

**ELECTION DAY Poll Closing / Ballot Accounting
Securing The Ballots - Supplement**



Thank you for completing the Election Day Poll Closing form.

If you have time to complete this Supplement also, your additional input will help us learn more about procedures used for securing the ballots and equipment at the end of Election Day. Please provide as much detail as possible, and add comments if you observe something we have overlooked.

Polling place **location/address**: _____
City/County/State: _____
Precinct number/s: _____

Your **name** (*will not be shared with others except with your express permission*): _____

Organization you are affiliated with, if any: _____
Your **contact** information (*will not be shared with others except with your express permission*): Phone: _____ Email: _____

Procedures observed

Procedures vary depending on the voting system. For example, your jurisdiction may not require writing down the public count number from the face of a voting machine, instead using the tally tape printed from the machine to get the public count figure. For these questions, answer "yes" "no" "not applicable" (if your area does not require it) or "not sure" (if you were not able to observe this procedure).

- ___Y ___N ___ n/a ___? 1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.
- ___Y ___N ___ n/a ___? 1a. If required, poll-worker prints tally tape from each machine.
- ___Y ___N ___ n/a ___? 2. Each machine's serial number is noted on tally sheet (or tally tape printout).
- ___Y ___N ___ n/a ___? 3. For each machine, the election worker carries out a poll-closing process which includes locking out the machine from further voting.
- ___Y ___N ___ n/a ___? 4. Election workers close down the machine case/flaps or carry out other method to lock machine.
- ___Y ___N ___ n/a ___? 5. Once locked down, each machine is sealed.
- ___Y ___N ___ n/a ___? 5a. Are seals numbered?
- ___Y ___N ___ n/a ___? 5b. If yes, are numbers noted on the security form or other seal log?
- ___Y ___N ___ n/a ___? 6. "Cards" or "PEBs" that are used to activate voting machines (both voter cards and supervisor cards) are put away and locked.
- ___Y ___N ___ n/a ___? 6a. Are the cards secured in a sealed container?
- ___Y ___N ___ n/a ___? 6b. If cards are in sealed container, are seals logged?
- ___Y ___N ___ n/a ___? 7. Individual machine public counts are totaled (in public view) *[Answer 8 if voter slips are used. If not, skip to 9.]*
- ___Y ___N ___ n/a ___? 8. Voter certificates are totaled (in public view).

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8a. If voter certificates were not totaled, describe why, or what happened to prevent it (if known): _____

8b. If total number of voter certificates was different from public count total, what did election workers do to investigate the cause? _____

[Answer 9 if roster tally is used.]

___Y ___N ___ n/a ___? 9. Total number of voter signatures is tallied.

9a. If voter signatures were not totaled, describe why (if known) or what happened to prevent it: _____

9b. If total number of voter signatures differs from the public count total, what did election workers do to investigate the cause? _____

Additional comments on any of the above procedures:

Poll Closing - timing:

___Y ___N ___? 10. Did the election workers wait to initiate poll-closing process after the last voter has voted? If no, when did they start?

___Y ___N ___? 11. Did the election workers finish counting, reconciling and reporting –including reporting discrepancies found, if any—before putting away materials and closing equipment? If no, describe what you observed:

The Verified Voting Foundation thanks you for your participation in this Early Voting Observation project, part of the Election Transparency Project. Note: electronic copy of documents and/or photos, video and other media documentation are welcome. Please send to observer@verifiedvoting.org if you have relevant materials.