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# Arizona Petition Circulator Training Guide

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1-877-THE-VOTE (843-8683)



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### **ABOUT THIS PUBLICATION**

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## I. Introduction

This Guide explains the registration requirements for individuals who intend to circulate petitions, offers guidance on the signature collection process, provides an overview of the signature verification process once a petition has been filed, and covers acts that are prohibited conduct for circulators during the signature collection and petition filing process. For more information, please visit:

**Website:** <https://azsos.gov/elections/requirements-paid-non-resident-circulators>

**Circulator Portal:** <https://apps.azsos.gov/apps/election/circulatorportal/>

For questions please contact:

**Email:** [circulator@azsos.gov](mailto:circulator@azsos.gov)

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### A. Overview of Petition Types

Circulators may gather signatures for the following: (1) candidate nomination petitions; (2) petitions for new party recognition; and/or (3) initiative, referendum, or recall petitions. This section provides a general overview of each type of petition.

#### *Candidate Nomination*

A candidate may run for office by one of two methods: obtaining a nomination or running as a write-in candidate.<sup>1</sup> A nomination is required for the candidate's name to appear on the ballot for an election. A candidate seeking nomination, whether through a recognized political party, as an "independent"/unaffiliated candidate, or for nonpartisan office, must submit, with their nomination paper, a minimum number of nomination petition signatures from qualified electors.<sup>2</sup>

#### *New Party Recognition*

A recognized political party is entitled to representation on a partisan primary election ballot and subsequent placement of the prevailing candidate on the general election ballot as the party's nominee. A political party may obtain first-time or new-party recognition by submitting a sufficient number of valid petition signatures to the appropriate filing officer.<sup>3</sup>

#### *Initiative*

Arizona voters may propose new laws, amend existing laws, or propose constitutional amendments through the initiative process.<sup>4</sup> Before signatures may be collected, an Application for Serial Number, along with a two-hundred-word description and the complete title and text of the measure, must be filed with the Secretary of State on a prescribed form.<sup>5</sup> An initiative petition must be filed four months prior to the date of the general election at which the proponents seeks to put the measure on the ballot to be decided on by the voters.<sup>6</sup>

#### *Referendum*

Any measure or part of any measure enacted by the Legislature, except laws immediately necessary for the preservation of the public peace, health, or safety, or for the support and maintenance of the departments of State government, may be

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<sup>1</sup> [A.R.S. §§ 16-311; 16-312.](#)

<sup>2</sup> [A.R.S. §§ 16-321; 16-322; 16-341.](#)

<sup>3</sup> [A.R.S. §§ 16-801; 16-802.](#)

<sup>4</sup> [Ariz. Const. art. IV, pt. 1, § 1.](#)

<sup>5</sup> [A.R.S. § 19-111\(A\).](#)

<sup>6</sup> [Ariz. Const. art. IV, pt. 1, § 1\(4\).](#)

sent to the ballot for approval or rejection by the people.<sup>7</sup> An Application for Serial Number, along with a two hundred-word description and a copy of the measure, must be filed with and approved by the Secretary of State before the circulation of the petition.<sup>8</sup> A referendum petition must be filed within 90 days of when the Legislature adjourns *sine die*.<sup>9</sup>

### Recall

Any public officer<sup>10</sup> in the State of Arizona holding an elective office, either by election or appointment, is subject to recall by the voters of the electoral district in which the public officer holds office.<sup>11</sup> A member of the Legislature may be recalled at any time after five days from the beginning of the first legislative session after their election. All other officers may be recalled after six months in office.<sup>12</sup> An Application for Serial Number, along with a two-hundred word statement on the grounds of the recall, must be filed with the Secretary of State before circulation of the recall petition.<sup>13</sup>

## B. Key Circulator Definitions

Circulators collect signatures of qualified electors to support one of the petitions outlined in the preceding section. A circulator may be paid or a volunteer.

- A **paid circulator** is a person who receives compensation for obtaining signatures on a statewide initiative, referendum, or recall petition.<sup>14</sup> A paid circulator does not include a paid employee of a political committee unless that employee's primary responsibility is circulating petitions and the employee has or will obtain 200 or more signatures on an initiative, referendum, or recall petition in an election cycle.<sup>15</sup>
- A **volunteer circulator** is a person who does not receive compensation for circulating petitions.

The circulator should check the requirements for each petition type they are circulating to confirm the circulator is in compliance. For example, paid circulators for initiative, referendum, or recall petitions must register with the appropriate filing officer prior to circulating.

Regardless of paid status, all circulators for initiative, referendum, or recall petitions and must indicate their paid or volunteer status<sup>16</sup> on the face of all petition sheets prior to circulation.<sup>17</sup> If the paid or volunteer status is not correctly indicated, the signatures obtained on that particular sheet are considered void.<sup>18</sup>

Any person who is qualified to register to vote in Arizona may circulate petitions.<sup>19</sup> With respect to **nonresident circulators**, this means a circulator must be qualified to register to vote in Arizona had they been a resident in this State.<sup>20</sup> Nonresident circulators for any petition type must register prior to circulating.

