

Hamilton County Board of Elections

Candidate Petition Filing Best Practices

Before circulating your petition, review the Candidate Petition Filing Checklist:

The Candidate Petition Filing Checklist will help you complete required portions of your part-petitions before getting any elector signatures. Please note:

- The only section that should be completed after getting elector signatures is the “Circulator Statement” section.
- Do not leave any required fill-ins blank, including information that may be duplicated.
- For office districts that include multiple counties, use separate part-petitions for each county. Elector signatures on a part-petition should be in the same county.

Sample Form

Form No. 3-C Prescribed by the Ohio Secretary of State (09-17)

Nominating Petition and Statement of Candidacy
For Nonpartisan Office Municipal Office

To be filed with the Board of Elections not later than 4 p.m. of the 90th day before the general election.
R.C. 3501.26, 3501.261, 3501.2611, 3501.2612, 3501.262

Statement of Candidacy
NOTE - The candidate must fill in, sign and date this statement of candidacy before the signatures of electors are affixed.

I, _____, the undersigned, hereby declare under penalty of election falsification that my voting residence address is _____, Ohio, and I am a qualified elector.

I further declare that I desire to be a candidate for election to the office of _____ in the City or Village of _____ for the _____
Check ☐ full term or ☐ unexpired term ending _____ in _____ County, Ohio at the general election to be held on the _____ day of November, _____.

I further declare that I am an elector qualified to vote for the office I seek.

Dated this _____ day of _____, _____, _____
Signature of Candidate

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I, _____, hereby designate the persons named below as a committee to represent me:

Name	Residence

Nominating Petition
We, the undersigned, qualified electors of the State of Ohio, whose voting residence is in the county, city, village, or township set opposite our names, hereby nominate _____ as a candidate for election to the office of _____ in the City or Village of _____.

Check ☐ full term or ☐ unexpired term ending _____
Name of City or Village _____ for the _____ day of November, _____.

to be voted for at the next general election, and certify said person is, in our opinion, well qualified to perform the duties of the office or position to which the person desires to be elected.

Signatures on this petition must be from only one county and must be written in ink.

Signature	Voting Residence Street Number and Address	City, Village, or Township	County	Date of Signing
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

FRONT SIDE: Complete all required blanks BEFORE getting any signatures.

Signature	Voting Residence Street Number and Address	City, Village, or Township	County	Date of Signing
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
12. _____				
13. _____				
14. _____				
15. _____				
16. _____				
17. _____				
18. _____				

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Circulator Statement
Must be completed and signed by the circulator.

I, _____, declare under penalty of election falsification that I reside at the address appearing below my signature; that I am the circulator of the foregoing petition containing _____ signatures; that I witnessed the affixing of every signature; that all signers were to the best of my knowledge and belief qualified to sign; and that every signature is to the best of my knowledge and belief the signature of the person whose signature it purports to be or of an attorney in fact acting pursuant to section 3501.382 of the Revised Code.

Signature of Circulator

Permanent Residence Address

City or Village State Zip Code

BACK SIDE: The circulator must complete the Circulator Statement AFTER signatures are collected.

File Early!!!!!!!

Before filing your petition, pre-check your elector signatures: Public terminals are available at the BOE for candidates and their staff to pre-check elector signatures before filing a petition with the BOE. Pre-checking signatures will help you identify signatures that may be invalid for reasons such as:

- Invalid address (Signer's address on petition does not match signer's voter registration address.)
- Not registered (Signer is not registered in Hamilton County.*)
 - Signer's voter registration must be status code A=Active or I=Inactive (All other status codes are invalid.)
- Not genuine signature (Signature on petition does not match voter registration signature. This includes having only a printed elector's name on a petition that does not match a cursive signature on file with BOE voter registration.)
- Invalid jurisdiction/district (Signer resides in an area outside of the petitioner's office jurisdiction/district.)
- Invalid party (For party primary petitions, signer's party status is an opposition party.)
- Candidate signed a part-petition (A candidate cannot sign their petition, even if another person is circulating the part-petition.)
- Circulator signed a part-petition they circulated (A circulator, other than the candidate, can sign a part-petition that another person, including the candidate, circulated.)

