

# Coshocton County Board of Elections

## Candidate Petition Filing Checklist

Pursuant to Chapter 11, Section 1.03(C) of the Ohio Election Official Manual, issued by the Ohio Secretary of State, Board staff will **NOT** pre-check any petitions to determine their validity prior to filing. **It is solely the Candidates responsibility to ensure that their petition contains sufficient valid signatures and that each part-petition is completely and accurately filled out to satisfy the requirements of the law.**

The Board strongly recommends that Candidates complete the following checklist for each part-petition to be filed as a means to audit each part for accuracy and sufficiency prior to filing with the Board of Elections.

### DECLARATION OF CANDIDACY

- All blanks are filled in and complete
- Does address match what is on file with the Board of Elections?
- If running for an unexpired term, ending date is complete
- If running for a full term, commencement date is complete (this question is not included on all petition forms)
- Signed and dated prior to circulation
- Petition for Candidate section contains name of Candidate as it is to appear on the ballot and Party affiliation

### SIGNATURES

- Voters' signatures are their cursive or legal signature and are signed in ink
- Contain a complete residential address (No P.O. Boxes)
- No more than three (3) times the required number of signatures required for filing are being submitted
- Voters' signatures are dated on or after the date I signed my Declaration of Candidacy

### CIRCULATOR STATEMENT

- Includes the Circulator of that Part-Petition's full name, the number of signatures witnessed, their signature, and residential address

Once a petition has been filed (submitted, time stamped, and filing fee paid) with the Board of Elections, it cannot be amended or altered in any manner. Acceptance of a petition by the Coshocton County Board of Elections Staff does not indicate or guarantee candidacy. Statutory authority to review each petition for compliance with Ohio Election Law and subsequent approval is the responsibility of the members of the Board of Elections.