



The Early Voting Ballot Board (EVBB) presiding judge oversees the transfer of election materials from the early voting clerk. This checklist, used with the required notices and receipts, ensures all legal and security requirements are met, chain of custody remains secure, and every ballot box is properly accounted for.

Election Name:	Date of Election:
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Notice and Receipt for Delivery

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Confirm with the early voting clerk that the [Notice of Delivery of Ballots Voted by Mail](#) (Form 10-3) and/or [Notice of Delivery of Early Voting Balloting Materials](#) (Form 10-4) was posted at the main early voting polling place at least 24 hours before this delivery

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For the general election for state and county officers, verify with the early voting clerk that the county chair of each political party with a nominee on the ballot was notified at least 24 hours before this delivery

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Inspect each ballot box to ensure all seals are intact, cross-referencing the seal serial numbers with the [Ballot Transmittal Form for Early Voted Ballots](#) (Form 10-6).

- **If the numbers match:** The EVBB presiding judge will sign the [Receipt of Sealed Early Voting Ballot Box\(es\)](#) (Form 10-5).
- **If a discrepancy exists:** The EVBB presiding judge must still accept the ballot box but document the specific issue(s) (such as broken seals or mismatched numbers) on the receipt and in the official EVBB records before signing.

Materials from Authority Conducting the Election

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Poll List of Early Voting by Mail Voters/Voters Voting by Mail Procedure (blank form/roster used to record the names of voters as their mail-in ballots are qualified)

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[Tally Sheets](#) (Form 11-6), if applicable

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[Return Sheets](#) (Form 11-7), if applicable

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Envelopes for distribution of returns and election records

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[Statement of Compensation and Oaths](#) (Form 7-3)

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[List of Declared Write-In Candidates](#) (Form 3-5), if applicable

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[List of Voters Indicated as ID Voters](#) (Form 7-95)

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[Envelope for Rejected Early Voting Ballots](#) (Form 10-23)

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[Notice of Rejected Ballot](#) (Form 10-22) (must be completed for any ballot rejected by the EVBB)

Materials from Early Voting Clerk

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Sealed ballot boxes (verified via [Ballot Transmittal Form for Early Voted Ballots](#) (Form 10-6) and acknowledged via [Receipt of Sealed Early Voting Ballot Box\(es\)](#) (Form 10-5))



Materials from Early Voting Clerk

- ☐ Ballot box keys¹ (if the election requires hand-counting)
- ☐ Jacket envelopes (containing ballots voted by mail and the corresponding applications)
- ☐ [Affidavit of Provisional Voter](#) (Form 9-5)
- ☐ Early Voting List of Registered Voters (containing permanent and mailing addresses)
- ☐ [Early Voting List of Provisional Voters](#) (Form 9-3)
- ☐ Information on corrective forms and [Notice of Carrier Defect Issued by the Early Voting Clerk \(Defective Carrier Held at the Early Voting Clerk's Office Awaiting Correction\)](#) (Form 6-15)

Materials from Voter Registrar

- ☐ [Provisional Voters Appearing to Voter Registrar During Cure Period and Instructions](#) (Form 21-60)

Note: In an election in which ballots will be *counted electronically* at the central counting station (CCS), the key and unopened ballot box should be delivered to the CCS at the direction of the CCS presiding judge and not to the EVBB. The law prohibits the EVBB presiding judge from opening the early voting by personal appearance ballot boxes containing ballots that are to be counted by automatic tabulating equipment at a CCS. If accessible voting equipment (such as direct recording electronic equipment) or precinct count optical scan equipment was used for early voting, the EVBB should not process the early voting by personal appearance ballot boxes or voting machines.

¹ The custodian of the key to the second lock on the ballot boxes containing early voting ballots voted by personal appearance must deliver his or her key to the presiding officer of the EVBB at his or her request if the EVBB will be hand counting personal appearance ballots.