State of Utah
Governor's Office-LAN Team
Department of Technology Services

VISTA

Voter Information & State Tracking Application

Petition Management

Whether you are managing a local or state-wide petition, the overall process is practically identical. To maximize your learning experience, this document has been designed to take you from the very first step through the last step in the petition management process.

Let's get started. To get to the petitions page, go to: Elections > Petitions

Creating a Petition

To create a petition, simply select the add petition button. You will then add the name of the petition, the date that all signatures are due and the number needed to pass. After entering this information, select save. To view the overall statistics of any petition, select (double-click) the petition that you want and you will be brought back to the screen that you first entered the above information.

Remember: If you want to delete your local petition, double-click the petition on the main page and then select the delete petition button.

State-Wide Petitions: All state-wide petitions are entered into the VISTA by the Office of Elections.

Adding and Opening Signature Packets

Before a signature packet is entered you must first select the appropriate petition at the top of the page.   This is important to note because any packets that are added will be associated with the petition that you have selected.

To add a packet, first insert the packet number in the packet number text field and select the add packet button. You will then be taken inside the packet management screen for that packet. To verify that you are in the right packet, view the blue header in the top left-hand corner of the screen.

To open a packet from the main page, double click on the packet number in the right-hand column.

Verifying Signatures

Step 1. You will first want to enter the name of the individual who originally collected the signatures and turned them into your office. After doing this, select the verified check box. Your name will then appear as the person who verified this information.

Step 2. Inserting the Page Number: The next step requires you to enter the page number. This is easily done by either inserting a page number manually or by selecting the "+" button.

Step 3. Conducting the Voter Search: Using any of the search fields (i.e. last and first name, city, zip code, date of birth, and county), enter your information and select the find button.

Tip: Inserting the person's first and last name will be sufficient to find a voter in VISTA a majority of the time. In addition, your county is always selected as the default county.

After locating the person that signed the petition and reviewing their information to ensure that it is the same person, select one of the buttons at the top of the page. If the voter is registered in your county and you have verified them, simply double-click on their name. Their name will then appear in the packet signature column to the right and it will be marked as valid.

Additional Examples: If the person is registered in your county, but they are not eligible to sign the petition because they don't live in the city limits, you could select the "other" button. While their signature will not be counted, it will be listed for documentation purposes.

If the person that signed the petition cannot be found in your county, select the "not registered" button. You can also select State Elections from the drop down box to see if they live in another county. Again, after doing a search on a voter and they are valid, simply double-click on their name or select the "valid" button. For all others, make the appropriate designation and select the button that applies to it.

Duplicate Voters

Once a voter is added to the packet signature list and the action is marked valid, they will be listed as a duplicate if anyone else attempts to add them to any other packet. The first valid signature that is entered into VISTA will be the only signature that is counted for this petition.

On the other hand, if a voter was originally added to the list with the action of "bad address", you could add that person again and select "valid". This would add them to the system. More importantly, this is not a duplicate because this is the first valid signature/designation for this person.

Digging Deeper (Reviewing a Voters Record)

After finding a voter, you can go into their voting record by first selecting the voter and then selecting the edit registrant button.

Verifying Voters Outside Of Your County

It is now possible to verify a signature of someone that isn't registered in your county.

Example: Alex Smith from Summit County is spending the day in Davis County. After leaving a store, he is asked to sign a petition that will put an initiative on the upcoming ballot that will give state employees a 50% salary increase. As someone who appreciates and recognizes all that state employees do (particularly in the LAN Department), he signs it .

After these signatures have been collected and submitted to the Davis County Clerk's Office, a staff member starts to verify the signatures. After conducting a search, the staff member sees that Mr. Smith lives in Summit County. What to do? Simply double-click on Alex's name and he will be listed as valid.

That's right. Any county can verify the signature of someone that doesn't live in their county. When the county clerk prints off the report that certifies the petition, anyone who lives outside of the county will be listed, as well as what packet their signature is in.

Important! The only out of county signatures that cannot be verified by another county is Salt Lake County. In short, if you search on someone that has signed your petition and you see that they live in Salt Lake County, you cannot verify or add it to your petition list. Even adding the person as "other" would result in inaccurate signature totals if they were to add the same person. Again, Salt Lake County is the only exception to this rule.

Deleting Signatures

If by chance you make a mistake and add the wrong person or simply select the wrong button, all you have to do is select the person's name once and then select the delete button at the bottom of the page.

Searching Packet Entries By Date

On the main petitions page, you can conduct a search for all packets that have been entered based on a specific date range. Select the petition that you are interested in and insert a date range. The results of your search will be found in the packet listing in the right column.

Petition Reporting

To get to the petition reports, go to: Reports > Misc . Here you will see the following reports:

Petition By County Summary: This report will give you the total number of signatures for your county broken down by category. Categories include: Unreadable, Not Registered, Bad Address, Not Matching, Other, Duplicate, and Valid. Only voters registered within your county will appear in this report.

Petition By County and Packet: This report will give you the total number of signatures for you county by packet. It will also let you know if the petition collector has been verified. The total is broken down by category. Categories include: Unreadable, Not Registered, Bad Address, Not Matching, Other, Duplicate, and Valid. Only voters registered within your county will appear in this report.

Petition By County Certification: When all of the petitions have been added to VISTA they will need to be certified. This report will give you the total number of signatures for your county by packet. It will also let you know if the petition collector has been verified.

The total is broken down by category. Categories include: Unreadable, Not Registered, Bad Address, Not Matching, Other, Duplicate, and Valid.

This report will provide a listing by packet of voters who signed the petition and live outside of your county. For instance, if Washington County has added signatures from people living in Davis and Beaver counties to packet #200, you will see these three counties included in the breakdown of packet 200 with their corresponding statistics.

Locating Signatures In A Packet

If for whatever reason you want to view someone's petition history and/or see what packets they have signed, go to: Voters > Voters > Search on their name > Go into their record > Select History at the top of the page > Petitions.

Here you will find a listing of every petition that they have signed, what packets they have signed and whether or not their signature was valid.