

INSTRUCTIONS FOR PETITION CIRCULATORS

1. **USE BLACK INK!** It will read more clearly in the boxes that follow.
2. **READ THE WARNING** at the top of each page.
3. **ENSURE THE CANDIDATE’S NAME IS LISTED AT THE TOP OF EACH PETITION PAGE.**
4. **TO SIGN A PETITION**, a person must be an eligible voter as shown by the records of the El Paso County Clerk and Recorder.
5. A person can sign only one candidate petition for each separate office.
6. A petition circulator must personally observe every eligible voter who signs his/her petition. (Petition cannot be left on counters or desks unattended.)
7. There can be only **ONE CIRCULATOR FOR EACH PETITION.**
8. **DO NOT TAKE APART A PETITION PACKET. IF THE ORIGINAL STAPLES ARE REMOVED, THE PETITION PACKET WILL NOT BE ACCEPTED AS VALID.** Only original packets obtained from the City Clerk’s office will be considered valid. If additional petition packets are needed, they can be obtained from the City Clerk’s office.
9. Make certain that all required information is complete. **A SIGNER MUST USE THE ADDRESS WHERE HE/SHE IS REGISTERED TO VOTE.**
10. The petition form has two lines which each signer must complete.

PRINT LAST NAME	FIRST NAME	M.I.	COUNTY	SIGNING DATE (M/D/YR)
STREET ADDRESS	CITY	SIGNATURE		

For county abbreviations, use the first four letters. Do not abbreviate any other words.

11. **A POST OFFICE BOX IS NOT A PLACE OF RESIDENCE.** Street number and name must be provided.
12. If a small correction is made, the signer should initial the change. If a large correction is require, the signer should cross out the incorrect information and proceed to the next two lines.
13. If a signer is disabled and needs assistance, a **THIRD PARTY** should provide that assistance. **THE CIRCULATOR CANNOT ASSIST THE SIGNER.** The person providing assistance shall both **SIGN AND STATE THAT ASSISTANCE** was given.
14. **NO PERSON MAY SIGN FOR ANOTHER.**
15. **EVERY VALID SIGNATURE COUNTS!** A petition does not have to be filled, but it does have to be correctly notarized.
16. When the circulator has finished collecting signatures, he/she should take the petition to a Notary Public. The affidavit on the last page should be signed and dated **IN THE PRESENCE OF THE NOTARY PUBLIC**, who will then notarize the affidavit.
17. **NO ADDITIONAL SIGNATURES CAN BE COLLECTED** after the affidavit has been notarized.
18. The notarized petition should be returned **IMMEDIATELY** in person to:

City of Manitou Springs
City Clerk’s Office
606 Manitou Avenue
Manitou Springs, CO 80829
719-685-2554
cityclerk@comsgov.com

19. For more information, please contact the city clerk at the address shown above.