



Texas Secretary of State
ELECTIONS DIVISION



Completing a Candidate Application for Local Office



Topics Covered

- Resources
- Filing Deadlines
- Identifying the Correct Application
- Box-by-Box Overview of Completing an Application
- Petitions and Who Needs to File One
- Withdrawal



Resources

- [Candidate's Guide for Local Political Subdivisions](#)
 - [Qualifications for Local Political Subdivisions](#)
 - [Filing as a Candidate in a Local General Election](#)
 - [Procedures for Write-in Candidate in a Local Election](#)
 - [Local Election to fill a Vacancy - Running for an Unexpired Term](#)
 - [Frequently Asked Questions on Candidacy](#)





Texas Secretary of State
ELECTIONS DIVISION



Filing Deadlines



Filing Deadlines – Local General Election

- Candidates seeking to have their name placed on the ballot in a local election must file a candidate application with the appropriate filing authority.
 - Some political subdivisions may also require a filing fee and/or a petition in lieu of a filing fee to be filed along with the candidate application
 - If so, those must be filed at the same time with the proper filing authority
- **Filing Deadline**
 - Typically the filing deadline is **5 p.m. of the 78th day before election day**, and the filing period begins 30 days before the filing deadline.



Filing Deadlines – Write-in Candidates

- In most political subdivisions, a candidate may run for office as a declared write-in candidate.
 - A declared Write-in Candidate must submit a Declaration of Write-in Candidacy and submit a filing fee or petition in lieu of a filing fee, if required by the political subdivision.
- **Filing Deadline**
 - For an election held on a uniform election date (May or November) the deadline to file a declaration of write-in candidacy is **5 p.m. of the 74th day before election day**



Filing Deadlines to Fill a Vacancy – Running for an Unexpired Term

- Candidates seeking to have their name placed on the ballot in a local election for an *unexpired term* must file a candidate application.
- **Filing Deadline**
 - Ordered as part of the general election:
 - The filing deadline will be the same as the filing deadline for the general election



Filing Deadlines to Fill a Vacancy – Running for an Unexpired Term

- **Filing Deadline**

- Special Election is on or after the 70th day after the date the election is ordered
 - Filing deadline is **5 p.m. of the 62nd day before election day**
- Special Election is on or after the 46th day and before the 70th day after the date the election is ordered.
 - Filing deadline is **5 p.m. of the 40th day before election day**



Method of Filing

- Applications can be delivered in person or by mail.
 - If by mail: Must look at time of receipt, **NOT** postmark.
 - Receipt = actual possession of filing authority or agent, or time deposited in the authority's mail box.
 - Application cannot be submitted in parts. All parts must be submitted at the same time.
 - If a candidate submits a filing fee along with an application, it **MAY NOT** be submitted via email or fax.
 - If a candidate submits a petition in lieu of a filing fee along with an application, those may be submitted together via email or fax.



Candidate Applications

- [Application for a Place on the General Election Ballot \(PDF\)](#) (Form 2-49)
- [Application for a Place on the Special Election Ballot \(PDF\)](#) (Form 2-50)
- [Declaration of Write-in Candidacy \(PDF\)](#) (Form 2-55)
- [Petition for a Place on the Ballot \(Petition in Lieu of a Filing Fee\) \(PDF\)](#) (Form 2-51)
- Applications and more can be found at:
<https://www.sos.texas.gov/elections/forms/pol-sub/index.shtml>



Texas Secretary of State

ELECTIONS DIVISION



2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2023

**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL! Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT

TO: City Secretary/Secretary of Board _____ (name of election)
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) **INDICATE TERM**
 FULL UNEXPIRED

FULL NAME (First, Middle, Last) _____ **PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*** _____

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) _____ **PUBLIC MAILING ADDRESS (Optional)** (Address for which you receive campaign related correspondence, if available.) _____

CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
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PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related email, if available.) _____ **OCCUPATION (Do not leave blank)** _____ **DATE OF BIRTH** _____ **VOTER REGISTRATION VUID NUMBER² (Optional)** _____

