# ACCEPTING VOTED PRECINCT BALLOTS

Precinct ballots MUST be in a secrecy sleeve. **NEVER ALLOW A VOTER TO DEPOSIT THEIR BALLOT WITHOUT A SECRECY SLEEVE.**

Remind voter to remove the voter stub from the ballot cards before placing the ballot in the Ballot Box.

Explain that the ballot is deposited in the Ballot Box and the secrecy sleeve is not; assist voter if they request help.

Mark the next number on the Ballot Box Tally attached to the Ballot Box.

Give the voter an “I Voted” sticker.

Return the secrecy sleeves to the Ballot Clerk and pens to the Roster Clerk.

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## ACCEPTING VOTED VBM BALLOTS

VBM ballots must be in an ID envelope. **DO NOT ACCEPT A VBM BALLOT WITHOUT AN ID ENVELOPE.**

*If voter has a VBM ballot and no envelope send voter to the Provisional Clerk.*

Envelope can be from any County in California

Check to make sure the voter has signed the ID envelope - **Voter must sign on the line provided, or it will not be counted**

Place the sealed envelope in the Ballot Box. **VOTE BY MAIL BALLOTS ARE NOT TALLIED**

If a designated third party is dropping off a ballot for another voter, make sure the voter has signed the ballot and the portion of the envelope indicating the voter’s authorization is completed. This can be completed by the person dropping off the ballot.

- **I authorize the person below to return my ballot:**
  - Michael Scott
  - Their name
  - Michael Scott
  - Their signature
  - Neighbor
  - Relationship to voter

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## ACCEPTING SIGNATURE VERIFICATION AND UNSIGNED BALLOT STATEMENTS

Ensure statement is signed.

Deposit statement in ballot box. These statements are not tallied.