



# Unstaffed Mail Ballot Drop Box Ballot Security Log

2024 Presidential Primary Election

Held On Tuesday, March 05

Drop-Off Location: «Location\_Name»

Poll ID: «Poll\_Id»

Unique ID: «Unique\_ID»

**Unstaffed Mail Ballot Drop Box Check List – To be completed by the Ballot Security Team for EVERY stop.**

- 1) Locate the Mail Ballot Drop Box and park as close as possible.
- 2) Inspect the box for damage/graffiti.
- 3) Note your arrival time: \_\_\_\_\_ am/pm and the Unique ID \_\_\_\_\_ (located on the drop box).
- 4) Open the Mail Ballot Drop Box, pull out the white tote and check for any envelopes.
- 5) If none skip to highlight. If any close the Mail Ballot Drop Box and retrieve a Yellow Mail Ballot Box.
  - a. Build a Yellow Mail Ballot Box
  - b. Fill out two Ballot Box Seals (**Recheck that the name/address on the seal match the location and this form**)
  - c. Place one seal on the side of the box
- 6) Reopen the Mail Ballot Drop Box, place any items into the Yellow Mail Ballot Box
- 7) Close the Mail Ballot Drop Box, ensure the bottom door is locked and top slot is opened.
- 8) Seal the Yellow Mail Ballot Box over the ballot slot section of the box & record the last 3 digits of the serial numbers below: (**For more than 4 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	«Serial_1»«Serial_2»_____ _____	«Serial_1»«Serial_2»_____ _____		
Yellow Ballot Box 2	«Serial_1»«Serial_2»_____ _____	«Serial_1»«Serial_2»_____ _____		
Yellow Ballot Box 3	«Serial_1»«Serial_2»_____ _____	«Serial_1»«Serial_2»_____ _____		
Yellow Ballot Box 4	«Serial_1»«Serial_2»_____ _____	«Serial_1»«Serial_2»_____ _____		

**Complete the section below after collecting the boxes, but before leaving the stop. Enter "0" if none.**

- 1) We verify that \_\_\_\_\_ Yellow Ballot Box/es were created on \_\_\_\_\_ (Date) from the unstaffed drop box located at \_\_\_\_\_. Our departure time is \_\_\_\_\_ am/pm.

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

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

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

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

- 2) Gather all materials and carry Yellow Ballot Box/Boxes to the vehicle.
- 3) Call the Dispatch Desk 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