TELEPHONE CONTACT INFORMATION (Optional)
Home: _____ Office: _____ Cell: _____

FELONY CONVICTION STATUS (You MUST check one) **LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN**

<input type="checkbox"/> I have not been finally convicted of a felony. <input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³	IN THE STATE OF TEXAS _____ year(s) _____ month(s)	IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED _____ year(s) _____ month(s)
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*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:
 "I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

X

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____, _____, by _____ (name of candidate)

Signature of Officer Authorized to Administer Oath⁴ _____ Printed Name of Officer Authorized to Administer Oath _____

Notarial or Official Seal

Title of Officer Authorized to Administer Oath _____

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
 CASH CHECK MONEY ORDER CASHIERS CHECK OR PETITION IN LIEU OF A FILING FEE.
 This document and \$ _____ filing fee or a nominating petition of _____ pages received. Voter Registration Status Verified

_____/_____/_____
Date Received Date Accepted (See Section 1.007) Signature of Filing Officer or Designee

Look for:

- Felony Conviction Status Box



Review of Application

- **Form, Content and Procedure**
 - Was the candidate application submitted timely?
 - Was it filled out properly?
- **Eligibility**
 - On the face of the application, does the candidate meet the eligibility requirements associated with that office?



Review of Candidate Application

- **Form, Content, and Procedure**
 - Review must be completed no later than 5th day after application is received (unless there is a petition).
 - Accepting application does not preclude a later determination that there is a deficiency in the application.
 - If rejecting, must do so **immediately** and deliver to candidate a **written notice of rejection**.
 - Cannot challenge after the 50th day before election day



Review of Candidate Petition (if Applicable)

- **Review of Petition (141.032, TEC)**
 - Petition is part of application and review should be completed as soon as practicable.
 - Deficiency in petition cannot be cured with information provided in application.
 - **Unless the petition is challenged, the authority is only required to review the petition for facial compliance with the applicable requirements as to form, content, and procedure.**



Administrative Declaration of Ineligibility

- **Eligibility**

- Filing authority MAY administratively declare candidate ineligible if:
 - Information on candidate application indicates ineligible for office, OR
 - Conclusive public record shows ineligible.

NOTE: There is NO public record that conclusively establishes residency.



Completing a Candidate Application

2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2023

APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL. Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ (name of election)
TO: City Secretary/Secretary of Board
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) _____ INDICATE TERM FULL UNEXPIRED

FULL NAME (First, Middle, Last) _____ PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* _____

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) _____ PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.) _____

CITY _____ STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____

PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related email, if available.) _____ OCCUPATION (Do not leave blank) _____ DATE OF BIRTH _____ VOTER REGISTRATION VOID NUMBER* (Optional) _____

TELEPHONE CONTACT INFORMATION (Optional) _____ Cell: _____ Office: _____

FELONY CONVICTION STATUS (You MUST check one)
 I have not been finally convicted of a felony.
 I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application.³

LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN IN THE STATE OF TEXAS _____ year(s) _____ month(s)
IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED _____ year(s) _____ month(s)

*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: _____, of _____ County, Texas, (name of candidate) _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

X
SIGNATURE OF CANDIDATE _____
Sworn to and subscribed before me this the _____ day of _____ (month) _____ (year) by _____ (name of candidate)

Signature of Officer Authorized to Administer Oath* _____ Printed Name of Officer Authorized to Administer Oath _____
Notarial or Official Seal _____

Title of Officer Authorized to Administer Oath _____

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
 CASH CHECK MONEY ORDER CASHIERS CHECK OR PETITION IN LIEU OF A FILING FEE. Voter Registration Status Verified

This document and \$ _____ filing fee or a nominating petition of _____ pages received.

