

WHAT GOES WHERE?

Closing of Polls-Election Returns

Unused Ballot Box #4- (Metal Box)

- Used Seal Bag with ALL used Seals
- All Unused Seals
- Locks and Seals form (3 pages)
- Register of Official Ballots/Ballot & Seal Certificate
- Verity Duo Standalone Ballot & Seal Certificate (found inside Duo upon Opening)
- Verity Scan Ballot & Seal Certificate (found inside Scan upon Opening)
- All UNUSED ballot paper (include Emergency Ballots)
- Spoiled Ballots Envelope [include Register of Spoiled Ballots (orange copy) and any Spoiled Ballots]
- Unused/Thrown Out Ballot Envelope (include Register of Unused Ballots and any defective/damaged/unusable ballots that are not Voter error)
- Cancelled Mail Ballot Envelope (include Request to Cancel Ballot by Mail for EACH cancellation AND Cancelled Mail Ballots)
- Emergency Kit (if NOT used):
 - Emergency Ballots
 - List of Voters Who Voted Early
 - Official List of Registered Voters (Emergency Use)
 - UNUSED Combination Forms (Emergency Use)
 - Stamp Pad & "Voted" stamp (Emergency Use)
 - UNUSED Tally Books (Emergency Use)

Voted Ballot Box #3- (Gray Wheeled Bag)

- All Voted Ballots (except Provisional)
- Returns Sheet (blue copy)
- Non-Emergency Ballots(if used), clipped to Non-Emergency Tally Book #3(if used)
- Emergency Voted Ballots (if used)
 - All Voted Emergency Ballots, clipped to Emergency Tally Book #3 (if used)
 - Emergency Tally Book #3 (if used-For Emergency Only)
 - Blue Copies of Combination Forms (if used for Emergency Only)

Provisional Ballot Bag (Green Bag)-

- All voted Provisional Ballots folded inside Secrecy and Green Affidavit Envelope
- Blue Copy of Combination Form (if used-Provisional Voters NOT found on Poll Pad)

NOTE: White copy of List of Provisional Voters (if used) goes in Gray Envelope #4 to Voter Registrar.

Supply Bag

- All unused forms (not unused ballots)
- Supplies
- Envelope(s) with Keys

White Return Envelope(s) #1-Party Chairs (Primary) or Judge James Liska (General)-

- Election Results Tape (from Verity Scan)
- Return Sheet (white copy)
- Non-Emergency Tally Book #1 (if used-For Non-Emergency Only)
- Emergency Tally Book #1(if used-For Emergency Only)

Yellow Return Envelope #2-General Custodian (Donna VanWay)-

- Election Results Tape (from Verity Scan)-put in Daily Device Reports Envelope that goes inside the Main Envelope (large, white envelope)
- Notice of Number of Voters Who Have Voted (yellow copy)
- Statement of Compensation Forms (white & yellow copies)
- Oaths of Assistants & Oaths of Interpreters (front/back)
- Return Sheet (yellow copy)
- List of Provisional Voters, if any (yellow copy)
- Main Envelope (large white), with Daily Device Reports Envelope and Spoiled Ballot Log-(white original)
- Notices of Defective Delivery, if any (voter will provide)
- Notice of Cancelled Mail Ballot, if any (voter will provide)
- Online Poll Worker Training Certificates
- Poll Watcher Certificates
- Combination Form (yellow original)-For Provisional Voters NOT found on Poll Pad
- Non-Emergency Tally Book #2 (if used-For Non-Emergency Only)
- Emergency Tally Book #2 (if used-For Emergency Only)

Pink Return Envelope #3-Precinct Presiding Judge(s)

- Printout(s) of Results Tape (from Verity Scan)
- Statement of Compensation Form (pink copy)
- List of Provisional Voters, if any (pink copy)
- Combination Form (pink copy)-For Provisional Voters NOT found on Poll Pad

Gray Return Envelope #4-Voter Registrar (Deanna Atkinson)-

- Statements of Residence, if any (white cardstock)
- List of ID Voters (gray original)
- Registration Omissions List (gray original)
- List of Provisional Voters, if any (white original)
- Combination Form (gray copy)-For Provisional Voters NOT found on Poll Pad