



BOARD OF ELECTIONS AGENDA

Thursday, September 17, 2020, 11:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Elections. For items not on the agenda, the Board of Elections will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. MINUTES

Board will consider approving the minutes of the Board of Elections Meeting held on Tuesday, September 15.

IV. NEW BUSINESS

V. OLD BUSINESS

A. Ballot Certification and Printing Update

B. Center for Tech and Civic Life Grant Plan Update

C. Polling Location Eligibility Review

D. Change of Polling Location

i. Precinct 56 Harris East from the Zion Lutheran Church, 105 Old Boalsburg Road, Boalsburg to Calvary Fields, 150 Harvest Fields, Drive, Boalsburg.

ii. Precinct 18 from the Weston Center to the HUB-Robeson Center

E. Drop Box Policy

VI. DISCUSSION ITEMS

VII. ELECTION ANNOUNCEMENTS

Monday, October 19, 2020

Last day to REGISTER before the November election.

Tuesday, October 27, 2020

Last day to apply for a mail-in or civilian absentee ballot.

IV. ADJOURNMENT

TLP: WHITE



Centre County Board of Elections
Ballot Return and Collection Plan
2020 General Election

Date: September ~~17~~, 2020

Version 1.0

TLP: WHITE

Plan Contents

- 1 Establishing a Ballot Return and Collection Plan3
 - 1.1 Ballot Return Sites3
 - 1.2 Location of Ballot Return Sites4
 - 1.2.1 Location4
 - 1.2.2 Hours of Operation4
 - 1.2.3 Advertising and Promoting5
 - 1.2.4 Additional Transportation Option5
 - 1.3 Providing Notice of Location of County Elections Offices and Ballot Return Sites5
 - 1.4 Confirmation of Plan Readiness6
- 2 Ballot Return Site Design and Requirements6
 - 2.1 Types of Ballot Return Sites6
 - 2.2 Secure Receptacles6
 - 2.3 Signage7
 - 2.4 Accessibility of Ballot Return Sites7
 - 2.5 Security8
- 3 Ballot Collection and Chain of Custody Procedures8
 - 3.1 Ballot Collection at Ballot Return Sites8
 - 3.2 Transport and Receipt of Retrieved Ballots to the Board of Elections9
 - 3.3 Election Day and Post-Election Procedures9
- 4 Processing of Collected Ballots10
- 5 Version History11
- 6 Images12
- 7 Attachments17

TLP: WHITE

1 Establishing a Ballot Return and Collection Plan

1.1 BALLOT RETURN SITES

For the 2020 General Election, the Centre County Board of Elections (CCBOE) will establish a plan and adopt procedures for how Centre County voters may return their own voted absentee ballots and mail-in ballots. The CCBOE established a secure ballot return site (SBRS) at the Willowbank Office Building – the main administrative office building for Centre County Government – as an option for voters to return their own voted absentee ballot or mail-in ballot for the 2020 Primary Election. The secure ballot return receptacle (SBRR) was located in front of the Willowbank (SEE IMAGES A & B).

For the 2020 General Election, the CCBOE is considering establishing multiple SBRSs throughout Centre County to achieve four main objectives:

- Afford voters greater access to returning their own voted absentee ballots and mail-in ballots.
- Decrease the wait time for in-person voting on Tuesday, November 3, 2020.
- Provide voters another safe option for voting during COVID-19.
- Allay concerns regarding potential delays with the United States Postal Service.

The Centre County Elections Office (CCEO) is located at the Willowbank [Building at 420 Holmes Street in Bellefonte, PA 16823](#). The CCEO will allow voters to return their own voted absentee ballots and mail-in ballots in-person to Elections staff for the 2020 General Election. The CCBOE is currently planning for this allowance with safety measures in place for COVID-19, efficiency considerations, and ease of access to voters. The CCBOE is [working closely with the Pennsylvania Department of State to establish a potential satellite elections office \(SEO\) at the Ticket Center of the Bryce Jordan Center \(BJC\) at 240 Bryce Jordan Center, University Park, PA 16802](#). ~~not planning on having a satellite county elections office for the 2020 General Election.~~

[The CCBOE is finalizing a contract for a lease of the Ticket Center at the BJC and if the following conditions listed below are met, will designate the aforementioned location for the processing of applications and in-person voting of both absentee and mail-in ballots. The CCBOE is working with the Pennsylvania Department of State to establish and approve a secure connection at the SEO that is capable of connecting to the Statewide Uniform Registry of Electors \(SURE\) and staff trained and approved to access SURE. The Department will assist in the training of staff. The SEO will have copies of every ballot style available to be voted in each of Centre County's precincts. Lastly, the SEO will have a secure ballot collection receptacle to store voted absentee or mail-in ballots submitted at the location.](#)

TLP: WHITE

1.2 LOCATION OF BALLOT RETURN SITES

1.2.1 Location

The CCBOE has identified the following locations for potential SBRSS. At each location a SBRR will be mounted to the ground, floor, or wall. The receptacles will be located inside or outside the buildings.

- Willowbank Office Building, 420 Holmes Street, Bellefonte, PA 16823
- Patton Township Municipal Building, 100 Patton Plaza, State College, PA 16803
- Ferguson Township Municipal Building, 3147 Research Drive, State College, PA 16801
- State College Borough Municipal Building, 243 South Allen Street, State College, PA, 16801
- Spring Township Municipal Building, 1309 Blanchard Street, Bellefonte, PA 16823
- Magisterial District Office 49-3-03 (Philipsburg MDJ Office), 118 Enterprise Drive, Philipsburg, PA 16866
- Magisterial District Office 49-3-04 (Centre Hall MDJ Office), 2795 Earlstown Road, Centre Hall, PA 16828
- HUB-Robeson Center, 100 Pollock Rd, University Park, PA 16802

The CCBOE ~~proposes is also considering~~ designating a County-owned 2012 Dodge Caravan (IMAGE D) as a mobile SBRS that will have a SBRR mounted and securely fastened in its rear opening. The Caravan would only be used as a SBRR when it is in park, with the emergency break engaged, and the keys removed from the ignition. The Caravan would be deployed to areas of the County not covered by the ~~seven-eight~~ aforementioned SBRRs. Centre County is the fifth largest county by area in the Commonwealth and this mobile SBRS would further enable more voters to participate in the democratic process. The vehicle and receptacle would be decal'd with similar lettering as the non-mobile SBRRs. The CCBOE is working closely with municipal governments, public libraries, and other locations to utilize the mobile SBRS.

1.2.2 Hours of Operation

For SBRSs that have SBRRs located outdoors, the hours of operation will be 24/7. For SBRSs that have SBRRs located indoors, the hours of operation will vary but generally will be accessible Monday through Friday from 8:30AM to 5:00PM. On Election Day, Tuesday, November 3, 2020, and the final few days leading up to Election Day, the hours of

TLP: WHITE

operation for indoor SBRRs may be expanded. The CCBOE will also work with elections staff, ~~poll workers, and volunteers~~ to set up hours of operation on evenings and weekends to enable maximum flexibility and convenience to voters.

1.2.3 Advertising and Promoting

The CCBOE will post on the County Elections' website, social media, press releases, and legal advertisements pertinent information regarding all SBRRs, including, but not limited to, hours of operation, addresses, maps, specific placement, parking, photographs, signage, rules and regulations, and closest bus route(s).

1.2.4 Additional Transportation Option

The Centre County Office of Transportation (CCOT) will provide rides free of charge to individuals 60 and older who would like to return their own voted ballots to a SBRR. Rides can be scheduled by calling the CCOT at (814) 355-6807.

1.3 PROVIDING NOTICE OF LOCATION OF COUNTY ELECTION OFFICES AND BALLOT RETURN SITES

The CCBOE will make a list of the secure ballot return sites and the location of the CCEO at the Willowbank Building public as early as possible, including the dates and hours of operation. Seven to ten days after submitting the initial Ballot Return and Collection Plan to BEST, the CCBOE will post a notice of the plan on the home page of the County website (centrecountypa.gov) and the main webpage of the Elections & Voter Registration Office (centrecountypa.gov/vote, centrecountyvotes.com). The notice posted on the websites will be in a format that is accessible for voters with disabilities. If there are changes to the site location operations, the CCEO will post updated information on the website with 24 hours. A notice of the plan will also be posted at the entrance to the Willowbank Building and the Centre County Courthouse.

The public notice, at a minimum, will include:

- The ballot return deadline.
- List of county election offices and ballot return sites, including building names and street address.
- Days and hours of operation, including Election Day hours.
- Contact information for the county board of elections.
- Accessibility information.

TLP: WHITE

1.4 CONFIRMATION OF PLAN READINESS

The CCBOE will submit its initial absentee ballot and mail-in ballot return plan to the Pennsylvania Department of State, Bureau of Election Security and Technology (BEST) no later than Friday, September 18, 2020. If BEST requests modifications to the plan, the CCBOE will submit a modified plan within 7 days of the request. If the CCBOE determines that it is in the best interest of Centre County voters to alter the plan or increase/decrease the number of SBRRs, we will submit a supplemental plan to BEST no later than Friday, October 9, 2020, and also provide notice to the public no later than Wednesday, October 14, 2020.

2 Ballot Return Site Design and Requirements

2.1 TYPES OF BALLOT RETURN SITES

For the 2020 General Election, the CCBOE will establish sites where voters may return their own voted absentee ballots and mail-in ballots. All sites will have a secure ballot return receptacle. As mentioned in section 1.2.2, for sites that have receptacles located outdoors, voters will be able to return their own voted ballots 24/7. For SBRRs that have SBRRs located indoors, the hours of operation will vary but generally will be accessible Monday through Friday from 8:30AM to 5:00PM. On Election Day, Tuesday, November 3, 2020, and the final few days leading up to Election Day, the hours of operation for indoor SBRRs may be expanded. The CCBOE will also work with elections staff, ~~poll workers, and volunteers~~ to set up hours of operation on evenings and weekends to enable maximum flexibility and convenience to voters. Return sites will have the same features, and be of substantially similar design, color scheme, and signage so as to easily facilitate identification by voters.

2.2 SECURE RECEPTACLES

Each secure ballot return site will have a secure ballot return receptacle (SBRR) that permits voters to return their own voted ballot. A postage stamp is not needed on the return envelope when a voter deposits their ballot into a SBRR.

Each SBRR will have a metal flap that opens with ease – requiring no more than 5 pounds of pressure to operate – to provide the voter enough space to insert their own voted ballot (SEE IMAGE E). The ballot deposit slot will open to no more than one inch as to not allow tampering or removal of ballots. The opening of the ballot deposit slot will also minimize the ability for liquid to be poured into the SBRR or rainwater to seep in. The ballot deposit slot will be within reach-range of no less than 15 inches and no more than 48 inches from the floor or ground.

TLP: WHITE

Each SBRR will have one slot for voters to return their own voted ballot. The location of the slot will be identified with a sign stating “INSERT BALLOT HERE”.

2.3 SIGNAGE

The CCBOE will design ballot return sites to be official and secure. The CCBOE will mark each SBRR with official signage reading “OFFICIAL CENTRE COUNTY BALLOT RETURN”. The CCBOE will not display “VOTE HERE” signage at the SBRRs.

Additional signage will include statements that:

- The secure ballot return site is being monitored by a video security surveillance system or internal camera.
- Counterfeiting, forging, tampering with, or destroying ballots is a second-degree misdemeanor pursuant to sections 1816 and 1817 of the Pennsylvania Election Code (25 P.S. §§ 3516 and 3517).
 - Each SBRR will have unique contact information for the local police department that has jurisdiction where the SBRR is located and the Centre County District Attorney’s Office.
- Third-party return of ballots is prohibited unless the person returning the ballot is rendering assistance to a disabled voter or an emergency absentee voter. Moreover, such assistance requires a declaration signed by the voter and the person rendering assistance.
- Requesting that the designated CCEO should be notified immediately in the event the receptacle is full, not functioning, or is damaged in any fashion, and will provide a phone number and email address for such purpose. The non-emergency number for the Centre County Emergency Communications Office will serve as the phone number and will be listed on the SBRR signage.