Signatures on this petition must be from only one county and must be written in ink.				
Signature	Voting Residence Street Number and Address	City, Village, or Township	County	Date of Signing
1.				
2.				
3.				
4.				
5.				

PRE-CHECK all signatures for validity using BOE public terminals.

*Note: For office districts that include multiple counties, only signatures of electors residing in Hamilton County can be pre-checked by the candidate and their staff using Hamilton County BOE public terminals. After you file your petition, Hamilton County BOE will have the appropriate county BOE check signatures in their county.

Before filing, review each part-petition using the Candidate Petition Filing Checklist: This checklist will help you confirm each section of each part-petition is completed. An error that invalidates a part-petition includes:

- Not completing the "Circulator Statement" section after getting the final elector signature on a part-petition
 - If the circulator of a part-petition was the candidate, the candidate must complete the "Circulator Statement" section.
 - If the circulator of a part-petition was not the candidate, the circulator must complete the "Circulator Statement" section.

Sample Checklist	
<small>Before circulating part-petitions, review the checklist below. Before filing, review the checklist again and initial each section. Candidates are responsible for the proper preparation, circulation and completion of their petition. Before filing, candidates may check their own petition using the public terminals available at the Board of Elections.</small>	
"Nominating Petition and Statement of Candidacy"	
Petition Filing Checklist	
Initial each section below:	For each part-petition being submitted:
	<ul style="list-style-type: none">• The candidate completed the "Statement of Candidacy" section <u>before</u> getting any elector signatures.• All blanks in this section were completed, with the following exceptions:<ul style="list-style-type: none">1) Only one box, "full term" or "unexpired term," was checked. Only if "unexpired term" was checked, "term ending date" was completed.2) The committee to represent the candidate is optional, but recommended.• The candidate signed and signed the "Statement of Candidacy" section <u>before</u> getting any elector signatures.• The candidate completed the top portion of the "Nominating Petition" section <u>before</u> getting any elector signatures.• All blanks in this section were completed, with the following exceptions:<ul style="list-style-type: none">1) Only one box, "full term" or "unexpired term," was checked. Only if "unexpired term" was checked, "term ending date" was completed.2) Elector signatures in the "Nominating Petition" section were obtained <u>after</u> the candidate's date of declaration in the "Statement of Candidacy" section.3) All elector signatures are in ink. Elector's printing their name also signed their name in cursive. For office districts that include multiple counties, all elector signatures on a part-petition are in the same county.4) All columns were completed. Some entire rows may be blank.• The circulator completed and signed the "Circulator Statement" section <u>after</u> getting the final elector signature on a part-petition.• All blanks were completed in the "Circulator Statement" section.• If applicable, in any section, "full term commencing date" blanks were completed.
The undersigned states the following is being submitted:	
_____ Total number of part-petitions	
_____ Total number of elector signatures (i.e., the total number of signatures indicated in the "Circulator Statement" of each part-petition)	
I request my (i.e., the candidate's) name* appear on the ballot as follows (indicate/highers or spaces, optional, if applicable):	
_____ First Name/Initial	
_____ Middle Name/Initial	
_____ Last Name	
_____ Suffix	
<small>*A nickname must be a natural derivative of the candidate's legal name. Quotation marks, parenthesis and titles (e.g., Dr., Judge or Rev.) are prohibited.</small>	
<small>I understand once a candidate's petition has been filed (i.e., submitted and time stamped) with the appropriate election official, it cannot be changed, supplemented, or returned to the candidate. Acceptance of a petition by Hamilton County Board of Elections staff does not indicate validity and sufficiency of the petition. Statutory authority to review each petition for compliance with Ohio election law and subsequent certification is the responsibility of the members of the Board of Elections.</small>	
<small>I have (i.e., the candidate has) been furnished a link to Ohio Revised Code (R.C.) sections 917.09, 917.08 to 917.13, 917.14 to 917.99, 918.03 and 919.01 by the Hamilton County Board of Elections. I further acknowledge that I have (i.e., the candidate has) been provided a copy of R.C. section 917.12 as prescribed by R.C. section 915.33.</small>	
Signature _____	Date _____
(If applicable, signed on behalf of candidate: _____)	
NP version, 11/12/2018	