Date Received _____ Date Accepted _____ (See Section 1.007) Signature of Filing Officer or Designee _____ Print _____ Reset _____



**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE Box 1 GENERAL ELECTION BALLOT TO: City Secretary/Secretary of Board (name of election) I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.	
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) Box 2	INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED Box 3

Box 1: Indicate the election you are running for. You can say “May/November ____ Election” or “[insert name of entity] election”

- If left blank, not necessarily fatal.

Box 2: State the office you are applying for. Should include the distinguishing number, if applicable (Place 1, District 7, etc.). Does not have to be stylized any certain way as long as you indicate which office you are applying for.

- If left blank, not necessarily fatal if the office is listed in the oath.
- Failure to include a distinguishing number can be fatal if it is not stated elsewhere on the application.

Box 3: Must be completed if there is another office that has the same title but does not have place numbers.



<p>FULL NAME (First, Middle, Last) Box 4</p>	<p>PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* Box 5</p>
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- **Box 4: Full Name**

- Legal name, but does not have to exactly match legal documents
 - EX: John Michael Smith, John M. Smith, John Smith

- **Box 5: Name as you want it to appear on ballot**

- A candidate may use a nickname not more than 10 letters by which the candidate has been commonly known for at least three years
- Candidate may use any surname acquired by law or marriage.
- Titles are prohibited
 - Some examples of prohibited titles include officer ranks (including but not limited to Lieutenant, Commander, and Captain), Doctor, Pastor, and Coach.



PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)		
Box 6			Box 7		
CITY	STATE	ZIP	CITY	STATE	ZIP

- **Box 6: Permanent Residence Address**
 - MUST be completed by all candidates
 - Even candidates subject to confidentiality (judges and peace officers) must complete this box.
 - Certain candidates can request confidentiality
 - Candidates entitled to confidentiality under Gov't Code 552.1175 must *separately* request confidentiality from the filing authority for information on a candidate application
- **Box 7: Public Mailing Address, if Available.**



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PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) Box 8	OCCUPATION (Do not leave blank) Box 9	DATE OF BIRTH Box 10	VOTER REGISTRATION VUID NUMBER² (Optional) Box 11
TELEPHONE CONTACT INFORMATION (Optional)			
Home: Box 12	Office:	Cell:	

- **Box 8: Public Email Address, if available**
 - This should be the email address used to receive campaign email. Public address does NOT mean the candidate's county or government email address as a public official.
- **Box 9: Occupation**
 - Required per Section 141.031, Texas Election Code. However, please review In re Anthony, 642 S.W.3d 588 (Tex. 2022).
- **Box 10: Date of Birth**
 - Used to validate that the candidate meets minimum age requirements.
- **Box 11: VR Number (VUID)**
 - Not required, but very helpful as it can help the filing authority to validate a candidate's VR status, if applicable.
- **Box 12: Contact information**
 - Optional, but helpful if the filing authority needs to contact a candidate.



Eligibility

- **Voter Registration**

- Is the candidate a registered voter of the territory from which they are seeking office? Is the candidate's registration effective?
 - by the date of the filing deadline (for place on the ballot) OR
 - election day (for write-in)
- A candidate's registration must be **EFFECTIVE**. It is not enough to have submitted a registration application.

- **Check Your Voter Registration Status**





FELONY CONVICTION STATUS (You MUST check one)	Box 13
<input type="checkbox"/> I have not been finally convicted of a felony.	
<input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³	

- **Box 13: Felony Conviction Status**

- Must be completed!
- If a candidate marks the second box, the candidate must provide documentation to provide proof that they have been pardoned or released from the resulting disabilities.
- See back of form for list of acceptable documents. Call SOS with questions!



LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN	
IN THE STATE OF TEXAS	IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED
____ year(s) ____ month(s)	Box 14 ____ year(s) ____ month(s)

• **Box 14: Length of Continuous Residence**

- Must be completed.
- Must indicate how long the candidate has lived in the state **AND** territory for which they are seeking office.
- Check Qualifications for Public Office chart if you have questions on requirements.



