

Ballot Retrieval Team Chain of Custody Record

Ballot Drop Box Name/#:	Date:
Retrieval Team Member 1:	Retrieval Team Member 2:
Transfer Box/ Bag #:	Additional Transfer Box/Bag #:

Time of Arrival: <input type="checkbox"/> AM <input type="checkbox"/> PM	Initials:	PLACE USED SECURITY SEAL
Security Seal Intact: <input type="checkbox"/> YES <input type="checkbox"/> NO	Initials:	
Remove security seal and record seal #:		

<input type="checkbox"/> Inspect ballot drop box for any signs of tampering or vandalism. <input type="checkbox"/> Unlock the access door and remove ballots. <input type="checkbox"/> Transfer ballots to ballot transfer box or bag. <input type="checkbox"/> Inspect inside of drop box for ballots that might be leaning against or stuck to the wall. <input type="checkbox"/> Inspect drop box area to ensure no ballots have fallen on the ground. <input type="checkbox"/> Seal the ballot transfer box or bag. <input type="checkbox"/> Record the transfer box or bag seal number(s). Seal #: _____ Seal #: _____ Seal #: _____ Seal #: _____	
<input type="checkbox"/> Verify access door is closed and locked (checked by both team members). <input type="checkbox"/> Place new security seal on door. <input type="checkbox"/> Record new security seal placed on door: Seal #: _____	
<input type="checkbox"/> Load transfer containers into vehicle. <input type="checkbox"/> Record new door security seal and transfer security seal numbers on the ballot retrieval log.	

All procedures completed and recorded: <input type="checkbox"/> YES <input type="checkbox"/> NO	Initials:
Service Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Notes:
Time of Departure: <input type="checkbox"/> AM <input type="checkbox"/> PM	Initials: