



January 6, 2021

TO REGISTRARS OF VOTERS IN MUNICIPALITIES HOLDING MAY 3, 2021 MUNICIPAL ELECTIONS:

Re: Primary Petition Forms: Municipal Offices at Large;  
Municipal Offices from Political Subdivisions

In accordance with Conn. Gen. Stat. §9-410, we are enclosing two Primary Petition Signature Pages and Instruction Pages which are prescribed for use in connection with candidacies for nomination to municipal offices. The form for "Municipal Offices at Large" is to be used for municipal offices for which all the electors of a particular municipality may vote. A list of these offices appears at the end of the applicable Instruction Page.

The form for "Municipal Offices from Political Subdivisions" is to be used for those offices for which the electors of only part of a particular municipality may vote, a list of which appears at the end of the Instruction Page.

We urge that you keep the enclosed forms for your file. They are the official forms prescribed under §9-410, and they should not be altered in any way when preparing and providing primary petition forms for municipal office. If such pages are duplicated, they should be copied front to back as they appear in this packet.

Pursuant to Conn. Gen. Stat. §9-409, petition forms shall be available from the registrar "beginning on the day following the making of the party's endorsement of a candidate or candidates for such office or position, or beginning on the day following the final day for the making of such endorsement under the provisions of Conn. Gen. Stat. §9-391, whichever comes first." (January 11th through January 19th - endorsement dates; January 20st - day following final day for making of endorsements.)

Please remember to complete the blank on each instruction page, relating to the number of signatures required, and Part A of each primary petition signature page, prior to issuing the same. The deadline for the filing of primary petitions is 4:00 p.m. on February 2, 2021. Please remember that all Registrars of Voters' offices must be open between 1:00 p.m. and 4:00 p.m. on February 2, 2021 (Conn. Gen. Stat. §9-405).

Section 9-412 provides that upon receipt of the petition pages, the registrar must give to the person who submitted them a signed receipt stating the number of pages and the date and time of filing. It also provides that after certifying on each page the number of signers who are enrolled electors, the registrar must file the pages with the municipal clerk, together with his certificate as to the whole number of names on the last-completed enrollment list of such party in such municipality or political subdivision, as the case may be.

### **ACTIVE AND INACTIVE ENROLLMENT LIST**

In accordance with Conn. Gen. Stat. §§9-35, 9-54, 9-55, 9-64a, 9-64b and 9-396, there is an Active and Inactive enrollment list for each party. The Inactive list consists of persons who failed to respond to the Confirmation of Voting Residence (ED-642). We remind you that under Conn. Gen. Stat. §9-35, Confirmation of Voting Residence Notices may be sent out only during the canvasses (January 1st--May 1st), except that under Conn. Gen. Stat. §9-23g(c), if a Notice of Acceptance of a mail-in application card is returned undelivered, a Confirmation of Voting Residence Notice is sent out throughout the year. (Please note that under Sec. 9-32 Andover, Bethany, Union and Woodbridge need not conduct a canvass in 2021 because they hold town elections in May.)

We strongly recommend that before the January 11th—19th endorsement period, you prepare and print an Active and Inactive enrollment list for each party, certify and file one with the town clerk and file 5 copies with the town chairmen. If municipal offices are endorsed by caucus, we also strongly recommend that in accordance with Conn. Gen. Stat. §9-42 and §9-42-1 of Conn. State Regs., a registrar, deputy registrar or assistant registrar of voters attend each caucus with an Active and Inactive enrollment list and applications for restoration (Connecticut Mail-in Voter Registration Cards) for the purpose of restoring persons from the Inactive to the Active enrollment list before they vote in the caucus. (They may also bring transfer of address forms ED-513a under §9-35). After the caucuses, if any, the registrar, deputy or assistant registrar of voters should file in your office all restorations signed by the enrolled electors and the registrar, deputy or assistant registrar. (Only one official is required to restore except on election day.) We remind you, however, that under Conn. Gen. Stat. §§9-56 and 9-57, persons who file an application for enrollment on the day of a caucus do not acquire enrollment privileges until after the caucus.

