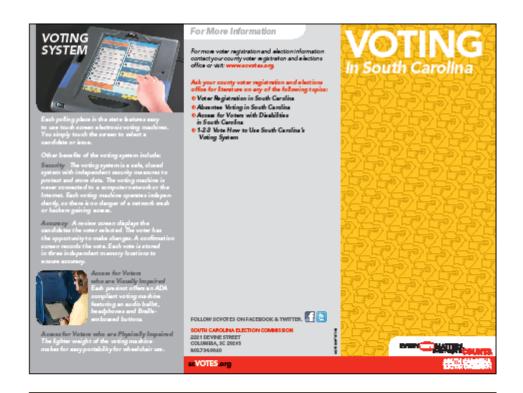
Brochures, posters and cards will initially be provided to the following for local distribution:

- All county voter registration and elections offices
- S.C. Department of Motor Vehicles offices
- State and local councils on aging
- Senior centers
- S.C. colleges and universities
- S.C. high schools
- S.C. Commission for the Blind
- S.C. School for the Deaf and the Blind
- The Commission for Minority Affairs

Brochures, posters and cards will also be distributed to other governmental offices, schools, churches, and community organizations upon request. Materials will also be available and distributed at public festivals and upcoming voter outreach events.

Samples of the materials are shown on the following pages.

# Sample Voting in South Carolina Brochure (Print)



# To vote in South Carolina, you must be a registered voter.

Statewide elections are held in June and November every two years. All registered voters in the state can participate in these statewide elections. Municipal, school beard, and special elections are held throughout the year.

Voting cours at a poling place located near the address where you are registered. Find your poling place at scVOTES org or by contacting your county voter registration and elections office. Your poling place is open from 7 a.m. until 7 pm. on election day Any voter in line at 7 p.m. will be allowed to vote.

# IMPORTANT NEW INFORMATION:

# ID Required to Vote

At the polling place, you will be required to provide one of the following types of photo identification.

- S.C. Driver's License
   Department of Motor Vehicles ID Card



If you are unable to go to your poling place on election day you may be able to vote prior to the election. Absentee voting is available at the county voter registration and elections office. your county voter registration and elections office.

A voter's ballot may be challenged if there is some question regarding the voter's qualifications. Voters who are challenged cast a provisional ballot.

After free lection, county election officials determine if a provisional ballot will be counted.

# Can I vote without ID?

Yee, you may vote a provisional ballot frat will be counted only if you bring proper ID to the county voter registration and elections office prior to certification of the election.

Voters who have a religious objection to being photographed and votes who suffer from a nearonable impediment preventing them from obtaining one of the IDs may be allowed to cast a provisional ballot after submitting an affidant.

# Lost or Misplaced Voter Registration Card

If your registration card is lost or misplaced, a duplicate card may be obtained, even election day, by contacting your county voter registration and elections office.

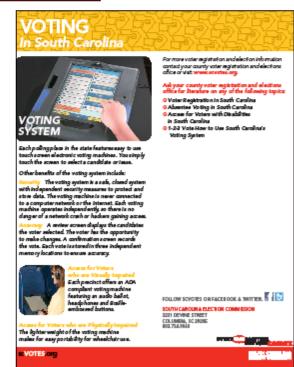
Avoter who is physically disabled, illterate, or blind may receive assistance in casting a ballot.

Avoter who is disabled or unable to access the Avoter who is cliabled or unable to access the poling place may vote in their which. In some poling place, voters uses which height call button system placed at a design sed parking area, with when present on other polinan agrees of the voter's artiral. At other poling places, pol managers monitor the design sed parking area to look for controlled voters. The portability of the voting machine allows it to be brought to the which.

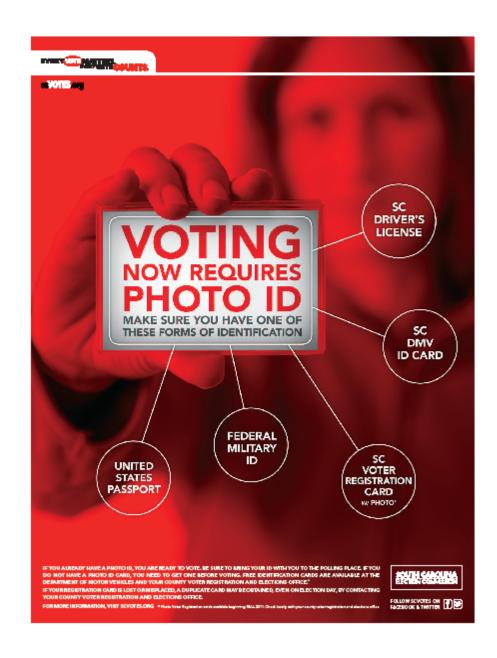
For details on voter registration laws, see Title Fof the SC. Code of laws.

