

CLOSING PROCEDURES

SECURING UNVOTED BALLOTS



1. Return unused (blank) ExpressVote cards

STOP! Do not mix voted and unvoted ballots.

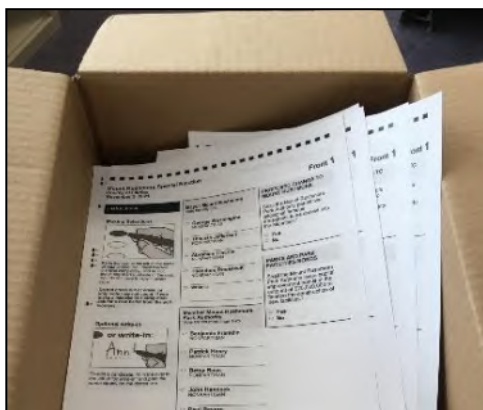
Keep the boxes for packing voted and unvoted ballots SEPARATE.

- ☐ Put all unused ExpressVote cards back in their brown envelope.
- ☐ Put the brown envelope in the **black rolling kit**.
- ☐ Try not to bend cards so they can be used in future elections.



2. Count unused ballots

- ☐ Count and write down the number of unopened ballot packs. You don't have to open sealed boxes that were never opened during the day. Use the label information to determine number of ballots inside. Assume each pack contains 100 ballots.
- ☐ Count and write down the number of unused ballots remaining in the last pack(s) you opened.
- ☐ These numbers are needed to complete **Statement of Results**.



3. Box and seal unused ballots

- ☐ Place all UNUSED ballots in cardboard boxes. Loose ballots can be added to an opened box containing sealed packs.
- ☐ Use opened box(es) in which ballots had been delivered.
- ☐ Seal the box flaps with clear tape.



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4. Seal cardboard box with red tamper tape

- ☐ Wrap red tamper tape around the box, completely circling the box in both directions.
- ☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.



5. Attach blue #6 Unused Ballots labels

- ☐ Use clear tape to attach a blue **#6 Unused Ballots** label to one side and a second blue **#6 Unused Ballots** label to one end of each box.
- ☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.
- ☐ Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).

6 UNUSED BALLOTS

County of Fairfax
NOVEMBER 2, 2021

Officer _____

Officer _____

6. Attach white peel-off signature label

- ☐ Place the small white #6 peel-off signature label across the box top flaps – two officers must sign.



7. Put boxes in the right places

- ☐ Return any empty boxes to the gray supply cart. Break them down and lay them flat.
- ☐ Put sealed boxes with materials to be loaded in the Chief's car.

