

Hamilton County Board of Elections

Candidate Petition Filing Best Practices

– PLEASE REFERENCE * **“RULES GOVERNING PETITIONS”** FROM THE PETITIONS SECTION OF THE **OHIO CANDIDATE REQUIREMENT GUIDE**

Before CIRCULATING your petition: ***REVIEW Rules Governing Petitions - #1 & #2**

- **Complete the Declaration of Candidacy**

Declaration of Candidacy

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

I, _____, the undersigned, hereby declare under penalty of election falsification that
Name of Candidate
my voting residence address is _____, _____, Ohio _____,
Street Number and Address, if any, (or rural route and number) City or Village Zip Code
and I am a qualified elector.

I further declare that I desire to be a candidate for nomination to the office of _____
Office
in the County of _____, Ohio as a member of the _____ Party for the:
County Political Party
Check one full term commencing _____ or unexpired term ending _____, at the
Full Term Commencing Date Unexpired Term Ending Date
primary election to be held on the _____ day of _____, _____.
Day Month Year

I further declare that, if elected to this office or position, I will qualify therefor, and that I will support and abide by the principles enunciated by the _____ Party.
Political Party

Dated this _____ day of _____, _____.
Day Month Year _____
Signature of Candidate

- **Complete the Petition for Candidate**

Petition for Candidate

This petition shall be circulated only by a member of the same political party as stated above by the candidate.

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, and members of the _____ Party, hereby certify
Political Party
that _____, whose declaration of candidacy is filed herewith, is in our opinion,
Name of Candidate
well qualified to perform the duties of the office or position to which the person desires to be elected.

TIP: Complete one part-petition and make copies of the original before circulating. Original must be filed along with any photocopied part-petitions.

YOU ARE NOW READY TO CIRCULATE YOUR PETITIONS!

***REVIEW Rules Governing Petitions - #3 - #6**

File Early!!

Before FILING your petition:

***REVIEW Rules Governing Petitions - #6 - #10**

- **Complete the “Circulator Statement” section**
 - 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.

- **Public terminals are available at the BOE for candidates and their staff to pre-check elector signatures (Hamilton County Residents Only) before filing a petition with the BOE.**

Pre-checking signatures will help you identify signatures that may be invalid 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)
 - Not genuine signature (Signature on petition does not match voter registration signature)
 - 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 candidate petition)
 - Circulator signed a part-petition they circulated (can sign a part-petition that another person circulated.)

Review each part-petition using the Candidate Petition Filing Checklist:

This checklist will help you confirm each section of each part-petition is completed.

*** REVIEW Rules Governing Petitions - #11 - #17**

WHAT TO BRING WITH YOU WHEN YOU FILE:

- 1. ALL PART-PETITIONS TO BE FILED**
- 2. COMPLETED CANDIDATE PETITION FILING CHECKLIST**
- 3. FILING FEE – CASH OR CHECK**
(WE DO NOT ACCEPT CREDIT/DEBIT CARDS)

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.	
“Declaration of Candidacy” for “Party Primary Election” Petition Filing Checklist	
Initial each section below:	For each part-petition being submitted: <ul style="list-style-type: none"> • The candidate completed the “Declaration of Candidacy” section before getting any elector signatures. • All blocks in this section were completed with the following exceptions: Only one line, “full term” or “one-year term,” was checked; Only if “one-year term” was checked, “term ending date” was completed. • Candidate stated and signed the “Declaration of Candidacy” section before getting any elector signatures. • The candidate completed the top portion of the “Petition for Candidate” section before getting any elector signatures. • “Political Party” and “Name of Candidate” blocks were completed before getting any elector signatures. • Elector signatures in the “Petition for Candidate” section were obtained on or after the candidate’s date of declaration in the “Declaration of Candidacy” section. • All elector signatures are in ink. Elector’s printing their name also signed their name in cursive. For office positions that include multiple counties, all elector signatures on a part-petition are in the same county. • All columns were completed. Some entire rows may be blank. • The circulator completed and signed the “Circulator Statement” section after getting the final elector signature on a part-petition. • All blocks were completed in the “Circulator Statement” section. • If applicable, in any section, “full term commencing date” blocks were completed.
The undersigned states the following is being submitted:	
Total number of part-petitions (i.e., sheets):	Township / Municipality:
Total number of elector signatures (i.e., the total number of signatures indicated in the “Circulator Statement” of each part-petition):	Office:
	Party:
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. Question marks, #, \$, % and \$\$\$\$ and \$\$\$\$ (e.g., Dr., Judge or Hon.) 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 9517.01, 9517.09 to 9517.11, 9517.14 to 9517.09B, 9509.03 and 9509.04 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 9517.21 as prescribed by R.C. section 9513.83.	
Signature _____	Date _____
(If applicable, signed on behalf of candidate: _____)	