Precinct

Ballot Record Report

Place in Envelope 2

November 3, 2026

Precinct Training

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the emergency ballot bag? _____

How many unopened ballot **packs** are inside Box #6? _____

Assume that each pack of ballots has 100 ballots. Do you have 1400 ballots? **YES** **NO** If you answered no, call the main office (703) 228-3456.

- ☐ With two officers, **open** and **count** the ballots from the emergency ballot bag.
- ☐ **Record** that number in the column on the far right beside the number 1.
- ☐ With 2 officers, continue to **open, count** and **record** new ballot packs as needed.

3. What to do with spoiled, voided and provisional ballots

a

Spoiled ballots *This is a ballot spoiled by the voter.*

- ☐ Hand the voter a new ballot.
- ☐ Cross off or circle the next number below.
- ☐ Deface and place the spoiled ballot in Envelope #4.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

b

Voided ballots *This is a ballot abandoned by the voter. The voter left without inserting it into the scanner. In a dual primary, use this for when a voter changes primaries after receiving a ballot and before inserting it into the scanner.*

- ☐ Cross off or circle the next number below.
- ☐ Deface and place the voided ballot in Envelope #4.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

c

Provisional ballots *This is only for regular ballots used for a provisional voter. You should use your Provisional Ballot inventory first.*

- ☐ Cross off or circle the next number below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

d

Returned mail ballots

This is a mail ballot that the voter exchanges to vote in person.

- ☐ Confirm that the mail ballot is for the current election.
- ☐ Cross off or circle the next number below.
- ☐ Place the returned ballot in Envelope #4.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

2. Open Packs

Ballot pack #	# of ballots in pack
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Training

Turn page over for End of Day Instructions

4. What to do at the end of the day

Total ballots NOT used

a

Count the number of ballots **not used** in the last pack(s) you opened	+	
Count the total number of unopened ballot **packs** and multiply by 100 *Include all ballots still in Box #6.*	+	
How many total ballots were not used? *Add the two rows above*	→	=

Total ballots used

b

Record the total number of pages cast on the scanner	+	
Record number of spoiled ballots from 3a on the reverse side	+	
Record number of voided ballots from 3b on the reverse side	+	
Record number of provisional ballots from 3c on the reverse side	+	
How many total ballots were used? *Add the four rows above*	→	=

Final review

Add the total number of ballots from section 4a and 4b	→	=
Record the number of ballots printed on the ballot marking device from the close report		-
Subtract the number of ballots printed on ballot marking device from total number of ballots from section 4a and 4b	→	=

Does this number equal 1400? YES NO

c

If you circled no to the question above, check the reason(s) why.

- ☐ There were more or less than 100 ballots in one or more of the packs
- ☐ We don't know why the numbers do not match
- ☐ Additional ballots were delivered on Election Day or reproduced, with permission from the Electoral Board, at the precinct. How many additional ballots were delivered/reproduced? _____
- ☐ Other: Please explain below

Training

Provisional Ballot Record Report

Arlington County
Precinct: Training

General and Special Election

November 3, 2026

Before Polls Open

Enter the number of provisional ballots you received in your Chief's bag on the confirmation line.

	Total Ballots	Initials
Ballots Delivered in Chief's Bag	150	CS/JL /SN
Confirmation		

While Polls Open

Only used in special circumstances. Fill in all boxes. Enter 0 if none.

	Total Ballots	Initials
Delivered By Electoral Board		
Reproduced at Polls		

After Polls Close

Enter ballots printed on the ballot marking machine, ballots that remain unused, and the total ballots used from the back of this form. Enter 0 if none.

	Total Ballots	Initials
Provisionals Printed on BMM		
Provisional Ballots Unused		
Provisional Ballots Used Voted + Spoiled + Void		

Training

Provisional Log Summary

During the day, make a tick mark each time you issue a provisional ballot in the appropriate reason code.
At the end of the day, count the tick marks, total, and record on call in sheet. Return ballots in Envelope 1A

			Tally Marks	Total
Voter's name **IS NOT** on pollbook.	1	**Same Day Registration**		
		Total Same Day Registration		
Voter's name **IS** on the poll-book.	3	**Voting after hours** due to court order		
	4	**Vote by mail** - no ballot to sur-render		
	5	Shown on pollbook as **already voted**		
	6	**Other** (any reason not captured in the other codes)		
		Total Reasons 3 through 6		
	7	**Voter does not have required ID and declined to complete ID Confirmation statement**		
		Total NO ID		
	✵	**Grand Total** (Add All Reasons)		

Training

Ballot Accounting

During the day, make a tick mark each time a voter has an issue with a provisional ballot.
At the end of the day, add Provisional Log Summary + Ballot Accounting to total used ballots, and record on front of form. Return Void and Spoiled Ballots in Envelope 4.

	Tally Marks	Total
Spoiled		
Void		
Total Used		

Precinct Training

I__I

Paperclip tapes above

Place
Election Summary Tape
Here

Statement of Results A

Election Date – November 4, 2026
Election Type – General Election
County/City of - Arlington

Place in Envelope 2

What to do at the beginning of the day

- ☐ **Print 1 zero tape**
- ☐ **Have two officers sign the zero tape**
- ☐ **Place zero tape in Envelope 2B**

What to do at the end of the day

- ☐ **Print Election Summary tapes**
- ☐ **Fill out every page of SOR A and SOR B.**
- ☐ **Staple (1) tapes on the left side of the page**
- ☐ **Fold bottom of tape to fit on SOR**

1	**Voter check in** numbers from the pollbook	
	Total number of voters checked in	
2	**Outside polls** numbers from the pollbook	
	Number of voters checked in who voted outside of the polling place	
3	**Ballots cast** numbers from the Election Summary Tape	
	Number of ballots cast on machine [XXXX]	
	Number of ballots cast on machine [XXXX]	
	Total number of ballots cast	

Training

Statement of Results A continued

4 Does the total number of voters checked in match the number of ballots cast? Check whether the total from box 1 is the same as the total in box 3

___ yes ___ no. If you check no, explain below

_____

_____

_____

_____

_____

_____

5 Collect signatures to certify

For all election officers, read the following statement and sign below.

We hereby certify that:

- **two copies of the Statement of Results are a complete record of this election**

all information entered here is true and correct

1	X	11	X
2	X	12	X
3	X	13	X
4	X	14	X
5	X	15	X
6	X	16	X
7	X	17	X
8	X	18	X
9	X	19	X
10	X	20	X

Training

Machine Problem Report

General and Special Elections

November 3, 2026

Pollbooks and Machines

Chief's Name: _____ Arlington County

Election Official Name: _____ Precinct: Training

Machine Info Include: • All information indicated be sure to: • Check machine type • (SC) Scanner • (BMM) Ballot Marker • (PB) Pollbook • Do Not forget the **Machine Number!!**	**Description of Problem** Include: • Who was using machine? • Machine status • What happened	**Resolution of Problem** Include: • Name of person authorizing you to execute a procedure or • Name of technician/staff member visiting the precinct • What was done & • If the problem was resolved
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		

Training

Machine Info Include: • All information indicated be sure to: • Check machine type • (SC) Scanner • (BMM) Ballot Marker • (PB) Pollbook • Do not forget the **Machine Number!!**	**Description of Problem** Include: • Who was using the machine? • Machine status • What happened	**Resolution of Problem** Include: • Name of person authorizing you to execute a procedure or • Name of technician/staff member visiting the precinct • What was done & • If the problem was resolved
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		
Time error occurred:_____ ☐ PB or ☐ SC or ☐ BMM Serial Number:_____ Public Counter:_____ Protective Counter:_____ Time back in service:_____		

Training

Chief's Election Day Notes:

General and Special Elections

November 3, 2026

Precinct: TRAINING

Training

Training

Results Call-in Sheet

Precinct: Training

Provisional Votes	
Total Number of Reason 1:	
Total Number of Reasons 3 through 6:	
Total Number of Reason 7 "No ID":	

Ballots Cast	
Total number of ballots cast (SOR # 3)	
Total outside the polls voters	

Results	
United States Senate	
Mark R. Warner	
Bert Mizusawa	
Write-In	
Undervote	
Overvote	
US House of Representatives	
Donald S. Beyer, Jr.	
Tony A. Sabio	
Shelly M. Arnoldi	
Tim S. Sharman	
Write-In	
Undervote	
Overvote	
Treasurer	
Kim M. Rucker	
Aasim S. Rawoot	
Write-In	
Undervote	
Overvote	
School Board	
Bethany Z Sutton	
James Vell Rives IV	
Write-In	
Under vote	
Overvote	

County Board (1st Rank)	
Matt de Ferranti	
Audrey R. Clement	
David P. Sisson	
Write-In	
Undervote	
Overvote	
Amendment 1	
Yes	
No	
Undervote	
Overvote	
Amendment 2	
Yes	
No	
Undervote	
Overvote	
Amendment 3	
Yes	
No	
Undervote	
Overvote	
Metro & Transportation	
Yes	
No	
Undervote	
Overvote	

Local Parks & Recreation	
Yes	
No	
Undervote	
Overvote	
Community Infrastructure	
Yes	
No	
Undervote	
Overvote	
Utilities	
Yes	
No	
Undervote	
Overvote	
Schools	
Yes	
No	
Undervote	
Overvote	

Training

Training

Attach here
Election Summary Tape #3 **only**

Commonwealth of Virginia

Printed Return Sheet

General and Special Elections
County of Arlington
Precinct: Training

November 3, 2026

This form must be signed by **all Officers of Election** and placed in **Envelope #2A.**

The Clerk of Circuit Court must make it available for public inspection on the day following the election and for sixty days thereafter.

Machine Numbers:

Scanner(s) _____ _____ _____

Ballot Marker(s) _____ _____ _____

Signatures of Officers of Election:

We hereby certify that the attached machine tapes are a true and correct copy of the election results printed out by the voting machines used in this precinct.

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

Training

Training

Seal & Count Form

General and Special Elections
November 3, 2026

Arlington County

If seal/count numbers do not match at Opening, ***Call immediately- 703-228-3456***		**OPENING** Verify & initial before polls open		**CLOSING** Complete & initial after polls have closed	
Ballot Marker		✓ Verify	Initials	Record Numbers	Initials
Serial Number	1111			1111	
Protective Counter	1111				
Seal Number-Front	1234				
Public Counter	0				
Scanner(s)	Scanner 1	✓ Verify	Initials	Record Numbers	Initials
Serial Number	50112			50100	
Protective Counter	501				
Seal Number - TM	112233				
Seal Number-Front	112234				
Public Counter	0				
Ballot Box Locks	Issued from Office	✓ Verify	Initials		
Main Ballot Box	No AM Seal				
Ballot Box Locks	Record Seal Number inserted by Pct. E.O.	✓ Verify	Initials	Confirm Seal Number after polls close	Initials
Main Ballot Box					

Training

Continue on the other side for Pollbooks and Envelopes

Precinct

Seal & Count Form

General and Special Elections
November 3, 2026

Arlington County

If seal/count numbers do not match at Opening, ***Call immediately- 703-228-3456***		**OPENING** Verify & initial before polls open		**CLOSING** Complete & initial after polls have closed	
Envelopes/Ballot Bag		✓ Verify	Initials	Record Seal Number	Initials
Envelope 2 Seal #	**No AM Seal**				
Envelope 7 Seal #	112235				
Ballot Bag Seal #	112236			**Return Empty-No Ballots!!** **All Ballots in Env. #3 or #6 except Mail Ballots in Blue Bag**	
Blue Drop Box Seal #	**No AM Seal**				
Pollbooks		✓ Verify	Initials	Record Seal Number	Initials
Chief's Pollbook	200			254	
Case Seal Number	112237				
Pollbook Number(s)	113, 114			113, 114	
Case Seal Number	112238				
Pollbook Number(s)					
Case Seal Number					

Training

OPENING - CHIEF'S TASKS

Every Chief has a different set up. Make sure you take time to set up your table election morning.

Supplies from Cart

- ☐ Table (if additional needed)
- ☐ Chairs (if additional needed)

Supplies from Chief's Bag

- ☐ Blue Supply Case
- ☐ Envelopes & Bags
- ☐ Pens

Chief's Tasks

☐ **Welcome Authorized Persons**
List of Persons Permitted in Polling Place in Election Day Guide.
Verify persons are authorized to witness polls open.
Verify Persons are registered voters in Virginia; call main office if needed
Place Authorizations Letters in Maroon Bag 8.

☐ **Administer Oath of Officer of Election**
All workers including Chief sign.
Place Oath in Blue Bag / Envelope 2.

☐ **Pink Check-In Form**
All workers must sign.
Place in Maroon Bag 8.

☐ **Assign Opening Tasks**

☐ **Unlock Precinct Cart**

☐ **Distribute Evacuation Cards**

Once polling place is ready:

☐ **Submit Opening Survey**

☐ **Review Paperwork Checklist (on reverse)**

☐ **Review Accessibility Checklist (on reverse)**

Opening Tasks

Ensure that all of the following tasks are completed by your team of officers. Distribute the instruction sheets to your crew for completion.

- ☐ Chief's Tasks
- ☐ Scanner
- ☐ Ballot Marker
- ☐ Check In
- ☐ Drop Box
- ☐ Reg. Clerk
- ☐ Ballot Table
- ☐ Voting Area
- ☐ Signs & Postings

Setup Chief Table

How you organize your table is your choice. Chiefs have found an L shape works best. Chiefs may want to keep their envelopes and supplies on one table, away from voters, and use the other table to meet with voters and polling place visitors.

(continue on reverse)

Training

OPENING - CHIEF'S TASKS cont.

You or one of your officers should confirm that the items on these checklists have been completed ***once your precinct is ready for voters.***

Paperwork Checklist

☐ **Officer of Election Oath**
Signed by All Election Officers including the Chief.

☐ **Pink Check-In Form**
Signed by All Election Officers.

☐ **Seal & Count Form**
Opening Box for Scanners & Ballot Marker.
Opening Box for Pollbooks.
Opening Box for Envelope 7 & Yellow Bag.

☐ **Ballot Record Report**
Part 1: Confirm the number of ballots delivered.
Part 2: Ballot Packs Opened.

☐ **Provisional Ballot Record Report**
Part 1: Confirm the number of ballots delivered

Accessibility Checklist

☐ **Outside Polling Place**
Accessible parking is provided and clearly marked.
Curbside area is designated with Yellow Cones and signs.
Accessible entrance is marked.
Signs posted for parking, curbside voting, and accessible entrance.
All entrances are unlocked during voting hours.

☐ **Paths**
All paths, from parking lot to exit, are at least 36 inches wide.
Paths are clear of obstructions, protruding objects, cords, steps, abrupt changes in level. Walking surfaces are stable, firm, and slip resistant.

☐ **Inside Polling Place**
There is 60 inches of turning space in front of at least 1 voting station, the BM, and Scanner.
BM is on a surface 28-34 inches high, turned on and ready for use with headphones and touchpad out.

Training

CLOSING - ENVELOPES

Before sealing the final envelopes, an officer should review the contents of each to confirm completion. Labels and seal cards are in the Chief's folder. Numbered seals are in the Red Bag/ Envelope 7

Contents	Completion and Sealing
Green Envelope 1A	
☐ Sealed Green Provisional Ballot Envelopes	☐ Total number of Provisionals written on the Certificate on the back of the envelope ☐ 2 Officers sign Certificate ☐ Flap sealed with Label. 2 Officers sign.
Blue Bag/Envelope 2	
☐ TWO Copies of Statement of Results (SOR) with Election Summary tape attachedto each and signatures of all Election Officers ☐ Seal & Count Form with all cells filled in ☐ Ballot Record Report with back completed ☐ Election Day Oath with signatures of all officers and the Chief's signature below ☐ Machine Problem Report ☐ iSync ☐ Envelope 2B	☐ Record number of selected seal on Seal & Count Form and on seal card ☐ 2 Officers sign & date seal card ☐ Place seal card in slot ☐ Place all contents in envelope ☐ Seal with numbered seal
Yellow Envelope 2A	
☐ Yellow Printed Return Sheet with Election Summary Tape attached and signatures of all Election Officer	☐ Place all contents in envelope ☐ Seal with label ☐ Flap sealed with Label. 2 Officers sign.
Box 3	
☐ All counted ballots from the ballot box(es) under the scanner(s)	☐ Place all contents in box ☐ Seal with tape ☐ Flap sealed with Label. ALL officers sign.
Orange Envelope 4	
☐ Spoiled ballots ☐ Voided & VCM ballots ☐ Returned Mail Ballots (unused)	☐ Place all contents in envelope ☐ Seal with label ☐ Flap sealed with Label. 2 officers sign.

