

READ BEFORE CIRCULATING PETITION
The validity of signatures on this petition may
be affected if the following is not observed.

1 Complete the heading of the petition before circulating it.

- a. Enter the State Boundary Commission Docket number.
- b. Enter only one township or village and where the petition will be circulated. All signatures on a page must be from residents of only one village or township.
- c. Enter only one county. All signatures on a page must be from residents of only one county.
- d. Enter the name of the Village proposed for incorporation as a city.
- e. Enter the name(s) of any township(s) that have territory in the area approved by the Commission that is currently not part of the village.

2 Make sure that all signers properly complete the petition.

- a. Each signer must be registered to vote in the township or village in the heading.
- b. Each signer must be a resident of the township or village in the heading.
- c. Each signer must sign his or her first and last name. Many signatures are illegible, so ask the person to clearly print their first and last name so their signature can be validated.
- d. Each signer must enter the name of the street and the number of their residence. A rural route number is acceptable. A post office box is not acceptable.
- e. Each signer must enter his or her post office. A signer's post office is the community name that appears in the signer's mailing address.
- f. Each signer must date his or her signature with the month, day and year.

3 Complete the circulator's certificate after circulating the petition.

- a. Sign and print your full name and enter the month, day and year. Signatures on the petition that are dated after the date on the circulator's certificate are invalid.
- b. Enter the name of the township or village where you are registered.
- c. Enter your full address and post office.

4 Circulate the petition properly.

- a. Ask signers which jurisdiction they are registered in.
- b. Ask signers to print their names legibly.
- c. Do not leave the petition unattended.