

Butler County Candidate Petition Filing Checklist

The Board strongly recommends that candidates review all petitions before filing

The Ohio Revised Code does not permit any corrections or additions after the time of filing.

- 1.) **Filing Fee** – Must have **exact** change or a check payable to the Board of Elections
- 2.) **Nominating Petition and Statement of Candidacy** –Is the name and address of the candidate, including zip code, shown on each part petition?
- 3.) **Office Sought and Term**- Full name of office correctly listed on each part-petition; a commencing date is listed for a Full Term (if applicable) or an Ending date is listed for an Unexpired Term (only if you are running for an unexpired term)? ***If the office sought has more than one term option, is the correct term date listed?***
- 4.) **Election Date**- Is the correct date for the election listed?
- 5.) **Candidate's Signature & Date**- Is the candidate's signature and date of signing affixed on every part-petition? Does at least one part-petition have the candidate's original signature? ***The date the candidate signed each petition must be on or before any of the signers' date.***
- 6.) **Nominating Petition**- Is the candidate's name, office, and commencing date listed for a Full Term (if applicable) or an ending date for an Unexpired Term (if applicable)? ***If the office sought has more than one term option, is the correct term date listed?***
- 7.) **Signature**- Voter's signatures are in ink (no pencil or ink stamps are allowed); contains a complete residential address (no P.O. boxes); date of signing is dated on the same day, or date after, the candidate signed the Statement of Candidacy. ***A signer may use ditto marks for all items, except the signature column.***
- 8.) **Circulator Statement**- Did the circulator print their name, list the number of signatures he/she witnessed, sign and give their residential address? ***Every circulator statement must include an original number – no copies allowed***
- 9.) **Signature Requirements**- Is the amount of signatures above the minimum signature requirement and below the maximum? ***See the signature requirements on the Information to Petitioner form.***

The undersigned candidate/representative acknowledges they have received the checklist and understand they are responsible for the validity and completion of the petition, not the Board of Election.

Signature & Date of Candidate/Representative

Signature & Date BOE Clerk