

How to Circulate a Petition

Please read carefully how to circulate the Official Paper Petition.

Qualifications to Circulate a petition: 18 years old and a US Citizen

Supplies (with you all the time):

- 1) Circulator Badge (lanyard): **VOLUNTEER CIRCULATOR**
- 2) Petition (optional clip board 8 $\frac{1}{2}$ x 14 or heavy cardboard w/rubber band).
- 3) Two (2) black or blue ink pens
- 4) QR code/website for people to register to vote or check their registration.
- 5) Copies of initiative for those in line to read while someone else is signing.
- 6) Optional: t-shirt or cap, water bottle, comfortable shoes, jacket, info cards
- 7) Regional Team and Church leads: extra petitions w/sign-up sheet

Circulator:

- 1) Read each page carefully to make sure every page is printed correctly.
- 2) Display badge "**VOLUNTEER CIRCULATOR**" in bold-face type clearly visible
- 3) One circulator per petition section.
- 4) Circulator must witness each signature (cannot leave on a table or just somewhere in the room or vicinity). *Keep petition section stapled.
- 5) Talk through each box with Signer; make sure boxes are filled correctly.
- 6) Once all signatures are collected, Notarize the packet.

Signer:

- 1) Must be a registered voter at the time of signing. (May register online.)
- 2) Use black or blue ink pen only.
- 3) Print clearly (to be legible) and spell everything out.
- 4) Complete each box.
- 5) Do not write outside the box - stay within the square.
- 6) Use residence address (physical address) where registered to vote.
- 7) Sign as you sign your ballot.
- 8) Sign a petition that is not the one you are circulating.

If the signer makes a mistake, the signer may draw one line through the mistake and write within the box. If the mistake is multiple boxes or there is no room for corrections, the signer may draw one line through the entire entry and use a different set of boxes. Ask Signer to initial changes.

Do NOT:

- Remove staples (this will invalidate the entire section)
- Sign for another person (this is illegal)
- Sign the same petition more than once
- Use ditto (") marks
- Provide a po box (use physical residential address where registered to vote)
- Have someone sign after the section has been notarized

May NOT:

- Knowingly sign more than once
- Notarize unless physically witnessed every signature
- It is against the law to bribe someone to sign or withdraw a signature
- Do NOT remove staples, tear, or deface the petition in any way

For the **Signature** to be valid:

- Stay within the square.
- Print as clearly as possible to be legible.
- Date accurately
- Match voter registration signature & address

For the **Packet** of signatures to be valid:

- Circulator signs the affidavit (last page of the packet) in front of a Notary.
- The Notary must have an active commission on file as a Notary.
- The date must match between the Notary and the Circulator when notarized.
- The staples must be in place (if removed, the entire packet is invalid)
- Affidavit must be attached within packet and cannot be separate from packet (or the entire packet will be invalidated.)

No one may circulate a petition section, in whole or in part, other than the Circulator who Notarizes the circulator affidavit attached to the petition section (back page).

If the Circulator or Notary makes a mistake, draw a line through, correct and initial.

Someone may withdraw their signature by filing a written request to the Secretary of State's office on or before the signatures are filed with the Secretary of State.

Training is available on the Secretary of State's website.

Make sure to notarize your packet. Return your packet section to the one who gave it to you, or at the designated place and time given to you. Do NOT mail your packet.