



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, DC 20003-4733



CIRCULATING AND FILING NOMINATING PETITIONS

As a candidate seeking elected office in the District of Columbia, you are responsible for ensuring that each individual who circulates nominating petitions on your behalf complies with all pertinent rules and regulations regarding petition circulation. Each person who circulates petitions on your behalf must:

- Be at least 18 years of age *and* either a resident of the District of Columbia or a resident of another jurisdiction who has registered as a petition circulator with the Board prior to circulation of a petition;
- Personally circulate each petition sheet for which they sign a circulator's affidavit;
- Personally witness the signing of each signature on each petition sheet for which they sign a circulator's affidavit;
- Inquire whether each signer is a registered voter in the District of Columbia and, if applicable, whether each signer is a registered voter in the same political party and/or ward or single-member district as the candidate, depending on the office sought;
- Complete and sign, under penalties of perjury, the circulator's affidavit on each petition sheet they circulate;
- Make sure that only one circulator signature is affixed to a single petition sheet and that the circulator's signature and date does not pre-date those of the registered voters who sign the petition sheets;
- Ensure that each signer legibly provides all required information, in addition to their signature; and
- Adhere to the provisions in the election statute and regulations regarding nominating petition circulation, with the understanding that any circulator who knowingly and willfully violates any such provisions could, upon conviction, be fined up to \$10,000 and/or imprisoned for up to six (6) months.

Non-Resident Petition Circulators

Each non-resident petition circulator must register in-person with the Board by completing a Non-Resident Petition Circulator Registration Form and submitting valid proof of residence. Valid proof of residence is any official document showing the circulator's name and residence address. Acceptable forms of proof of residence include:

- A copy of a current and valid government-issued photo identification;
- A copy of a current utility bill, bank statement, paycheck, or government check;
- A copy of a government-issued document; or
- A copy of any other official document, including leases or residential rental agreements, occupancy statements from homeless shelters, or tuition/housing bills from colleges or universities.

Valid Petition Signatures

In order for a signature on a nominating petition to be valid:

- The signer must be a duly registered voter in the District of Columbia;
(However, if an address on a petition is different than the address which appears in the Board's records, it shall be deemed valid if the signer's current address is within the electoral jurisdiction from which the candidate seeks nomination *and* the signer files a change of address form with the Board during the first 10 days following the date a challenge to the nominating petition is filed.)
- The signer must be designated as "active" in the voter roll at the time the petition is signed;
- The signature must not be a duplicate of a valid signature appearing elsewhere on the petition;
- The signature must be dated;
- The signature must be accompanied by the signer's address; (A P.O. Box number is not acceptable.)
- The signature must include the printed name of the signer if the signature is not sufficiently legible for identification;
- The circulator of the petition sheet must have been a qualified petition circulator at the time the petition was signed;
- The circulator of the petition must complete all required information in the circulator's affidavit;
- The signature must not be a forgery;
(However, voters who are unable to sign their names may make their marks in the space for the signature. These marks will be counted as valid signatures if the persons witnessing the marks attach to the petition affidavits indicating that they explained the contents of the petitions to the signers and witnessed their marks.)

- The signer must have been a registered voter in the ward or single-member district from which the candidate seeks nomination at the time the petition was signed; or
- (For primary elections) The signer must have been registered to vote in the same party as the candidate at the time the petition was signed.

Filing Nominating Petitions and Other Supporting Documents

- It is your responsibility to ensure that your petition is complete and contains the minimum number of signatures for ballot access before you file it with the Board.
- Please arrive at the Board ready to file. Petition sheets should be complete, in numerical order, and correctly assembled.
- While not required, filing the minimum number of signatures *prior to the filing deadline* can be very helpful. This will give you time to correct any errors before the deadline. You can always file supplemental petition sheets until the deadline once you have made the initial filing with the minimum signature requirement.
- Before filing, make sure that each signer's address matches the address listed for that voter in the Board's records. If a signer's address on the petition is not the same as their address in the Board's records, but the voter still resides in the same electoral jurisdiction in which you are seeking office, the voter can complete and sign a change of address up until the 10th day after a challenge has been filed to your petition, if any.
- Make sure the Circulator's Affidavit on each petition sheet is completed correctly and signed.
- Make sure that you have your Declaration of Candidacy completed, signed (by YOU - NOT a representative or agent), and notarized. If you plan to have your Declaration of Candidacy notarized at the Board, please arrive at the office with the form completed *except* for your signature.
- Make sure you have the Receipt for Completed Ballot Access Documents completed, signed, and notarized. If you plan to have your Receipt notarized at the Board, please arrive at the office with the form completed *except* for the signature.