# Sample Voting in South Carolina Brochure (Electronic)

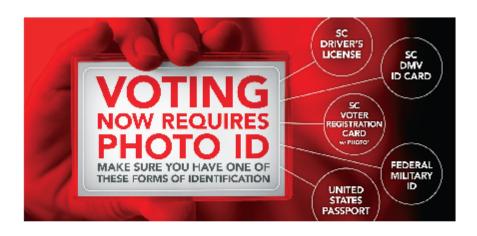




# Sample Voter Identification Information Poster (20" x 14")



# **Sample Voter Identification Information Card (Print)**





# **Sample Voter Identification Information Card (Electronic)**



IF YOU ALREADY HAVE A PHOTO ID, YOU ARE READY TO VOTE. Be sure to bring your ID with you to your polling place. If you do not have a Photo ID, you need to get one before voting. Free identification cards are available at the Department of Motor Vehicles and your county voter registration and elections office.\*

A VOTER WHO DOES NOT PROVIDE PROPER ID may cast a provisional ballot that is counted only if the voter brings proper ID to the county voter registration and elections office prior to certification of the election.

A VOTER WHO DOES NOT PROVIDE PROPER ID due to a religious objection to being photographed or because the voter suffers from a reasonable impediment that prevents the voter from obtaining a photo ID, may cast a provisional ballot after completing an affidavit under penalty of perjury at the polling place. If the voter was challenged only for the inability to provide photo ID and the affidavit was submitted, the ballot must be counted unless the election commission has grounds to believe the affidavit was false.

IF YOUR REGISTRATION CARD IS LOST OR MISPLACED, a duplicate card may be obtained, even on election day, by contacting your county voter registration and elections office.

\* Photo Vote: Registration cards available beginning FAUL 2011. Check locally with your county-voter registration and elections of lice

FOR MORE INFORMATION, VISIT SCYOTES.ORG
FOLLOW SCYOTES ON
FACEBOOK & TWITTER

# **Media Planning and Placement**

The use of paid media will be essential for reaching the most critical group of voters. The SEC will make every effort to partner with the state's radio and television stations to produce Public Service Announcements concerning the photo identification requirement. Utilizing the S.C. Press Association, print ads will be placed statewide in both dailies and weeklies as seen on the following pages.

# Statewide QuarterPage+ ads . Standard

regions are shown below. Call for customized proposals.

# Upstate

# 27 papers

Anderson Independent-Mail (D) Belton-Honea Path, News-Chronicle Bladsburg Times Boiling Springs Sentry The Chesnee Tribune The Clinton Chronide

Cowpens, Spartanburg County News

# Gellery, the Country of Chronich The Griffrey Ledger Greenville, LINK

The Greenville News (D) Greenwood, The Index-Journal (D) The Greer Ottzen The Inman Times Landrum, The News Leader Laurens County Advertiser Lyman, Middle Tyger Times Pickens County Courter

Seneca, The Daily Journal (D) Simpsonville, Tribune-Times Spartanburg, The Herald-Journal (D) The Travelers Rest Monitor

Union County News Walhalla, Keowee Courter Westminster News

## Williamston, The Journal The Waster Nove

17 papers Beaufort Gazette (D) Beaufort, The Island News

# إلا وخالاً فناك

Charleston Chronide Charleston, The Post and Courier (D) Daniel Island News Goose Creek, The Gazette Hampton County Guardian Hardeeville Today Hifton Head Island, The Island Packet (D) Monds Corner, Berkeley Independent Mt. Pleasant, The Moultrie Hews Ridgeland, Jasper County Sun St. George, Dorchester Eagle-Record Summerville, The Journal Scene Walterboro, Piess & Standard Walterboro, The Colletonian

# Midlands

36 papers Alken Standard (D) The Allendale Sun Bamberg Advertizer-Herald Barnwell, The People-Sentinel Batesburg-Leesville, The Twin-City News Bishopville, Lee County Observer Blythewood, Country Chronide Camden, Chronide - Independent Camden, Fort Jackson Leader The Chapin Times Cheraw, The Link Chester, The News & Reporter Clarendon Cittzen The Columbia Star Columbia, The Free Times Columbia, The State (D)

