

## CANDIDATE NOMINATING PETITION REQUIREMENTS CHECKLIST

<b>FORM</b>	Petition sheet must be a single, self-contained sheet of paper printed front and back side (not glued, stapled, or taped etc.).
	Must be in the exact format as prescribed in Administrative Rule (5:02:08) - the candidate nominating petition may have 20 signature lines on a letter size sheet of paper or 30 signature lines on a legal size sheet of paper (these are suggestions and how we have created petitions to be downloaded).
	Header matches prescribed format.
	Instructions to Voters must be included.
	Signature lines are numbered in order.
	A candidate may complete the declaration of candidacy and have his/her signature notarized and then prior to collecting any signatures he/she may make photocopies of that petition sheet to circulate. <b>NOTE:</b> You must receive a petition with an original signature on the declaration in order to count any signatures on the photocopied petition sheets. You <b>CANNOT</b> count any petition sheets that have photocopied voter signatures lines on them.
	Verification of Circulator section must be included.
	If the petition is not in the format prescribed by administrative rule, that petition sheet is thrown out.
<b>CIRCULATOR</b>	Circulator must print their name otherwise petition sheet is thrown out.
	Circulator must sign their name otherwise petition sheet is thrown out.
	Circulator must be a South Dakota resident and list an in-state, residential address (No PO BOX or out of state address is allowed for 1 <sup>st</sup> class cities) otherwise petition sheet is thrown out. See page 2 for list of 1 <sup>st</sup> class cities.
	Circulator <b>CANNOT</b> be the notary for the circulator's verification otherwise petition sheet is thrown out.
	Only one circulator may sign otherwise petition sheet is thrown out.
	Circulator <b>MAY</b> be a signer on the petition.
	Circulator is allowed to fill in all of a signer's information on a signature line <u>except</u> for the voter's signature.
	If at the time of submission and if the filing deadline has not passed the person in charge of the election needs to allow the circulator to add the missing information (circulator cannot add the voter's signature).  If missing info from circulator's verification can be found elsewhere on the petition that is acceptable (Ex: Circulator does not list his/her residence address in the circulator verification section, but the circulator is also the candidate and you find his/her residence address in the declaration of candidacy section of the petition).
<b>NOTARY</b>	Must be a South Dakota Notary otherwise petition sheet is thrown out.
	Notary Seal or Imprint must be on petition otherwise the petition sheet is thrown out (if County Auditor, Municipal Finance Officer or School Business Manager - they may use their jurisdiction seal but that is not required).
	Notary must sign otherwise petition sheet is thrown out.
	Date of notarization must be fully complete including day/month/year or petition sheet is thrown out.
	Notary's complete expiration date must be listed including day/month/year otherwise petition sheet is thrown out (if County Auditor, Municipal Finance Officer or School Business Manager - they do not need to list an expiration date).
	Notary <b>CANNOT</b> notarize the circulator's verification and sign petition otherwise signature line is thrown out (SDCL 18-1-12.2). Notary <b>CANNOT</b> be the candidate otherwise petition sheet is thrown out (SDCL 12-6-8).
	Notary date of signing cannot be a different day than the circulator signed and dated, otherwise petition sheet is thrown out.
	The title of person administering the oath is not required.

SIGNATURES	If the date of the voter's signature is before the date the candidate signed the declaration of candidacy the signature line is invalid.
	Date of voter's signature must be on or before the notary signs the petition.
	Date must include Month and Day (Can be spelled out or numerical, the year is not required).
	Date of voter's signature must be on or after the voter's registration date.
	If the information required for all six boxes is not there, the signature line would not count.
	Ditto marks are not allowed.
	Signers printed name must be legible and they may sign how they usually sign - DOES NOT need to match his/her voter registration record. Ex: Signer is registered as "William" but signs petition as "Bill."
	Signer's address DOES NOT need to match the address listed in their voter registration record.
	On the signature line, the County of voter registration must match the county listed in their voter registration record.
	Both active and inactive voters may sign petitions.
ACCEPTABLE	The petition must meet the signature requirements for the office the candidate is running for. You only need to validate signatures up to the number required and then you may stop. You do not need to verify extra signatures above the required number.
	If the voter lives in a 1st class municipality, he/she must list a residential address (no PO Boxes are allowed). 1st Class Municipalities are: Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Harrisburg, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Tea, Vermillion, Watertown, and Yankton.
	If voter signed in the printed box and printed in the signed box (same with the other boxes – if they are mixed up but all the information is there) you accept that signature line.
	Common abbreviation marks are acceptable.
	Name of a well-known building is acceptable (ex: Golden Living Nursing Home).
ADDITIONAL NOTES	If signature lines are skipped you still count the other signature lines that meet all of the qualifications included in this checklist.
	Description of residence location if the person does not have an address (ex: 7 miles West on Grey Goose Road, brown house across the street from the red barn) is acceptable.
	If a voter contacts you and wants his/her name removed from the petition, the only way for that to be removed is for the voter to contact the circulator of that petition and request his/her name be removed. The circulator is not required to remove the signature. This has to be done prior to the petitions being submitted to you.
ADDITIONAL NOTES	Petition sheets are public documents but only after you have validated the signatures and either filed or rejected the petition. Any individual may request a copy of the petitions once the validation process is completed and you will charge your normal copy fee. SDCL 12-1-39
	If you receive a petition that does not look like it is in the proper form and/or you have other questions, please call or email our office or talk with your city attorney.