However, a person may not register to circulate a statewide initiative, referendum, or recall petition if they:<sup>21</sup>

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<sup>7</sup> [Ariz. Const. art. IV, pt. 1, § 1\(3\)](#).

<sup>8</sup> [A.R.S. § 19-111\(A\)](#).

<sup>9</sup> [Ariz. Const. art. IV, pt. 1, § 1\(3\)-\(4\)](#).

<sup>10</sup> Although the Arizona Secretary of State will accept a recall petition application for the recall of a United States senator or representative, the validity of the recall is subject to court challenge.

<sup>11</sup> [Ariz. Const. art. VIII, pt. 1, § 1](#); [A.R.S. § 19-201\(A\)](#).

<sup>12</sup> [A.R.S. § 19-202\(A\)](#).

<sup>13</sup> [A.R.S. § 19-203](#).

<sup>14</sup> [A.R.S. §§ 19-118\(T\)\(1\); 19-205.01\(H\)\(1\)](#).

<sup>15</sup> [A.R.S. §§ 19-118\(T\)\(2\); 19-205.01\(H\)\(2\)](#).

<sup>16</sup> The "paid" or "volunteer" status boxes may be pre-marked by the circulator or the committee or petition circulating organization on behalf of the circulator.

<sup>17</sup> [A.R.S. §§ 19-101\(C\)-\(D\); 19-102\(C\)-\(D\); 19-204\(C\)-\(D\)](#).

<sup>18</sup> [A.R.S. §§ 19-101\(E\); 19-102\(E\); 19-204\(E\)](#).

<sup>19</sup> [A.R.S. §§ 19-112\(D\); 19-204\(D\)](#).

<sup>20</sup> [A.R.S. § 19-112\(D\)](#).

<sup>21</sup> [A.R.S. §§ 19-118\(D\); 19-205.01\(D\)](#).

- have had a civil or criminal penalty imposed for a violation of statutes relating to elections or initiatives, referendums, and recalls (A.R.S. Titles 16 or 19) within the immediately preceding five years;
- have been convicted of treason or a felony and their civil rights have not been restored; or
- have been convicted of any criminal offense involving fraud, forgery, or identity theft.

Further, no County Recorder or Justice of the Peace may circulate initiative, referendum, or recall petitions in Arizona.<sup>22</sup>

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<sup>22</sup> [A.R.S. §§ 19-114\(A\); 19-205.02.](#)

## II. Circulator Registration Process

All non-resident circulators of candidate petitions (at any jurisdictional level),<sup>23</sup> as well as non-resident and/or paid circulators of recall (at any jurisdiction level), and statewide initiative or referendum<sup>24</sup> petitions must register through the Secretary of State’s online [Circulator Portal](#).<sup>25</sup>

The following chart provides a quick reference for when a circulator needs to register:

Petition Type	Circulator is paid	Circulator is not AZ resident (regardless of paid status)
Candidate	No	Yes
Statewide Initiative/Referendum	Yes	Yes
Recall	Yes	Yes
New Party	No	No