Eligibility

- **Length of Continuous Residence**

- Has the candidate been a resident of the territory elected from for the required period of time?
 - **Regular Candidate:** the date of the regular filing deadline for a candidate's application for a place on the ballot
 - **Write-in:** the date of the election at which the candidate's name is written in

[Sec. 141.001(a)(5)]



Texas Secretary of State

ELECTIONS DIVISION



*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:

"I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

Box 15 **X** _____

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____, _____, by _____.

(day) (month) (year) (name of candidate)

Signature of Officer Authorized to Administer Oath⁴ _____ Printed Name of Officer Authorized to Administer Oath _____

_____ Notarial or Official Seal

Title of Officer Authorized to Administer Oath _____

- **Box 15: Oath and Notary**

- Must be completed and signed and sworn to by candidate.
- If the candidate leaves blanks in statement of oath, it is not fatal if the application (Not Petition) contains the applicable information.
- Mistakes by the notary are not always fatal. Please call SOS for additional guidance if that happens.



TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
 CASH CHECK MONEY ORDER CASHIERS CHECK OR PETITION IN LIEU OF A FILING FEE.
 This document and \$ _____ filing fee or a nominating petition of _____ pages received. **Voter Registration Status Verified**
 _____ / _____ / _____ (See Section 1.007) **Box 16**
 Date Received Date Accepted Signature of Filing Officer or Designee

- **Box 16: Completed by Filing Authority or Designee Who Received Application**
 - Failure to complete this box is not fatal to an application!
 - Part of this box should be completed at the time the application has been received by the person who takes the application.
 - The remainder should be filled in after it has been reviewed and a disposition has been made on the application.
 - This contains information to help the filing authority know what actions have been taken and when on an application.
 - Section 1.007 provides that any employee at the usual place of business can receive the filing.



Candidate Petitions

2-51
Prescribed by Secretary of State
Sections 141.063, 141.065, 141.066
Texas Election Code
12/2023

**PETITION FOR A PLACE ON THE BALLOT FOR A LOCAL POLITICAL SUBDIVISION and/or
PETITION IN LIEU OF A FILING FEE FOR A LOCAL POLITICAL SUBDIVISION**
(PETICIÓN PARA UN CARGO OFICIAL PARA UN LUGAR EN LA BOLETA y/o PETICIÓN PRESENTADA EN SUSTITUCIÓN DEL PAGO DE INSCRIPCIÓN)

Signing the petition of more than one candidate for the same office in the same election is prohibited.
(Se prohíbe firmar la petición de más de un candidato para el mismo puesto oficial en la misma elección.)

You are hereby requested to place the name indicated below on the ballot for the next election for the (Name of the Local Political Subdivision of) _____ for the office indicated below.
Por la presente se le solicita que incluya el nombre indicado a continuación en la boleta de la próxima elección de (Nombre de la subdivisión política local de) _____ para el cargo indicado a continuación.

COMPLETE ALL BLANKS (LLENE TODOS LOS ESPACIOS EN BLANCO) Instructions and Footnotes on Back. (Al Dorso: Instrucciones y Anotaciones)

Name of Circulator Page ____ of ____

Name (Nombre) ¹	Date Signed (Fecha de Firma)	Signature (Firma)	Printed Name (Nombre en letra de molde)	Address (Dirección)	Residence Address (Including City, Texas, Zip) (Dirección de Residencia (Incluye Ciudad, Estado, Código Postal))	Office Sought (Puesto oficial solicitado) ²	County (Condado)	Voter VUID Number ³ (Núm. de VUID de Votante)	Date of Birth ³ (Fecha de Nacimiento)

