

Quick Reference Guide – Certificate #1 Checklist

CERTIFICATE #1 STEP BY STEP GUIDE – TEAM TWO

- 1.** Find Certificate #1 on the 2nd page of the (A-M) Alphabetical Poll Book.



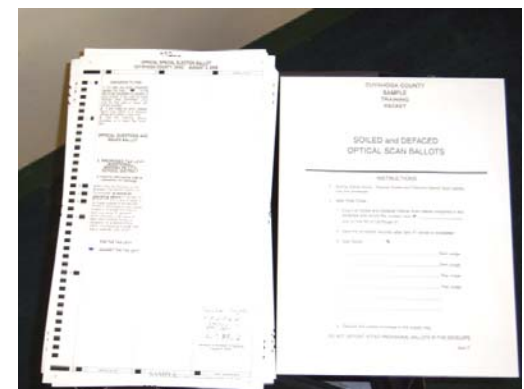
- 2.** If any additional ballots were delivered to your precinct on Election Day, record the number received on line #1a of the Certificate #1.



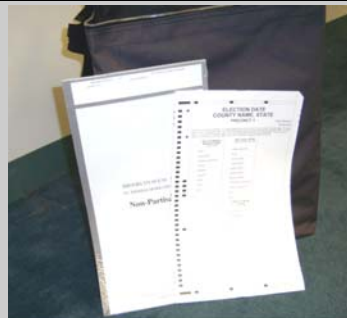
- 3.** Count all Provisional Envelopes from the Gray Ballot Box that were removed and placed on the precinct table by Team One.
Record the number of Provisional Envelopes on line #4 of the Certificate #1.
Place all Provisional Envelopes back inside the Gray Ballot Box.



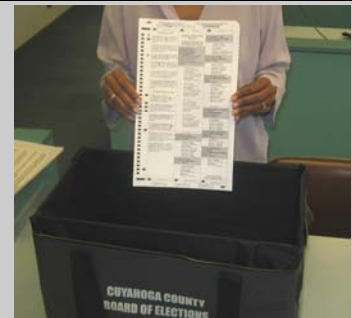
- 4.** Retrieve the Soiled and Defaced Envelope from the precinct table, and count all Page 1's of the voided ballots.
Record the number of voided ballots on line #8 of the Certificate #1, and then record the number on the outside of the Soiled and Defaced Envelope.
Place all voided ballots back inside the Soiled and Defaced Envelope, close, seal, sign, and then place the Soiled and Defaced Envelope in the Gray Ballot Box.



- 5.** Count all unused Precinct Optical Scan Ballots. Make sure to include all unopened ballot packs. Record this number on line #7 of the Certificate #1.



Place all unused Precinct Optical Scan Ballots inside the Gray Ballot Box.

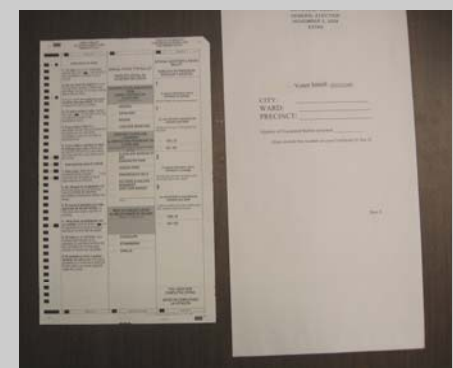



- 6.** Separate and count all Page 1's of the voted Precinct Optical Scan Ballots removed from the DS200 Ballot Compartment and placed on the precinct table according to STEP #3 - DS200 Optical Scanner Closing – TEAM ONE.
Record the number of voted Precinct Optical Scan Ballots on line #2a of the Certificate #1.
Face all voted Precinct Optical Scan Ballot pages the same way, and place them inside the Gray Ballot Box.

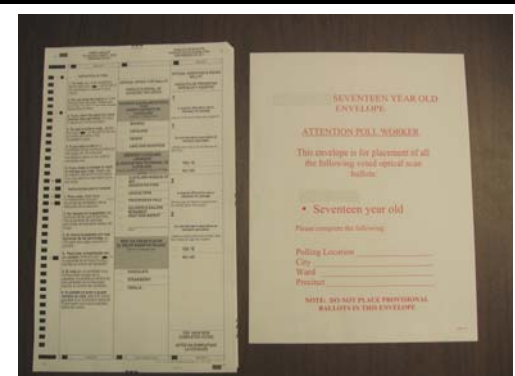


NOTE: Ensure the number of ballots scanned in the DS200 Optical Scanner is recorded on Line #2b. (See Step #13 from the QRG – DS200 Optical Scanner Tuesday Closing)

- 7.** Retrieve the Voter Intent Envelope from the precinct table, and count all Page 1's of the unscanned ballots.
Record the number of unscanned ballots on line #3 of the Certificate #1, and then record the number on the outside of the Voter Intent Envelope.
Place all unscanned ballots back inside the Voter Intent Envelope, close, seal, sign, and then place the Voter Intent Envelope in the Gray Ballot Box.



