

**Hamilton County Board of Elections – Candidate Petition Filing Checklist**

**Include this initialed and signed document with your petition when filing with the BOE.**

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.

<b>“Nominating Petition and Statement of Candidacy” Petition Filing Checklist</b>	
Initial each section below:	For each part-petition being submitted:
	<ul style="list-style-type: none"> <li>The candidate completed the <b>“Statement of Candidacy” section</b> <u>before</u> getting any elector signatures.</li> <li>All blanks in this section were completed, with the following exceptions:                             <ol style="list-style-type: none"> <li>Only one box, “full term” or “unexpired term,” was checked. Only if “unexpired term” was checked, “term ending date” was completed.</li> <li>The committee to represent the candidate is optional (except in City of Loveland), but recommended.</li> </ol> </li> <li>Candidate dated and signed the “Statement of Candidacy” section <u>before</u> getting any elector signatures.</li> </ul>
	<ul style="list-style-type: none"> <li>The candidate completed the top portion of the <b>“Nominating Petition” section</b> <u>before</u> getting any elector signatures.</li> <li>All blanks in this section were completed, with the following exception:                             <ol style="list-style-type: none"> <li>Only one box, “full term” or “unexpired term,” was checked. Only if “unexpired term” was checked, “term ending date” was completed.</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>Elector signatures in the <b>“Nominating Petition” section</b> were obtained <u>on or after</u> the candidate’s date of declaration in the “Statement of Candidacy” section.</li> <li>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.</li> <li>All columns were completed. Some entire rows may be blank.</li> </ul>
	<ul style="list-style-type: none"> <li>The circulator completed and signed the <b>“Circulator Statement” section</b> <u>after</u> getting the final elector signature on a part-petition.</li> <li>All blanks were completed in the “Circulator Statement” section.</li> </ul>
	<ul style="list-style-type: none"> <li>If applicable, in any section, “full term commencing date” blanks were completed.</li> </ul>

The undersigned states the following is being submitted:	
Total number of part-petitions (i.e., sheets):	Jurisdiction / Municipality:
Total number of elector signatures (i.e., the total number of signatures indicated in the “Circulator Statement” of each part-petition):	Office:

I request my (i.e., the candidate’s) name\* appear on the ballot as follows (indicating hyphens or spaces, optional, if applicable):

\_\_\_\_\_ First Name/Initial

\_\_\_\_\_ Middle Name/Initial

\_\_\_\_\_ Last Name

\_\_\_\_\_ Suffix

\*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.

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.

I have (i.e., The candidate has) been furnished a link to Ohio Revised Code (R.C.) sections 3517.01, 3517.08 to 3517.11, 3517.13 to 3517.993, 3599.03 and 3599.031 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 3517.21 as prescribed by R.C. section 3513.33.

\_\_\_\_\_  
Signature Date

(If applicable, signed on behalf of candidate: \_\_\_\_\_)