(continue on reverse)

Training

CLOSING - ENVELOPES cont.

Contents	Completion and Sealing
Box 6	
☐ All unused regular ballots, including un-opened packs ☐ All unused provisional ballots, including un-opened packs	☐ Place all contents in box ☐ Close with packing tape strips ☐ Flap sealed with Label. 2 Officers sign.
Red Bag/Envelope 7	
☐ Thumb Drive (TM) from Scanner ☐ Machine Keys ☐ Unused seals & cable ties ☐ Used seals & cable ties	☐ Record number of selected seal for envelope on Seal & Count Form and on seal card ☐ Record Scanner number, public count, private count, and new TM Seal ☐ 2 Officers sign & date seal card ☐ Place seal card in slot ☐ Place all contents in envelope ☐ After all other envelopes are sealed, seal with numbered seal
Maroon Bag/Envelope 8	
☐ Any forms written on or completed by voters ☐ Pink Check-In Sheet ☐ Provisional Ballot Record Report ☐ Voter Turnout Form ☐ Chief's Notes ☐ Oaths from individual officers ☐ Miscellaneous forms and paperwork	☐ None
Blue Mail Ballot Drop Box Bag	
☐ Voted Mail Ballots	☐ Drop Box Certification Completed ☐ Record number of selected seal on Seal & Count Form ☐ Seal with numbered seal

Training

CLOSING - CHIEF'S TASKS

This process should start as soon as the last voter has left the polling place

Supplies from Cart

- ☐ Cardboard Boxes

Supplies from Chief's Bag

- ☐ Keys
- ☐ Seals
- ☐ Clipppers
- ☐ Envelopes
- ☐ Task Sheets

Close the polls

1. **4 PM:** Pass out task sheets and assign closing duties.
2. **6:45 PM:** An officer announces outside that the polls will close in 15 minutes
3. **7 PM:** An officer announces three times that the polls are closed. Officer stands at the end of the line, if there is one. Anyone in line at 7 can vote.
4. **When the last voter leaves**: Begin closing. Any observers who wish to watch closing must stay until results are reported to the main office.

Closing Part 1

Once the last voter has left the polling place, complete first sections of the following tasks:

- ☐ Closing - Registration Clerk
- ☐ Closing - Scanner
- ☐ Closing - Results

Closing Part 2

Once results are reported, inform any observers they may leave. Finish the tasks above as well as:

- ☐ Closing - Ballot Marker
- ☐ Closing - Drop Box
- ☐ Closing - Ballot Table
- ☐ Closing - Poll Books
- ☐ Closing - Voting Area
- ☐ Closing - Envelopes

Training

CLOSING - CHIEF'S TASKS cont.

All Officers Must Sign - confirm all officers have signed

- ☐ Pink Check-In Sheet (Maroon Bag/Envelope 8)(from opening)
- ☐ Election Day Oath (Blue Bag/Envelope 2) (from opening)
- ☐ Statement of Results A (Blue Bag/Envelope 2)
- ☐ Statement of Results B (Blue Bag/Envelope 2)
- ☐ Yellow Printed Return Sheet (Envelope 2A)
- ☐ Box 3

Final Steps

- ☐ Pack up all signs and return to precinct cart.
- ☐ Make sure scanner is inside cart with wheels locked, and the cart is locked
- ☐ Make sure trash is collected
- ☐ Do a sweep of the room to confirm all items are packed away.
- ☐ Confirm all envelopes, bags, and boxes are packed correctly using **Closing - Envelopes**
- ☐ Confirm all envelopes, bags, and boxes are sealed correctly using **Closing - Envelopes**

Election Night Drop-Off

Return the following items to the parking garage at 2100 Clarendon Blvd. Enter via Uhle St. Scan the QR Code to navigate to the correct entrance via Google Maps.

