



Checklist - Constitutional Amendment Initiative Petition Validation/Signature Verification

DE Election Administration Checklist Series - 0001 (Updated 03/2022)

(SECTIONS [99.097](#) AND [100.371](#), FLA. STAT., AND [RULE 1S-2.0091](#), FLA. ADMIN. CODE)

*These procedural checklists are for optional use by election offices only. Election offices are advised to consult with applicable state, federal and case law and governing rules. **Any discrepancy** or conflict between the information provided here and rules and laws is not intended and should be resolved in favor of the rules and laws.*

I. A signature may not be verified on a constitutional amendment initiative petition form unless the petition includes the following:

- The voter's name. **Note:** If the name is not substantially the same as the name in the statewide voter registration system, the petition may still be validated if all other requirements for the petition are met after comparing the signatures on the form, and the supervisor of elections determines that the petition signer is the registered voter. Section 99.097(3)(a), Fla. Stat.
- The voter's address (including city and county). **Note:** A missing zip code will not invalidate a petition. The address may be a business or PO Box address. The address need not be the address on the voter's registration record. If a voter lists an address other than the registration address, the supervisor of elections shall process the petition as if the voter had listed the voter's registration address. See s. 99.097(3)(c), Fla. Stat.
- The voter's date of birth or voter registration number. **Note:** The date of birth must include the month, day, and year and match the date of birth on the voter's registration record.
- The voter's original signature.
- The date (month, day, and year) the voter signed the petition. **Note:** The voter must date the petition, and
- For forms circulated by a paid petition circulator:
 - o A signed petition Circulator's Affidavit as required by section 100.371(5), F.S.
 - o Paid petition circulator is registered to collect petitions on the date of the voter's signature

II. Other requirements that must be met before petition can be validated as verified¹:

- The signer must have been a registered voter in the state at the time of signing and at the time the petition is verified. **Note:** If the signature is from a registered voter in another county at the time of verification, the supervisor must notify the sponsor of the misfiled petition.
- The petition is timely signed, *i.e.*, the signature is only valid from the date signed until the next February 1 occurring in an even-numbered year.
- The registered voter has not previously signed a petition form for the exact same initiative petition that was verified as valid.
- The signature is submitted on an initiative petition form that has received approval from the Division of Elections.

III. Timeframe for verifying petitions for 2022-2024 cycle:

- 60 days – For any petition received after February 1, 2022 r through December 2, 2023 of next odd-numbered year, Supervisors must promptly verify signatures no later than 60 days from date of receipt.
- 30 days – For any petition received on or after December 3, 2023, Supervisors must promptly verify signatures no later than 30 days from date of receipt.

¹ Refer also to the Supervisor of Elections' user guide on the SOE portal for details.