- 8.**  **Primary Only** - Retrieve the 17 Year Old Envelope from the precinct table, and count all page 1's of the voted ballots.
Record the number of 17 Year Old ballots on line #5 of the Certificate #1, and then record the number on the outside of the 17 Year Old Envelope.
Place all ballots back inside the 17 Year Old Envelope, close, seal, sign, and then place the 17 Year Old Envelope in the Gray Ballot Box.



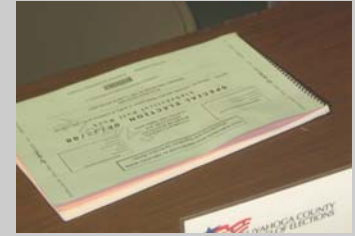
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CERTIFICATE #1 STEP BY STEP GUIDE – TEAM TWO - CONTINUED

- 9.** Maintaining political balance, two (2) judges of opposite political party must count all the signatures from the (A-M) and (N-Z) Alphabetical Poll Book.

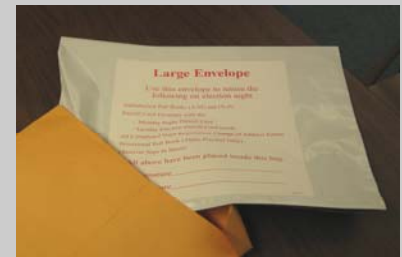
Record these numbers on line #10 and line #11, respectively, of the Certificate #1.



- 10.** Remove the Precinct Kit Envelope from the Red/Blue Precinct Supply Bag.



- 11.** Remove the Large Envelope from the Precinct Kit Envelope.

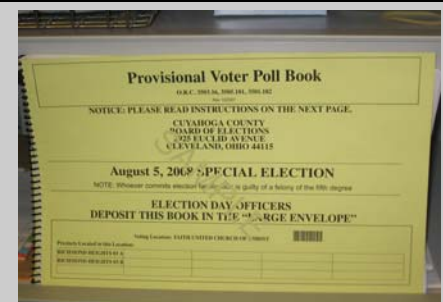


- 12.** Place the (N-Z) Alphabetical Poll Book in the Large Envelope.



- 13.** Retrieve the Provisional Voter Poll Book from the Voter Assistance Table, and count all the signatures from YOUR precinct.

Each precinct records the number of Provisional Voters on line #12 of their Certificate #1.



- 14.** Place the Provisional Poll Book in the Alpha (Red Bag) Precinct's Large Envelope.



- 15.** On the Certificate #1,
 - add lines 2a, 3, 4, and 5 and record the total on line #6.
 - add lines 6, 7, and 8 and record the total on line #9.
 - add lines 10, 11, and 12 and record the total on line #13.

If the following lines do not match, please recount one (1) time.

If there is still a discrepancy, record the reason on the bottom of the Certificate #1:

- Line 2a = Line 2b
- Line 1 = Line 9
- Line 6 = Line 13

CERTIFICATE NUMBER 1		Poll Workers	
1. NUMBER OF OFFICIAL BALLOT RECEIPTS FOR OFFICIAL BALLOT RECEIPTS		Line 1	Signature
2. TOTAL NUMBER OF OFFICIAL BALLOTS IN THE GRAY BALLOT BOX AFTER THE POLLS CLOSE		Line 2	Signature
3. TOTAL NUMBER OF OFFICIAL BALLOTS IN THE GRAY BALLOT BOX AFTER THE POLLS CLOSE		Line 3	Signature
4. TOTAL NUMBER OF PROVISIONAL BALLOTS IN THE GRAY BALLOT BOX		Line 4	Signature
5. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 5	Signature
6. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 6	Signature
7. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 7	Signature
8. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 8	Signature
9. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 9	Signature
10. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 10	Signature
11. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 11	Signature
12. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 12	Signature
13. TOTAL NUMBER OF BALLOTS IN THE GRAY BALLOT BOX		Line 13	Signature

- 16.** ALL POLL WORKERS MUST SIGN THE CERTIFICATE #1.

- 17.** Tear out the white copy of the Certificate #1 found on the 2nd page of the (A-M) Alphabetical Poll Book, and place it in the Gray Ballot Box.



NOTE: Leave the yellow copy of the Certificate #1 in the (A-M) Alphabetical Poll Book.



- 18.** Place the (A-M) Alphabetical Poll Book with the yellow copy of the Certificate #1 intact in the Large Envelope.