STATE OF TEXAS (ESTADO DE TEXAS) COUNTY OF (CONDADO DE) _____

AFFIDAVIT OF CIRCULATOR (DECLARACIÓN JURADA DEL CIRCULADOR)⁴
I, _____ (name of person who circulated petition) – (nombre de la persona que hizo circular la petición) who being duly sworn, deposes and says: "I called each signer's attention to the above statements and read them to the signer before the signer affixed their signature to the petition. I witnessed the affixing of each signature. The correct date of signing is shown on the petition. I verified each signer's registration status and believe that each signature is the genuine signature of the person whose name is signed and that the corresponding information for each signer is correct." (quien, habiendo prestado el juramento correspondiente, declaró y dijo: "Llamé la atención de cada firmante sobre la declaración citada y se le leí antes de que lo suscribiera. Atestigué cada firma, y la fecha correcta de las firmas consta en la petición. Verifiqué la situación de cada firmante en lo concerniente a su inscripción y creo que cada firma es la auténtica de la persona cuyo nombre aparece firmado y que son exactos los datos correspondientes a cada firmante.") SWORN TO AND SUBSCRIBED BEFORE ME THIS DATE (JURADO Y SUSCRITO ANTE MI, CON ESTA FECHA)

X _____
Signature of Circulator (Firma de la persona que hizo circular la petición)

X _____
Signature of Officer Administering Oath (Firma del/de la funcionario/a que le tomó juramento)

INSTRUCTIONS AND FOOTNOTES ON BACK (AL DORSO: INSTRUCCIONES Y ANOTACIONES)

X _____
Notarial or Official SEAL (SELLO Notarial u Oficial)
Title of Officer Administering Oath (Título oficial del/de la funcionario/a que le tomó juramento)



Which Candidates are Required to Submit a Petition?

- Typically, candidates for local political subdivisions are not required to submit a nominating petition along with their application.
 - Candidates in a home rule city should check the city charter as a city charter may prescribe additional requirements in connection with a candidate's application.



Important Things to Remember Regarding Petitions

- Unless prescribed by a city charter or outside statute, there is no statutory “first day” that a candidate may begin collecting signatures for a nominating petition or petition in lieu of a filing fee under the Election Code.
- If a candidate circulates a petition, the voters who sign the petition must be registered voters of the territory.
- **Candidate may have multiple people circulate petition on their behalf**
 - **Affidavit of Circulator** must be completed for each group of petitions circulated. The affidavit at the bottom of the page must accompany each part but is not required for each page of signatures.
 - Affidavit of circulator need only be sworn on one page to serve for multiple pages from **the same circulator**.
 - A single notarized affidavit by any person who obtained signatures is valid for all signatures gathered by the person **if the date of notarization is on or after the date of the last signature obtained by the person**.
- An deficiency on the petition CANNOT be cured with information provided on the application.



Petition in Lieu of Filing Fee

- Must be submitted **in person, by mail, by email** or **by fax**.
- Petitions must be submitted along with the candidate's application.
 - A candidate cannot supplement or amend a petition once it has been filed.



Public Information

- An application for a place on the ballot, including an accompanying petition, is public information immediately on its filing.
 - Any written documentation attached to a candidate's application would also be public information upon filing as it is considered part of the application.

[Sec. 141.035]



Texas Secretary of State

ELECTIONS DIVISION



Withdrawal

2-66
Prescribed by Secretary of State
Section 145.001, Texas Election Code
9/2023

CERTIFICATE OF WITHDRAWAL

I, _____, a candidate for the office of _____, hereby withdraw my candidacy from the _____ election. The election is being conducted by _____ and is to be held on _____ (political subdivision/county/party) _____ (date)

Signature of Candidate

"The State of _____,"

"County of _____,"

"This instrument was acknowledged before me on _____ by _____ (date)

(withdrawing candidate)

(Seal) _____
(Signature of officer)

(Title of officer)

My commission expires: _____



Withdrawal

- A candidate may withdraw their application and have their name omitted from the ballot by submitting a notarized [Certificate of Withdrawal \(PDF\)](#) or a notarized letter to the same filing authority.
- To be effective, a withdrawal must be:
 - In writing, signed, and sworn to by the candidate; and
 - Be timely filed with the filing authority
- The deadline for a candidate to file their withdrawal is **5 p.m. of the 71st day before election day.**



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov