

AFFIDAVIT OF IDENTITY

All candidates seeking elective office in Michigan must submit an Affidavit of Identity (two copies) when filing. A candidate who fails to file Affidavits of Identity as required is ineligible to appear on the ballot (MCL 168.558 as amended under PA 163 of 2002).

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is “not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth” must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate’s name was formally changed 10 or more years ago.
- The candidate’s name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate’s name was changed because of marriage.
- The candidate’s name was changed through divorce to a “legal name by which the individual was previously known.”

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot “with his or her current name and former name as prescribed by the Secretary of State.” (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate “may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot.”
- A candidate “may specify that either an initial or a recognized diminutive for the candidate’s given name or middle name, or for both, shall appear on the ballot.”
- A candidate may *not* use a “nickname that is not a recognized diminutive of the candidate’s given name or middle name” on the ballot.
- A married person may *not* use his or her spouse’s given name, middle name or a diminutive of his or her spouse’s given name or middle name on the ballot.

C. MAILING ADDRESS

A candidate who wishes to receive communications from the Michigan Department of State’s Bureau of Elections at an address other than his or her residential address should enter a “mailing address” where indicated. (Note: A candidate may list a P.O. Box for his or her “mailing address”; a candidate may *not* list a P.O. Box for his or her residential address.)

If a “mailing address” is listed, it will be shown on the candidate listings prepared and distributed by the Bureau. If a “mailing address” is *not* listed, the candidate’s residential address will be shown on the candidate listings prepared and distributed by the Bureau. All candidate listings prepared by the Bureau are posted on the Bureau’s website for public access.

D. JUDICIAL CANDIDATES

Place a check in the box before “Incumbent Position” if the candidate is seeking a judicial office for which the incumbent is seeking reelection.

Place a check in the box before “Non-Incumbent Position” if the candidate is seeking a judicial office for which the incumbent is *not* seeking reelection.

Place a check in the box before “New Judgeship” if the candidate is seeking a newly created judicial seat.

E. CAMPAIGN FINANCE ACT COMPLIANCE STATEMENT

Do not sign or submit this affidavit unless you are able to agree with the facts set forth in the “Campaign Finance Compliance Statement” which appears under Section IV on the reverse side of this form. If you need information on your current compliance status under the Michigan Campaign Finance Act, contact the Michigan Department of State’s Bureau of Elections and/or the appropriate county clerks as necessary.

Candidates who are exempt from Michigan’s Campaign Finance Act are limited to those individuals who seek 1) the office of U.S. Senator or U.S. Representative in Congress 2) a precinct delegate position and 3) a school board position in a district with a pupil count of 2,400 or less. (School board position exemption does not apply if candidate spends or receives over \$1,000.00 for election.)

F. WITHDRAWAL OF FILING

Candidates who wish to withdraw a filing submitted for an elective office must submit a written withdrawal statement to their filing official no later than the third day after the applicable filing deadline.

STATEMENT OF ORGANIZATION – CAMPAIGN FINANCE

An individual becomes a candidate as soon as he or she:

- Files a fee, Affidavit of Identity or nominating petition for an elective office.
- Is nominated as a candidate for elective office by a political party convention or caucus and certified to the appropriate filing official.
- Receives a contribution or makes an expenditure in an attempt to be nominated or elected to office.
- Gives consent to someone else to receive a contribution or make an expenditure in an attempt to be nominated or elected to office.

As soon as a person becomes a “candidate”, he or she is required to form and register a Candidate Committee.

- A candidate registers a Candidate Committee by filing a Statement of Organization with his or her filing official.
- After the committee is registered, Campaign Statements are filed periodically to disclose the committee’s campaign finance activity.

A Statement of Organization must be filed **ten (10)** days after you form a committee or no more than **twenty (20)** days after you file your Affidavit of Identity. If you should spend or receive more than \$1,000 on your campaign, **OR** if you don’t choose to mark #10, the reporting waiver, on the Statement of Organization then you **must** file a Pre and a Post Election Campaign Finance Statement and an Annual Report.

