

# Helpful Tips to Completing the Designation Petitions

Note: all petitions will be taken at face value

**Notice: All sections in this box must be completed correctly prior to collecting signatures.**

If it is incomplete, or edited after signatures have been gathered, it is an automatic **invalidation** of the petition by the Commissioners at the Board of Elections.

**Section 1:**

Petition Heading, Party you are running under, and the date of election must be entered at the top of the petition.

Name of Candidate (YOUR NAME); a candidate may use his/her name adopted in good faith and by which he/she is recognized in the community. Election Law §7-102.

Town, Office Title, and Term of Office in which the candidate is running.

Address: Enter residence address / PO Box if applicable.

**Section 2:**

The failure to list a committee to fill vacancies shall not be a fatal defect. However, if a vacancy occurs and there is no committee listed, the petition fails and the vacancy cannot be filled. A candidate may be a member of his/her own vacancy committee. Members of vacancy committees for designating petitions have to be residents of the district & registered voters. At least three (3) members are needed to form a vacancy committee.

**Section 3:**

The signer must be of the party that the petition is for. A voter can only sign the number of petitions that there are offices on the ballot. (i.e.: If (2) Town Councilmen positions available a voter can only sign up to (2) petitions for that office.) An alteration or correction of information appearing on a signature line, other than the signature itself and the date, shall not invalidate the signature. Section §6-134.6. If making corrections in the “Residence” or “Town” section of a petition, draw only one line through it to correct it. All corrections made on a petition must be initialed. No unexplained alteration should be made to the petition or any information on it.

**Do not** use white-out on the petition. “Town” refers to the signer’s voting district, **NOT his or her mailing address. For example, if someone lives in Fort Plain, their Town would be the Town of Minden.**

**Section 4:**

The Person carrying the petition door to door gathering the signatures is the Witness; therefore, the Statement of Witness section must be filled out by said person. The Witness must be registered in the party that the petition is being carried for. They just need to be an enrolled voter of the party that the petition is for and live in New York State. The witness statement must be filed out before entering the Board of Elections for filing.

Additionally, **you may never witness your own signature.**

**Filing:** Election Law 6215.1

If you have (2) or more sheets for your petition, sheets must be numbered sequentially. Petition sheets must be fastened together by a staple to hold the pages together in numerical order. **(NO PAPER CLIPS)**

**Cover Sheets:** Election Law 6215.2

If you have 10 or more petitions, you must have a completed coversheet securely attached to the front of each volume. The Board of Elections has black cover sheets available.

Due to updated laws in 2023, any notary who is collecting signatures needs to ID the individual along with keeping a list of voter’s who sign the petitions as this is a requirement as a notary. It is best and simple to complete the first statement of witness section, but this is obviously up to you.

**Do not sign both spots, as a witness, this is a defect, and your petition will be thrown out.**

Designating Petition – Sec. 6-132. ELECTION LAW

SECTION 1

I, the undersigned, do hereby state that I am a duly enrolled voter of the \_\_\_\_\_ PARTY and entitled to vote at the next primary election of such party, to be held on \_\_\_\_\_. That my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

NAME(S) OF CANDIDATE(S)	PUBLIC OFFICE OR PARTY POSITION (Include district number, if applicable)	PLACE OF RESIDENCE (Also post office address if not identical)
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I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law.  
(Here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party.)

SECTION 2

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

DATE	SIGNATURE	RESIDENCE	TOWN OR CITY
1.	SECTION 3		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Complete 1) or 2) of the following

1) STATEMENT OF WITNESS

SECTION 4

I, (name of witness) \_\_\_\_\_ state: I am a duly qualified voter of the State of New York and am an enrolled voter of the \_\_\_\_\_ PARTY I now reside at (residence address) \_\_\_\_\_. Each of the individuals whose names are subscribed to this petition sheet containing (fill in number) \_\_\_\_\_ signatures, subscribed the same in my presence on the dates above indicated and identified himself to be the individual who signed this sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

\_\_\_\_\_  
DateSignature of Witness

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition to be valid.

\_\_\_\_\_  
Town or City Where Witness ResidesCounty Where Witness Resides

2) NOTARY PUBLIC OR COMMISSIONER OF DEEDS

On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing (fill in number) \_\_\_\_\_ signatures, who signed same in my presence and who, being by me duly sworn, each for himself, said that the foregoing statement made and subscribed by him, was true.

\_\_\_\_\_  
DateSignature and Official Title of Officer Administering Oath

Just do not complete this section as it creates more issues and opportunity for errors.

Sheet No: