

Signer Requirements

	Each petition signer must:	What this means:
All Petition Types	→ provide an original signature and should be encouraged to provide their printed name and date signed ⓘ These informational fields, while optional unless otherwise noted below, provide valuable assistance when verifying signatures.	✓ sign the petition using a signature contained in their voter registration record
	→ be an active registered voter at the time of signing the petition in the candidate’s electoral district	✓ information in the voter's registration record is up to date and they would be able to vote for the candidate
	→ sign a petition sheet that is designated for their county of residence	✓ sign a petition sheet designated for the county they are registered to vote in
	→ provide a residence or mailing address	✓ should be encouraged to provide the address where they are registered to vote at
Major Party Petition ONLY	→ at the time of signing the petition be a member of the same political party as the candidate	✓ information in the voter's registration record is up to date and they would be able to vote for the candidate at a primary election

Signature Date

If no date is provided by the signer, the signature is only considered valid if the signer:

- ✓ was an active registered voter between the date the petition was approved to circulate and the circulator’s certification date
- ✓ originally registered to vote on or after the date the petition was approved to circulate and was an active registered voter between their original registration date and the circulator’s certification date

ⓘ This standard also applies to any signer that provides a date of birth or a date that at the time of verification has not yet occurred instead of the date they signed the petition.

Signer Prohibitions

It is against the law for signers to:


- sign another person’s name under any circumstances
- sign a petition more than one time
- sign a petition when not qualified to sign it

⚠ Only active registered voters may sign a petition. If the signer is not registered to vote or an active voter the signature will be rejected unless a completed registration card is received by a designated voter registration agency or an elections filing officer before 5 pm the day the petition is signed or 11:59 pm if completed electronically online at www.oregonvotes.gov.

Certification of Signature Sheets





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After all signatures on a signature sheet have been collected, circulators complete the certification by signing their legal signature and providing the date when the certification was signed.




 If the circulator certification is not completed or determined to be insufficient the signature sheet will be rejected.

Prior to submission to elections officials the circulator may correct the following defects:

Circulator Signature Defects


If the circulator has:	the circulator should:
→ signed using only initials  Unless verified by exemplar.	✓ sign and re-date certification with legal signature
→ signed using a signature stamp  Unless approved under ORS 246.025.	✓ re-sign and re-date certification with legal signature
→ signed using an illegible signature  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature
→ signed using printed script instead of cursive  Unless verified by exemplar.	✓ re-sign and re-date certification with legal signature
→ photocopied or carbon copied the certification	✓ sign and re-date certification with legal signature
→ signed in a manner that the signature, printed name, and address are all illegible	✓ re-sign and re-date certification with legal signature


Certification Date Defects


If the date is:	the circulator should:
→ missing	✓ re-sign and date or date and initial correction
→ crossed out	✓ re-sign and re-date or re-date and initial correction
→ overwritten with a different date	✓ re-sign and re-date or re-date and initial correction
→ earlier than all petition signers  Unless the circulator and the only signer are the same person.	✓ re-sign and re-date or re-date and initial correction
→ earlier than some, but not all petition signers  Only those signatures dated on or before the date of the certification will be accepted.	✓ re-sign and re-date or re-date and initial correction
→ partial or ambiguous	✓ re-sign and re-date or re-date and initial correction  Date must be provided in month, day, year order if written in all numeric characters.
→ obscured in any way by white out or other correction fluid or adhesive tape	✓ re-sign and re-date or re-date and initial correction

The following defects in the circulator certification cannot be corrected and any signature sheet submitted that contains one of these defects will be rejected:

Incurable Defects

- the original signature of a circulator has been crossed out, and a different circulator's signature is inserted
 -  Unless the original signature is that of an individual whose signature appears on the same signature sheet as a signer.


 - two individuals sign and date as circulator
 -  Unless the only signers and the circulators are the same people.


 - white-out or other correction fluid or adhesive tape appears on the signature line
-  Examples of circulator signature and date defects are available in the [Circulator Training Manual](#) located at www.oregonvotes.gov.

Guidelines for Completing Candidate Filing Forms

ORS 249.031

All forms must be complete before submitting them to the Elections Division.