In accordance with Conn. Gen. Stat. §9-35c and §9-406 the number of signatures required on a primary petition is 5% of the number of enrolled electors on the Active enrollment list last printed under §9-55, excluding the names of all individuals who have ceased to be electors. When checking signatures on primary petitions, however, the signatures of all persons who have enrollment privileges in the party shall be counted and, under §9-35c, if an elector on the Inactive enrollment list signs a petition giving the same address as appears on the Inactive list, forthwith place such name on the Active list and count the signature (no restoration form is necessary in such case).

We are enclosing the following Handouts which may contain some helpful information:

Remove from Inactive List  
Petition Signatures on Inactive List

If you have any questions, please call us at (860) 509-6100.

Sincerely,

DENISE MERRILL  
Secretary of the State

By \_\_\_\_\_  
Theodore E. Bromley  
Staff Attorney

Enclosures: ED-619, ED-619a, 2 Handouts  
Information copies to:  
Municipal Clerks in Above Municipalities  
Republican and Democratic State Central Committees  
Printers of Record

INSTRUCTION PAGE FOR PRIMARY PETITION FOR MUNICIPAL OFFICE(S) AT-LARGE

**NOTE TO REGISTRARS:** (1) Complete on this Instruction Page, in the space provided, the total number of signatures needed for a candidacy for the nomination to the particular municipal office(s); (2) Provide at least one instruction page for each circulator; (3) Provide one or more primary petition signature pages suitable for duplication as you deem necessary (however, if the candidate or candidates are indigent, provide at least two times the number of signature pages needed to contain the required number of signatures); and (4) Complete all blanks in Part A of each primary petition signature page provided.

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Request for Petition Forms: Any person who requests a petition form must give to the Registrar of Voters before he may obtain such form (1) his own name and address, and the name, address, and office sought of each candidate for whom the petition is being obtained; and (2) a statement signed by each such candidate that he consents to be a candidate for said office. In the case of the municipal office of State Representative, each such candidate shall include on the statement of consent his name as he authorizes it to appear on the ballot. After a person has completed the foregoing requirements, the Registrar of Voters, before giving him the petition form, must fill in on each Petition Signatures Page the name and address of each candidate to be named therein, the office sought by each such candidate, the name of the political party holding the primary, and the date of the primary, and must also fill in the blanks on this Instruction Page.

Number of Petition Signatures Pages to be provided: Upon completion of the above requirements, the Registrar of Voters shall give to the person requesting the petition form one or more signature pages suitable for duplication as he deems necessary. If the candidate or candidates are indigent, the Registrar shall provide a number of pages determined by such Registrar as at least two times the number sufficient to contain the required number of signatures. The number of signatures required is \_\_\_\_\_ (being at least 5% of the electors whose names appear on the active last-completed enrollment list of the party in the municipality or such lesser number as the party rules prescribe).

Time of Filing: This petition must be filed with the Registrar of Voters of the party whose nomination is sought not later than 4:00 p.m. on February 2, 2021, which is the 34th day preceding the day of the primary.

General Information: A candidacy may be filed by or on behalf of any person (except a party-endorsed candidate) whose name appears on the last-completed enrollment list of the party within the municipality by filing with the Registrar of the party the required petition. A petition may propose as many candidates for different offices as there are candidates to be nominated by the party at-large, but no more.

Note: Under Section 9-422, no primary shall be held for nomination by a party to the office of Justice of the Peace unless candidacies for such nomination, numbering at least a bare majority of the number of Justices of the Peace to be nominated by such party, are filed in conformity with the provisions of the primary law by persons other than party-endorsed candidates.

Misrepresentation Prohibited: It is a Class D felony for any person to intentionally misrepresent the contents of a primary petition. Conviction of a Class D felony shall be punished by imprisonment for a term of not less than one year nor more than five years, or a fine not exceeding \$5,000.00, or both.

Signatures: Each signature on a Petition Signatures Page must be the personal signature of the signer; and one individual may not, under any circumstances or degree of relationship, sign for another. ANY PERSON WHO SIGNS A NAME OTHER THAN HIS OWN TO A PRIMARY PETITION OR WHO SIGNS A NAME OTHER THAN HIS OWN AS CIRCULATOR OF SUCH A PETITION SHALL BE FINED NOT MORE THAN ONE HUNDRED DOLLARS OR IMPRISONED NOT MORE THAN ONE YEAR OR BOTH. Signatures shall be obtained only on the official Petition Signatures Page distributed by the Registrar or on duplicates of the pages issued by the Registrar. No person shall sign as a petition signer more than once for the same candidate or candidates. Petition signatures may not be withdrawn. Only the signatures of electors whose names appear upon the last-completed enrollment list of the party holding the primary in the municipality will be counted. If the Registrar determines that an enrolled elector on the inactive registry list signed a petition giving the same address as on the inactive registry list, such name shall forthwith

be placed on the active registry list and counted. Signers who have moved within town should be encouraged to give their birth dates, because the Registrar is prohibited from rejecting any name for which the street address on the petition is different from the street address on the enrollment list if (1) the signer is eligible to vote for the candidates on the petition and (2) the signer's birth date shown on the petition is the same as the birth date on the signer's registration record.

Assistance to Blind Persons in the Signing of Petitions: Any person who is blind may cause his name to be placed on a petition if an authorized agent (not the circulator) reads aloud the full text of the petition in the presence of the circulator, and the blind person consents to having his name appear on it. If a blind person is unable to write, his authorized agent may write the name of the blind person followed by the word "by" and his own signature.

Circulator: Each circulator must be an enrolled member of the party holding the primary, in any town in this state. No candidate, whether an endorsed or petitioning candidate, may circulate a petition for another candidate (or another group of candidates contained in one petition) for the nomination of the party for the same office. No person may circulate petitions for more than the maximum number of candidates to be nominated by a party for the same office. A candidate may circulate a primary petition in which he is proposed as a candidate. Any petition page circulated in violation of these provisions of the law must be rejected by the registrar. The circulator must be certain to have signers sign in his presence, and that his own signed statements are true, or he shall be guilty of a Class A misdemeanor, and the whole page may be rejected. A sentence of imprisonment for a Class A misdemeanor is not more than one year and a fine for the conviction of a Class A misdemeanor shall not exceed two thousand dollars.

Statement by Registrar of Voters as to Circulator's Status as Enrolled Party Member: Each petition page must contain a statement signed by the Registrar of Voters of the appropriate party in the municipality in which the circulator is enrolled, attesting that the circulator is an enrolled member of such party in the municipality in this state. This statement may be completed at any time but must be completed before the petition page is submitted for filing to the party's Registrar in the municipality of voting residence of the signers. Unless such a statement by the Registrar appears on each page so submitted, the page shall be rejected by the Registrar.

Circulator's Statement of Authenticity of Signatures: The Circulator's Statement of Authenticity of Signatures, including address and number of signatures obtained, must be completed and signed by the Circulator after obtaining all the signatures and before filing the page with the appropriate Registrar of Voters. The page must be rejected by the registrar if the Statement is not completed and signed.

Certification of Acknowledging Officer: After signing the Circulator's Statement of Authenticity of Signatures, the Circulator must appear before one of the following officers to acknowledge the statement: a judge of a court of record, clerk or deputy clerk of a court having a seal, family support magistrate, commissioner of deeds or town clerk, notary public, justice of the peace or attorney admitted to the Connecticut Bar. The acknowledgment must be completed and signed by the officer taking the same, and the petition page must be rejected by the registrar if this is not done.

"Registrar" Defined: "Registrar" means the registrar of voters enrolled with the political party holding a primary and, in each municipality where there are different registrars for different voting districts, means the registrar so enrolled in the voting district in which, at the last-preceding regular election, the presiding officer for the purpose of declaring the result of the vote of the whole municipality was moderator.

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OFFICES:

This primary petition form is to be used in connection with the following municipal offices when applicable:

- A town, city or borough office for which only and all electors of such town, city or borough may vote.
- State Representative in an Assembly District composed of a single town.
- Judge of Probate in a Probate District composed of a single town.
- Registrars of Voters, except where elected from voting districts.
- Justices of the Peace.

PRIMARY PETITION FOR MUNICIPAL OFFICE(S) AT-LARGE

**WARNING: IT IS A CRIME TO SIGN THIS PETITION IN THE NAME OF ANOTHER PERSON WITHOUT LEGAL AUTHORITY TO DO SO AND YOU MAY NOT SIGN THIS PETITION IF YOU ARE NOT AN ELECTOR**

**A. REGISTRAR MUST FILL OUT THIS PART (A) BEFORE GIVING OUT THIS FORM**

City  
Town of \_\_\_\_\_  
Borough \_\_\_\_\_  
(name of municipality)

\_\_\_\_\_  
(party)

March 8, 2021  
(date of primary)

<u>NAME(S) OF CANDIDATE(S)</u>	<u>ADDRESS</u>	<u>OFFICE(S) SOUGHT</u>	<u>TERM</u>
(Note: provide sufficient space)			

THIS PETITION MUST BE FILED WITH \_\_\_\_\_,  
(name of registrar of voters)  
\_\_\_\_\_, not later than 4:00 p.m. on February 2, 2021.  
(Address of said Registrar)

B. We, the undersigned, being enrolled members of the above party in the above municipality, do hereby petition that there be printed on the voting machine ballot labels to be used in the primary of said party in said municipality to be held on the date above specified the names of the above individuals as candidates for nomination to the offices specified:

SIGNATURE OF ENROLLED ELECTOR	PRINTED NAME OF ELECTOR	BIRTH DATE	STREET ADDRESS
1			
2			
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INSTRUCTION PAGE FOR PRIMARY PETITION FOR MUNICIPAL OFFICE(S)  
FROM A POLITICAL SUBDIVISION

NOTE TO REGISTRARS: (1) Complete on this Instruction Page, in the space provided, the total number of signatures needed for a candidacy for the nomination to the particular municipal office(s); (2) Provide at least one instruction page for each circulator; (3) Provide one or more primary petition signature pages suitable for duplication as you deem necessary (however, if the candidate or candidates are indigent, provide at least two times the number of signature pages needed to contain the required number of signatures); and (4) Complete all blanks in Part A of each primary petition signature page provided.

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Request for petition forms: Any person who requests a petition form must give to the Registrar of Voters before he may obtain such form (1) his own name and address, and the name, address, and office sought of each candidate for whom the petition is being obtained and (2) a statement signed by each such candidate that he consents to be a candidate for said office. In the case of the municipal office of State Representative, each such candidate shall include on the statement of consent his name as he authorizes it to appear on the ballot. After a person has completed the foregoing requirements, the Registrar of Voters, before giving him the petition form, must fill in on each Petition Signatures Page the name and address of each candidate to be named therein, the office sought by each such candidate, the political subdivision, the name of the political party holding the primary, and the date of the primary, and must also fill in the blanks on this Instruction Page.

Number of Petition Signatures Pages to be provided: Upon completion of the above requirements, the Registrar of Voters shall give to the person requesting the petition form one or more signature pages suitable for duplication as he deems necessary. If the candidate or candidates are indigent, the Registrar shall provide a number of pages determined by such Registrar as at least two times the number sufficient to contain the required number of signatures. The number of signatures required is \_\_\_\_\_ (being at least 5% of the electors whose names appear on the active last-completed enrollment list of the party in the political subdivision or such lesser number as the party rules prescribe).

Time of Filing: This petition must be filed with the Registrar of Voters of the party whose nomination is sought not later than 4:00 p.m. on February 2, 2021, which is the 34th day preceding the day of the primary.

General Information: A candidacy may be filed by or on behalf of any person (except a party-endorsed candidate) whose name appears on the last-completed enrollment list of the party within the political subdivision by filing with the Registrar of the party the required petition. A petition may propose as many candidates for different offices as there are candidates to be nominated by the party within such political subdivision, but no more.

Misrepresentation Prohibited: It is a Class D felony for any person to intentionally misrepresent the contents of a primary petition. Conviction of a Class D felony shall be punished by imprisonment for a term of not less than one year nor more than five years, or a fine not exceeding \$5,000.00, or both.

Signatures: Each signature on a Petition Signatures Page must be the personal signature of the signer; and one individual may not, under any circumstances or degree of relationship, sign for another. ANY PERSON WHO SIGNS A NAME OTHER THAN HIS OWN TO A PRIMARY PETITION OR WHO SIGNS A NAME OTHER THAN HIS OWN AS CIRCULATOR OF SUCH A PETITION SHALL BE FINED NOT MORE THAN ONE HUNDRED DOLLARS OR IMPRISONED NOT MORE THAN ONE YEAR OR BOTH. Signatures shall be obtained only on the official Petition Signatures Page distributed by the Registrar or on duplicates of the pages issued by the Registrar. No person shall sign as a petition signer more than once for the same candidate or candidates. Petition signatures may not be withdrawn. Only the signatures of electors whose names appear upon the last-completed enrollment list of the party holding the primary in the political subdivision will be counted. If the Registrar determines that an enrolled elector on the inactive registry list signed a petition giving the same address as on the inactive registry list, such name shall forthwith be placed on the active registry list and counted. Signers who have moved within town should be encouraged to give their birth dates, because the Registrar is prohibited from rejecting any

name for which the street address on the petition is different from the street address on the enrollment list if (1) the signer is eligible to vote for the candidates on the petition and (2) the signer's birth date shown on the petition is the same as the birth date on the signer's registration record.

Assistance to Blind Persons in the Signing of Petitions: Any person who is blind may cause his name to be placed on a petition if an authorized agent (not the circulator) reads aloud the full text of the petition in the presence of the circulator, and the blind person consents to having his name appear on it. If a blind person is unable to write, his authorized agent may write the name of the blind person followed by the word "by" and his own signature.

Circulator: Each circulator must be an enrolled member of the party holding the primary, in any town in this state. No candidate, whether an endorsed or petitioning candidate, may circulate a petition for another candidate (or another group of candidates contained in one petition) for the nomination of the party for the same office in the political subdivision. No person may circulate petitions for more than the maximum number of candidates to be nominated by a party for the same office in the political subdivision. A candidate may circulate a primary petition in which he is proposed as a candidate. Any petition page circulated in violation of these provisions of the law must be rejected by the registrar. The circulator must be certain to have signers sign in his presence, and that his own signed statements are true, or he shall be guilty of a Class A misdemeanor, and the whole page may be rejected. A sentence of imprisonment for a Class A misdemeanor is not more than one year and a fine for the conviction of a Class A misdemeanor shall not exceed two thousand dollars.

Statement by Registrar of Voters as to Circulator's Status as Enrolled Party Member: Each petition page must contain a statement signed by the Registrar of Voters of the appropriate party in the municipality in which the Circulator is enrolled, attesting that the Circulator is an enrolled member of such party in the municipality in this state. This statement may be completed at any time but must be completed before the petition page is submitted for filing to the party's Registrar in the municipality of voting residence of the signers. Unless such a statement by the Registrar appears on each page so submitted, the page shall be rejected by the Registrar.

Circulator's Statement of Authenticity of Signatures: The Circulator's Statement of Authenticity of Signatures, including address and number of signatures obtained, must be completed and signed by the Circulator after obtaining all the signatures and before filing the page with the appropriate Registrar of Voters. The page must be rejected by the Registrar if the Statement is not completed and signed.

Certification of Acknowledging Officer: After signing the Circulator's Statement of Authenticity of Signatures, the Circulator must appear before one of the following officers to acknowledge the Statement: a judge of a court of record, clerk or deputy clerk of a court having a seal, family support magistrate, commissioner of deeds or town clerk, notary public, justice of the peace or attorney admitted to the Connecticut Bar. The acknowledgment must be completed and signed by the officer taking the same, and the petition page must be rejected by the Registrar if this is not done.

"Registrar" Defined: "Registrar" means the registrar of voters enrolled with the political party holding a primary and, in each municipality where there are different registrars for different voting districts, means the registrar so enrolled in the voting district in which, at the last-preceding regular election, the presiding officer for the purpose of declaring the result of the vote of the whole municipality was moderator.

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OFFICES:

This primary petition form is to be used in connection with the following offices when applicable:

A town, city or borough office for which only the electors of a political subdivision of such town, city or borough may vote.

State Representative in an Assembly District composed of a part of a single town.

Registrars of Voters where elected from voting districts.

