

GUIDELINES FOR CHECKING INDEPENDENT PETITIONS

BEFORE PASSING PETITIONS		YES	NO
Independent Nominating petition - party name, symbol, and <i>General Election</i> date			
Name of candidate on petition as they want it on the ballot			
Complete discription of Public Office or Party Position			
Full address: street name and PO Box, if applicable			
Vacancy committee - not necessary, used to replace the candidate if unable to run after filing			
MAIN BODY OF PETITION			
DATE: day, month and year (year may be at the top of the column)			
SIGNATURE: signature, not printed name			
RESIDENCE: address where person lives - street name, town name if not the same as the township			
TOWNSHIP/CITY - write it in, no dittos			
STATEMENT OF WITNESS			
Person who circulated the petition must fill in all the information (witness)			
Any changes or cross-outs have to be initialled by the witness			
Name printed and full address listed			
Correct number of signatures on the sheet - recount to be sure			
Dated (the same as or after the date of the last signature)			
Town/City or Village and County filled in			
If a Notary or Commissioner of Deeds circulates the petition - fill in section 2 instead of section 1			
WHEN FILING AT THE BOARD OF ELECTIONS			
An Acceptance needs to be filed by the candidate within 3 days			
Independent Nominating petition - needs an Acceptance within 3 days (unless for a Justice position)			
If there are 10 or more petition pages for a candidate, the volume must have a Cover Sheet			
Staple petition pages together and number the sheets			

