

Checklist for Reviewing Nomination Papers

Affidavit of Candidacy		
1	Office Title	Reject if missing
2	District number, if any	Reject if missing
3	Candidate's name (no titles, parentheses or quotation marks)—use this line for ballot preparation and proofreading	Reject if missing
4	Pronunciation—not required, but really helpful	
5	Candidate's home address	
6	Candidate's county of residence	
7	Political party, must be Democratic or Republican	Reject if missing
8	Email address and telephone number	
9	Candidate's signature	Reject if missing
10	Notarization must include:	
	a. State, county and date where the document was signed	
	b. Signature of the Notary Public	Reject if missing
	c. Notary seal (this is required, even if the auditor serves as Notary)	
If you reject an affidavit, the candidate must complete and sign a new one. Nothing can be added to or changed on the signed and notarized affidavit.		
Nomination Petitions—Heading		
1	If the petition includes more than one page, the pages must be fastened together. Staples work well.	If not bound, you may reject the petition without examining it.
2	Heading must appear on each page of the petition. Do not count signatures written on the blank reverse side of a petition page. The heading must include all required elements. If the candidate did not use the SoS form, check for completeness.	Do not count signatures on the page if the heading is missing. Highlight incomplete fields. Nothing can be changed on the heading of a signed petition.
3.	Candidate's name	Do not count signatures on the page if the candidate's name is missing. Highlight field if name is missing.
4	Office sought, including district number, if any	Do not count signatures on the page if the office title is missing. District number may not be critical. Highlight field if missing.
5	Political party (Democratic or Republican)	Do not count signatures on the page if the party is missing. Highlight field if missing.
6.	County where candidate resides	This may not be critical.
Nomination Petitions—Signature Lines		
1	Signature	Count line only if present—highlight field if missing
2	Signer's address	Count line only if present—highlight field if missing
3	City	Count line only if present—highlight field if missing
4	Do not count a signature line if the address or city is obviously outside the county or district	Highlight field and note reason for rejection
5	Make sure the petition includes at least the required minimum number of signatures.	If there are not enough acceptable signatures, return petition and affidavit to candidate.

