



# R. JOYCE GRIFFIN

Supervisor of Elections

Monroe County, Florida

[www.KeysElections.org](http://www.KeysElections.org)

Make a copy of this document for candidate's records CP 46

## Acknowledgement – Candidate Petition Checklist

<https://soe.dos.state.fl.us/pdf/checklist0002-CandidatePetitionSignatureVerification-Validation.pdf>

Please remember that only the signer of the petition may sign and date the petition. Any information left off a petition by the signer (other than signature and date) may be filled in by another person.

If a petition is turned in without required information it will be entered as an error and that signer may not sign another petition for that candidate.

If a candidate is running in a NONpartisan race it is recommended that the candidate put "xxxxxx" on the line for the candidate political party.

Many candidates will have a printer prefill their names, party, and office sought. They will also have highlighted the areas for the voter to sign.

Please bring in petitions in small groups as you get them so that we can keep you updated on the amount of accepted petitions you have collected. There will be rejected petitions.

1. I have received the candidate petition signature verification checklist.
2. I have received an example petition and have been shown how to fill it out.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Candidate's Name



## Checklist - Candidate Petition Validation/Signature Verification

### DE Election Administration Checklist Series – 0002 (Updated 10/2017)

(SECTION 99.097, FLA. STAT. AND RULE 1S-2.045, FLA. ADMIN. CODE)

*These procedural checklists are for optional use by election offices only. Election offices are advised to consult with applicable state, federal and case law and governing rules. Any discrepancy or conflict between the information provided here and rules and laws is not intended and should be resolved in favor of the rules and laws.*

#### I. A signature may not be verified on a candidate petition form unless all of the following exist on the form:

- ☐ The voter's name. **Note:** If the name is not substantially the same as the name in the statewide voter registration system, the petition may still be validated if all other requirements for the petition are met after comparing the signatures on the form, and the supervisor of elections determines that the petition signer is the registered voter. Section 99.097(3)(a), Fla. Stat., and Rule 1S-2.045(5)(g), Fla. Admin. Code.
- ☐ The voter's address (including city and county). **Note:** A missing zip code will not invalidate a petition. The address may be a business or PO Box address. The address need not be the address on the voter's registration record. If a voter lists an address other than the registration address, the supervisor of elections shall process the petition as if the voter had listed the voter's registration address. See s. 99.097(3)(c), Fla. Stat. and Rule 1S-2.045(5)(h), Fla. Admin. Code.
- ☐ The voter's date of birth or voter registration number. **Note:** The date of birth must include the month, day, and year and match the date of birth on the voter's registration record.
- ☐ The voter's original, ink signature.
- ☐ The date (month, day, and year) the voter signed the petition. **Note:** The voter must date the petition.
- ☐ The group or district designation for the office is listed if the candidate is running for an office that requires a group or district designation. (**Note:** In a year of apportionment, a district # is not required.)

#### II. Other requirements before petition can be validated as verified<sup>1</sup>:

- ☐ The candidate petition form submitted is the most current adopted Form DS-DE 104 with exact wording and format. **Note:** The only exceptions to this requirement are if the form (1) Was reduced or enlarged proportionally in size; (2) Has acceptable color highlights, circles, X's, arrows, or similar markings that draw attention to items on the form, as well as cross-outs, line-throughs, or similar markings for items that do not apply to the candidate's candidacy; (3) Is translated into a minority language (but the format and blank entries must be the same as the adopted form.) Form DS-DE 104 may be a two-sided form if one side is in a minority language. If both sides are completed, the Supervisor of Elections may only verify the signature on the English side.
- ☐ At time of signing, based on the address on record, the signer was a registered voter in the county, district, or other geographical area represented by the office being sought.<sup>2</sup>
- ☐ At the time of verifying the petition, the signer is a registered voter in the county, district, or other geographical area represented by the office being sought, except as noted in footnote 2.
- ☐ The voter signed the petition on or after the date the candidate filed the appointment of campaign treasurer and designation of depository. The only exceptions are if the candidate is: (1) a federal candidate; or (2) a special district candidate who has not collected contributions and whose only expense is the signature verification fee or filing fee.
- ☐ The signer has not previously signed a candidate petition form (for the same candidate for the same office in the same election) that has been already verified as valid.
- ☐ The form was submitted before noon of the 28th day before the first day of qualifying for the office sought to the Supervisor of Elections of the county in which the signee is a registered voter.

<sup>1</sup> See Rule 1S-2.045 (5)(i) for examples of items that will make a candidate petition invalid.

<sup>2</sup> In a year of apportionment: (1) For any federal, state senate, or state representative candidate, the signatures may be obtained from any registered voter in Florida regardless of district boundaries; and (2) Any candidate for county or district office may obtain signatures from any registered voter in the county regardless of district boundaries. The next year of apportionment for congressional and state legislative candidates will be 2022.



## CANDIDATE PETITION

**Notes:** - All information on this form becomes a public record upon receipt by the Supervisor of Elections.  
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]  
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, \_\_\_\_\_ the undersigned, a registered voter  
(print name as it appears on your voter information card)

in said state and county, petition to have the name of \_\_\_\_\_  
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

☐ Nonpartisan ☐ No party affiliation ☐ \_\_\_\_\_ Party candidate for the office of

\_\_\_\_\_  
(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth or Voter Registration Number  
(MM/DD/YY)

Address

City

County

State

Zip Code

Signature of Voter

Date Signed (MM/DD/YY)  
[to be completed by Voter]