

# Instructions to Circulators

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To help circulators gather the most accurate and allowable signatures, the Secretary of State's Office has developed the following suggestions.

1. Before collecting signatures, make sure the information at the top of the signature page has been completed. After that information is completed copies of the signature page can be made for further circulation.
2. Circulators should tell those signing what the petition is for, before each person signs. Even if the information is written on the petition, it is important that the signer know.
3. Circulators should ask every signer if they are registered to vote in Wyoming. Did they vote in the last general election? Prior to submitting the petition, circulators should cross out any lines where the signer lives out of state.
4. Inform each person signing the petition that the information must be contained within the correct column and it must be legible. Print means print. Circulators should read and spell each printed name back to the signer to make sure the name is correct.
5. The date field preceding the signature must be completed by the signer.
6. The "name" on the petition means legal name, not nicknames or shortened versions of a name: Chadwick, not Chad; Leslie, not Les; Judith, not Judy. For more common names, include a middle initial to help delineate the names.
7. Each person signing the petition must give their residence address. Any addresses that have PO Box only cannot be counted. If a person has moved since the last election, they must change their address with the county clerk prior to signing the petition.
8. Circulators, especially those in school and mining communities where there may be more transient people, be aware that the residence address must be the address that appears on the statewide voter registration system.
9. The circulator must complete the "Verification by Circulator" portion of each petition following the collection of signatures.
10. To best assure that the petitioner reaches the required number of signatures, it is recommended that they obtain a voter registration list to do their own checking; thus being able to closely track the number of allowable signatures gathered.