FAILURE TO FILE A STATEMENT OF ORGANIZATION WITHIN THE SPECIFIED TIME WILL RESULT IN A FINE OF \$10.00 FOR EVERY BUSINESS DAY LATE UP TO 30 DAYS OR \$300.00.

The candidate committee forms can be found at the Clerk’s office or on the Secretary of State’s website (www.michigan.gov/sos) under “Elections in Michigan” and then “Forms and Publications.”

If you have any further questions please feel free to contact the Clerk’s office at (616) 846-8324, (616) 846-8345 or visit www.miottawa.org.



ORIGINAL OR AMENDED

STATEMENT OF ORGANIZATION FORM FOR CANDIDATE COMMITTEES

1. Committee ID #: _____

2. Type of Filing:
 Original
 Amendment to Items: _____ Eff. Date: _____

3. Full Name of Committee (must include Candidate's first and last name): _____

4a. Candidate Full Name (Last, First, M.I.): _____

4b. Political Party (if applicable): _____

4c. County of Residence: _____

4d. Office Sought (Check one):

<input type="checkbox"/> Governor	<input type="checkbox"/> Lt. Governor	<input type="checkbox"/> State Senator
<input type="checkbox"/> State Rep.	<input type="checkbox"/> Sec. of State	<input type="checkbox"/> Attorney Gen.
<input type="checkbox"/> State Bd. of Ed.	<input type="checkbox"/> UofM Reg.	<input type="checkbox"/> MSU Trustee
<input type="checkbox"/> WSU Gov.	<input type="checkbox"/> Supreme Court	<input type="checkbox"/> Appeals Court
<input type="checkbox"/> Circuit Court	<input type="checkbox"/> District Court	<input type="checkbox"/> Probate Court
<input type="checkbox"/> Municipal Court		

Local or other please specify: _____

4e. District/Circuit # or Jurisdiction: _____

5. Date Committee was Formed: _____

6a. Committee Phone #: _____

6b. Committee Fax #: _____

6c. Committee E-mail Address: _____

6d. Committee Website Address: _____

7a. Complete Comm. Mailing Address (May be PO Box): _____

7b. Complete Comm. Street Address (May not be PO Box): _____

8. Treasurer Name and Complete Address: _____

Phone #: _____

E-mail Address: _____

9. Designated Record Keeper Name and Complete Address: _____

Phone #: _____

E-mail Address: _____

10. **REPORTING WAIVER REQUEST:** If the committee does not expect to receive or expend in excess of \$1,000 in an election and checks this box, the filing requirement of pre, post and annual campaign statements is waived. The Reporting Waiver will be automatically lost if the committee exceeds the \$1,000 threshold.

11. **Name and Address of Depositories** or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association)

a. **Official Depository**

b. **Secondary Depository**

12. **This item applies only to Gubernatorial Candidate Committees: Check if this committee intends to seek qualifying contributions or make qualifying expenditures.**

13. **ELECTRONIC FILING:** This item applies to committees that file with the Michigan Department of State Bureau of Elections only and does not apply to Ballot Question Committees that file with the County Clerk's office.

The Campaign Finance Act requires any committee that files with the Secretary of State and spends or receives \$20,000 in the preceding calendar year OR expects to spend or receive \$20,000 in the current calendar year to file campaign statements electronically. MERTS Plus software is provided to you free of charge to assist you in meeting this requirement.

Committee spent or received or expects to spend or receive in excess of \$20,000 and is required to file electronically.

** OR **

Committee did not spend or receive or does not expect to spend or receive in excess of \$20,000 and would like to file electronically voluntarily.

14. **Verification:** I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. **(Sign Name and Date)**

.....

Candidate

.....

Current Treasurer

.....