2.4 ACCESSIBILITY OF BALLOT RETURN SITES

The CCBOE will ensure that all ballot return sites are accessible to voters with disabilities and that the design and placement of each site will meet accessibility requirements.

TLP: WHITE

2.5 SECURITY

The CCBOE will ensure the following at each secure ballot return site:

- Only personnel authorized by the CCBOE will have access to the ballots inside of SBRR.
- Each SBRR will be mounted to the ground, floor, or wall in a manner to prevent their unauthorized removal.
- All SBRR should be secured by a lock and sealed with a tamper-evident seal. Only authorized election officials designated by the CCBOE will access the keys of the lock.
- The CCBOE will ensure adequate lighting is provided at all SBRRs when in use.
- All SBRRs will be monitored by a video security surveillance system. Video surveillance will be retained by the CCEO through January 21, 2021. Video surveillance will be retained from the first day absentee ballots and mail-in ballots are available for voters to obtain from the CCEO or mailed out to voters, whichever happens first.
- To prevent physical damage and unauthorized entry, the SBRRs that are located outdoors will be constructed of durable material able to withstand vandalism, removal, and inclement weather.
- The mobile SBRS will have two GoPros recording the drop box in the rear of the vehicle when actively being used by voters returning their own voted ballots.

3 Ballot Collection and Chain of Custody Procedures

CCBOE will develop ballot collection and chain of custody procedures for ballots returned to the CCEO or a SBRS. These procedures will be consistent with Pennsylvania law and Pennsylvania Department of State directives.

3.1 BALLOT COLLECTION AT BALLOT RETURN SITES

- Ballots will be collected from ballot return sites only by personnel authorized by the CCBOE and at times determined by the CCBOE, at least every 24 hours, excluding Saturdays and Sundays.
- Authorized personnel will be accompanied by a member of the Centre County Sheriff's Office to provide security. The member of the Sheriff's Office will not assist with the retrieval of voted ballots but will be present during the retrieval process.
- The CCBOE will designate at least two election officials to collect voted ballots from a ballot return site. Each designated election official will carry identification or an official designation that identifies them as an election official authorized to collect voted ballots (See IMAGES F & G).

TLP: WHITE

- Election officials designated to collect voted ballots by the CCBOE will sign a declaration declaring that he or she will timely and securely collect and return voted ballots, will not permit any person to tamper with a ballot return site or its contents, and that he or she will faithfully and securely perform his or her duties. These declarations will be stored at the CCEO for 22 months after the certifications of the official election results
- Election officials designated to collect voted ballots will receive a training from the CCEO prior to retrieving ballots.
- Election officials will follow the directions outlined in the *Ballot Return Site Collection Form* (ATTACHMENT A) when retrieving the voted ballots from the ballot return receptacle and when returning the voted ballots to the CCEO.

3.2 TRANSPORT AND RECEIPT OF RETRIEVED BALLOTS TO THE BOARD OF ELECTIONS

- Ballots collected from any ballot return site will be immediately transported to the CCEO.
- Upon arrival at the CCEO, county elections official will note the time of arrival on the *Ballot Return Site Collection Form*.
- The elections officials retrieving ballots will inspect the secure ballot transfer container for evidence of tampering and should receive the retrieved ballots by signing the retrieval form and including the date and time of receipt. In the event tampering is evident, that fact must be noted on the retrieval form.
- The completed *Ballot Return Site Collection Form* will be maintained in a manner prescribed by the CCBOE to ensure that the form is traceable to its respective secure ballot container.
- The elections official at the CCEO should note the number of ballots delivered on the *Ballot Return Site Collection Form*.

3.3 ELECTION DAY AND POST-ELECTION PROCEDURES

- The CCBOE will arrange for election officials to retrieve ballots on election night and transport them to the CCEO at the Willowbank Building.
- Elections officials will be at the ballot return receptacles immediately prior to 8:00PM or at the time the polls should otherwise be closed.
- At 8:00:00PM on Tuesday, November 3, 2020, or later if the polling place hours have been extended, all ballot return sites and receptacles will be closed and locked.

TLP: WHITE

- Elections officials will be accompanied by a member of the Centre County Sheriff's Office to provide security. The member of the Sheriff's Office will not assist with the retrieval of voted ballots but will be present during the retrieval process.
- Elections officials will ensure that no voted ballots are returned to the ballot return receptacles after the close of polls. Each receptacle's ballot deposit slot will be sealed shut and locked with a "defeater" bar. At each site, a notice signed by the CCBOE will be posted by the elections officials that the polling is closed for the election.

4 Processing of Collected Ballots

All ballots collected from a return site will be processed in the same manner as absentee ballots and mail-in ballots personally delivered to the CCEO at the Willowbank Building by the voter and ballots received via the USPS or any other delivery service.

TLP: WHITE

###

5 Version History

Version	Date	Description	Author	Approved
1.0	09/17 04 /2020	Initial Ballot Return and Collection Plan	Centre County Board of Elections	

TLP: WHITE

6 Images

IMAGE A – Willowbank Secure Ballot Drop Box - Far



Formatted: Font: Bold

Formatted: Font: Bold

IMAGE B – Willowbank Secure Ballot Drop Box - Near



Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

TLP: WHITE

IMAGE C – Locations of Secure Ballot Drop Boxes

Formatted: Font: Bold

Formatted: Font: Bold

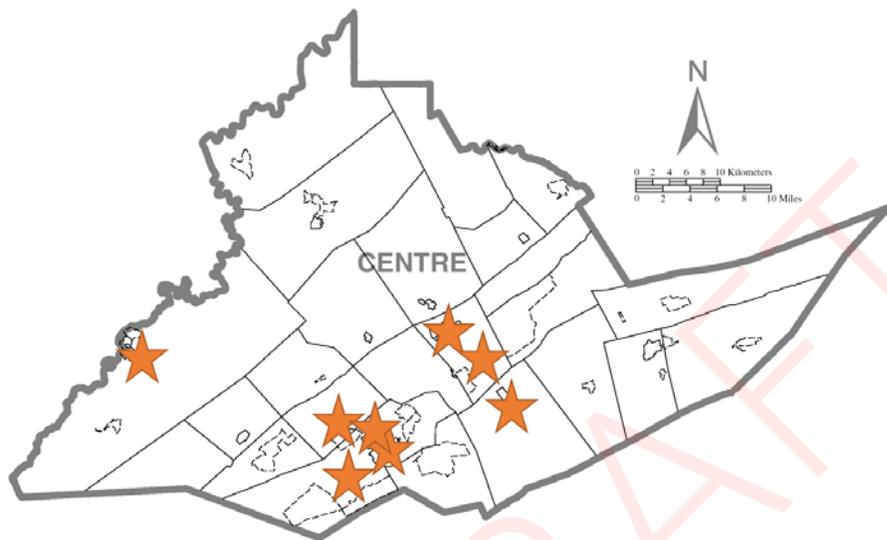


IMAGE: https://upload.wikimedia.org/wikipedia/commons/f/fc/Map_of_Centre_County%2C_Pennsylvania_No_Text.png

Formatted: Font: 9 pt

Field Code Changed

Formatted: Font: (Default) Segoe UI, 9 pt

Formatted: Font: 9 pt

TLP: WHITE

IMAGE D – Mobile Secure Ballot Return Site and Ballot Retrieval Team Transport Vehicle