### A. Creating an Account

1. If you are a first-time circulator, click “Sign Up” to begin the process.

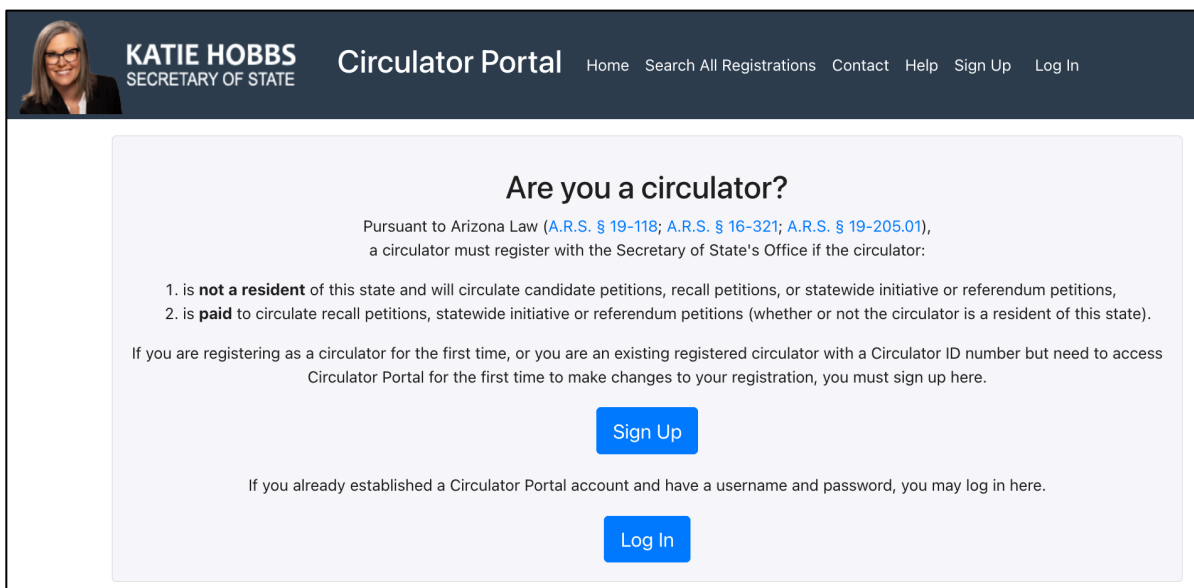


FIGURE 1: CIRCULATOR PORTAL HOMEPAGE

2. This page confirms that you have not previously received a Circulator ID number. If you have previously registered, click “No, I was not issued a Circulator ID number.”

<sup>23</sup> [A.R.S. § 16-315\(D\)](#).

<sup>24</sup> [A.R.S. §§ 19-118\(A\); 19-205.01\(A\)](#).

<sup>25</sup> [A.R.S. § 19-118\(A\)](#).

**Do you already have a Circulator ID number?**

If you previously registered as a circulator with the Secretary of State's Office and received a Circulator ID number, please enter it below along with your last and first name.

If you don't remember your ID number, please do not sign up for a new Circulator ID number but contact us at 602-542-8683 or 1-877-THE-VOTE.

**Circulator ID Number**  
Required

**Last Name**  
Required

**First Name**  
Required

Continue signing up with your Circulator ID number

No, I was not issued a Circulator ID number

**FIGURE 2: CIRCULATOR PORTAL SIGN UP PAGE 1**

3. Provide the circulator's full legal name.<sup>26</sup> For the address section, the circulator must select if their permanent address is outside of Arizona. If "yes" is selected, the circulator will need to include the permanent residential address outside of Arizona and the temporary residential address in Arizona. If "no" is selected, only the permanent residential address will be requested.

The address provided in Arizona is where the circulator will accept service of process related to disputes concerning circulation of that circulator's petitions (for circulators of statewide initiative and referendum petitions, this address must be the address of the committee in Arizona for which the circulator is gathering signatures).<sup>27</sup>

Continue to input the contact information<sup>28</sup> and create a password. Once the information is properly entered, click "Sign Up."<sup>29</sup>

<sup>26</sup> [A.R.S. §§ 19-118\(B\)\(1\); 19-205.01\(B\)\(1\).](#)

<sup>27</sup> [A.R.S. §§ 19-118\(B\)\(4\); 19-205.01\(B\)\(4\).](#)

<sup>28</sup> [A.R.S. §§ 19-118\(B\)\(1\); 19-205.01\(B\)\(1\).](#)

<sup>29</sup> The Secretary of State's Office has no obligation to review circulator registrations to ensure a proper Arizona and/or committee address has been provided. The circulator remains solely responsible for compliance with all legal provisions.

**Sign Up**

If you are registering as a circulator for the first time, or you are an existing registered circulator with a Circulator ID number but need to access Circulator Portal for the first time to make changes to your registration, you must sign up here.

Pursuant to Arizona Law (A.R.S. § 19-118; A.R.S. § 16-321; A.R.S. § 19-205.01), a circulator must register with the Secretary of State's Office if the circulator:

1. is **not a resident** of this state and will circulate candidate petitions, recall petitions, or statewide initiative or referendum petitions,
2. is **paid** to circulate recall petitions, statewide initiative or referendum petitions (whether or not the circulator is a resident of this state).
3. The definition of a "paid circulator" is outlined in A.R.S. § 19-118(F). Please read the important criminal prohibition outlined in A.R.S. § 19-118.01.

Please complete the form below to create an account.

**Circulator Name**

First Name Last Name Suffix

Required Required Optional

Do you consider somewhere outside of Arizona to be your permanent residential address?

Select...

**Permanent Residential Address**

Street Address

Required

City State Zip Code

Required Required Required

**Contact Information**

Phone Number

Required

Email Confirm email

Required Required

**Password**

Password Confirm password

Required Required

Your password must be at least 6 characters long and contain one digit.

Sign Up Cancel

FIGURE 3: PORTAL SIGN UP PAGE 2

4. Upon successfully creating an account in Circulator Portal, the Secretary of State's Office will assign a random circulator ID number to each circulator via email.<sup>30</sup> An automated email from no-reply@azsos.gov will contain the circulator ID number and links to Circulator Portal. The email may go to your junk or spam folder.

