

ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
<input type="checkbox"/> #1A Green Envelope	<input type="checkbox"/> Provisional ballot envelopes <input type="checkbox"/> Provisional ballot logs	Enter number of envelopes enclosed. Sign Certification. Seal with label – 2 signatures.
<input type="checkbox"/> #1B Green Envelope	Only used if a court order extends voting hours past 7:00 PM. Otherwise, return unsealed and unmarked. <input type="checkbox"/> Provisional ballot envelopes with box #3 checked (during court-ordered hours) <input type="checkbox"/> Provisional ballot logs with top right checkbox checked	If unused – return empty, unmarked, and unsealed. If used – seal with label (2 signatures).
<input type="checkbox"/> #2 Blue Pouch	<input type="checkbox"/> Election Officer Oath <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Statement of Results – A (original) <input type="checkbox"/> Statement of Results – B (copy) <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Hand Count Report <input type="checkbox"/> Chief's Notes <input type="checkbox"/> Precinct Data Sheet <input type="checkbox"/> Comment/Complaint Forms (submitted by voters) <input type="checkbox"/> Equipment password cards	Seal with BLUE plastic tab seal (numbered side up). Do not use tape or sticky labels. Do not write on plastic windows!
<input type="checkbox"/> #2A Brown Envelope	<input type="checkbox"/> Printed Return Sheet (yellow) with tapes	Seal with label – 2 signatures.
<input type="checkbox"/> #4 Brown Envelope	<input type="checkbox"/> Spoiled ballots <input type="checkbox"/> Voided ballots <input type="checkbox"/> Surrendered absentee ballots	Seal with label - 2 signatures.
<input type="checkbox"/> #7 Orange Pouch	<input type="checkbox"/> Seals cut from cart and machines <input type="checkbox"/> Keys for equipment (on red and black wristbands) <input type="checkbox"/> Key for gray cart (on blue lanyard) <input type="checkbox"/> Lost IDs, drivers licenses, etc. <input type="checkbox"/> Backup iSync drive/envelope	Seal with RED plastic tab seal (numbered side up). Do not use tape or sticky labels.
<input type="checkbox"/> #8 White Envelope	Used (filled-in) forms: <input type="checkbox"/> Voter Registration Applications <input type="checkbox"/> Affirmations of Eligibility <input type="checkbox"/> Requests for Assistance <input type="checkbox"/> ID Confirmation Statements <input type="checkbox"/> Report of Death of Registered Voter <input type="checkbox"/> Voter Referral Worksheets (yellow) <input type="checkbox"/> Election Officer Applications <input type="checkbox"/> Authorized representative forms <input type="checkbox"/> Request to Cancel Voter Registration	Seal with label – 2 signatures. Unused/blank forms should be returned in the Blue Bag. Do not mix filled-out forms with blank forms.
<input type="checkbox"/> EO Envelope	<input type="checkbox"/> Election Officer Evaluation Form	Seal if desired.
Other Items	<input type="checkbox"/> Unused ExpressVote cards in brown envelope (do not bend or seal) <input type="checkbox"/> Unused provisional envelopes & provisional notices <input type="checkbox"/> Small blue pencil case with clips, scissors, pens, Post-its, mini-stapler, black marker, moistener bottle, etc. <input type="checkbox"/> Magnifying glass <input type="checkbox"/> Magnifying sheet <input type="checkbox"/> Code of Virginia law book <input type="checkbox"/> Backup paper pollbook and count sheet <input type="checkbox"/> Dual polling places only – Maps and Signs <input type="checkbox"/> Voter permit cards <input type="checkbox"/> Small clippers/pliers for cutting seals (in small pouch) <input type="checkbox"/> Chief/Assistant Chief badges with ribbons <input type="checkbox"/> Any unlisted items, such as “lost and found” items	Put the precinct number on “lost and found” items so we can try to get things back to their owners.