- ☐ Chief's Black Bag
- ☐ All poll books

Have available for inspection:

- ☐ Yellow ballot bag – Empty
- ☐ Envelope 1A (Green)
- ☐ Blue Bag/Envelope 2
- ☐ Envelope 2A (Yellow)
- ☐ Box 3
- ☐ Envelope 4 (Orange)
- ☐ Box 6
- ☐ Red bag/Envelope 7
- ☐ Maroon bag/Envelope 8
- ☐ Blue Mail Ballot Drop Box – Sealed

TWO OFFICERS ARE REQUIRED IF THERE ARE MAIL BALLOTS IN THE MAIL BALLOT DROP BOX.

THE SECOND OFFICER MAY FOLLOW IN A SEPARATE CAR AND DRIVE STRAIGHT THROUGH THE PARKING GARAGE

Training

CLOSING - RESULTS

This process should start as soon as the last voter has left the polling place. If any observers elect to stay in the polling place, they must remain until the first section, "Gather and Report Initial Results" is complete.

Supplies from Cart

Supplies from Chief's Bag

- ☐ Statements of Results (SORs)
- ☐ Results Call-In Sheet
- ☐ Yellow Printed Returns Sheet
- ☐ Printed Summary Reports from Scanner
- ☐ Poll Books

Training

Gather and Report Initial Results

1. Receive copies of **Summary Reports** from Scanner team.
2. **Complete Part 3** on a copy of the SOR **and Results Call-In Sheet**. If it is a dual party primary, there will a separate Section 3 for each party.
3. **Transfer results from Summary Report** to Results Call-In-Sheet. For RCV contests, report only first round, labeled "(1/3)".
4. Once provisional ballot reconcilation is complete, **transfer totals section from Provisional Ballot Record Report** to Results Call-In Sheet.
5. **Record number of curbside votes** on Results Call-in Sheet and SOR.
6. **Report results** by calling 703-228-3456 or using the web form texted to your precinct contacts. You can also access the form by scanning the QR Code.

   If there is an issue with your results, the office will call the officer who submitted them. Please keep your phone on and near by.

SCAN ME

Complete Statements of Results

7. Confirm that all steps of Provisional Ballot Reconciliation are complete.
8. **Access the poll book summary report** through the menu button on a poll book
9. **Fill in part 1** of **SOR A using** information.

(continue on reverse)

CLOSING - RESULTS cont.

10. Confirm that the number in **Part 1** (voters checked in) equals **Part 3** (ballots cast) and check **YES** or **NO** in **Part 4.**
11. If the numbers are different, **explain why.** Consult the chart below if needed.

Common Causes of number mismatch	
More voters checked in than ballots cast (Part 1 greater than Part 3)	**More ballots cast than voters checked in (Part 1 less than Part 3)**
Void ballot(s)	Checkin(s) not completed
Provisional voter(s) incorrectly checked in as regular voter. **Correct before proceeding**	Regular voter(s) incorrectly checked in as Provisional voter. **Also indicate in Chief's Notes.**

12. **A second officer should complete SOR B** through answering yes or no in Part 4.
13. **Compare SOR A to SOR B**. If the numbers match on both, copy the explanation from SOR A onto SOR B. If the numbers do not match, identify the error and correct before proceeding.
14. Paperclip copies of Summary Report to each SOR.
15. All officers in the polling place sign both copies of SOR.
16. Place both copies of SOR in Blue bag/Envelope 2.

Complete Yellow Printed Returns Sheet

17. **Fill in machine information** on Yellow Printed Returns Sheet using Summary Report.
18. All officers must sign Yellow Printed Returns Sheet.
19. Attach copy of Summary Report .
20. Place Yellow Printed Returns Sheet in Envelope 2A.

Required Paperwork

- ☐ Results Call-In Sheet
- ☐ SOR A
- ☐ SOR B
- ☐ Yellow Printed Returns Sheet

Training