



## Inspector Report for Early Voting Ballot Board Meeting

**Political Subdivision Inspected:** \_\_\_\_\_  
(Name of City, School, County, or other)

**Date of Election:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**Type of Voting:** ☐ Paper ☐ Optical Scan

**Instructions:** Answer all questions Y, N, Not/Observed, or Not/Applicable, unless otherwise indicated.

### PAPERWORK: Did officials have...

1. Early voting poll list? (Y or N)

2. Jacket Envelopes containing applications, carrier envelopes, and other accompanying information? (Y or N)

3. List of Declared Write-In Candidates, if any. (Y, N or N/A)

4a. Envelope #1? (Y or N)

4b. Envelope #2? (Y or N)

4c. Envelope #3? (Y or N)

4d. Envelope #4? (Y or N)

### MISCELLANEOUS:

5. How many members did the early voting ballot board consist of? (Provide number)

6. When were the early voting ballot materials delivered to the early voting ballot board?  
(Provide time/estimation)

7. Did the early voting ballot board/signature verification committee meet prior to election day to qualify the early voting ballots? (i.e., to compare the signature on the application for a ballot by mail with the signature on the carrier envelope.) (Y or N)

8. In counties with over 100,000 population using electronic voting- did the EVBB begin counting ballots before election day? (Y, N or N/A)

### PROCEDURES:

9. Were the early voting ballot boxes delivered with two locks and a numbered wire seal?  
(Y, N or N/A, if ballot boxes were not used)

10. If the ballots were not pre-qualified the day/night before meeting, did the ballot board members compare signatures properly? (Y, N or N/A)

11. Did the ballot board review each application to ensure it was a valid application? (Y or N)

12. If you answered no to #10 or #11, what were the procedures? (Provide explanation below.)

13. Once the ballots were qualified, did the ballot board open the carrier envelopes, remove the ballot envelopes, and then deposit the unopened ballot envelopes into a ballot box? (Y or N)

14. If you answered no to #13, what procedure were used? (Provide explanation below.)

15. Once qualified, was the voter's name entered on the early voting poll list? (Y or N)

16. Were the applications, carrier envelopes, and accompanying papers put back in the voter's jacket envelope? (Y or N)

17. Did the ballot board make sure there were at least 10 ballots in the ballot box before removing ballots from the ballot envelope and COUNTING the ballots? If not, please explain below. <i>(Y or N)</i>	
18. Were the completed Affidavits and Statements of Residence placed in Envelope Number 4 or another container designated for the county voter registrar? <i>(Y, N or N/A)</i>	
19. Were ballots rejected if the carrier envelopes were marked "Statement Enclosed" and did not contain the "Statement of Residence"? <i>(Y, N or N/A)</i>	
20. If the statement of residence was not found in the carrier envelope, did the board open the ballot envelope at that time to confirm it was not enclosed with the ballot? <i>(Y or N)</i>	
21. Were ballots rejected if the list of registered voters had "ID" marked next to the voter's name and no copy of ID (or no completed Notice to Voter Who Must Provide ID) was enclosed? <i>(Y or N)</i>	
22. If no ID was enclosed in the carrier envelope, did the board open the ballot envelope at that time to confirm a copy of ID or completed Notice was not enclosed with the ballot? <i>(Y or N)</i>	
23. Were poll watchers present? <i>(Y or N) ) If not wearing a nametag please write in comment section number 25.</i>	
24. Were there any problems with poll watchers? <i>If yes, explain in the comments section of this report or attach another page.</i>	
25. Explanations:  #12 _____ _____ _____ #14 _____ _____ _____ #23 _____ _____ _____ #24 _____ _____ _____ _____	
26. Provide specific information concerning any unusual activity personally observed by you. _____ _____ _____	
<p><b>This report is true and correct to the best of my knowledge and is an accurate report as observed.</b></p> <p><b>Date:</b> _____ <b>Signature of Inspector:</b> _____</p>	