

# REQUIRED SIGNATURE CHECKLIST

**All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.**

☐ Election Officer Oath

All officers sign this form during opening.  
The Chief must sign at top and bottom.

☐ Compensation Sheet

All officers sign this form during opening.  
Note split shifts and late arrivals.

**All officers staying for closing procedures must sign these items (i.e. Collector Officers and any officers who leave early will not sign.). Any officer who does not sign will be contacted and required to come to the elections office to sign.**

☐ SOR – A (original)

All officers sign after polls close.

☐ SOR – B (copy)

All officers sign after polls close.

☐ Printed Return Sheet (yellow)

All officers sign after polls close.

☐ #3 Yellow Label:  
Counted Ballots

All officers sign after polls close.  
(Required for each box of voted ballots)

**Some officers must sign these items during closing procedures.**

☐ Voting machine tapes

Two officers sign each section.

☐ #1A green envelope  
(Provisional ballots)

Two officers complete and sign the back of the envelope and sign a label used to seal the envelope.

☐ #2A envelope  
(Printed Return Sheet, yellow)

Two officers sign a label used to seal the envelope.

☐ #4 envelope  
(Spoiled/voided ballots)

Two officers sign a label used to seal the envelope.

☐ #6 seal for cardboard box  
(Unused ballots)

Two officers sign a label used to seal the box.

☐ #8 envelope  
(Voter forms)

Two officers sign a label used to seal the envelope.