

Voted Ballot Removal Form
During Voting

Election: General Date: 11/2/2021 Polling Place: Mainstreet Church County: DeKalb

This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the **Chain of Custody Form – Transfer of Election Results**.

This process may need to be completed multiple times. Document each removal of ballots on this form.

All of these steps must be done in view of the public in the polling place.

1. Poll Manager shall announce that the ballot box is to be emptied.
2. No additional ballots shall be scanned until the ballot box is emptied.
3. Poll Manager and at least one assistant manager should break the seal on the ballot box and open the door to the ballot box.
4. Poll Manager and at least one other poll official should remove the voted ballots as efficiently as possible and without causing the ballots to be damaged or unnecessarily exposed to public view.
5. Voted ballots shall be placed in a lockable and sealable ballot container and the container shall be locked and sealed immediately upon emptying the ballot box.
6. The container holding the voted ballots shall remain in public view at all times. Every step should be taken to prevent the container from being removed or tampered with.
7. The ballot container may be used to empty the ballot box at capacity. The ballot container must be resealed each time after voted ballots are added to the ballot container.

Removal #1

Ballots were removed from the ballot box at (time) 2:45pm and sealed in a secure ballot container.

Poll Manager: Lashara Heyer Poll Official: Robert Sweet Poll Official: Omar Washington

Removal #2

Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

Removal #3

Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

CLOSE OF POLLS

Ballots were removed from the ballot box at (time): _____ and sealed in a secure Ballot Container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____