

Washington State Declaration of Candidacy

how to file for elective office

when to file

The five day filing period begins Monday two weeks prior to Memorial Day. All candidates must file no later than the Friday of that week.

All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to ten business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide or is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person or online at www.sos.wa.gov/elections
- File with the County Elections Office for all other offices. Contact their office to see if online filing is available.

cost to file

The filing fee is nonrefundable even in the event of withdrawal. Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form,

is based on the salary in effect at the time of filing.

Candidates without sufficient assets or income to pay the filing fee may instead submit a filing fee petition that contains the valid signatures of registered voters equal to the dollar amount of the filing fee.

withdrawals

The deadline for withdrawing from office is the Monday following filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

other requirements:

public disclosure and campaign finance reporting with the Public Disclosure Commission

Reporting requirements are based on the office, campaign revenues and size of jurisdiction, and are outlined in the chart below. More information can be found at www.pdc.wa.gov.

type of jurisdiction and fundraising thresholds	public disclosure reporting requirements
<ul style="list-style-type: none"> • Federal districts 	Federal Election Commission reporting
<ul style="list-style-type: none"> • Cemetery districts • Precinct committee officers • Districts requiring voters to own property 	No state disclosure reporting
<ul style="list-style-type: none"> - District has less than 1,000 voters* and - Campaign does not expect to exceed \$4,999 in contributions 	No state disclosure reporting
<ul style="list-style-type: none"> - Office is less than entire county and - District has 1,000 to 4,999 voters* and - Campaign does not expect to exceed \$4,999 in contributions 	Form F-1 (Financial Affairs Statement)
<ul style="list-style-type: none"> • Office is county wide or larger • Jurisdiction has 5,000 or more voters • Campaign expects to receive \$5,000 or more in contributions 	Form F-1 (Financial Affairs Statement) C- series forms (Campaign Finance Reports)

*as of the last general election

Washington State Declaration of Candidacy

how to complete the form

1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

3. ballot information

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate. The responsibility for filing for the correct office is yours.

Print your name exactly as you wish it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

party preference information:

For a partisan office, you may choose to state a political party that you personally prefer. A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

Example

Washington State Declaration of Candidacy	
1 candidate information as registered to vote	<u>James</u> <u>Noothername</u> <u>Doe</u> first name middle last <u>100 Main Steet Apt Q</u> <u>Anywhere 99999</u> residential address city / zip <u>1/1/1950</u> <u>james4office@anywhere.com</u> <u>555-555-1234</u> date of birth email address phone number
2 campaign contact information for publication	<u>201-555-5555</u> <u>james4office@anywhere.com</u> campaign phone campaign email <u>PO Box 123</u> <u>Anywhere 99999</u> mailing address (if different from residential address) city / zip <u>www.james4office.com</u> campaign website
3 ballot information	<u>Legislative Dist 40</u> <u>Representative</u> <u>2</u> jurisdiction office name position number <u>Jimmy (James) Doe</u> exact name I would like printed on the ballot political party I prefer to be printed on the ballot, if filing for partisan office: <input checked="" type="checkbox"/> (Prefers <u>H a p p y</u> Party) <input type="checkbox"/> (States No Party Preference)
4 filing fee	<input type="radio"/> The office has no filing fee <input checked="" type="radio"/> A filing fee of \$ <u>454.74</u> accompanies the declaration of candidacy <input type="radio"/> I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.081
5 oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington. sign here: <u>Jimmy Doe</u> date here: <u>5/17/2018</u>
for office use only	submission date voter registration number office code fee

Your party preference will appear in parenthesis below your name. The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms will be printed in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

4. filing fee

Fill in the appropriate circle. Applicable filing fees must accompany the declaration of candidacy.

If you lack sufficient funds at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

5. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

