

# 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 and 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 gave 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