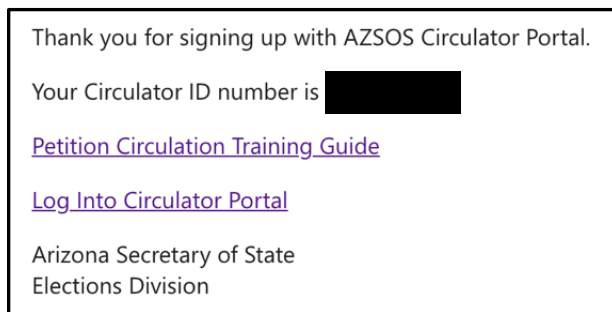


FIGURE 4: CIRCULATOR REGISTRATION CONFIRMATION EMAIL

<sup>30</sup> [A.R.S. §§ 19-118\(C\); 19-205.01\(C\).](#)

This circulator ID number is permanently assigned to the circulator, so it must be used for all petitions being circulated by that circulator, regardless of the election cycle.

If you are registering to circulate a statewide initiative/referendum petition or a recall petition of any jurisdiction level you must complete an Affidavit of Eligibility first. If you are registering to circulate a candidate petition you may proceed directly to the Petition Registration.

## B. Affidavit of Eligibility

The Affidavit of Eligibility is a document that must be notarized then uploaded into the Circulator Portal before the circulator is considered properly registered for statewide initiative and referendum petitions, or recall petitions of any jurisdiction level. To begin, log into Circulator Portal, then click “Affidavit of Eligibility” on the left-hand side.

You are currently logged in as [REDACTED] Your Circulator ID is [REDACTED]

**My Portal**

- Affidavit of Eligibility
- All My Petitions
- Add a Petition
- Update My Account Info
- Change My Password
- Circulator Training Guide

### Affidavit of Eligibility

If you are registering to circulate a recall petition that received a serial number on or after September 29, 2021, or a statewide initiative or referendum petition, you must submit a notarized Affidavit of Eligibility as part of your circulator registration. [A.R.S. § 19-118\(B\)\(5\)](#); [A.R.S. § 19-205.01\(A\)](#).

#### INSTRUCTIONS FOR SUBMITTING AFFIDAVIT OF ELIGIBILITY

- Please download the Affidavit of Eligibility from here and print out the form.
  - [Download form as PDF](#) Updated 9/29/2021
  - [Download form as Microsoft Word \(.DOCX\)](#) Updated 9/29/2021
- In front of a notary public, print your full name at the beginning of both paragraphs and sign the Affidavit of Eligibility. **Completing both paragraphs satisfies the affidavit requirements to circulate initiatives, referenda, and recalls.**
- The notary must sign and place their seal on the form.
- Upload an electronic copy (PDF) of the completed, notarized Affidavit of Eligibility by clicking “Upload Affidavit of Eligibility” below.
- After your Affidavit of Eligibility has been uploaded, our office will review the affidavit and email you a notification after it has been reviewed.

**Circulators are not required to provide a hard copy of their registration affidavit to the Secretary of State’s Office but should maintain the original for their records in the event of a legal challenge.**

IMPORTANT: If you are registering to circulate a recall petition after 9/29/2021, you must submit a new notarized Affidavit of Eligibility, even if you previously submitted one as part of your circulator registration prior to that date. You only need to complete the new affidavit once. [A.R.S. § 19-205.01\(A\)](#)

[Upload Affidavit of Eligibility](#)

FIGURE 5: AFFIDAVIT OF ELIGIBILITY TAB

Download, print, and complete the Affidavit of Eligibility. Complete the affidavit in front of a notary public. You must print your full legal name at the beginning of both paragraphs, sign, and date the form. The notary must complete the county at the top, stamp and sign the bottom, and write their expiration date. See the Appendix for an example of the Affidavit of Eligibility.

The Affidavit of Eligibility states that the circulator is eligible to register, that all information contained in the registration is true and correct, and that the circulator has read and understands Arizona election laws applicable to the collection of signatures for a statewide initiative, referendum, or recall.<sup>31</sup>

Once completed, upload a scan of the affidavit form in Circulator Portal. The notarized circulator affidavit must be accepted by the Secretary of State’s Office before the circulator is permitted to register to circulate a statewide initiative, referendum, or recall petition. Circulators are not required to submit a hard copy to the Secretary of State’s Office, but the original should be maintained in the event of a legal challenge.

Given a change in the law, circulators who uploaded an affidavit before September 29, 2021, must upload a new affidavit if they wish to register to circulate a recall petition.

The applicable committee and/or the circulating organization that employs petition circulators, at the direction of the applicable committee, may coordinate with their circulators to gather the necessary information, including, if applicable, notarized circulator affidavits, and facilitate submission of registration applications.

The circulator registration is complete once you receive the email stating that your Affidavit of Eligibility has been accepted by the Secretary of State’s Office.

### C. Petition Registration

You must register for each individual petition you wish to circulate under the “Add a Petition” section. Until you complete this step you are not registered to circulate that petition. Any signatures collected before the date on the petition registration may be subject to rejection.

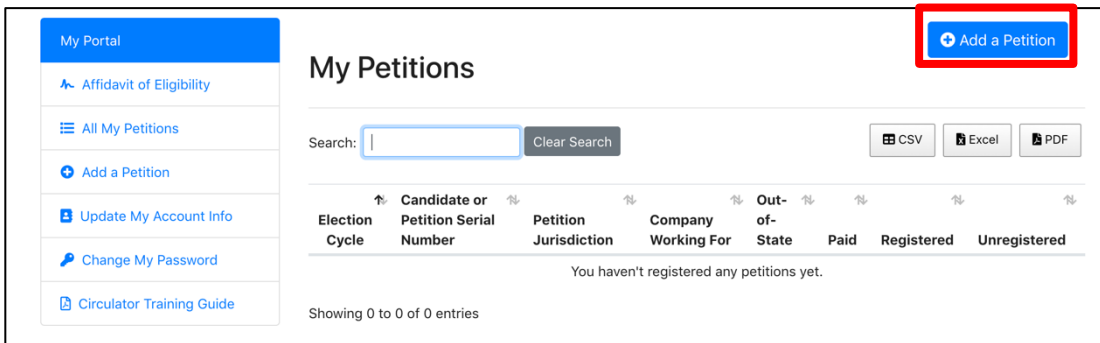


FIGURE 6: MY PETITIONS TAB

You will be asked to complete the following information for each individual petition:

- Select if you are paid and/or an out-of-state circulator from the check boxes.
- Select the jurisdiction for the petition you will be circulating from the drop down: Federal, Statewide/Legislative, County, or City/Town.
- Include a service of process address. For initiative, referendum, and recall this should be the address of the committee, organization, or individual from whom you are circulating petitions.
- If you are a paid circulator, include the name of the organization for which you are hired.
- Select the type of petition: Candidate Name or Petition Serial Number (Initiative, Referendum, or Recall)
  - If you select “Candidate Name” you will be prompted to enter the candidate’s name. Please ensure you correctly type the name the candidate has listed on their Statement of Interest and/or Nomination Petitions.

<sup>31</sup> [A.R.S. §§ 19-118\(B\)\(5\); 19-205.01\(B\)\(5\).](#)

- If you select “Petition Serial Number” for in the Statewide/Legislative jurisdiction you will be offered a drop down of petition serial numbers for the current election cycle.
- If you select “Petition Serial Number” for a jurisdiction other than Statewide/Legislative, you will be prompted to type in the serial number as prescribed to the ballot measure you wish to circulate.
- Finally, carefully read and acknowledge all of the final statements by checking the adjacent box and select submit.

Once you submit the “Add a Petition” form you will be able to view a PDF of your responses in the “All My Petitions” section. You will also have the option to unregister for petitions for which you have previously registered.

### III. Gathering Signatures

Every qualified elector signing a petition must do so in the presence of the person who is circulating the petition. In other words, the circulator must personally witness each collected signature.<sup>32</sup> For initiative, referendum, and recall petitions, after collecting signatures on a petition sheet, the petition circulator must execute the affidavit of verification on the back of the petition, swearing before a notary public, that all of the following are true:

1. At the time of the signing, each name on the sheet was signed, and the name and address were printed by the elector on the date indicated;<sup>33</sup>
2. In the circulator’s belief each signer was a qualified elector of a certain county of the state, or, in the case of a city, town, or county measure, of the city, town or county affected by the measure on the date indicated;<sup>34</sup> and
3. At all times during circulation of the signature sheet, a full copy of the title and text was attached to the signature sheet.<sup>35</sup>

Although a circulator of candidate petitions and petitions for new party recognition must also personally witness each collected signature, the circulator verification on candidate and new party petitions need not be notarized.<sup>36</sup>

When approaching an individual to sign a petition, the circulator **should**:

1. Read or summarize the warning that appears at the top of the petition;
2. Ensure the signer prints clearly in black or dark blue ink;
3. Ensure the signer completes all portions of the signature line (i.e., signature, printed first and last name, residence address, and date signed); and
4. Ensure the signer writes inside, and does not stray outside, of the appropriate boxes on the signature line.

Tips and best practices for circulators:

- Greet each potential signer warmly and make eye contact.
- Walk towards a potential signer to meet them halfway.
- Be prepared to summarize the description of the measure.
- Have legal sized clipboards and pens ready for multiple signers.
- Ensure signers print their address or description of address *where they are registered to vote*. If voters are unsure of

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<sup>32</sup> [A.R.S. §§ 19-112\(A\); 19-205\(A\).](#)

<sup>33</sup> [A.R.S. §§ 19-112\(A\); 19-205\(A\).](#)

<sup>34</sup> [A.R.S. §§ 19-112\(C\); 19-205\(B\).](#)

<sup>35</sup> [A.R.S. §§ 19-112\(C\); 19-205\(B\).](#)

<sup>36</sup> [A.R.S. §§ 16-315; 16-321\(D\); 16-801\(A\)\(2\).](#)

where they are registered to vote, encourage them to look up their information on the Secretary of State's website [my.arizona.vote](http://my.arizona.vote).

When approaching an individual to sign a petition, the circulator **should not**:

- Sign for the individual or allow any other individual to complete any portion of the signature line unless in the presence of (and at the request of) a person who is incapable of signing or printing their own name because of physical disability or medical condition;<sup>37</sup>
- Allow the individual to sign the same petition twice;<sup>38</sup>
- Allow a post office box to serve as the individual's residence address on an initiative, referendum, or recall petition.<sup>39</sup>
- Threaten someone to sign or not sign an initiative, referendum, or recall petition.<sup>40</sup>

## A. Assisting Voters with a Disability or Medical Condition

Qualified electors who require assistance in completing and/or signing a petition due to a physical disability or medical condition shall not be prevented from signing a petition solely on that basis.

As a best practice, circulators should execute a supplemental affidavit (in addition to the circulator affidavit on the petition sheet) specifying whether assistance was provided to any voter who signed and required assistance. In addition, the person who assisted the voter may sign a declaration: (i) stating that the person assisted the voter in the voter's presence and at the voter's specific request; and (ii) providing the name and residence address of the voter who was assisted, the name and residence address of the person who assisted the voter, the title and serial number of the petition signed, and the date.

Any such supplemental affidavits and/or voter assistance declarations should be retained by the committee in the event of a challenge. Copies of all supplemental affidavits may be submitted to the Secretary of State's Office at the time of filing as a file separate from the petition pages.

## B. Signature Withdrawal

A person who has signed a petition may withdraw their signature from the petition not later than 5:00 p.m. on the date the petition containing the person's signature is submitted to the Secretary of State (or, for non-statewide petitions, the appropriate filing officer).<sup>41</sup> To withdraw a petition signature, a person may do any of the following:<sup>42</sup>

1. Verify the withdrawal by signing a statement of intent to withdraw. The statement is available on the Secretary of State's website.<sup>43</sup> For non-statewide petitions, contact the appropriate filing officer to acquire the correct form or statement;
2. Mail or drop off a signed, notarized statement of intent to withdraw to the Secretary of State's Office. Or for non-statewide petitions mail or drop off with the appropriate filing officer; or

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<sup>37</sup> [A.R.S. §§ 19-115\(B\); 19-205\(C\)\(1\).](#)

<sup>38</sup> [A.R.S. §§ 19-115\(B\); 19-205\(C\)\(2\).](#)

<sup>39</sup> [A.R.S. §§ 19-112\(A\); 19-205\(A\)\(2\).](#) The signer must provide their residence address, giving street name and number, and if they do not have a street address, a description of their residence.

<sup>40</sup> [A.R.S. §§ 19-116; 19-206\(B\).](#)

<sup>41</sup> [A.R.S. § 19-113\(A\).](#) New Party petitions are not included in the list of petitions to withdraw a signature.

<sup>42</sup> [A.R.S. § 19-113\(B\).](#)

<sup>43</sup> For initiative, referenda, or recalls: <https://azsos.gov/elections/initiative-referendum-recall>. For candidate petitions: <https://azsos.gov/elections/running-office>.

3. The filing officer will draw a line through the signer's signature line on the petition to indicate that it has been withdrawn and will not count towards the valid signature total for the petition.

## IV. Signature Review Process

Once a petition is submitted, the filing officer reviews the petition to determine the number of valid signatures. The following section provides an overview of what items the filing officer reviews. A more in-depth review guide can be found in the handbook associated with each petition type. Handbooks can be found on the Secretary of State's website.<sup>44</sup> For local jurisdiction petitions, please consult the appropriate filing officer regarding the review process. All petitions are also subject to legal challenge.

### A. Reviewing Petition Signatures

The following petition signature items are reviewed:

1. Non-Qualified Elector: If an individual who is not a qualified elector signs a petition that he/she is not legally entitled to vote upon, the petition signature will be rejected.<sup>45</sup>
2. Circulated by County Recorder or Justice of the Peace: Any signatures gathered by a County Recorder or Justice of the Peace for an initiative, referendum, or recall petition are void and will not be counted in determining the legal sufficiency of the petition.<sup>46</sup>
3. Initiative, Referendum, and Recall Petition Signatures Obtained Prior to Statement of Organization: Signatures obtained prior to the filing of a political committee's statement of organization are void and will not be counted in determining the legal sufficiency of the petition.<sup>47</sup>
4. Candidate Nomination Petition Signatures Obtained Prior to the Statement of Interest: Signatures obtained prior to the filing of a candidate's statement of interest are void.<sup>48</sup>
5. Missing Information: First and last name, signature, residence address or description of residence location (or, for candidate petitions, P.O. box with city/town or zip code), and date on which the petition was signed must all be present for a signature to be valid.<sup>49</sup>
6. Excess Signatures: Signatures in excess of 15 signatures per initiative or referendum, or 10 signatures per candidate nomination, recall petition sheet, or new party recognition petition sheet are not counted.<sup>50</sup>
7. Withdrawn Signatures: Signatures withdrawn pursuant to A.R.S. § 19-113 are not counted.<sup>51</sup>
8. Improperly Printed Information: Signatures for which the Secretary of State determines that the circulator has printed the elector's name or information on an initiative or referendum petition in violation of A.R.S. § 19-112 are not counted.<sup>52</sup>