Formatted: Font: Bold

Formatted: Font: Bold



TLP: WHITE

IMAGE E – Close up of Ballot Deposit Slot



Formatted: Font: Bold

Formatted: Do not check spelling or grammar

IMAGE F - Draft Design of Lanyard for Ballot Return Site Election Official (Front)

Ballot Return Site Election Official	
<p><i>I, _____ will timely and securely collect and return voted ballots, will not permit any person to tamper with a ballot return site or its contents, and that I will faithfully and securely perform my duties for the 2020 General Election.</i></p> <p>_____ Signature</p> <p>_____ Date</p>	<p>We, the Centre County Board of Elections, do hereby designate _____ to collect voted ballots from ballot return sites for the 2020 General Election.</p> <p>_____ Steven G. Dershem, Chair</p> <p>_____ Michael Pipe</p> <p>_____ Mark Higgins</p>

Formatted: Font: Bold

Formatted: Font: Bold

TLP: WHITE

IMAGE G - Draft Design of Lanyard for Ballot Return Site Election Official (Front)

Ballot Return Site Election Official

- **Centre County Elections Office – 814-355-6703**
- **Willowbank Site** (Bellefonte Police – 814-353-2320)
- **Patton Site** (Patton Township Police – 814-234-0271)
- **Ferguson Site** (Ferguson Township Police – 814-237-1172)
- **State College Site** (State College Police – 814-234-7150)
- **Spring Twp Site (Spring Twp Police – 814-355-5134)**
- **Philipsburg & Centre Hall - Magisterial District Offices**
(Pennsylvania State Police – 814-355-7545)
- **HUB** (Penn State University Police – 814-863-1111)
- **ALL SITES** (Centre County District Attorney – 814-355-6735)

Formatted: Font: Bold

DRAFT

TLP: WHITE

7 Attachments

- *Attachment A - Secure Ballot Return Receptacle Installation Form*
- *Attachment B - Ballot Return Site Collection Form*
- *Attachment C - Election Night Ballot Return Site Collection Closing Form*

Formatted: Font: (Default) Segoe UI, Italic

DRAFT

Attachment A
Secure Ballot Return Receptacle
Installation Form

**Secure Ballot
Return Receptacle
Installation Form**



Board of Elections
2020 General Election

Secure Ballot Return Receptacle (Drop Box) Installation Team Members:

Location (circle):	<ul style="list-style-type: none"> • Centre Hall – MDJ Office • Ferguson Township Building • HUB-Robeson Center • Patton Township Building 	<ul style="list-style-type: none"> • Philipsburg – MDJ Office • Spring Township Building • State College Borough Building • Willowbank Office Building
-------------------------------	--	--

Completion of installation of Drop Box Date & Time _____

Inspect for destruction of exterior of the drop box _____

Inspect slot for ballots _____

Inspect for ballots on the walls and floor of the drop box _____

Inspect for ballots in the bin _____

Inspect for ballots in the bag _____

Insert the bag into the bin and place the bin into the drop box

Return bin and close door of the drop box

Confirm drop box is locked _____

New Seal ID# _____

Sign off _____

Departure from drop box Date & Time _____

Final sign off _____

**COMPLETE BACK SIDE
UPON RETURN TO ELECTIONS OFFICE**

All keys are returned to the Elections Office

Complete information below and place in the secure ballot drop box folder at Elections Office

Form completed and submitted by Ballot Installation Team:

Print Name

Signature

Date & Time

Print Name

Signature

Date & Time

Form received in the Centre County Elections Office by:

Print Name

Signature

Date & Time

Elections Office Timestamp below
COMPLETED FORM RECEIVED

Attachment B
Ballot Return Site
Collection Form

Secure Ballot Return Collection Form



Board of Elections
2020 General Election

Ballot Retrieval Team Members: _____

Location (circle):	<ul style="list-style-type: none">• Centre Hall – MDJ Office• Ferguson Township Building• HUB-Robeson Center• Patton Township Building	<ul style="list-style-type: none">• Philipsburg – MDJ Office• Spring Township Building• State College Borough Building• Willowbank Office Building
-------------------------------	---	---

Arrival at Drop Box Date & Time _____

Inspect for destruction of exterior of the drop box _____

Security Seal Intact _____

Seal ID# _____

Cut Seal and open box

Inspect slot for stuck ballots _____

Remove bag and bin from box

Inspect for ballots on the walls and floor of the drop box

Remove bag from bin

Inspect for ballots in the bin

Confirm all ballots from box are in bag _____

Close up bag with metal rope cinch

Secure padlock in metal rope cinch _____

Return bin and close door of drop box

Confirm drop box is locked _____

New Seal ID# _____

Place bag in container of vehicle

Sign off _____

Departure from drop box Date & Time _____

Final sign off _____

**COMPLETE BACK SIDE
UPON RETURN TO ELECTIONS OFFICE**

Security bag received in the County Elections Office by:

Print Name

Signature

Date & Time

Elections Office staff member removes padlock from bag

Ballot retrieval team removes ballots from bag

Ballot retrieval team confirms security bag is empty _____

Ballot retrieval team counts ballots Ballot Count: _____ Initials: _____

Elections Office staff independently counts ballots and confirms totals

All keys, padlocks, and bags are returned to the Elections Office

Complete information below and place in the secure ballot drop box folder at Elections Office

Form completed and submitted by Ballot Retrieval Team:

Print Name

Signature

Date & Time

Print Name

Signature

Date & Time

Form received in the Centre County Elections Office by:

Print Name

Voted Ballots Returned

Signature

Date & Time

Elections Office Timestamp below
COMPLETED FORM RECEIVED

DRAFT

Attachment C

Election Night Ballot Return
Site Collection Closing Form

Election Night Ballot Return Site Collection Closing Form



Board of Elections
2020 General Election

Ballot Retrieval & Site Closing Team Members:

Location (circle):	<ul style="list-style-type: none">• Centre Hall – MDJ Office• Ferguson Township Building• HUB-Robeson Center• Patton Township Building	<ul style="list-style-type: none">• Philipsburg – MDJ Office• Spring Township Building• State College Borough Building• Willowbank Office Building
-------------------------------	---	---

Arrival at Drop Box (Date & Time): **Tuesday, November 3, 2020**

If necessary, provide last person waiting in line with a "Last Person in Line Card"

Inspect for destruction of exterior of the drop box _____

Security Seal Intact _____

Seal ID# _____

Cut Seal and open drop box

Inspect slot for stuck ballots _____

Install "Defeater" Bar and lock ballot deposit slot

Confirm ballot deposit box is locked _____

Remove bag and bin from box, Inspect for ballots on the walls and floor of the drop box,
Remove bag from bin, and Inspect for ballots in the bin

Confirm all ballots from box are in bag _____

Close up bag with metal rope cinch

Secure padlock in metal rope cinch _____

Remove bin and take picture of empty drop box _____

Close door of drop box and lock

Confirm drop box is locked _____

New Seal ID# _____

Place bin and bag in vehicle

Sign off _____

Departure from drop box (Date & Time) _____

Final sign off _____

**COMPLETE BACK SIDE
UPON RETURN TO ELECTIONS OFFICE**

Security bag received in the County Elections Office by:

Print Name

Signature

Date & Time

Elections Office staff member removes padlock from bag

Ballot retrieval team removes ballots from bag

Ballot retrieval team confirms security bag is empty _____

Ballot retrieval team counts ballots Ballot Count: _____ Initials: _____

Elections Office staff independently counts ballots and confirms totals

All keys, padlocks, and bags are returned to the Elections Office

Send photo of empty ballot drop box to Elections Staff with the location of drop box

Complete information below and place in the secure ballot drop box folder at Elections Office

Form completed and submitted by Ballot Retrieval & Site Closing Team:

Print Name

Signature

Date & Time

Print Name

Signature

Date & Time

Form received in the Centre County Elections Office by:

Print Name

Voted Ballots Returned

Signature

Date & Time

Elections Office Timestamp below

COMPLETED FORM RECEIVED