 Failure to provide information for each of the required fields may result in rejection of the candidate filing forms.

 Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)

Additional information may be required and will be discussed further this section under the specific section.

Original or Amendment

Indicate if the filing is an Original filing or an Amendment that is changing information prior to the filing deadline.

Filing Officer

Indicate who the filing office is for the position

- **Secretary of State** : Any Federal, Statewide, State Senate, State Representative, Judicial (including County Judges with judicial duties) and District Attorney positions
- **County Elections Official**: Any county or district position
- **City Recorder (Auditor)**: Any city office that is elected by the citizens of a city

Candidate Information

Complete the following information:

- **Name of Candidate**: This should be the candidate's full name (first, middle initial and last). If filing online through ORESTAR, this field is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- **How name should appear on ballot**: How the candidate wishes his/her name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they cannot appear on the ballot.
- **Candidate Residence Address**: The residential address of the candidate, including the county.

- **Mailing Address for Candidate Correspondence:** The address where the candidate wishes to receive correspondence from the Elections Division. To use the residence address as the mailing address for candidate correspondence, click in the checkbox.
- **Contact Information:** Enter work phone, home phone, cell phone, fax, email address and website, if applicable. **At least one phone number and an email address are required.**

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience, None or NA must be entered.

Occupation and Occupational Background

- **Occupation (present employment – paid or unpaid):** The current full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid). If not employed, enter “Not Employed” or “None”.
- **Occupational Background (previous employment – paid or unpaid):** Previous full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).

Educational Background

- **Educational Background (schools attended):** The schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school, no acronyms.
- **Educational Background (other):** Other educational experiences of the candidate.



A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from "degree mills" should not be included under this requirement.

Prior Governmental Experience

- **Prior Governmental Experience (elected or appointed):** The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as appointed boards and commissions, elected boards and other elected or appointed public offices. Full or part-time, paid or unpaid or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None”.

Candidate Signature and Date Signed

The form must have a physical signature and the date the candidate signed the form if filing by paper.

Additional Information Required

The following instructions are for fields on specific forms that are unique to that form.

SEL 101 Candidate Filing – Major Political Party or Nonpartisan

Paying by Declaration or Petition

Complete the following information.

- **Declaration:** if paying a fee check this box.
- **Prospective Petition:** if collecting signatures check this box.
- **Petition circulators will be paid:** when collecting signatures, if circulators are being paid to gather the sufficient number of signatures, mark Yes. If circulators are volunteering their time to help collect signatures, mark No.

Office Information


Complete the following information.

- **Filing for Office of:** Indicate the office the candidate is filing for.
- **District, Position or County:** Indicate the district, position or county of the office the candidate is filing for.
- **Party Affiliation:** Select the candidate's party affiliation. If entering your candidacy online, 'Nonpartisan' will automatically populate if the office indicated is nonpartisan.
- **Incumbent Judge:** If filing for a state judge position, indicate if the candidate is the incumbent judge by selecting Yes or No.

Campaign Finance Information

Candidate Committee

Indicate by checking the box if:

- The candidate has a committee already established
- The candidate does not intend to receive more than \$750 or spend more than \$750 toward the campaign in the next calendar year.
-  This includes the spending of personal funds.
- The candidate has not yet established a candidate committee but intends to within the next three days.



Under statute, once a candidate has received money or spent money toward their campaign they have three business days to set up a campaign finance committee. ORS 260.035.

SEL 110 Candidate Filing – Minor Political Party

Multiple Nomination Information

- **List other nominations to be printed on ballot:** Up to three parties can nominate a candidate to be their candidate. If the candidate wishes to have more than one party listed behind their name on the general election ballot, those parties should be listed in this field.

- **Order of other nominations:** If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

Candidate Nomination Certificate

Candidate filings by a minor party must be notarized prior to submission. The following fields must be completed.

- **Name of Minor Political Party:** The name of the Minor Party nominating the candidate.
- **Signature of the Officer of Minor Political Party:** the signature of one of the officers listed on the by-laws of the minor political party.
- **Date Signed:** the date the officer of the political party signed the candidate filing form
- **Printed Name of the Officer of Minor Political Party:** the clearly printed name of the officer that signed the candidate filing form.

The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** the name of the Judge or the Notary Public
- **Judge or Notary Public-State of Oregon:** signature of the Judge or Notary Public

SEL 114 Candidate Filing – Individual Electors

- **Name of Chief Sponsor:** The name of the candidate or other person interested in placing the candidate name on the ballot. This can be the candidate.

SEL 115 Candidate Filing – Assembly of Electors

Assembly of Electors fields to complete.

- **Name of Person Submitting Certificate of Nomination:** The name of candidate or a person designated as the presiding officer.
- **Address of Person Submitting Certificate of Nomination:** the address of the candidate or the presiding officer named in the above field.
- **Signature of Presiding Officer:** The signature of the candidate or the signature of the presiding officer of the assembly.
- **Printed Name of Presiding Officer:** the clearly printed name of the presiding officer.
- **Signature of the Secretary:** the signature of the candidate or the secretary of the assembly.
- **Printed Name of the Secretary:** the signature of the candidate or the signature of the secretary of the assembly.

The following fields are completed by a Judge or Notary Public.

- **State of Oregon, County of:** name of the county in which the Judge or Notary Public is signing the candidate filing form.
- **Signed before me on:** date the Judge or Notary Public witnessed the Minor Political Party officer sign the candidate filing form.
- **By:** the name of the Judge or the Notary Public.
- **Judge or Notary Public-State of Oregon:** signature of the Judge or Notary Public.

SEL 141 Candidate Filing – Write-In

Office Information

Complete the following information.

- **Filing for Office of:** indicate the office you are accepting.
- **District, Position or County:** If the office has a district number and/or a position number or the office covers an entire county, indicate that information in this field.

Multiple Nomination Information

- **List other nominations to be printed on ballot:** Up to three parties can nominate a candidate to be their candidate. If the candidate wishes to have more than one party listed behind their name on the general election ballot, those parties should be listed in this field.
- **Other nominations should be printed in what order?** If the candidate wishes to have the parties listed as outlined in this manual, select Default. If the candidate wants to mark the party order as they have listed above, mark Specified.

SEL 150 Candidate Filing - Withdrawal

Withdrawal from Candidacy or Nomination for Office Information

- **Office of:** indicate the office you originally filed for.
- **District, Position or County:** indicate the applicable district, position number or county of the office you filed for.
- Check the box to indicate if you were a Candidate for Nomination or if you were running for office by political party.

Withdrawal Reason

- In the box, indicate why you are withdrawing your candidacy.

Other Forms

Additional forms that may be necessary to file.

SEL 220 Statement of Organization for a Candidate Committee

This form is used to establish the campaign finance committee for a candidate. “Candidate” includes any of the following:

- an individual whose name is printed on a ballot, for whom a declaration of candidacy, nominating petition, or certificate of nomination to public office has been filed, or whose name is expected to be or has been presented, with the individual’s consent, for nomination or election to public office;
 - an individual who has solicited or received and accepted a contribution, made an expenditure, or given consent to an individual, organization, political party, or political committee to solicit or receive and accept a contribution or make an expenditure on the individual’s behalf to secure nomination or election to any public office at any time, whether or not the office for which the individual will seek nomination or election is known when the solicitation is made, the contribution is received and retained, or the expenditure is made, and whether or not the name of the individual is printed on a ballot;
- or**
- a public office holder against whom a recall petition has been completed and filed.

SEL 223 Campaign Account Information

All committees must establish a dedicated campaign account. The information provided on the Form SEL 223 Campaign Account Information is exempt from public disclosure.

Please refer to the Campaign Finance Manual for further information about the SEL 220 and the SEL 223

SEL 338 Petition Submission

Form submitted that provides the number of signatures submitted for verification by completing and filing candidacy by petition.



List of Forms

SEL 101

Candidate Filing – Major Political Party or Nonpartisan

SEL 110

Candidate Filing – Minor Political Party

SEL 114

Candidate Filing – Individual Electors

SEL 115

Candidate Filing – Assembly of Electors

SEL 141

Candidate Filing – Write-In

SEL 150

Candidate Filing - Withdrawal

SEL 220

Statement of Organization for a Candidate Committee

SEL 223

Campaign Account Information

SEL 338

Petition Submission