



2020 Candidate Instructions – Signature Gathering for a Partisan Candidate

Notice of Intent to Gather Signatures

Submit your *Notice of Intent to Gather Signatures* to the appropriate election officer (refer to the table on the next page). You may file this form between January 2, 2020 and March 19, 2020. You may begin gathering signatures immediately after you file your notice. Please note that filing your notice is not the same as declaring your candidacy.

Petition Packet

After you file your notice of intent, your election officer will provide you with your petition template, which you will use to print and assemble your petition packets. The template will contain the following pages:

1. Cover page
2. Signature page
3. Circulator verification page (to be filled out by the packet's circulator)

Each nomination petition packet must contain each of these pages in the same order and must be bound with a staple, stitching, or spiral binding in at least three places across the top. You may include up to 50 signature pages per packet.

Gathering Signatures

You must gather signatures from registered voters who are permitted by the political party to vote in its primary election and who reside in the district or area of the office you are seeking.

The number of signatures candidates need to collect depends on the office you are seeking:

- U.S. House: 7,000 signatures
- Governor, Attorney General, State Auditor, State Treasurer: 28,000
- Utah State Senate: 2,000 signatures
- Utah State House: 1,000 signatures
- State School Board: 3% residents of a qualified political party who are residents of the applicable State Board of Education district

Additional Offices	Constitution	Democratic	Green	Independent American	Libertarian	Republican	United Utah
State School Board	18	295	4	98	41	2,000	5
Daggett County Office	1	7	1	6	1	15	22

Here are some possible reasons why a signature might be invalid:

- The signer is not registered to vote
- The voter is registered outside the district or area
- The voter has already signed another candidate's petition for the same office
- The voter has already signed a petition for the same candidate
- The voter is not registered with a political party eligible to sign the candidate's petition.

Submitting Your Petition Packet

- Submit petition signatures to the appropriate election officer (refer to table on the next page). **The last day to submit a petition packet is 14 days before your political party's convention** (by 5:00 p.m.). Note that this deadline applies even if you are not participating in your party's convention. Contact your party to obtain the convention date.
- Your initial petition submission must contain enough signatures to meet or exceed the signature requirement. For example, if you need 1,000 signatures, your initial submission must contain at least 1,000 signatures.
- Petition packet submissions are verified in the same order as they are received. If you submit your petition packet before your opponent submits their packet, your packet will be verified before theirs.
- When you submit your petition packets, you will be asked to provide an estimate of the total number of packets and signatures you are submitting.
- After your initial submission, you may submit additional petition packets until the deadline or until the election officer notifies you that you have reached the qualification threshold.



Where Do I Submit Declaration Forms and Signatures?

Candidates	Declare Intent to Gather Signatures	Declare Candidacy	Submit Petition Signatures	Verify Petition Signatures
Federal and Statewide Offices	Lt. Governor	Lt. Governor	Lt. Governor	Lt. Governor
Multi-County Offices	County in which the candidate resides	County in which the candidate resides	Lt. Governor	Lt. Governor
Single-County Offices	County in which the candidate resides			

Signature Verification & Outcome

- Your election officer will check every signer on the petition and determine whether they are qualified to sign. The election officer will verify petition packets in the order they are received.
- After your election officer finishes verifying your petition packets, they will notify you of the results within one business day. Election officers must verify your petition packets at least one day before your party's convention date.
- The status of your petition verification can also be found at elections.utah.gov. The Lieutenant Governor's Office will update these statuses several times each week.
- If the election official determines you *did not* collect enough valid signatures, you have the chance to submit supplemental signatures (as long as they are turned in before the deadline of 14 days before convention).
- If the election official determines that you collected enough valid signatures, the official will inform you that you have qualified for the primary election ballot.

Declaration of Candidacy (Required)

All candidates—regardless whether they are collecting signatures or not—must declare candidacy with their election officer between March 13, 2020 and 5:00 pm on March 19, 2020. Check the table above to determine where you declare your candidacy.

Additional Information

Voter Registration

Petition circulators may take voter registration forms with them while gathering signatures. Registration forms can be found on vote.utah.gov. Voter registration forms must be received *before* nomination petition packets are submitted to the election officer.

Notice of Withdrawal of Intent to Gather Signatures

If you no longer wish to seek nomination using the signature-gathering process, you may submit a withdrawal of your notice of intent to gather signatures if you meet the following conditions:

- Your petition packet submissions have not completed the verification process:
 - You have not received notice from an election official of having a deficient number of signatures verified; or
 - You have not received notice from an election official of being a qualified candidate.
- You agree that any petition packets that you or your petition circulator(s) have collected or submitted will not undergo the verification process by an election official.
- You affirm that you are no longer seeking nomination using the signature-gathering process described in Utah Code §20A-9-408.

DISCLAIMER: This document is not a substitute for the Utah State Code or Utah Rules. This document is provided as a guide and is not intended to be an authoritative statement of law. For further legal information, please consult the Utah State Code or other appropriate legal resources.

Physical Address

Office of the Lieutenant Governor
Utah State Capitol
350 North State Street, Suite 220
Salt Lake City, UT 84114

Daggett County Clerk/Treasurer
95 North 1st West
Manila, UT 84046

Mailing Address

Office of the Lieutenant Governor
Utah State Capitol
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Salt Lake City, UT 84114

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PO Box 400
Manila, UT 84046

Phone: 801-538-1041

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Email: elections@utah.gov

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