PRIMARY PETITION FOR MUNICIPAL OFFICE(S) FROM A POLITICAL SUBDIVISION

**WARNING: IT IS A CRIME TO SIGN THIS PETITION IN THE NAME OF ANOTHER PERSON WITHOUT LEGAL AUTHORITY TO DO SO AND YOU MAY NOT SIGN THIS PETITION IF YOU ARE NOT AN ELECTOR**

A. REGISTRAR MUST FILL OUT THIS PART (A) BEFORE GIVING OUT THIS FORM

City	Political Subdivision
Town of _____	Ward _____
Borough (name of municipality)	District _____
_____	<u>March 8, 2021</u>
(party)	(date of primary)

<u>NAME(S) OF CANDIDATE(S)</u>	<u>ADDRESS</u>	<u>OFFICE(S) SOUGHT</u>	<u>TERM</u>
(Note: provide sufficient space)			

THIS PETITION MUST BE FILED WITH \_\_\_\_\_,  
 (Name of Registrar of Voters)  
 \_\_\_\_\_, not later than 4:00 p.m. on February 2, 2021.  
 (Address of said Registrar)

B. We, the undersigned, being enrolled members of the above party in the above political subdivision of the above municipality, do hereby petition that there be printed on the voting machine ballot labels to be used in the primary of said party in said political subdivision to be held on the date above specified the names of the above individuals as candidates for nomination to the office(s) specified:

SIGNATURE OF ENROLLED ELECTOR	PRINTED NAME OF ELECTOR	BIRTH DATE	STREET ADDRESS
1			
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From the Office of the Secretary of the State  
30 Trinity Street  
Hartford, Connecticut 06106

**Remove from Inactive List to Off-List if:**

1. Death (9-35)
2. Cancellation is received from new place where voter registered (9-35)
3. Voter writes "I moved out of town" (9-35)
4. DMV writes "he moved out of town" (send Notice of Removal with new card) (9-35)
5. Forfeited Rights (send 10-day notice certified mail) (9-45)
6. 4 years has elapsed (9-35)

**Remove from Inactive List to Active List if:**

1. Restoration is signed and filed by voter (9-42)
2. Voter re-registers in same town (even if different address, but must retain old active list for 4 years to restore if made mistake).
3. Voter signs petition giving same address (9-35c)
4. DMV writes "he moved within town" (no notice mailed) (NVRA Sec. 5(d))
5. Voter writes "I moved within town" (NVRA Sec. 8(f))

**Leave on Inactive List unless Restoration form filed if:**

1. Voter requests an Absentee Ballot (because voters think they have right to vote in former town by absentee ballot). (Inactive voters in the service can be restored as clerical error [9-40a, 9-42(a)]. Inactive voters out of the country can be directed an absentee ballot and notified by town clerk that unless restoration form [a signed Federal Postcard Application {FPCA} qualifies as a restoration form] is received by election day, ballot will not be counted [9-153d].)
2. Voter signs petition with different address and no birth date (If he signs a primary or nominating petition with different address and same birth date, count but don't restore to active list [9-35c, 9-412, 9-453k])
3. Voter shows up at caucus, primary or election (voter should be requested to fill out restoration form, indicating his latest address in town).

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FROM THE OFFICE OF THE SECRETARY OF THE STATE  
30 Trinity Street  
Hartford, Connecticut 06106

**Petition Signatures of Persons on Active and Inactive Lists**

Primary Petitions (contain line for birthdate)

1. If on active list and different address and same birthdate; count and change address on enrollment list. (9-412, 9-35)
2. If on active list and different address and no birthdate, hunt up and try to count but don't change address on enrollment list without further reliable info.
3. If on inactive list and same address, restore and count. (9-35c)
4. If on inactive list and different address and same birthdate; count but don't restore to active list until voter signs restoration (under penalties of false statement) and don't change address on inactive list. (9-412)
5. If on inactive list and different address and no birthdate, can't count. (The most you could do is send a Restoration form with note "If you are the voter who lived at this old address, sign this restoration form so you will be on active list in future.")

Nominating Petitions (contain line for birthdate)

1. If on active list and different address and same birthdate on registration record; count and notify registrars to change address on registry list. (9-453k, 9-35)
2. If on active list and different address and no birthdate, hunt up and try to count but notify registrars to not change address on registry list without further reliable info.
3. If on inactive list and same address, count and notify registrar to restore to active. (9-35c)
4. If on inactive list and different address and same birthdate on registration record; count but notify registrars to not restore to active list until voter signs restoration (under penalties of false statement) and not change address on inactive list. (9-453k)
5. If on inactive list and different address and no birthdate, can't count. ( The most you could do is notify registrars to send a Restoration form with note "If you are the voter who lived at this old address, sign this restoration form so you will be on active list in future.")