

## Instructions for Statewide Recall Application for Serial Number and Best Practices for Printing and Circulating Petitions

### Statement of Organization

A recall measure can be sponsored by an individual or a committee. If a committee is serving as the applicant, it must file a Statement of Organization using the Secretary of State's Campaign Finance Filing System at or before the time of submitting an Application for Serial Number. The Secretary of State will not accept an Application from a committee without an accompanying statement or designation.

### Application for Serial Number

All individuals or organizations wishing to recall a state officer must submit an Application for Serial Number stating their intent to circulate a statewide recall petition.

To complete the PDF application, please enter all required fields including:

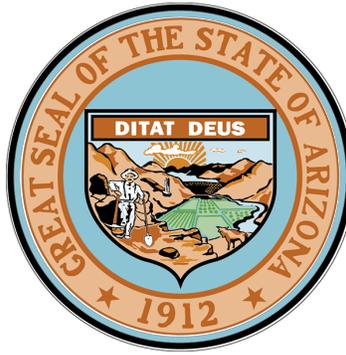
- The name and title of the officer to be recalled.
- A general statement of not more than two hundred words stating the grounds of the demand for the recall, which will be printed on the face of each petition sheet.
- All information required to identify the recall applicant and sponsoring committee (if applicable).

### Application Procedure

Upon receipt of the Application, the Secretary of State will complete the remainder of the form and issue a unique serial number to be printed on the front and back of each petition sheet. The Secretary of State will also provide instructions regarding proper completion of the Statewide Recall Petition form.

### Please note:

- An Application for Serial Number will not be accepted unless the applicant has checked both disclaimer boxes and provided a signature as an acknowledgment of the required printing and circulating procedures.
- The minimum number of signatures required to recall a public officer is equal to 25% of the number of votes cast at the last preceding general election for all the candidates for that office, even if the officer was not elected at that election, divided by the number of offices that were being filled at that election.
- The deadline to file recall petition signatures is no later than 120 days after the date of submission of the Application for Serial Number.
- Any revision to the 200-word general statement requires a new Application for Serial Number to be filed, and all previous versions will be considered invalid.



## Recommended Best Practices for Printing and Circulating Petitions

The Statewide Recall Petition form has been updated and redesigned to be compatible with 21st century signature verification technology and procedures. The Secretary of State's Office recommends the following best practices for printing and circulating petitions to ensure optimal verification and processing. Failure to adhere to these practices may result in reduced document integrity, which may inhibit the Secretary of State's ability to efficiently and accurately process the petitions.

### **1. Print Resolution of 600dpi or Higher:**

Petitions must be printed at a resolution of 600dpi or higher. The boxed fields on the petition serve to identify where petitioners and circulators should enter applicable information. It is critical that petitions be printed at 600dpi or higher to keep these boxes intact.

### **2. Print from Digital File Only – Do Not Photocopy**

It is recommended that petitions be duplicated only by means of digital printing and should not be photocopied. Photocopied petitions may result in a degraded image, including the loss of information capture boxes, pixelated text or irregularities that may obstruct scanning capability. To avoid document degradation, please print petitions from a digital file only.

### **3. Instructions to Signers**

Circulators should instruct petition signers to write in the center of (and within) the information capture boxes to ensure that signatures and identifying information are easily discernable by the petition processing software. Signers should avoid letting information bleed over to adjacent rows, and should sign with blue or black ink.

### **4. Circulator ID Number**

Paid and out-of-state circulators should ensure they print their Circulator ID Number on the front and back side of each petition sheet. Failure to use the Circulator ID Number will not (by itself) invalidate the petition sheet, but greatly inhibits the Secretary of State's ability to efficiently and accurately process the petition.