

**State of Iowa
Checklist for Reviewing Nomination Papers**

Affidavit of Candidacy

Required Element	Action to Take if Missing
Candidate's Name	Reject
Name Pronunciation	Do nothing
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
To Fill a Vacancy	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine for which office the candidate is filing
Type and Date of Election	Do nothing if it is obvious the candidate is filing papers for a particular election
Party Affiliation	Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office
Home Address	Do nothing
Mailing Address	Do nothing
Phone and Email	Do nothing
Candidate's Signature	Reject
Notarization, including notary signature	Reject

Nomination Petition Header

Required Element	Action to Take if Missing
Candidate's Name	Reject
Office Sought	Reject
District or Ward (if applicable)	Reject when it is impossible to determine for which district or ward the candidate is filing
To Fill a Vacancy	Reject when box not marked "yes" if the office will appear on the ballot as "to fill vacancy" and it is impossible to determine which office the candidate is filing for
Type and Date of Election	Reject
Candidate's Residence Statement	Reject
Petitioners' Residence Statement	Reject if missing on federal and statewide petitions
Candidate's Affiliation	Reject if candidate is filing for the primary election or a special election to fill a vacancy in a partisan office

Nomination Petition Signature Lines

Required Element	Action to Take if Missing
Signature of Eligible Elector	Reject
Address of Eligible Elector	Reject if left blank, missing house number or street, or obviously outside applicable district
Date Eligible Elector Signed	Do nothing