

## Before You File Your Petition, Please Check the Following:

1. Completely fill in the **“Declaration of Candidacy”** section of your petition in ink, or type the information **before** circulating. If using more than one part-petition, fill all pages out at the same time so the information is the same. (Making copies is permitted, but all part petitions should have an original signature.)
2. Completely fill in the **“Petition for Candidate”** section just above the signature lines in ink, or type the information **before** circulating. If using more than one part-petition, fill all pages out at the same time so the information is the same. **BOTH 1 and 2 must be completed before circulating.**
3. Sign and date the front of your petition **before** you get any signatures.
4. For the purposes of **signing or circulating a petition of candidacy for party nomination or election**, an elector is considered to be a member of a political party if the voter voted in the party's primary election within the preceding two calendar years, or if the voter did not vote in any other party's primary election within the preceding two calendar years. Voters listed as “non-partisan” may sign any party petition. Nomination petitions for independent candidates may be signed by any qualified elector living in the district in which the election will be held.
5. Each signature **MUST** match the signature on file in our voter registration system. Some voters have a “printed” signature. Subsequent signers may print their name rather than sign, thus invalidating their signature because it does not match.
6. If you cannot read a signature, please print the name in question above or beside it, as the Board of Elections must verify every signature and address on file. The date must include day/month/year.
7. A complete street address is needed to show residence. We cannot accept a Post Office Box.
8. We strongly urge you to get more signatures than required. There is always a possibility a signer may not be registered, may have moved, or changed their name. The information and signature must match the information in our system. We will accept up to three times the number of required signatures – as indicated on the cover sheet.
9. The person who circulated the part petition **MUST** fill in the **“Circulator’s Statement”** on **EACH** part petition verifying they have witnessed each voter’s signature on the part petition. The number of signatures witnessed on **EACH** part petition must be filled in. **If the number is not filled in - the statement is not complete** - and the petition will be ruled invalid by the Board.
10. Do not let someone sign for another person. For instance, a husband may not sign for his wife, etc.  
**If this happens, the board will invalidate the whole part petition.**
11. Petition pages must contain signatures of only one county. If your office overlaps into another county, please use a separate part petition sheet for each county.
12. Candidates cannot sign their own petitions.

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13. Circulators cannot sign any part petition they have circulated. (They can sign one circulated by someone else.)

14. Petitions do not need to be notarized.

***It is STRONGLY SUGGESTED that all potential candidates read and review the current Ohio Candidate Requirement Guide.***

Visit our webpage at [www.WayneCountyOH.gov](http://www.WayneCountyOH.gov) (scroll to bottom of home page to “Candidate and Local Issue Information”) for information and helpful links **OR** the Ohio Secretary of State webpage directly at [www.OhioSoS.gov](http://www.OhioSoS.gov). Click on “Elections & Voting”

***It is very important that you check your petition carefully before filing with the Board of Elections.***

If the Board of Elections can be of any help - please feel free to call or stop by the office.  
Our hours are Monday through Friday from 8 a – 4 p.  
Phone 330-287-5480.