



# **PETITION CIRCULATOR TRAINING**

**Presented By Take Back Oregon**

**PAC 24614**

**Takebackor.com**

**January, 2026**

**PETITION CIRCULATOR TRAINING**

## Presented by Take Back Oregon

Congratulations on your decision to become a petition circulator in Oregon. You are exercising your right according to Oregon constitution Article IV, Section 1, and Oregon Revised Statutes Chapter 250. The following instructions are provided to assure that the signatures you collect will be valid – please read them carefully and reach out with any questions to the contact information provided. Using these methods will greatly increase your percentage of valid signatures.

This training is for volunteer, unpaid Circulators – paid Circulators must register with the state and should seek other training. It is intended to be used in conjunction with the Oregon State Circulator Training Manual which can be found here:

<https://sos.oregon.gov/elections/Documents/circulator-training.pdf>

### Who Can Be a Circulator?

- Any person may circulate petitions, including non-residents of Oregon (no residency requirement for circulators).
- Circulators must be at least 18 years old (implied by general election rules).

### The Petition Sheets

- Only use official templates: Chief petitioners receive approved cover and signature sheet templates from the Elections Division after approval to circulate. Do not modify without permission.
- Do not make your own copies of the petition sheets unless you have permission from the Chief Petitioner(s) and then only if you understand the specific requirements for printing (more on this below).
- Petition sheets have a front with up to 20 signature lines (10 is most common) and a back with the Initiative or Referendum cover sheet.
- You must personally witness every signature: You must see each person sign in your presence.
- Do not leave sheets unattended for signing. Treat the petitions as legal documents because they are.
- Signers must be qualified:
  - **Active** registered Oregon voters (more about this below).
  - Provide signature, printed name, address (matching registration), and date.
  - Assist disabled signers only if requested and only with printed name/address/date.

- Circulators must certify the signatures at the bottom of the page with their signature, printed name, date and address.
- Do not add signatures after certification: Once you sign and date the circulator certification on the sheet, no more signatures may be added to it.
- Do not enter a page number in the lower right corner – the chief petitioners will number all pages when they organize them for submission.
- Prohibitions:
  - No electronic signatures or e-sheets (petitions must be on paper).
  - No forgery, false information, or coercion.
  - No paying signers to sign.
  - Avoid misleading explanations of the measure (stick to the official ballot title or measure summary on the cover sheet).
- When you sign as Circulator Certifier you are attesting that:
  - You personally witnessed each signature.
  - To the best of your knowledge, each signer is an active registered voter in Oregon.
  - The signatures were collected in compliance with Oregon law.
  - Sign and date the certification
- Turn in your petition sheets frequently, once a week is a good practice. Work closely with your Chief Petitioner on this, they will be keeping close count.

Contact your Chief Petitioners for questions about their petition. Each one runs their drive a little differently – ask for specifics. Many have team meetings, share suggestions for events and locations, etc. You are part of a team!!

## **Key Points, Myths and Suggestions**

### **Active Registered Oregon Voter**

When someone wants to sign the petition, you must qualify them by asking them, “Are an ACTIVE registered Oregon voter?”. They do not have to prove they are an active registered Oregon voter, you can take them at their word.

If they don’t know if their registration is active then ask them if they received a ballot in the last election – an active voter with a correct address automatically receives an official mail-in ballot. If they say no then encourage them to check their voter registration. You cannot refuse to let them sign because they are unsure of their status.

Handy but not required: If you have the ability to have internet access at your petition signing table you can have the “MyVote” page ready to check their voter status - cell phone or tablet works well.

Things that will inactivate a voter's registration: incorrect address, change of name, no voter activity AND they haven't updated their registration for 10 years.

If they are an Oregon citizen but not registered to vote you can carry and hand out voter registration postcards (available at your county clerk's office) or give them the website info to "MyVote" to register online (printing the website on strips of paper to handout works well). They cannot sign the petition until their registration is confirmed or their signature will be disqualified – have them confirm online before signing.

### **Making Corrections on the Petitions**

People will make mistakes. Some of the most common are signing where they should print their name and vice versa. Representatives in the Secretary of State's office tell us that they see this, understand the mistake and don't throw out the signature just for that. Other mistakes include putting a birthdate instead of the date signed or misspelling an address.

