

Canvasser Instructions

The signatures

- 1) It is **important** that the petition instructions are followed. Petition sheets that are improperly completed will not be counted by the Secretary of State. **Lawyers for the opposition, legislators and lobbyist organizations, will be scrutinizing the petitions for any flaw or defect.**
- 2) **The petition is a two-sided** legal-size document. It must be an exact copy of the original filed with the Arkansas Secretary of State, which is available on our website. Signature lines and canvasser affidavit are on the front. Amendment text, ballot title, and state required canvasser instructions are printed on the back.
- 3) **Only one county per sheet.** Write a county at the top of a petition sheet. Only voters who are registered to vote in this county may sign this sheet. If you have voters from three different counties, you must use three separate petition sheets.
- 4) **Only individuals registered to vote in Arkansas may sign the petition.**
- 5) **All signatures must be in the signer's own handwriting** and in the presence of the person circulating the petition (you). Except in the case of disability, the signer must complete the entire petition line (printed name, date of birth, etc.).

The Affidavit

- 1) At the bottom left of each petition sheet is the canvasser affidavit section of the form. When you finish circulating a petition sheet, whether full or not, you must complete the canvasser affidavit and sign it in the presence of a notary.
- 2) While not difficult, it is vitally important to complete this section fully and correctly. Failure to do so can result in the entire sheet being disqualified.

Common errors:

- a. Omitting the "County where Notary signs" (where the notary is physically located while signing)
- b. Not checking the "Volunteer/Unpaid Canvasser" box
- c. No P.O. boxes or business addresses. Use canvasser's home address. Use two lines if necessary.

The Notary

- 1) The canvasser affidavit must be signed in the presence of a notary. Many banks offer this service to their customers for free. Once notarized, no more signatures may be added to the petition.
 - a. Verify notary commission not expired. Check the date on their stamp
 - b. Make sure notary stamp is located to right of signature, not on top of it.