



## City of Manitou Springs Petition Verification Process

Following is the process that will be followed when submitted petitions are examined for sufficiency:

### Pre-Verification Process

Each petition section will be date stamped when initially submitted.

The number of petition lines will be counted and the number of signatures allegedly submitted will be verified. Lines that have been previously lined out by the petitioners will not be counted. If the required number of signatures has not been submitted, the process stops. The number of signatures allegedly submitted on each petition section will be noted on blue or black ink on the bottom right of the applicable petition section.

All signatures will be manually compared against the voter registration list provided by the El Paso County Clerk.

### Disassembly

When the petition packets are received, the clerk will check for evidence of disassembly. **If it appears the petition was disassembled, all signatures will be rejected.**

### Circulator Affidavit

Each petition section must have a completed Circulator's Affidavit attached. If the Affidavit is not attached and/or completed, all signatures included in that petition section will be rejected.

### Notary Jurat

Each petition shall be checked to assure the Notary Jurat at the end of the Affidavit has been completed. If any information is missing or the date on the Notary Jurat is not the same date the Circulator signed the Affidavit, all signatures on the petition shall be rejected. Rejection occurs if one or more of the following is incomplete: Signature, Commission Expiration Date, County, State, Date and/or no Notary Stamp/Seal.

### Individual Signatures

Each rejection must have a reason and be stated as such beside the rejected entry. Each individual entry shall be verified using the same criteria:

1. Each line with writing shall be counted on each petition and shall be considered any entry, except for the following:
  - A line with no writing or marks on it shall not be considered an entry.
  - A line with writing but is completely crossed out shall not be considered an entry.
  - A line with incomplete writing or on its face contains an invalid signature or is partially crossed out, shall not be considered an entry.

2. Each individual entry shall be checked against the current master voter registration file. To be accepted, the name on the entry must be in a form similar to that found on the voter registration record. Signatures, which are common variants of the name found on the voter record, shall be counted. If the signer of the petition is not found on the voter registration files, the entry shall be rejected.

#### Middle Initials and Additional Terms

If the middle name is not part of the signature line or the voter record but is included on another document, if the first and last names are the same on both documents, the entry shall be accepted.

If the middle initial or middle name on the signature line is different from the middle initial or middle name on the voter record, the entry shall be rejected.

If an indicator such as Jr., Sr., II, or III is present or omitted from the petition or the voter record, the entry shall be accepted provided there is other evidence such as an address listing to determine the validity of the signature.

If two persons with the same name reside at the same address as found on the master voter list, the entry shall be rejected unless the identity of the signer can be conclusively determined.

#### Address

If the address listed is outside the city limits, the entry shall be rejected.

If the address on the line does not match the address on the voter record, the entry shall be rejected.

If the address on the petition either includes or omits a directional location of a street, such as "E" for east, "SW" for southwest, etc., the entry shall be accepted.

If the address on the petition omits a letter or number identifying an apartment that is listed on the voter record, the entry shall be rejected.

If a signer gave a post office box for the address, the entry shall be rejected.

If the line is incomplete, with at least one piece of information omitted, the entry shall be rejected. Rejection occurs if one or more of the following is incomplete: Residence Address Number, Residence Address Street, City/Town and County.

#### Miscellaneous Information

If a signature is placed on the petition after the date on the Circulator's Affidavit, the entry shall be rejected.

If the voter has signed more than one petition (or more than one petition for the same seat in the case of municipal candidate elections), the first valid entry shall be counted and all other entries shall be rejected.

If the voter registration list indicates that a voter is inactive, the signature shall be counted.

Once the petition has been found sufficient, the number of valid signatures will be noted in red ink in the top left hand corner of the first page and will be initialed by the City Clerk.

All questions or concerns should be directed to the City Clerk.