



Ballot Box Transfer

Early Voting Chain of Custody Record

Election: <i>General; Joint</i>	Blue Ballot Box Asset Tag: <i>BBBX0982</i>	Departure Date: <i>10/21/24</i> Time: <i>10:15</i> AM/PM
Vote Center #: <i>E0004</i>	VC Name: <i>ETWH</i>	Arrival Date: <i>10-21-24</i> Time: <i>10:20</i> AM/PM

Section 1 – Completed by Ballot Box Transfer Team

If **NO FULL** Blue Ballot Boxes in vehicle, all Ballot Box Transfer Team members enter Vote Center

If **FULL** Blue Ballot Box in vehicle, 1 team member enters Vote Center, 1 remains with vehicle

Upon entering the Vote Center, locate the Presiding Election Officer (PEO), show them your badge & tell them you're here to collect the full Blue Ballot Box & deliver an empty Blue Ballot Box

Section 2 – Completed at Vote Center (check each item as it is completed)

<input checked="" type="checkbox"/>	PEO: Record the Public Count that is currently shown on Vote Tabulator →	<i>18</i>
<input type="checkbox"/>	Key Custodian: Locate Door #1 on Vote Tabulator, remove red padlock using small key	Unlocked Padlock #
<input type="checkbox"/>	PEO: Unlock and open Door #1 using red tab key	
<input type="checkbox"/>	PEO: Close lid flaps on the full Blue Ballot Box and remove the box from Vote Tabulator	
<input type="checkbox"/>	PEO: Look inside Door #1, retrieve any voted ballots that fell outside Ballot Box, and place inside Ballot Box	
<input type="checkbox"/>	Key Custodian: Lock the yellow lock on the full Blue Ballot Box using yellow key	
<input type="checkbox"/>	PEO: Lock silver lock on the other end of the full Blue Ballot Box using red tab key	
<input checked="" type="checkbox"/>	PEO: Open replacement Blue Ballot Box, inspect & verify it is empty, then close lid flaps	
<input checked="" type="checkbox"/>	PEO: Place empty replacement Blue Ballot Box inside Door #1 of the Vote Tabulator and open lid flaps	
<input checked="" type="checkbox"/>	PEO: Re-lock Door #1 using the red tab key	
<input checked="" type="checkbox"/>	PEO: Place red padlock on Door #1 & lock; <i>if padlock replaced, record new padlock # if padlock NOT replaced, write "N/A"</i>	
<input type="checkbox"/>	PEO: Place a Blue Zip Seal on one end of the full Blue Ballot Box & record seal #	
<input type="checkbox"/>	PEO: Place a second Blue Zip Seal on the other end of full Blue Ballot Box & record seal #	
<input type="checkbox"/>	PEO: Release the sealed full Blue Ballot Box to the Ballot Transfer Team	

Key Custodian	Print	Signature	Date:
			Time: AM/PM
Presiding Election Officer	<i>Valerie M. Hutchins</i>	<i>Valerie M. Hutchins</i>	Date: <i>10-21-24</i> Time: <i>10:20</i> AM/PM

<input type="checkbox"/>	Remove Pink copy of this form and hand over to Key Custodian
<input checked="" type="checkbox"/>	Remove Yellow copy of this form and place in Blue Document Bag
<input checked="" type="checkbox"/>	Hand over White copy of this form to Ballot Box Transfer Team

Section 3 – Completed at Central Count Station

<input type="checkbox"/>	Verify Blue Zip seal numbers on the full Blue Ballot Box match Blue Zip seal numbers listed in Section 2.		
Ballot Box Transfer Team Member	Print <i>M. Matthews</i>	Signature <i>M. Matthews</i>	Date/Time <i>10/21/24 10:30 AM</i>
Central Count Personnel	Print <i>Michelle Lee</i>	Signature <i>M. Lee</i>	Date/Time <i>10/21/24 10:30</i>

White – Central Count Station

Yellow – Presiding Election Officer

Pink- Key Custodian