Designated Record Keeper (Required only if filing electronically)

INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ORGANIZATION FOR CANDIDATE COMMITTEES

As soon as an individual becomes a "candidate" under Michigan's Campaign Finance Act, P.A. 388 of 1976, as amended, he or she has 10 calendar days to form a Candidate Committee. After the committee's formation date, the candidate has an additional 10 calendar days to register the committee. A candidate registers a Candidate Committee by filing a Statement of Organization form with his or her filing official. A person becomes a candidate under the Campaign Finance Act on the date he or she:

- files a nominating petition, a filing fee or an affidavit of candidacy; or
- receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual's nomination or election to an elective office; or
- is nominated for an elective office by a political party caucus or convention.

EXCEPTION:

(1) A candidate who seeks a precinct delegate position is not required to file a Statement of Organization.

(2) A candidate who seeks a school board position in a school district with a pupil membership count of 2,400 or less AND receives or spends \$1,000.00 or less for the election is not required to file a Statement of Organization.

WHERE TO FILE THIS FORM

A candidate for a county, city, township, village, school or other local elective office is required to file two copies of this form with the clerk of the county in which he or she resides. **EXCEPTION:** A candidate for a school board seat that will be voted on in more than one county files two copies of this form with the clerk of the county in which the greatest number of voters eligible to vote on the office reside.

A candidate for a state elective office or judicial office is required to file two copies of this form with the Michigan Department of State, Bureau of Elections, Post Office Box 20126, Lansing, Michigan 48901. Office location: Richard H. Austin Building, 1st Floor, 430 West Allegan Street, Lansing, Michigan 48918-1700. Phone: (517) 373-2540. The following are state elective offices: Governor, Lieutenant Governor, Secretary of State, Attorney General, Supreme Court Justice, State Senator, State Representative, State Board of Education Member, University of Michigan Regent, Michigan State University Trustee and Wayne State University Governor. Candidates for all judicial offices also file the Statement of Organization with the Bureau of Elections.

INSTRUCTIONS

Type or clearly print in ink all information requested on the Statement of Organization form. Each entry on the form is discussed below.

- ITEM 1:** On the original Statement of Organization, leave this item blank. An identification number will be assigned to the committee by the filing official. If an identification number has been assigned to the committee, enter it in Item 1.
- ITEM 2:** Indicate whether this is an original Statement of Organization or an amendment to a Statement of Organization already on file. If it is an amendment, list the number of the item(s) affected and the date the change took place. On an amendment, complete this item, the item(s) affected and Item 1, Item 3 and Item 14. **NOTE:** The information contained on the Statement of Organization must be kept up-to-date. If a change in the information takes place, an amended Statement of Organization must be filed no later than the due date of the first Campaign Statement required of the committee after the change. The candidate and the treasurer serving at the time of the change must sign an amendment.
- ITEM 3:** Enter the committee's official name. **The committee name must include the candidate's first and last name.**
- ITEM 4a:** Enter the Candidate's full name: last name, first name and middle initial, if any.
- ITEM 4b:** If the office sought by the candidate is a partisan office, enter the candidate's party affiliation.
- ITEM 4c:** Enter the candidate's county of residence.
- ITEM 4d:** Check the appropriate box to indicate the office sought by the candidate.
- ITEM 4e:** Enter the district number or jurisdiction (name of county, city, township, village or school district) served by the office.
- ITEM 5:** Enter the date the committee was formed. This form must be received by your filing official within **10 calendar days** after the committee's formation date. A late filing fee of \$10.00 per business day is assessed if this form is filed late.
- ITEM 6a:** Enter the committee's telephone number.
- ITEM 6b:** Enter the committee's fax number.
- ITEM 6c:** Enter the committee's e-mail address.
- ITEM 6d:** Enter the committee's website address.
- ITEM 7a:** Enter the committee's mailing address if different from the committee's street address. A post office box is acceptable. All mail from the filing official will be directed to the committee's mailing address.
- ITEM 7b:** Enter the committee's street address. A post office box is **not** acceptable. (List the candidate's or treasurer's home address if no other address is available.)
- ITEM 8:** Enter the full name (last name, first name, middle initial, if any), mailing address, telephone number and e-mail address of the committee's treasurer. The candidate may serve as the committee's treasurer. A committee treasurer must be listed in this item.
- ITEM 9:** Enter the full name (last name, first name, middle initial, if any) telephone number and e-mail address of the designated record keeper, if the committee has one. This is the person, other than the treasurer, who will be responsible for the committee's records and Campaign Statement filings. If the committee's treasurer will personally handle these responsibilities, leave this item blank. A person designated in this item may sign Campaign Statements in place of the treasurer, but does **not** have the authority to sign a Statement of Organization form in place of the treasurer.
- ITEM 10:** **\$1,000.00 REPORTING WAIVER.** Check the box in Item 10 if the committee does not expect to receive or spend more than \$1,000.00 for any single election. Election means primary, general, special or millage election, or a convention or caucus of a political party held in this state to nominate a candidate. Election also includes a recall vote. If Item 10 is checked and the committee does not spend or receive more than \$1,000.00 for the election, the committee is granted a Reporting Waiver. A committee that never loses its Reporting Waiver by spending or receiving more than \$1,000.00 for an election is not required to file Campaign Statements.
- ITEM 11a:** Enter the name and address of the Michigan bank, savings and loan association or credit union that the committee now uses, intends to use or would use as its "official depository". While this item must be completed, an account does not have to be opened until the first contribution is received.
- ITEM 11b:** List the name and addresses of any "secondary depositories" the committee uses or intends to use. A secondary depository may be used only for the deposit of contributions; it may not be used for committee expenditures. (Refer to manual for Bingo exception.)
- ITEM 12:** Applies to gubernatorial candidates only.
- ITEM 13:** Read this section carefully and check the appropriate box. Committees filing with the county clerks office, skip to Item 14. **NOTE:** Once a committee has reached the \$20,000 threshold they are required to file all campaign statements and report electronically regardless of receipts or expenditure totals in future years.
- ITEM 14:** Enter names where indicated. This form **must** be signed and dated by both the candidate and the committee's treasurer. If the candidate is serving as the committee's treasurer, the candidate signs once on the line for the candidate's signature.



**CIRCULATING CITY/TOWNSHIP
NOMINATING AND QUALIFYING PETITION FORMS**

Michigan Department of State
Bureau of Elections
May 2003

www.Michigan.gov/sos

CIRCULATING CITY/TOWNSHIP PETITION FORMS

The following is a summary of the laws, court rulings and Attorney General opinions which govern the validity of signatures on city/township nominating and qualifying petition forms.

GENERAL INFORMATION

- A signature is acceptable if it includes the signer's name (cursive and printed); the signer's street address or rural route number; the signer's Zip Code; and a proper date.
- Each signer must affix his or her signature to a petition sheet which bears -- in the heading of the sheet -- the name of the city or township and county in which the signer is registered to vote. The heading of the petition sheet may not list more than one city or township.
- A signature is invalid if the signer is (1) not registered to vote in Michigan or (2) registered to vote in the state but not in the city or township listed in the heading of the petition sheet.
- Certain irregularities are accepted. For further information, see "Acceptable Sheet Irregularities" and "Acceptable Signature Irregularities" on the following pages.

PETITION SHEET VALIDITY

HEADING

A petition sheet is invalid if it contains one or more of the following irregularities in the heading of the sheet:

- City or township where circulated not listed.
- Village or "unincorporated place" listed instead of township of circulation when village or "unincorporated place" is not contained within a single township.
- Required information concerning candidate or office sought omitted.

CIRCULATOR'S CERTIFICATE

A petition sheet is invalid if it contains one or more of the following irregularities in the circulator's certificate:

- Not signed by circulator.
- Signed by more than one circulator.

- Not dated or incompletely dated.
- Dated before all signature dates.
- City or township of registration not listed.
- No street address or rural route number listed.