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<sup>44</sup> <https://azsos.gov/elections>

<sup>45</sup> [A.R.S. §§ 19-115; 19-121.02\(A\)\(5\); 16-321\(B\); 19-208.02\(A\)\(5\); 16-801\(A\)\(2\).](#)

<sup>46</sup> [A.R.S. §§ 19-114\(A\); 19-205.02.](#)

<sup>47</sup> [A.R.S. § 19-114\(B\).](#) The applicant may form a new political committee or designate an existing (non-candidate) political committee to serve as the petition sponsor. [A.R.S. § 16-906\(G\).](#)

<sup>48</sup> [A.R.S. § 16-311\(H\).](#) Signatures collected before the filing of the Statement of Interest are subject to legal challenge.

<sup>49</sup> [A.R.S. §§ 19-121.01\(A\)\(3\)\(a\)-\(c\); 19-208.01\(A\); 16-315\(A\)\(4\)\(c\).](#)

<sup>50</sup> [A.R.S. §§ 19-121.01\(A\)\(3\)\(d\); 19-208.01\(A\)\(3\)\(d\); 16-315\(A\)\(3\).](#)

<sup>51</sup> [A.R.S. §§ 19-121.01\(A\)\(3\)\(e\); 19-208.01\(A\).](#)

<sup>52</sup> [A.R.S. §§ 19-121.01\(A\)\(3\)\(f\); 19-112\(A\); 19-208.01\(A\).](#)

## B. Reviewing Petition Sheets

The Secretary of State (or, for non-statewide petitions, the appropriate filing officer) must remove:<sup>53</sup>

1. Initiative petition sheets not attached to a copy of the complete text and title of the measure as submitted to the filing officer with the application for serial number.
2. Referendum petition sheets not attached to a copy of the complete date-stamped of the measure to be referred to the voters.
3. Recall petition sheets not attached to a copy of the date-stamped application for serial number.
4. Initiative, referendum, or recall petition sheets not bearing the correct petition serial number, and if applicable, the paid circulator registration number in the lower righthand corner of each side.
5. Initiative, referendum, or recall petition sheets on which the affidavit of the circulator is not notarized, the notary's signature is missing, the notary's commission has expired, or the notary's seal is not affixed; also, sheets where the circulator's affidavit is incomplete, unsigned, or has been modified from the original text.
6. Initiative, referendum, or recall petition sheets on which the notary signature is dated before all the electors signed the face of the petition sheet.
7. Initiative, referendum, or recall petition sheets that are circulated by a circulator who is prohibited from participating in any election, initiative, referendum or recall campaign pursuant to A.R.S. §§ 19-119.01; 19-205.01 or prohibited from registering as a circulator pursuant to A.R.S. §§ 19-118(D); 19-206.01.
8. Sheets on which the circulator is required to be registered with the Secretary of State pursuant to A.R.S. §§ 16-321; 19-118; 19-206.01, and the circulator was not properly registered at the time the petition sheet was circulated.

## C. Prohibited Acts

The following acts may be punishable by fine or imprisonment under Arizona law:<sup>54</sup>

1. Signing Petition for Profit: Any person who knowingly gives or receives money or any other thing of value for signing an initiative, referendum, or recall petition, excluding payments made to a person for circulating such petition, is guilty of a class 1 misdemeanor.<sup>55</sup>
2. Signing for Another: A person who knowingly signs any name other than their own to a candidate nomination, initiative, referendum, or recall petition, except in a circumstance where they sign for a person in the presence of (and at the specific request of) such a person who is incapable of signing or printing their own name and address because of a physical disability or medical condition, is guilty of a class 1 misdemeanor.<sup>56</sup>
3. Signing More than Once: A person who knowingly signs their name more than once for the same initiative or referendum petition is guilty of a class 1 misdemeanor.<sup>57</sup>

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<sup>53</sup> [A.R.S. § 19-121.01\(A\); 19-208.01\(A\)\(1\).](#)

<sup>54</sup> [A.R.S. § 19-118.01.](#)

<sup>55</sup> [A.R.S. §§ 19-114.01; 19-205.03.](#)

<sup>56</sup> [A.R.S. §§ 19-115\(B\); 19-206\(B\); 16-1020.](#)

<sup>57</sup> [A.R.S. §§ 19-115\(B\); 16-1020.](#)