Edgefickly The Othern News Elgin , West Wateree Chronicle Fort MillTimes The Holly Hill Observer Kershaw, The News-Era Lale Wyle Pilot Lancaster, Carolina Gateway The Lancaster News North Trade Journal North Augusta, The Star Orangeburg, Times and Democrat (D) The Pageland Progressive-Journal Rock Hill, The Herald (D) Saluda Standard-Sentinel The Santee Striper St. Matthews, The Calhoun Times Shaw Air Force Base/The Shaw News Sumter, The Item (D) The Whitmire News

York, Enquirer-Herald

# Pee Dee

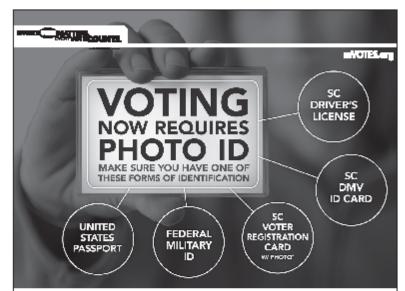
## 21 papers

Bennettsville, Marlboro Herald Advocate Conway, Horry Independent Darlington, News and Press The Dillon Herald Florence, The Morning News (D) Florence, The News Journal Georgetown Times Hartsville News Journal Hartsville, The Messenger Hemingway, The Weeldy Observer Kingstree, The Hews Lake City News & Post The Lorfs Scene The Manning Times Marion County News Journal Marion Star & Mullins Enterprise Myrtle Beach, Carolina Forest Chronide Myrtle Beach Herald Myrtle Beach, The Sun News (D) North Myrtle Beach Times Pawleys Island, Coastal Observer

# OneCall. OneOrder. OneInvoice.

SCNN is a subsidiary of the S.C. Press Association





IF YOU ALREADY HAVE A PHOTO ID, YOU ARE READY TO VOTE. Be sure to bring your ID with you to your polling place. If you do not have a Photo ID, you need to get one before voting. Free identification cards are available at the Department of Motor Vehicles.

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IF YOUR REGISTRATION CARD IS LOST OR MISPLACED, a duplicate card may be obtained, even on election day, by contacting your county voter registration and elections office.

\* Photo Voter Registration cards available beginning FALL 2011. Contact your county voter registration and elections office.

FOR MORE INFORMATION, VISIT SCYOTES.ORG
FOLLOW SCYOTES ON
FACEBOOK & TWITTER



# **Public Relations**

The SEC is prepared to undertake an aggressive public and media relations effort to make all S.C. voters aware of the change in voting procedures. We will actively seek opportunities to appear at venues such as:

- Civic club meetings
- Advocacy group meetings
- Religious organizations
- S.C. fairs and festivals

Several advocacy groups have understandable concerns about the potential impact of the photo identification requirement on their constituencies. To address these concerns upon preclearance, the SEC will strengthen its existing relationships and establish new working partnerships with these groups and organizations. This effort is aimed at ensuring that impacted voters are fully aware of the new requirement and have access to information on how to obtain photo identification.

Our primary public relations efforts will be centered on media relations and a voter outreach campaign known as SCVotes Tours as discussed below.

# **Media Relations**

The media relations campaign will include:

# **Sponsorships and PSAs**

We will seek sponsorship opportunities with major media outlets in each market, as well working toward production and placement of 30- and 60-second public service announcements.

## Radio

SEC representatives will be booked for interviews on radio stations statewide. Efforts will be targeted to talk and urban formats and shows likely to reach seniors, minorities, and other groups more likely to be impacted by the photo identification requirement. Wherever possible, we will seek to make joint appearances with representatives of senior, minority and other advocacy groups to ensure wider messaging.

## **Television**

As with radio, we will actively seek opportunities for SEC and local voter registration and elections officials to appear on television statewide. Again, we will be especially attentive to appearing on programs targeted to seniors, minorities, and other groups more likely to be impacted by the new requirement. Examples include WIS-TV's "Awareness," S.C. Educational Television's "The Big Picture" and "Connections," and WACH-TV 57's "To the Point with Cynthia Hardee," all of which regularly cover minority affairs.

# **Editorial Board Meetings**

SEC will seek to schedule meetings with the editorial boards and appropriate local reporters at all statewide daily newspapers.

# **Voter Outreach: SCVotes Tour**

SEC has had great success with a multi-year voter education effort that began when the state instituted a uniform electronic voting system in 2004. The core component of this effort was the "SC Votes Tour" utilizing a highly visible bus that traveled to local fairs and festivals and other community gathering spots throughout the state.

We will renew this tour to specifically focus on the new photo identification requirement. In addition, local election officials will be on hand to provide voters with on-the-spot access to new voter registration cards that include a photo.

