



## 2016 Candidate Instructions – Signature Gathering for a Qualified Political Party Candidate

### Notice of Intent to Gather Signatures

Submit your *Notice of Intent to Gather Signatures* form to the appropriate filing officer/election official (see “Where Do I Submit Declaration Forms and Signature Packets?” below). You may file this form beginning on January 4, 2016 and ending on March 17, 2016 at 5:00 p.m. Potential candidates may begin gathering signatures as soon as the filing officer has provided necessary forms, generally within one business day. (Note: this step is *not* your Declaration of Candidacy. See page 2.\*)

### Petition Packet

Assemble your petition packet. The filing officer will provide you with the required materials.

1. Cover sheet
2. Signature form
3. Verification form (to be filled out by the petition circulator)
4. Each nomination petition packet must be bound with a staple or stitch in at least three places across the top of the paper.

Please note that each petition packet must have a minimum of these three pages, but may have up to 50 signature forms per packet (for a maximum of 52 pages).

### Gathering Signatures

You, or your designated petition circulator(s), may gather signatures from registered voters who are permitted (by the party) to vote in its primary election and who reside in the district or area of the office you are seeking.

The number of signatures candidates need to collect depends on the political office sought:

- Statewide office (e.g., U.S. Senate, Governor, Attorney General): 28,000 signatures
- U.S. House: 7,000 signatures
- Utah State Senate: 2,000 signatures
- Utah State House: 1,000 signatures
- County office: 3% of the voters permitted to vote in the political party’s primary who live in the district or area

Possible reasons why a signature might be invalid:

- The signer is not registered to vote; or
- The voter is registered outside the district or area; or
- The voter has already signed another candidate’s petition for the same office; or
- The voter has already signed a petition for the same candidate; or
- The voter is not registered with a political party eligible to sign the candidate’s petition.

### Submitting Your Petition Packet

Submit petition signatures to the appropriate election official. **The last day to submit a petition packet is 14 days before your political party’s convention** (by 5:00 p.m.).

- Petition packet submissions are verified in the same order as they are received and must contain enough signatures to meet or exceed the qualification threshold. If you submit your petition packet before your opponent submits their packets, your packet will be verified before his or her packet.
- When you submit your petition packets you will also submit a form with your best estimates of the total number of packets and signatures you are submitting.
- If you fail to meet the qualification threshold, you may submit supplemental petition packets until the deadline or until the filing officer notifies you that you have met the qualification threshold.

### Where Do I Submit Declaration Forms and Signature Packets?

Candidates	Declare Intent to Gather Signatures	Declare Candidacy	Submit Petition Signatures	Verify Petition Signatures
Federal	Lt. Governor	Lt. Governor	Lt. Governor	Lt. Governor
Statewide	Lt. Governor	Lt. Governor	Lt. Governor	Lt. Governor
Multi-County Offices	County in which the candidate resides	County in which the candidate resides	Lt. Governor	Lt. Governor
Single-County Offices	County in which the candidate resides			

### Signature Verification by Election Officer

In accordance with Utah Code §20A-9-408(9), the election officer shall certify whether each name is that of a registered voter who is qualified to sign the petition packet.

- Within one business day after verifying all signatures in a candidate's submission – or after the candidate meets or exceeds the qualification threshold – the filing officer shall notify the candidate of the total number of valid signatures in the submission and whether the candidate has met the qualification threshold.
- The last day that you could be notified of your signature status is one day before your party's convention date (regardless of whether or not you are attending convention).

The status of your petition verification can be found at [elections.utah.gov](http://elections.utah.gov). The Lieutenant Governor's Office will release regular status updates.

### Verification Outcome – Candidate Notification

The election officer will verify petition packets in the order they are received. The last day that you could be notified of your signature status is one day before your party's convention date (regardless of whether or not you are attending convention).

- Within one business day of the election official determining your results, the official will inform you if you have qualified for the primary election ballot.
- If the election official determines you *did not* collect enough valid signatures, you have the chance to submit supplemental signatures (as long as they are turned in before the deadline of 14 days before convention).

### Declaration of Candidacy

*\*Declaration of Candidacy (Required)*

File your Declaration of Candidacy, in-person, with the appropriate election official (see "Where Do I Submit Declaration Forms and Signature Packets?" below) during the declaration of candidacy period: March 11, 2016 to March 17, 2016 (see chart on page 1 for details).

### Additional Information:

#### *Voter Registration*

People can register to vote or change their party affiliation with [voter registration forms](#). Petition circulators may take forms with them while gathering signatures. Registration forms can be found on [vote.utah.gov](http://vote.utah.gov).

Voter registration forms must be received *before* nomination petition packets are submitted to the filing officer.

#### *Notice of Withdrawal of Intent of Gather Signatures*

If you no longer wish to seek nomination using the signature-gathering process described in Utah Code §20A-9-408, you may submit a Notice of Withdrawal (withdrawing your Intent to Gather Signatures) under the following conditions:

- Your petition packet submissions have not completed the verification process:
  - You have not received notice from an election official of having a deficient number of signatures verified; or
  - You have not received notice from an election official of being a qualified candidate.
- You agree that any petition packets that you or your petition circulator(s) have collected or submitted will not undergo the verification process by an election official.
- You affirm that you are no longer seeking nomination using the signature-gathering process described in Utah Code §20A-9-408.

**DISCLAIMER:** This document is not substitute for the Utah State Code or Utah Rules. This document is provided as a guide and is not intended to be an authoritative statement of law. For further legal information, please consult the Utah State Code or other appropriate legal resources.

#### **Physical Address**

Office of the Lieutenant Governor  
Utah State Capitol  
350 North State Street, Suite 220  
Salt Lake City, UT 84114

#### **Mailing Address**

Office of the Lieutenant Governor  
Utah State Capitol  
P.O. Box 142325  
Salt Lake City, UT 84114

**Phone:** 801-538-1041

**Fax:** 801-538-1133

**Email:** [elections@utah.gov](mailto:elections@utah.gov)