

Closing Procedures

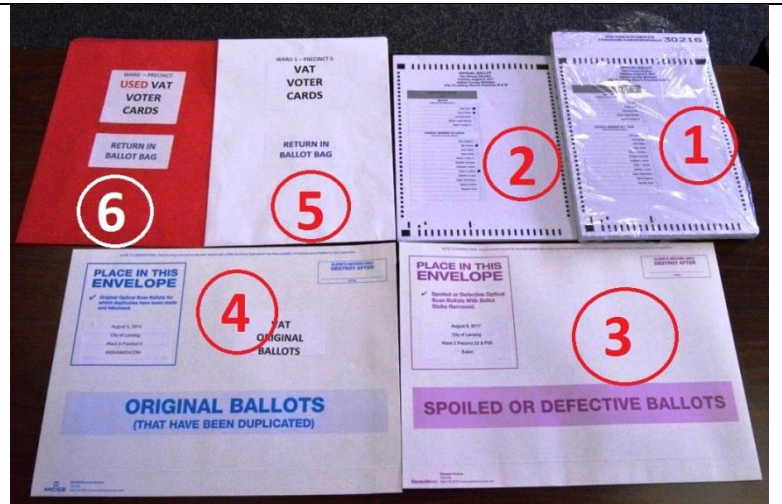
Steps to Sealing Ballot Bag After Election Polls Close

Confirm that all contents are inside the ballot bag

Place **ONLY** the following items in the ballot bag:

1. All unused ballots
2. All voted ballots except provisional envelope ballots
3. The Envelope for Spoiled (or Defective) Ballots with any spoiled ballots inside
4. Duplicated Ballot Envelope (only if any ballots were duplicated OR VAT ballots issued.)
5. All unused VAT Voter Cards
6. All USED VAT Voter Cards

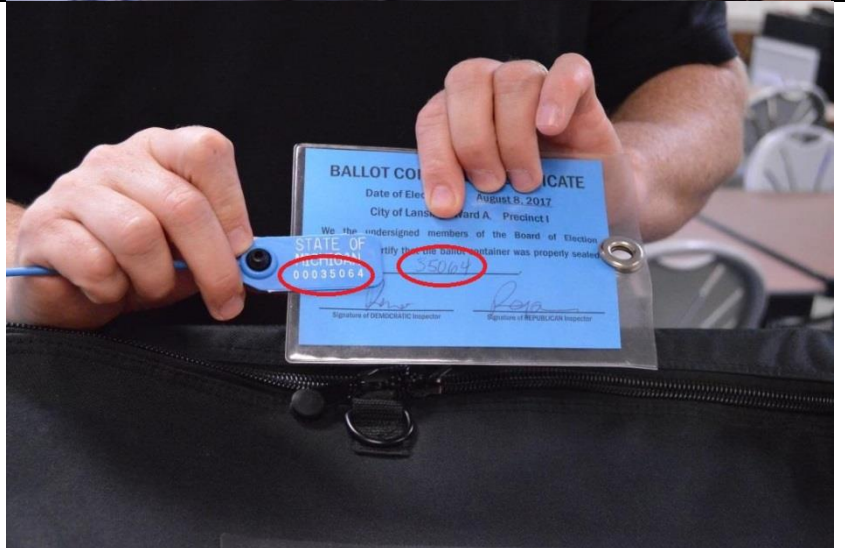
*Remember: if you have to cut the plastic blue seal because something was forgotten, a new seal number needs to be **UPDATED** in Poll Book and Certificate



Zip the bag completely closed



Complete Precinct Transfer Container Certificate with seal number from the blue plastic seal.



Push the two zippers together



Thread the blue plastic seal through the holes on both zippers.



Put the Ballot Bag Certificate onto the blue plastic seal.



8. Thread the blue seal through the hole in the **BACK** of the seal.

Seal should only go through about two to four inches



Conduct a final review. Make sure the two zippers cannot be pulled apart.

If you need to reopen the ballot bag, you will need to record the new seal # on the certificate and poll book page I.