ACCEPTABLE SHEET IRREGULARITIES

The following irregularities do not affect the validity of petition sheets:

- No mark to indicate whether the jurisdiction of registration is a “city” or a “township.” (Note: sheet is acceptable regardless of whether (1) there is only one city or township by that name in the county listed in the heading or (2) there is both a city and a township by that name in the county listed in the heading.)
- Both the “city” box and the “township” box are marked. (Note: sheet is acceptable regardless of whether (1) there is only one city or township by that name in the county listed in the heading or (2) there is both a city and a township by that name in the county listed in the heading.)
- Village or “unincorporated place” listed instead of township when village or “unincorporated place” is contained within a single township.
- Illegible circulator signature.
- Any of the following: circulator prints name in entry provided for signature; circulator fails to print name in entry provided for printed name; circulator enters his or her cursive signature in entry provided for printed name. (Note: A circulator’s signature is not acceptable if circulator prints name in entry provided for printed name and fails to enter his or her signature in the signature entry.)
- Circulator fails to enter his or her Zip Code or enters an incorrect Zip Code.
- Circulator lists village or “unincorporated place” instead of township of registration when village or “unincorporated place” is contained within a single township.

PETITION SIGNATURE VALIDITY

A signature is not acceptable if it contains one or more of the irregularities or omissions listed

below. The codes used to mark irregularities and omissions on petition sheets are shown to the left of the descriptions.

- CO Signature crossed out prior to filing.
- OC Address outside of city or township listed in heading.
- ND Signature not dated or incompletely dated.
- ED Signature dated before first date permitted under law.
- SDC Signature dated after circulator dated sheet.
- NA No street address or rural route number listed.
- IN Signature appears as follows: Mrs. Smith, Mr. Smith, John, Jane.
- MC Miscellaneous identification problem.

ACCEPTABLE SIGNATURE IRREGULARITIES

The following irregularities do not affect the validity of petition signatures:

- Signature appears as follows: J. Smith; J.B. Smith; Mrs. J. Brown; Mrs. J.B. Brown; Mrs. John Brown.
- Illegible signature.
- Any of the following: signer prints name in entry provided for signature; signer fails to print name in entry provided for printed name; signer enters his or her cursive signature in entry provided for printed name. (Note: A signature is not acceptable if signer prints name in entry provided for printed name -- and fails to enter his or her signature in the signature entry.)
- Signer fails to enter his or her Zip Code or enters an incorrect Zip Code.
- Ditto marks.

ATTENTION TO DETAIL ADVISED

Michigan contains 83 counties, 272 cities, 1,242 townships and 261 villages. Contained within Michigan's townships are numerous "unincorporated places" which bear separate, unique names. Additionally, all of the state is served by post offices with names that in many cases do not correspond to the names of the cities, townships and villages they serve. Circulators using the "city/township" petition form are advised of the following:

CITIES AND TOWNSHIPS: All registered voters in Michigan are registered in a single city or township within the state. Because many cities and townships share the same name, it is important that the place of registration listed in the heading of the petition sheet be clearly identified as a “city” or a “township.” For example, in Shiawassee County there is a City of Owosso and a Township of Owosso.

It is emphasized that if a registered voter signs a petition sheet that lists -- in its heading -- the wrong community of registration, the signature is invalid. For example, if a voter registered in the City of Owosso signs a sheet which lists the Township of Owosso in its heading, the signature is invalid.

A number of cities in the state overlap county boundary lines. (No townships overlap county boundaries.) When obtaining a signature from a voter who is registered in a city that crosses county boundaries, make sure that the voter signs a sheet which properly identifies the voter’s city and county of registration.

VILLAGES: Villages are Michigan’s smallest units of government. Some villages are wholly contained within a single township; others cross township boundaries. (Villages are not contained within nor do they cross into cities.)

A village resident who signs a “city/township” petition form must sign a sheet which bears – in its heading – the name of the village resident’s township of registration. Further, the signer must be registered to vote in the township. A signature affixed to the petition by a village resident will be found invalid if the person is not registered at the township level.

