CANDIDATE PETITION SIGNATURE VERIFICATION CHECKLIST (rev. 12/5/2011)

I. A signature may not be verified on a Candidate Petition (Form DS-DE 104) unless all of the following exist on the form:

☐ The voter's name.

 (**Note**: Per s. 99.097(3)(a), Florida Statutes, and Rule 1S-2.045(5)(g), Fla. Admin. Code, if all other requirements for the petition are met, a name on the petition that is not in substantially the same form as the name in the voter registration system shall be counted as a valid signature if, after comparing the signatures on the form and in the voter registration system, the supervisor of elections determines that the petition signer is the same as the registered voter.)

☐ The voter's address, to include the city and county.

 (**Note**: The address may be a business or PO Box address. The address need not be the address on the voter's registration record. *See* s. 99.097(3)(b), Florida Statutes and Rule 1S-2.045(5)(h), Fla. Admin. Code - if a voter lists an address other than the registration address, the supervisor of elections shall treat the address as if the voter had listed the voter's registration address. The absence of a zip code on the form will not prevent a candidate petition from being verified.)

☐ The voter's date of birth (to include the month, day, and year) that matches the date of birth on the voter's registration application **or** voter registration number.

☐ The voter's original signature.

☐ The date (to include the month, day, and year) the voter signed the petition, <u>as recorded by the voter</u>.

☐ The group or district designation for the office is listed on the office <u>if</u> the candidate is running for an office that requires a group or district designation.

II. Also, before a signature may be verified, the supervisor must ensure:

☐ The candidate petition form submitted is a Form DS-DE 104 containing the exact wording and format of the form incorporated by Rule 1S-2.045, Fla. Admin. Code. (The only exceptions to using the exact form are: (1) The form may be reduced or enlarged proportionally in size; <u>or</u> (2) The form may be translated into a minority language, but the format and blank entries must be the same as the incorporated form.) Form DS-DE 104 may be a two-sided form <u>if</u> one side is in a minority language. If both sides are completed, the Supervisor of Elections may only verify the signature on the English side.

☐ The signer was a registered voter in the county, district, or other geographical area represented by the office being sought <u>at the time of signing</u> based on the address on record.[i]

☐ The signer is a registered voter in the county, district, or other geographical area represented by the office being sought <u>at the time of verification</u> of the petition.[ii]

☐ The voter signed the petition on or after the date the candidate filed the appointment of campaign treasurer and designation of depository. The only exceptions are <u>if</u> the candidate is: (1) a federal candidate; or (2) a special district candidate who has not collected contributions and whose only expense is the signature verification fee or filing fee.

☐ The signer has not previously signed a candidate petition form (for the same candidate for the same office in the same election) that has been already verified as valid.

☐ The form was submitted before noon of the 28th day before the first day of qualifying for the office sought to the Supervisor of Elections of the county in which the signee is a registered voter.

---

[i] In a year of apportionment: (1) For any federal, state senate, or state representative candidate, the signatures may be obtained from any registered voter in Florida regardless of district boundaries; and (2) Any candidate for county or district office may obtain signatures from any registered voter in the county regardless of district boundaries.

[ii] *See* i, above.