

## Candidate Information

- As a **Candidate, it is your responsibility** to make sure you are a registered voter in the jurisdiction you are seeking election to.
- Petitions are submitted to the municipal finance officer.
- It is prudent to **submit any petition to the finance officer** with ample time prior to the deadline to allow you to collect additional signatures if there are not sufficient valid signatures presented on your initial petition. [SDCL 9-13-9](#) explains the number of valid signatures needed.
- Signatures of registered voters must be obtained between the date of the candidate's signed declaration of candidacy and the date of the circulator's verification. **A candidate may not notarize his/her own petition but may circulate and sign his/her own petition** ([SDCL 12-6-8](#)).
- The **declaration of candidacy**, at the top of the petition form, **must be completed prior to circulation** for signatures ([SDCL 9-13-7](#)). The declaration cannot be signed prior to the first date of circulation. The candidate's name will appear on the ballot in the exact form indicated in the declaration of candidacy ([SDCL 12-16-1](#)).
- For an **April 9, 2019** election, petitions may not be circulated before **January 25, 2019**. Petitions must be submitted no later than **February 22, 2019** at 5:00 p.m.
- For a **June 4, 2019** election, petitions may not be circulated or filed before **March 1, 2019** and must be submitted no later than **March 26, 2019** at 5:00 p.m.
- If the municipal election is combined with the school election on **June 18, 2019**, petition circulation begins on **April 9, 2019** and the filing deadline is **May 10, 2019**.
- Petitions which are mailed by **REGISTERED MAIL** prior to 5:00 p.m. on the last day to file will be considered **timely filed**. **Certified mail or any other type of mail service**, received after the deadline, will **NOT** be **considered timely filed**.

**WARNING: State law requires that each petition sheet be self-contained. This means that the petition heading, instructions to signers, signature lines and circulator's verification must all be printed on each sheet prior to circulation. The sheet may be printed on front and back. You CANNOT tape, staple or glue the front and back sides together. You CANNOT include sheets with signature lines only. If you have any questions about how to correctly prepare a petition sheet, please contact the person in charge of that election.**

## Circulator Requirements

- Must be at least eighteen years of age and a resident of the state of South Dakota. Does not need to be a registered voter.
- Must personally witness each signature on the petition being circulated. The petition's verification must be completed following circulation and must include the circulator's printed name, residence address, city, state, complete date and be signed under oath before a South Dakota notary public or other officer authorized to administer oaths.
- Must make a reasonable inquiry of each signer to determine that each signer is a qualified voter of the state and county indicated on the signature line.

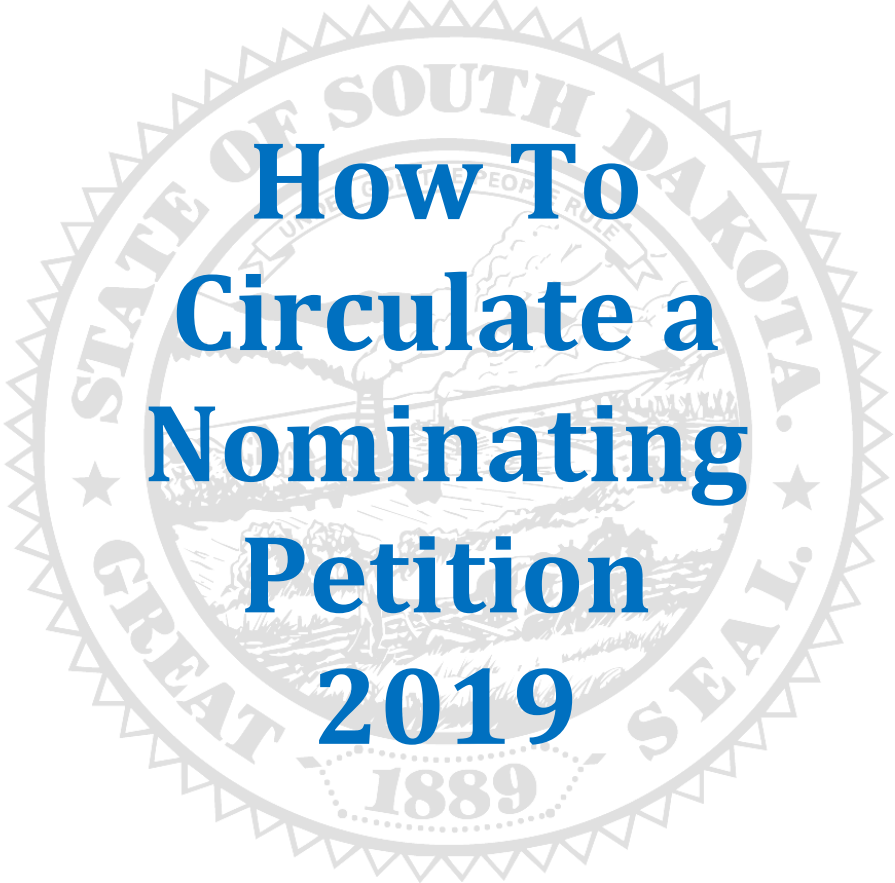
**Use our Voter Information Portal (V.I.P) to check a voter's registration** <http://vip.sdsos.gov/vipLogin.aspx>

- Must state under oath that no statute regarding petition circulation was knowingly violated.
- Cannot be a registered sex offender if the petition is circulated in any place frequented by the public or door-to-door on private property. Exceptions include if the registered sex offender is in the employ of, and under immediate supervision of, another person and where the circumstances preclude any contact with children, and if a registered sex offender is circulate a nominating petition on his/her own behalf for election to any federal, state, or local office.
- The date, address, county of registration, and printed name may be added by the circulator prior to the petition being filed.
- Ditto marks may not be used.
- The **NOTARY PUBLIC may not** be a **Signer and the Notary of the Circulator's Verification** ([SDCL 18-1-12.2](#)).
- The **NOTARY PUBLIC may be** the **Notary on the Declaration of Candidacy, a Signer and the Circulator**.
- The **NOTARY PUBLIC may not** be the **Notary on the Circulator's Verification and the Circulator**. ([SDCL 18-1-12.2](#)).

## Signer Requirements

- Must be a registered voter, active or inactive, in the state of South Dakota in the jurisdiction for which the petition is circulated ([SDCL 9-13-9](#)).
- Must include the signer's legibly printed name.
- Signers must sign their names as they are registered to vote or as they usually sign their names.
- Signature line must show the month and day it was signed.
- May use numbers to designate the month and day.
- Abbreviations commonly used are acceptable.
- Must include the county of the signer's voter registration.
- Each signature line must show a complete residence address. This can be street and house number or rural route and box number (if a resident of a second or third-class municipality, which are those with less than 5,000 population) in addition to the city or town. Zip codes are optional.
- A signer in a first-class municipality may **NOT** use a PO Box. This would include the following first-class municipalities: Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Harrisburg, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Vermillion, Watertown and Yankton.
- If the signer does not have a residence address or post office box number, a description of their residence location must be provided.
- A signer may only sign as many petitions for a particular office as there are positions to be filled.
  - Exception for 3<sup>rd</sup> Class Municipalities: [SDCL 9-13-9](#) says a petition signer is not restricted in the number of petitions they sign.

# MUNICIPAL CANDIDATE

The seal of the State of South Dakota is a circular emblem. It features a central landscape with a plow, a sheaf of wheat, and a rising sun. The words "STATE OF SOUTH DAKOTA" are written around the top inner edge, and "GREAT SEAL" around the bottom inner edge. The year "1889" is at the bottom. The text "How To Circulate a Nominating Petition 2019" is overlaid in large blue font.

## How To Circulate a Nominating Petition 2019

### **South Dakota Secretary of State**

State Capitol, 500 E. Capitol Avenue, Suite 204  
Pierre, SD 57501 • (605) 773-3537

[www.sdsos.gov](http://www.sdsos.gov)

*Last updated September 10, 2018*