OFFICIAL ENVELOPE

Items that are placed in the Official Envelope are:

A. Yellow copies from the Red Poll List.

B. Yellow copies from the Provisional & Conditional Ballot Poll List/Signature Roster.
C. Spoiled Ballots (Regular and Provisional)

D. White copy of the Challenge List (only if an entry has been made).
The yellow sheet of paper in the Official Envelope is actually an accounting form.
Make sure all items have been checked off the list and place all the items listed in the Official Envelope.
Make sure nothing covers the yellow form as we need to be able to see the Voting Area number on the form.

The Inspector and Judges must write their names ACROSS THE SEAL ONTO THE ENVELOPE

OFFICIAL RETURNS

VA 010
010
EAST SOCIAL CENTER
7 S ABREGO DRIVE
AUDITORIUM

DO NOT place anything in this envelope except:

✓ 1. The yellow copy from the Official (Red) Poll List
✓ 2. The yellow copy from the Provisional (Green) Poll List / Signature Roster
✓ 3. Spoiled Ballots
✓ 4. Challenge List (only if an entry has been made)

Don’t forget to seal and sign the envelope!

Take this envelope to the Receiving Station
Do not put this envelope in the Ballot Box
Seal all the required items in the Official Envelope, ensuring the yellow sheet of paper is visible and that the seal is across the zip-lock portion of the envelope.

The Inspector and JOP must sign across the seal and on to the zip-lock. Use the Sharpie pen provided in your supplies.
The Official Envelope is now ready to go to the Receiving Station.