For any mistake, draw one line through the error (so it can still be read) then write the correction above or beside and the **signer initials the change**. If an entire signature line is incorrect, draw a line through the entire signature/text, have them initial it and then rewrite on the next line.

Tell them to STAY WITHIN THEIR LINE. A common issue is when people write too big and run out of space. Watch them closely, see it coming, stop them and have them write the city or zip code above their street address. Don't let them drop to the next line to finish their address. If they do then single line through and initial.

Pay attention, guide them through each step if needed. it's easy to get caught up in conversation and miss a mistake. Watch each signature all the way through to the address.

### **Printing Petition Sheets**

Petition sheets are printed 2-sided with signatures on one side and the cover sheet on the other. In the state of Oregon, the requirements for printing petition sheets for initiatives, referendums and recalls are strictly regulated to ensure uniformity, verifiability, and compliance with law. You cannot create or print petition sheets from scratch. The Oregon Secretary of State's Elections Division provides official templates after approval of the prospective petition. Chief petitioners (or their designated agents) must use these exact templates, with limited modifications only if approved in advance.

Check with your Chief Petitioner – they will either provide you with printed petitions or give you permission to print them yourself, but ASK FIRST.

If you print the petition, they must be printed 2-sided on standard, white, 20# paper, 8.5" x 11" letter size, maintaining all margins and printed cleanly.

### **Petitions Placed at Businesses**

This is a tricky issue because businesses cannot require their employees to collect signatures while on the job – this would make them paid Circulators and they would have to register with the state and follow different rules. Employees CAN collect signatures while on their breaks but they must have their own petition sheet and keep them in their possession. Otherwise, if a petition is placed at a business, only the owner can collect signatures, the petition must be in the owner’s possession or otherwise secured.

### **Other Key points**

Notice that “Oregon” or “OR” is not required as part of the address (we are all Oregon residents). But the city and zip code are – watch carefully that they include the zip code. Abbreviations of cities are not automatically rejected, but why take a chance? For example, people often shorten Klamath Falls to Kfalls. Encourage them to fully spell out the city but don’t get too fussy if they don’t. People will follow the example of whoever signed the line above – watch closely to correct problems before they happen.

There will be people who print both their signature and in the “print name” section – this is especially true of younger voters who did not learn cursive writing. This is fine, that’s their signature.

People will ask if they can sign for their spouse or elderly parent – no! Similarly, people will ask if they can take the petition over to their disabled relative or friend in a nearby car – also no. You will have to take the petition over to them. Do not let your petitions out of your possession.

Some signers may be frail and have difficulty filling out the information. If they request it, another person may fill out the printed name, address and date as long as the signature is by the signer.

People will ask if they can take a petition page to their friends, neighbors, coworkers or church for signatures. This raises the issue that the person is then an untrained Circulator but must still comply with all the rules. One mistake we see quite often in these cases is the person signs both the petition and at the bottom as the witness – they cannot witness their own signature. Check with your Chief Petitioner to see how they want to proceed in these cases. A brief training session by you may suffice.

### **Myths**

1. Myth: You can only sign in your own county. This is only true for county-specific petitions. State-wide petitions can be signed anywhere in the state.

2. Myth: If one signature is invalidated on the page they throw out the whole page. Not true, they only invalidate the one signature.
3. Myth: Ink must be the same color on the whole page. Not true, there is no ink color requirement.
4. Myth: "I already signed online". All petition signatures are done in-person on the official, state-approved paper form.
5. Myth: You have to sign exactly like your voter registration signature, or it will be invalid. No, the signature verification system compares to several versions of your signature on file. Signatures must be recognizable and match voter registration records. Including or omitting a middle initial does not invalidate the signature.
6. Myth: ID is required to sign. No ID is required.
7. Myth: The date must be in the format MM/DD/YY. No, they are not that picky.

If you have questions, comments or if you would like to talk to us about training for your group please contact us:

Joyce Furlong, [joycefurlong@ymail.com](mailto:joycefurlong@ymail.com) Roman Rodgers, [romancrodgers@gmail.com](mailto:romancrodgers@gmail.com)

For access to the full, official Oregon State Circulator Training Manual:  
<https://sos.oregon.gov/elections/Documents/circulator-training.pdf>