4. **Fraudulent Signing:** A person who is not a qualified elector at the time of signing, or who knowingly fills out the name and address portion of the petition with the intent to commit fraud, is guilty of a class 1 misdemeanor.<sup>58</sup>
5. **Coercion:** A person who knowingly coerces or threatens any other person to sign or refrain from signing their name to an initiative, referendum, or recall petition, or, after signing their name, to have their name removed, is guilty of a class 1 misdemeanor.<sup>59</sup>
6. **Misrepresentation:** A circulator who induces a person to sign an initiative, referendum, or recall petition by knowingly misrepresenting the general subject matter of the measure is guilty of a class 1 misdemeanor.<sup>60</sup>
7. **Fraud:** A person commits petition signature fraud if the person intentionally collects petition signature sheets with the knowledge that the person whose name appears on the signature sheet did not actually sign the petition, or uses any fraudulent means to obtain signatures on a petition.<sup>61</sup> A person under such circumstances is guilty of a class 1 misdemeanor, but may be guilty of a class 4 felony and prohibited from participating for five years in any election, initiative, referendum, or recall campaign if the person engages in a pattern of petition signature fraud.<sup>62</sup>
8. **Deceptive Mailings:** An individual or committee may not deliver any document that falsely purports to be a mailing authorized, approved, required, or sent by the government, or that falsely simulates a document from the government.<sup>63</sup> A violation of this provision may result in civil penalty equal to twice the total of the cost of the mailing or five hundred dollars, whichever is greater.<sup>64</sup>

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<sup>58</sup> [A.R.S. § 19-115\(B\)](#).

<sup>59</sup> [A.R.S. §§ 19-116\(A\); 19-206\(A\)](#).

<sup>60</sup> [A.R.S. §§ 19-116\(B\); 19-206\(B\)](#).

<sup>61</sup> [A.R.S. § 19-119.01\(A\)](#).

<sup>62</sup> [A.R.S. § 19-119.01\(C\)](#).

<sup>63</sup> [A.R.S. § 19-119\(A\)](#).

<sup>64</sup> [A.R.S. § 19-119\(B\)](#).

## V. Frequently Asked Questions

*What if a signer makes a mistake while adding their information to a petition sheet?*

- ⇒ If a signer makes a mistake, they may cross out the mistake and correct the error as legibly as possible, or cross out the line in which they started to sign, invalidating their first attempt, and sign again.

*Can a signer use their mailing address to sign an initiative or referendum petition sheet?*

- ⇒ No, a signer must print their residential address or description of residence when signing a ballot measure petition sheet.

*A petition sheet has been damaged or ripped, can I repair it?*

- ⇒ Yes, please only use tape to repair and flatten any damage. Additional foreign objects such as staples or paperclips will damage our scanners and therefore have to be removed before scanning.

*May I correct an error in my circulator statement or notary statement prior to submitting?*

- ⇒ Possibly. Please keep in mind that if your affidavit has already been notarized, you may not be able to make changes to the document. However, for all other edits, a circulator or notary may correct an error by crossing out the incorrect information and writing the corrected information clearly. Our office will not reject your forms for edits, but they may be challenged in court.

*I have forgotten my password or need my email changed.*

- ⇒ Email [circulator@azsos.gov](mailto:circulator@azsos.gov) with your full name, circulator ID number, phone number and the request. You will receive a call back from our office to confirm prior to our office resetting the password.

*I have circulated in Arizona before, how do I find my circulator ID number?*

- ⇒ Using the “Search All Registrations” tool on Circulator Portal, you should be able to find your circulator ID number. For further assistance please contact [circulator@azsos.gov](mailto:circulator@azsos.gov).

*Who do I contact if I have further questions?*

- ⇒ For any questions related to Circulator Portal or obtaining a circulator ID number, please contact [circulator@azsos.gov](mailto:circulator@azsos.gov).

# APPENDIX

FOR OFFICE USE ONLY



## STATE OF ARIZONA

### AFFIDAVIT OF REGISTERED CIRCULATOR FOR INITIATIVE/REFERENDUM/RECALL PETITION (A.R.S. § 19-118(B)(5)) (A.R.S. § 19-205.01(B)(5))

State of Arizona )  
County of \_\_\_\_\_ ) ss:

I, \_\_\_\_\_, UNDER PENALTY OF A CLASS 1 MISDEMEANOR, ACKNOWLEDGE THAT I AM ELIGIBLE TO REGISTER AS A CIRCULATOR IN THE STATE OF ARIZONA, THAT ALL OF THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE READ AND UNDERSTAND ARIZONA ELECTION LAWS APPLICABLE TO THE COLLECTION OF SIGNATURES FOR A STATEWIDE INITIATIVE OR REFERENDUM .

I, \_\_\_\_\_, UNDER PENALTY OF A CLASS 1 MISDEMEANOR, ACKNOWLEDGE THAT I AM ELIGIBLE TO REGISTER AS A CIRCULATOR IN THE STATE OF ARIZONA, THAT ALL OF THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE READ AND UNDERSTAND ARIZONA ELECTION LAWS APPLICABLE TO THE COLLECTION OF SIGNATURES FOR A RECALL.

\_\_\_\_\_  
Signature of affiant

SUBSCRIBED AND SWORN to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission Expires: \_\_\_\_\_

