

CITY OF LOVELAND
500 EAST THIRD STREET - LOVELAND, COLORADO 80031
City Clerk's Office – 970-962-2000

INSTRUCTIONS FOR PETITION CIRCULATORS

1. **USE BLACK INK.** It can be read more clearly. The first day petitions may be circulated is Wednesday, December 18, 2025. Petitions must be filed with the City Clerk no later than 5 p.m. on Tuesday, January 06, 2025.
2. **TO SIGN A PETITION FOR COUNCIL MEMBER** a person must be a registered elector residing within the City of Loveland and reside within the Ward for which the petition is for. An elector can sign only one (1) petition for Council member. Each person signing the petition is required to sign their name as it appears on the voter registration record.
3. A petition circulator must personally observe every eligible elector who signs the petition. Petitions cannot be left on a counter or desk unattended for persons to sign.
4. There can be only **ONE CIRCULATOR OF EACH PETITION.**
5. Make certain that all required information is complete. **A SIGNER MUST USE THE ADDRESS WHERE THEY RESIDE AND ARE REGISTERED TO VOTE including the County of residence.**
6. **A POST OFFICE BOX IS NOT A PLACE OF RESIDENCE.** Residential street number and street name are required.
7. If a small correction is made, the signer should initial the change. If a large correction is required, the signer should cross out the incorrect information with a single line and proceed to the next line.
8. If the signer is disabled and needs assistance, **A THIRD PARTY** should provide that assistance. **THE CIRCULATOR CANNOT ASSIST THE SIGNER.** The person providing assistance shall both **SIGN AND STATE THAT ASSISTANCE WAS GIVEN.**
9. **NO PERSON MAY SIGN FOR ANOTHER, except as described immediately above.**
10. **EVERY VALID SIGNATURE COUNTS!** A petition does not have to be completely filled, but it does have to be correctly notarized. Twenty-five registered voters are required but frequently, all 25 signers of a petition are not registered to vote at the address they enter. Candidates should get more than 25 signatures in case some signatures are ruled invalid. It is recommended that a candidate obtain and submit at least 40 signatures.
11. When the circulator has finished collecting signatures, take the petition to a Notary Public. The affidavit on the petition form should be completed (signed and dated by the circulator) **ONLY IN THE PRESENCE OF THE NOTARY**, who will then notarize the affidavit.
12. **NO ADDITIONAL SIGNATURES CAN BE COLLECTED** after the affidavit has been notarized.
13. The petition must be submitted to the City Clerk no later than 5 p.m. on Tuesday, January 06, 2025 but can be turned in any time upon completion after December 22, 2024.
14. The petition will be verified for sufficiency and the candidate will be notified within three business days of receipt by the City Clerk's office.