

State of Iowa
Instructions for Closing the Satellite Absentee Voting Station

Close the satellite station after everyone who arrived before the time established to close the station has voted.
Do not leave ballots unattended at any time.

Do not open any affidavit envelopes. These ballots will be opened and counted on election day.

1. Count the number of ballots of each type which have not been voted. Record the number of unvoted ballots of each type on the ballot record and receipt form. Place the unvoted ballots in the container provided and securely seal or lock the container.
2. Count the number of spoiled ballots of each type and place in the envelope provided for spoiled ballots. Record the number of spoiled ballots of each type on the ballot record and receipt form. Seal the ballots in a tamper-proof manner. For example, have a worker sign across the seal.
3. Count the number of provisional ballots of each type. Record the number of provisional ballots of each type on the ballot record and receipt form.
4. Determine how many ballots of each type have been voted. Record the number of voted ballots of each type on the ballot record and receipt form. Compare the total number of ballots in the ballot box with the number of absentee ballot request forms and the number of ballots used. If a discrepancy occurs, it must be resolved before leaving the station. If the source of the discrepancy cannot be found, write a detailed explanation of the problem. All workers must sign the discrepancy report and the completed ballot record and receipt form.
5. If couriers from the auditor's office are picking up the ballots, all workers must wait until both couriers arrive. Ask the couriers for identification before surrendering the ballots.

If the workers are returning the ballots to the auditor's office, two workers who are members of different political parties must travel together with the ballots in the same vehicle to return the ballots.

If the ballots are stored at the satellite station, all workers must be present when the ballots are locked up.