

County Canvass Checklist

Jurisdiction: _____ Precinct: _____ Election Date: _____

The following records must be audited for each precinct and absent voter counting board precinct.
 Note: All Corrections must be made in red

Poll Book

- Cover page** must be complete.
- Chairperson’s oath** must be completed and signed by the chairperson and the person who administered the oath.
- Group oath** must be completed and signed by all inspectors and the person who administered the oath.
- Clerk’s Preparation Certificate** must be complete and signed by the clerk or authorized assistant.
- Election Inspector’s Preparation Certificate** must be complete and signed by all election inspectors present at the opening of the polls.
- Poll list section** must include the name of every voter that was issued a ballot along with the names of the voters for whom an absent voter ballot was received for processing (if applicable) along with the serial number of the ballot that was issued to the voter.
- “Absentee” or “AV”** must appear next to the name of each voter for whom an absent voter ballot was received for processing.
- “Spoiled”** must appear in the remarks column next to the name of each voter for whom a replacement ballot was issued – in each case the original ballot number must be crossed out and replacement ballot number recorded.
- “Envelope” or “Affidavit”** must appear in the remarks column next to the name of each voter whose ballot was processed as a provisional ballot.
- Challenged Voter page** must document any challenges made at the election or the word “None” should appear indicating that no challenges were made
- Write-in Tally page** must list the name of each “declared” write-in candidate that received a valid write-in vote (a separate entry should be made for each variation in names was written on ballots by the voters, e.g. Bob Smith, Clerk, Dem. I, Robert Smith, Clerk, Dem, Ill, Smith, Clerk, Dem, Il. The word “None” should appear if no write-in candidates filed.
- Remarks page** should document any unusual events that occurred during the course of the election. In addition, explanations for discrepancies in the poll list section, ballot summary and Election Inspectors Certificate should be noted along with notations regarding election inspectors who left prior to the close of the polls and the assignment of additional inspectors.

Certificate of Election Inspectors must be complete:

- Ballot Summary** section must *accurately* account for all ballots received by the board including used, unused and absent voter ballots that were delivered for processing. Note: The number of ballots issued will be greater than the number of ballots tabulated if one or more provisional “envelope” ballots were issued as these ballots are not tabulated. In this case, verify that the word “Envelope” appears in the list of voters section next to the name of each voter who was issued an envelope ballot. The number of envelope ballots issued plus the number of ballots tabulated must equal the total number of voters according to the Poll Book.
- Ballot container seal number** must be recorded and attested to by two inspectors.
- If the program was removed from the tabulator**, the number on the seal used to seal the transport container must be recorded and attested to by two inspectors.
- All inspectors present at the close of the polls must sign the certificate.** Check the oath section and remarks page to determine whose names should appear.

Statements of Votes

Each copy must contain:

- Signed copy of the Totals Tape** (all inspectors present at the close of the polls must sign).
- Record of all **write-in votes** as tallied in the Poll Book.
- Ballot container seal number** and signatures of two inspectors that sealed the container.
- Signatures of all inspectors** that were present at the close of the polls.

Errors/Omissions/Comments Report (to be delivered to the city/township/village clerk responsible for administering the election): _____
