



# Staffed Mail Ballot Drop-Off Ballot Security Log

2024 Presidential Primary Election

Held On Tuesday, March 05

Poll ID:            Drop-Off Location:

**Mail Ballot Drop-off Location Check List - To be completed by the Ballot Security Team for EVERY stop.**

- 1) Are there ballots in the vehicle?
  - No - Both Ballot Security Team members enter the Drop-off location.
  - Yes - One Ballot Security Team member enters the Drop-off location, one remains behind, outside the vehicle.
- 2) Locate the Facility Contact and begin the following steps :
  - a) Pinpoint the Yellow Ballot Box/Boxes - Are there ballots present inside the box?
    - No - No pick up is necessary, complete line b, and check in with dispatcher.
    - Yes – Complete line b and then perform the “Ballot Box Check-In” section.
  - b) Arrived on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm.

**Ballot Box Check-In** – Once the section below is complete, continue to the “Ballot Security Team & Facility” section.

- 1) Retrieve box seals from the facility contact & fill out information on the box seal.
  - a) If missing/lost, use box seals located in your Ballot Security Notebook
- 2) Place box seal over the ballot slot section of the box & record the last 3 digits of the serial numbers below: **(For more than 2 boxes, use an additional Ballot Security Log for this location)**

Boxes Picked Up	Seal Serial Number 1	Seal Serial Number 2	Office Use Only	
			Match	No Match
Yellow Ballot Box 1	_____	_____		
Yellow Ballot Box 2	_____	_____		
Yellow Ballot Box 3	_____	_____		

**Complete the section below for EVERY stop, WITH the Facility Contact**

- 1) We verify that \_\_\_\_ Yellow Ballot Box/Boxes were picked up from \_\_\_\_\_ on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm.

\_\_\_\_\_  
Facility Contact Printed Name

\_\_\_\_\_  
Ballot Security Team Member Printed Name

\_\_\_\_\_  
Facility Contact Signature

\_\_\_\_\_  
Ballot Security Team Member Signature

- 2) Build a new Yellow Ballot Box.
  - a) Ask the facility contact for a box seal or retrieve one from the BST Notebook.
  - b) Fill out the box seal & place it on the designated area located on the side of the new Yellow Ballot Box.
- 3) Gather all materials and carry fully sealed Yellow Ballot Box/Boxes to the vehicle. Check in with dispatcher and proceed to your next stop.

Once all stops are completed, drive to 777 E. Rialto Ave, San Bernardino, CA 92415. Upon arrival, proceed to the Ballot Check-In Team with all ballot boxes picked up.

**Registrar of Voters Check-In - Completed by the Ballot Check-In Team and Ballot Security Team**

- 1) Verify the Ballot Box seal serial numbers and mark the corresponding box in the “**Office Use Only**” section above.
- 2) We verify that \_\_\_\_ Yellow Ballot Box/Boxes were delivered to the ROV on \_\_\_\_\_ (Date) at \_\_\_\_\_ am/pm and that the Yellow Ballot Box/Boxes were not tampered with. All serial numbers on the Yellow Ballot Box/Boxes seals were verified and match the serial numbers on this form.

\_\_\_\_\_  
Ballot Check-In Member Printed Name

\_\_\_\_\_  
Ballot Security Team Member Printed Name

\_\_\_\_\_  
Ballot Check-In Member Signature

\_\_\_\_\_  
Ballot Security Team Member Signature