From the date of preclearance through the end of 2011, this tour will be targeted in those counties and municipalities that have 2011 elections. Beginning in 2012, we will expand this effort to all counties in South Carolina.

In those counties where no festival or fair is held during this timeframe, we will create an event by having the SCTours Bus set up at a prominent local landmark. We will also use these events to anchor local media relations efforts.

# Conclusion

In addition to the voter education campaign outlined here, the SEC will also conduct intensive training on the new requirement with county voter registration and elections office staff. In turn, we will provide these officials with materials, and where needed, assist in the training of local pollworkers to make them fully aware of the procedures for instituting the photo identification requirement on Election Day. As elections are held throughout the state, SEC staff will be available to assist in any problems which may arise in regards to the new requirement, to provide support to local officials, and answer questions from all voters.

All SEC efforts will be focused on ensuring every South Carolina voter is aware of the new requirements and procedures, as well as their options for obtaining proper identification prior to all elections in 2011-2012.

P.O. Box 5987 Columbia, SC 29250-9862 EVERY VOTE MATTERS, EVERY VOTE COUNTS. Presorted Standard mail U.S. Postage Paid Columbia SC

Permit ####

Postal Barcode here Brian Leach 2221 Devine Street, Suite 105 Columbia, SC 29205

(Detach Here)

# South Carolina Photo Identification Requirements

Brian Leach 401234567



You have been identified as a voter who may not have a SC driver's license or ID card issued by Department of Motor Vehicles. Free ID cards are available at DMV, and photo voter registration cards will be available at your county voter registration and elections office beginning in mid-October.

Please check one of the options below and return this card.
☐ I have a current
<ul> <li>SC driver's license or identification card issued by DMV</li> <li>military identification card issued by the federal government</li> <li>passport</li> </ul>
☐ I do not have a current photo ID.
Please complete and return the attached postage paid card within 30 days.

# South Carolina Photo Identification Requirements

Voting in SC now requires one of the following forms of photo ID:

- SC Driver's License
- SC ID Card issued by the Department of Motor Vehicles \*
- SC Voter Registration Card with photo\*\*
- Military ID issued by the federal government
- Passport

If you already have a photo ID, you are ready to vote. Be sure to bring your photo ID with you to your polling place.

For more information visit sevotes.org

- \* Now available free of charge from DMV for persons age 17 and older
- \*\* Photo VR cards will be available from your county voter registration and elections office in mid-October.

(Detach Here)

No Postage Necessary If Mailed In The United States

# **BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO.3386 COLUMBIA SC

POSTAGE WILL BE PAID BY ADDRESSEE

Inhibition billion bil



# **NEW PHOTO ID REQUIREMENTS NOW IN EFFECT**

# **Poll Managers Handbook Supplement – (Insert Date)**

Some rules and procedures found in this handbook are no longer accurate. Please familiarize yourself with the important changes in this supplement before exercising your duties as a poll manager on Election Day.

# **ID** Required to Vote

Voters must present one of the following current (not expired) and valid photo IDs to vote:

- S.C. Driver's License
- ID Card issued by S.C. DMV
- S.C. Voter Registration Card with photo\*
- Military ID issued by the federal government
- Passport

**Purpose of ID** – To confirm the person presenting himself to vote is the voter on the poll list. The poll manager must compare the photo on the ID to the person presenting himself to vote and verify the photo is of that person. If the poll manager disputes the photo is that of the person, then the voter casts a provisional ballot.

**Address on ID** – The address listed on the ID does not have to match the voter's address on the voter registration list. If the address on the ID differs from the address on the voter registration list, follow procedures on page 10 under "Presentation of Identification", #2.

**Voters without ID** – If a voter has no valid ID, the poll manager must ask,

- "Is there something beyond your control keeping you from getting one of these IDs?"
- "Do you have a religious objection to being photographed?"

If voter answers "yes" to either question – voter must be allowed to cast a provisional ballot after completing affidavit on back of provisional ballot envelope. Poll manager provides voter with "Notice of Provisional Ballot Hearing."

If voter answers "no" to both questions – voter must be allowed to cast a provisional ballot. Poll manager must notify voter that his ballot will not count unless he provides proper ID to the county election commission no later than the provisional ballot hearing. Poll manager provides voter with "Notice of Provisional Ballot Hearing."

**Affidavit** – The affidavit for voters with reasonable impediments to obtaining ID and voters with religious objections to being photographed is now located on the back of the provisional ballot envelope. Additional procedures for issuing provisional ballots are found on page 16 under "Challenge by Managers (Provisional Ballots)."



<sup>\*</sup>Photo VR cards available beginning (insert date).