



## Petition Check List Prior to Filing

- *The Board of Elections does not give legal advice, and suggests the candidate review all applicable Charter and Ohio Revised Code sections.*
- *Prior to filing a petition for public office, please verify all items below have been completed in order to ensure the petition is accurate and sufficient.*
- *Ohio law does not permit any corrections or additions to the petition once it is filed with the BOE. Petition Pre-checks are prohibited.*

### Ensure the following are completed:

\_\_\_ **Registration Name and address of the candidate**, including zip code, is filled in on each part-petition. Name and address must be the same as that on record with the Board of Elections.

\_\_\_ **Office sought** is clearly printed on each part-petition including, indication of the full or unexpired term (unexpired term must include the date term); ward/district if applicable.

\_\_\_ **Date** that candidate signed is completed on each part-petition prior to collecting any signatures.

\_\_\_ **Signature of candidate** appears on each part-petition. **One original candidate signature is required**; pencil and erasable pen is **not acceptable. Petition must have at least one voter's signature.**

\_\_\_ **Signatures of voters** are complete, including signature, address, complete municipality name, and date (pay close attention to the date; voters often fill this space with a zip code).

\_\_\_ **Signatures** are recorded in ink. Pencil and erasable pen are prohibited.

\_\_\_ **Circulator Statement** on each and every part-petition must be completed by the individual collecting the signatures on any part-petition. The number of signatures, circulator's signature **in ink**, address and party affiliation are filled in. Circulator must be 18 years old, but is not required to be a registered voter.

### Special Requirements:

\_\_\_ **Independent candidates in partisan communities**: choose "nonparty candidate," "other party candidate," or "no designation" if available on petition.

\_\_\_ **Partisan candidates** indicate on petitions the party's nomination they seek.

\_\_\_ **Partisan candidates** collected signatures from unaffiliated electors, or electors from same party (to the best of the candidate's/ electors' knowledge).

\_\_\_ **Judicial candidates** list their full corresponding term date (full or unexpired).

\_\_\_ **Court of Common Pleas** candidates indicate which division to which they seek election (Domestic Relations, General, Juvenile, Probate).

\_\_\_\_\_  
Signature of Candidate or Representative

\_\_\_\_\_  
Date