

# Candidate Filing Information & Checklist

(Due at time of filing)

Title of office being sought \_\_\_\_\_ Name as to appear on ballot: \_\_\_\_\_

Full Term \_\_\_\_\_ OR Unexpired Term Ending \_\_\_\_\_

Signatures Required \_\_\_\_\_ (Allowed up to 3X the minimum required).

Filing Fee \_\_\_\_\_ Filing Deadline \_\_\_\_\_ by 4:00 PM.

## Rules Governing Petitions:

1. The "Statement of Candidacy" portion of each petition paper must be completely filled out and signed by the candidate(s) before being circulated. (*R.C. 3513.07, 3513.09, 3513.261*)
2. Candidates for county commissioner or judge must designate the term of office on the declaration of candidacy or nominating petition, if more than one office is to be elected at the election. (*R.C. 3513.08, 3513.28*)
3. Only qualified electors who are eligible to vote on the candidacy may sign a petition. An elector's qualifications are determined as of the date the petition is filed. (*R.C. 3501.38 (A)*)
4. Each signature, written in ink, must be an original signature of an elector or the elector's duly appointed attorney-in-fact who is acting pursuant to R.C. 3501.382. "Signature" is defined in statute as a person's written, cursive-style legal mark written in his or her own hand unless the elector does not use a cursive-style mark during the course of his or her regular business or legal affairs. (*R.C. 3501.38 (B), 3501.382, 3501.011*)
5. Each signer's residence address and the date of signing must be placed on the petition after the elector's signature. The voting address written on the petition must be the address appearing in the registration records of the board of elections. (*R.C. 3501.38 (C)*)
6. Petitions for a candidate for party nomination must be signed and circulated by persons who are members of the same political party as the candidate. (*R.C. 3513.07*) An elector is considered to be a member of a political party if he or she voted in the primary election of that party within the preceding two calendar years, or if he or she did not vote in any other party's primary election within the preceding two calendar years. (*R.C. 3513.05, 7th paragraph*)
7. A candidate may circulate his or her own petition, although he or she may not sign his or her own petition as an elector. For purposes of circulating his or her own petition, a candidate is exempted from the party affiliation requirements described in number 6 of this section. (*R.C. 3513.191(C)(4)*) A circulator may not sign the same petition paper that he or she is circulating; a circulator may, however, sign a petition paper being circulated for the same candidacy by a different circulator.
8. A circulator must be a resident of Ohio and at least 18 years of age. (*R.C. 3503.06(C)*)
9. After circulating the petition, the circulator must sign a statement, under penalty of election falsification indicating the following:
  - a. The number of signatures contained on the petition;
  - b. That the circulator witnessed the affixing of each signature on the petition;
  - c. That all signers, to the best of the circulator's knowledge and belief, were qualified to sign; and
  - d. That each signature is, to the best of the circulator's knowledge and belief, the signature of the person whose signature it purports to be.

If a circulator knowingly permits an unqualified person to sign a petition paper or permits a person to write a name other than the person's own on the petition paper, that petition paper is invalid; otherwise, the signature of a person not qualified to sign shall be rejected but shall not invalidate the other valid signatures on the petition paper. (*R.C. 3501.38(F)*)

10. Once a candidate's petition has been filed with the appropriate election official, it cannot be changed, supplemented, or returned to the candidate.
11. The original petition with the candidate's original signature must be filed at the same time as all part petitions are filed. (*R.C. 3501.38(K), 3513.09*)
12. Each petition paper shall be circulated by one person only, and shall contain signatures of qualified electors of one county only. When petitions are circulated in a district that contains more than one county, separate petition papers must be circulated in each county. (*R.C. 3501.38, 3513.05, 3513.07, 3513.261*)
13. No petition, except a petition for a candidacy that is to be submitted to electors throughout the entire state, shall be accepted if it contains more than three times the minimum number of required signatures. (*R.C. 3513.05, 3513.257, 3513.259*)
14. All petitions must contain the following statement in boldface capital letters: "**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**" (*R.C. 3501.38(J), 3599.36*)  
**Note:** The penalties for a fifth degree felony conviction are 6 to 12 months in prison and/or a fine of \$2,500.
15. All petitions remain open for public inspection, under reasonable regulations, at the board of elections at which they were filed. (*R.C. 3513.05, 3513.262*)

I certify that I have read the above directions and that, to the best of my knowledge, the information on the filed petitions is true and correct; that all signatures are valid; and that the petition was properly circulated and completed before filing.

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Dated: \_\_\_\_\_