

OSWEGO COUNTY BOARD OF ELECTIONS

185 E. Seneca St.-Oswego, NY 13126- Phone (315)349-8350 or (315)345-8351

CHECK LIST FOR 2018 DESIGNATING PETITIONS

Note: The following is a guideline only. Call the Board of Elections with specific questions.

Preamble:

- Is the Party name correctly filled in?
- Is the correct Primary Date shown – **September 13, 2018?**
- Is candidate an enrolled member of the Party shown?
- If not, does the candidate have a **Certificate of Authorization** from the Party shown?

Candidate:

- Can candidate be identified from information shown?
- Is the Office or Position Title properly shown (Town/City, office, term, etc.)?
- Is the candidate's physical address shown and can the address be verified?
- If candidate receives mail at a post office box is the PO Box included in the address?

Vacancy Committee:

- Does the vacancy committee consist of three (3) or more names?
- Are the addresses complete for all vacancy committee members?
- Are the vacancy committee members enrolled in the Party shown in the Preamble?

Signer:

- Are dates and signatures completed in ink?
- Is the date correct (must be on or after **June 5, 2018** and prior to date in witness statement)?
- Can the name of signer be identified from records?
- Is the residence shown a street address and does it agree with the enrollment list?
- Does the residence shown include the name of the city, town or village where mail is received if different than the Town in which signer lives?
- Is City or Town where signer lives shown (may be different than mailing address)?

Witness Statement:

- Is name of witness filled in?
- Is Party name filled in and does it agree with the Party shown in the Preamble?
- Is the witness address filled in?
- Is the total number of signatures on the sheet shown in the statement?
- Did witness date and sign the sheet?
- Are Town or City and County of witness' residence completed?

Sheet No:

- Are the sheets consecutively numbered?

Filing Petitions:

- Is the date between **July 9 and July 12** (9:00AM to 5:00PM)?
- Does candidate have at least the minimum required signatures (Refer to BOE required signatures list)?
- Have corrections or changes on petition sheets been initialed? **NO WHITE OUT!!!**
- If ten (10) or more sheets to a petition, is there a cover sheet?
- Are all the sheets securely fastened together?

Cover Sheet:

- Is the Party Name shown correctly?
- Is the candidate's name shown the same as on the petition?
- Is the candidate's residence shown the same as on the petition?
- Is the office or position shown the same as on the petition?
- Are the volume numbers and total numbers of volumes shown?
- Is there a contact name, address and telephone number shown to correct deficiencies?