

Partisan Candidates

Gathering Signatures Path

UCA 20A-9-202, UCA 20A-9-403, UCA 20A-9-405, UCA 20A-9-408, UCA 20A-9-408.5



Gathering voters' signatures is one path partisan candidates can take to get their name on the primary election ballot. If you select that path, you must complete these steps:

1. Determine your signature requirement.
2. Declare intent to gather signatures at the time of declaring your candidacy.
3. Begin gathering signatures.
4. Submit petition signatures no later than July 5, 2023 at 5 p.m.

Determine your signature requirement

UCA 20A-9-408

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. The table below outlines signature requirements.

Office	Valid Signatures Required
U.S. President	28,000
U.S. House of Representatives	7,000
State Senator	2,000
State House of Representatives	1,000
State Board of Education	2,000 OR 3% of applicable district

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.



All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Allowed to vote in your party's primary election.
- Did not sign a petition for another candidate running for the same office.

Who can sign my petitions?

Step 1: Declaration of Candidacy

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Before you begin to gather signatures, you must declare your candidacy and intent to gather signatures. You may not collect any signatures before filing. You will make this selection at the time of filing.

When do I declare my intent to gather signatures?



You must declare your intent to gather signatures during the declaration of candidacy filing.

Federal candidates file with the Lieutenant Governor's Office.

Where do I declare my intent?

You will make this selection on the declaration of candidacy form.

How do I declare my intent?



Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Please note that these petition materials differ from those of unaffiliated candidate petitions.



Do not use unaffiliated candidate petitions.

Step 2: Gather signatures

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You may begin gathering signatures after you file your declaration of intent to gather signatures. The first thing to do is compile your petition packets.

Barcodes on petition materials

You will notice there is a barcode on your petition packet materials. These unique barcodes are linked to you, so do not use or share petition materials with other campaigns or candidates.

Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition packets. They must be bound across the top in at least 3 places using either staples or spiral binding. Packets must be bound before they are circulated, and they cannot be taken apart or rearranged once they are bound. Your packets may be rejected if you do so.

Printing, binding,
& arranging petition
packets (cont.)



Petition packets must include 3 sheets and be arranged in the order below.

The filing officer will provide your petition template when you declare your intent to gather signatures.

*Please note that your template differs from that of an unaffiliated candidate petition.

Cover Sheet

1

This indicates the office you are seeking, your name, party affiliation, and address. The Microsoft Word format will allow you to insert your photograph.

Each petition packet needs 1 cover sheet.



Signature Sheet

2

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birthdate.

Each petition packet may have up to 50 signature sheets.



Verification Sheet

3

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person, and the circulator cannot sign a signature packet they circulate.

Each petition packet needs 1 verification sheet



Who can circulate petitions?

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Responsibilities of petition circulators

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate - they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need one packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.

Paid signature gatherers

You can pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

Volunteer signature gatherers

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote or affiliated with your party, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk before you submit the individual's petition signature.



County clerks cannot guarantee that a registration form will be processed prior to the petition signature.

Information about Declaring candidacy

UCA 20A-9-201, UCA 20A-9-204



All candidates must declare candidacy at the office of the Lieutenant Governor.

When do I declare candidacy?



You must declare candidacy sometime between June 8 and June 14 at 5 p.m.

Where do I declare candidacy?

Federal candidates file in-person with the Lieutenant Governor's Office.

How do I declare candidacy?

You must submit the forms listed on the next page to declare candidacy. Your filing officer will make these forms available during the filing period. After you declare candidacy, your declaration forms will be posted, and publicly accessible, on www.vote.utah.gov.

How do I declare candidacy? (cont.)



Declaration of Candidacy Form. This requires your name, contact information, party, and an indication whether you will go through convention, gather signatures, or both. You will be required to write your name exactly as you would like it printed on the ballot. You may also provide your campaign's email address, website, and Twitter handle.



Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

Office	Filing Fee
U.S. President	\$500.00
U.S. Vice President	\$1,267.50
U.S. House of Representatives	\$213.13
State Senator	\$111.43
State House of Representatives	\$80.71
State Board of Education	\$90.95

What if I can't declare candidacy in person?

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy -- your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, Facetime) when you declare candidacy.

Step 3: Submit petition signatures for review

UCA 20A-9-408(9)(a)

When do I submit petition signatures?



You must submit petition signatures no later than July 5, 2023 at 5 p.m.

You must also obtain the required number of signatures before you submit them for verification. For example, if you are required to obtain 7,000 signatures, you cannot submit any petition signatures until you have collected at least 7,000 signatures.

When do I submit petition signatures? (cont.)

You are encouraged to submit your petition signatures earlier than the deadline. This will allow you to gather and submit more signatures if you fail to reach the required number of valid signatures with your first submission.

Where do I submit petition signatures?

All federal candidates must submit petition signatures to the Lieutenant Governor's Office.

How do I submit petition signatures?



You or a designated agent must submit your petition signatures in person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission.

How will petition signatures be verified?

Election officials will verify that each signer in your petition is qualified to sign as set by party rules.

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent's entire petition before yours.



A submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order.

How will petition signatures be verified?
(cont.)

Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

When will petition signatures be verified?

Election officials will verify your petition signatures until you meet the signature requirement.

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, election officials will complete the verification of your petition at least by July 12, 2023.

How will I know if I meet the signature requirement?

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement or not. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, elections.utah.gov.