




# Referendum

*Quick Guide*



Denver Elections Division  
*Office of the Clerk & Recorder*

 720-913-VOTE (8683)  DenverVotes.org  elections@denvergov.org

   #DenverVotes

200 West 14th Avenue • Suite 100 • Denver, Colorado 80204

# What You Need to Know First

This quick guide contains information needed to comply with the requirements to initiate a Referendum in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

## Where to File Your Forms

### Referendum and campaign finance documents are filed here:

Denver Elections Division  
200 West 14<sup>th</sup> Avenue  
Denver, CO 80204

### Customer service contact for procedural questions:

Elections Division Communications Office  
[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)  
720-865-4872

## Disclaimer

Interested individuals are advised that legal provisions are subject to amendment from time to time. Therefore, it is incumbent on a person to determine if any new legislation or rules have been enacted. Information contained in this guide may not be either exclusive or all-inclusive of other information related to Referendum petitions. It is the sole responsibility of a petitioners' committee to determine and comply with applicable state or local laws, statutes, ordinances, rules, regulations, and policies in order to initiate a Referendum. If you require advice or an interpretation concerning legal requirements, we suggest that you contact a private attorney. **The Office of the Clerk and Recorder cannot and will not provide legal advice.**

# Petition for Referendum Quick Guide

## Step 1 – Compose Your Proposed Referendum

- Create a typewritten draft of the title and full text of the proposed referendum.
  - Completed petitions for referendum must be filed within ninety (90) days after final passage and publication of the ordinance proposed to be repealed.
  - Read drafting requirements and suggestions. ([D.R.M.C. §15-3\(a\) through \(c\)](#) & [C&R Election Rule 6.1](#))

## Step 2 – Submit Petition Materials to the Denver Elections Division (DED)

- Use updated Denver Elections Division *Referendum Petition* forms.
- Submit a signed and notarized *Affidavit of Petitioners' Committee* and a sample petition section.
  - Read the requirements for these forms and assemble the petition in the correct order. ([C&R Election Rules 6.2](#) and [6.3](#))

## Step 3 – Elections Division Review

- DED reviews submitted documents within three (3) days to approve the affidavit, petition sample, and ballot title. ([C&R Election Rule 6.4](#))

## Step 4 – Circulate Printed Petitions or Use eSign

- Pay a deposit for DED's eSign tablets or use your own to gather signatures electronically. ([C&R Rule 12](#))
  - Read requirements for petition circulators. ([C&R Election Rule 6.5](#) & [6.6](#))
  - Read requirements for petition signatories. ([C&R Election Rule 6.6](#))
  - Read requirements for assisting signatories unable to personally sign the petition. ([C&R Election Rule 6.6.3](#))

## Step 5 – File Completed Petitions

- Correctly assemble completed petitions and file petition to DED no later than ninety (90) days of passage of the ordinance to be referred. ([C&R Election Rule 6.1](#))
- All petitions must be filed at the same time and completely assembled. ([C&R Election Rule 6.7.1\(F\)](#))

## Step 6 – Determine Petition Sufficiency

- The DED will determine sufficiency of submitted petitions. ([C&R Election Rules 6.7](#) & [6.8](#))
  - If the petitions are sufficient, the DED will send a letter of sufficiency.
  - If the petitions are insufficient, the DED will notify the Committee that it may gather additional signatures. But this is possible only if the committee turned in the petition before the 90-day deadline. ([C&R Election Rule 6.8.2](#))

## Step 7 – Protest and Hearing

- Any Denver registered voter may file a protest within the 25-day review period. ([C&R Election Rules 5.9, 5.10, 6.8](#))

## Step 8 – File Campaign Finance Paperwork

- Read [Chapter 15, Article 3](#) of the Denver Revised Municipal Code.
- Visit the online [Campaign Finance System](#).

## Step 9 – Stay Informed

- Fill out [Candidate/Campaign Contact Sheet](#) and keep information up to date.
- Please keep your daytime phone number(s) and email address(es) current with the Elections Communications Office.
- Your customer service contact is the Elections Communications Office:



720-865-4872 | Elections Communications Office



[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)



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The Elections Division will provide the following services to committees:

- [DenverVotes.org](http://DenverVotes.org) will contain important election information including:
  - Sample ballots
  - Historical election results
  - District maps
  - Voter data updated daily
  - Committee contact information
  - The [life cycle](#) of the mail ballot.
- An informational meeting for committees will be held to explain election processes and procedures.

