

# 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.**

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|---|--|
| <input type="checkbox"/> <b>Election Officer Oath</b> | <u>All</u> officers sign this form during opening. The Chief must sign at top <u>and</u> bottom. |
| <input type="checkbox"/> <b>Compensation Sheet</b>    | <u>All</u> 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.**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>SOR – A (original)</b>                   | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> <b>SOR – B (copy)</b>                       | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> <b>Printed Return Sheet (yellow)</b>        | <u>All</u> officers sign after polls close.   |
| <input type="checkbox"/> <b>#3 Yellow Label:<br/>Counted Ballots</b> | <u>All</u> officers sign after polls close.<br>(Required for each box of voted ballots) |

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

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|--|--|
| <input type="checkbox"/> <b>Voting machine tapes</b>                           | <u>Two</u> officers sign each section.   |
| <input type="checkbox"/> <b>#1A green envelope</b><br>(Provisional ballots)    | <u>Two</u> officers complete and sign the back of the envelope and sign a label used to seal the envelope. |
| <input type="checkbox"/> <b>#2A envelope</b><br>(Printed Return Sheet, yellow) | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> <b>#4 envelope</b><br>(Spoiled/voided ballots)        | <u>Two</u> officers sign a label used to seal the envelope.  |
| <input type="checkbox"/> <b>#6 seal for cardboard box</b><br>(Unused ballots)  | <u>Two</u> officers sign a label used to seal the box.   |
| <input type="checkbox"/> <b>#8 envelope</b><br>(Voter forms)                   | <u>Two</u> officers sign a label used to seal the envelope.  |