If an error is made and the name of a village is listed in the heading of a petition sheet, the sheet will be accepted if the village is wholly contained within a single township. As noted above, the signers of the sheet must hold registrations at the township level. A petition sheet will be found invalid if it lists – in its heading – the name of a village that crosses township boundaries.

UNINCORPORATED PLACES: Michigan contains a number of unincorporated places that do not qualify as units of government as do cities, townships and villages. Some unincorporated places are wholly contained within a single township; others cross township boundaries. (Unincorporated places are not contained within nor do they cross into cities. Exceptions may be found.) Michigan residents who live in unincorporated places register to vote with their township clerk.

A resident of an unincorporated place who wishes to sign a “city/township” petition form must sign a sheet which bears – in its heading – the name of the person’s township of registration. If an error is made and the name of an unincorporated place is listed in the heading of a petition sheet, the sheet will be accepted if the unincorporated place is wholly contained within a single township. A petition sheet will be found invalid if it lists – in its heading -- the name of an unincorporated place that crosses township boundaries.

POST OFFICES AND ZIP CODES: All post offices are referred to by name and serve

delivery areas of varying sizes. Each delivery area is assigned a Zip Code. In some cases, the name of a person's post office will correspond to the name of the person's city or township of residence. In other cases, especially in sparsely populated areas, the name of the person's post office will not correspond to the name of the person's city or township of residence. Thus, a person's mailing address may or may not correspond to the name of the city or township where the person is registered to vote. For example, East Lansing residents are registered to vote in the City of East Lansing and have an East Lansing mailing address. However, persons registered to vote in Genesee Township, Richfield Township and Vienna Township in Genesee County have a Mt. Morris mailing address.

When circulating a "city/township" petition form – especially in sparsely populated areas – make sure that potential signers of the petition correctly identify the city or township in which they are registered to vote and sign a petition sheet which bears the name of that city or township. For example, if a voter registered in Genesee Township, Genesee County sign a sheet which lists Mt. Morris (the name of the voter's post office), the signature is invalid.

IMPORTANT

The information provided above is offered as a summary of the provisions which govern the validity of petition signatures; it is not a complete interpretation of the governing laws. Questions may be addressed to:

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, Michigan 48901-0726
Telephone: (517) 373-2540
Fax: (517) 373-0941



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**CITY/TOWNSHIP QUALIFYING
READ BEFORE CIRCULATING PETITION**

**The validity of signatures placed on this petition may be affected if the following is not observed.
Complete the heading of the petition before circulating it.**

- Enter the city or township and county where the petition will be circulated. Indicate whether the jurisdiction listed is a "city" or a "township." Do not list more than one city or township.
- Enter the candidate's complete name and address and the office the candidate seeks. Include the district number of the office if there is one.
- Enter the date of the general election.

Make sure that all signers properly complete the petition.

- Each signer must be registered to vote in the city or township listed in the heading.
- Each signer must sign and print his or her first and last name.¹
- Each signer must enter his or her full address. A rural route number is acceptable. A post office box is not acceptable.
- Each signer must enter his or her Zip Code.²
- Each signer must date his or her signature with the month, day and year.

Complete the circulator's certificate after circulating the petition.

- Sign and print your full name and enter the month, day and year.¹ Signatures on the petition which are dated after the date on the circulator's certificate are invalid.
- Enter the name of the city or township where you are registered.
- Enter your full address. A rural route number is acceptable. A post office box is not acceptable.
- Enter your Zip Code.²

Circulate the petition properly.

- Do not fail to question signers on their city or township of registration.
- Do not complete the heading of the petition after signatures have been affixed on the petition.
- Do not leave the petition unattended.

¹ The failure of the circulator or an elector who signs the petition to print his or her name or to print his or her name in the proper location does not affect the validity of the circulator's or signer's signature. However, a printed name located in the space designated for printed names does not constitute the signature of the circulator or elector.

² The failure of the circulator or an elector who signs the petition to enter a Zip Code or to enter his or her correct Zip Code does not affect the validity of the circulator's or signer's signature.

