

# STATE OF WEST VIRGINIA

## Municipal Candidate's Certificate of Announcement

I hereby swear and affirm that the following information is true:

(1) **Election Type:** (Check one)

Primary       General     

(2) **Name of Office Sought:** \_\_\_\_\_ **Ward:** \_\_\_\_\_

(3) **Candidate's Legal Name:** \_\_\_\_\_  
(First, middle and last name)

(4) **Candidates name used in seeking office:** \_\_\_\_\_  
(Limited to 25 characters)

(5) **I am a resident and legally qualified voter of the municipality of:** \_\_\_\_\_  
(5)(a) **Ward:** (if applicable) \_\_\_\_\_

(6) **Current residence address:** \_\_\_\_\_  
(Specific address where candidate resides at time of filing):

(7) **Mailing address:** \_\_\_\_\_  
(If different from residence address above):

(8) **For Partisan Elections only:**  
**I am affiliated with the following political party:** \_\_\_\_\_

By filling out this space, I hereby certify and attest that I am a member of and affiliated with this political party as evidenced by my current voter's registration and I have not been registered as a member of another political party within sixty (60) days of this date, pursuant to W. Va. Code §3-5-7(d)(6).

\_\_\_\_\_  
Daytime Phone (for public use)

\_\_\_\_\_  
Email Address (for public use)

\_\_\_\_\_  
Campaign Committee Name (if applicable)

\_\_\_\_\_  
Campaign Website (if applicable)

I swear or affirm that I am a candidate for this office in good faith, that I am eligible and qualified to hold this office, and that the information provided on this form is true.

\_\_\_\_\_  
Candidate's Signature (must be notarized)

\_\_\_\_\_  
Date

(Notary Public Use Only)

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public or official authorized to give oaths.



# Instructions for Filing the Candidate's Certificate of Announcement

## 1. Provide all the required information.

An incomplete filing cannot be certified, and the first requirement of a complete filing is complete information. For example, if you file for a council seat from a ward but do not designate which ward, or you file for a partisan office and do not list your party for a partisan election, it is impossible to tell how to place your name on the ballot. Fill in all the blanks, unless the instructions specifically tell you the information is not required for the office you are seeking.

## 2. Pay the required filing fee.

Check with your municipal office to determine the filing fee. The filing fee must accompany the Certificate of Announcement, unless you are eligible for a petition in lieu of fee waiver (ask your filing officer for additional information). A personal check is generally accepted, but if your check is returned for lack of funds, unsigned or does not contain sufficient information, your candidacy **will not** be certified.

## 3. File your Certificate of Announcement & filing fee with the correct office.

All municipal candidates file for office with the recorder or city clerk, unless the municipal charter states otherwise.

## 4. File your Certificate of Announcement within the filing period.

Many towns have a special charter provision or ordinance which sets a specific filing time. If not, the filing period begins the second Monday of January, and closes at midnight on the last Saturday in January. You may file in person during office hours, or by U.S. Mail, providing your filing is postmarked by the U.S. Postal Service no later than midnight on the last day of filing. Any filing received before the filing period will be returned, and any filing received after the deadline showing only a private postage meter mark does not meet the filing requirement and cannot be accepted.

## 5. Do not file for more than one office.

If you file for more than one office (or more than one division) and do not withdraw from all but one before the close of the filing period, you will not be placed on the ballot for any office.

## 6. File your personal financial disclosure form with the West Virginia Ethics Commission.

If your municipality has adopted the West Virginia Ethics Act, this disclosure is due within 10 days after you file your Certificate of Announcement. Most municipalities have not adopted the act, but it is helpful to check with your clerk or recorder or the Ethics Commission (304-558-0664) for more information.

## 7. If you decide to withdraw, you must do so formally by the deadline.

W. Va. Code sets the third Tuesday after the close of filing as the last day for your withdrawal to be received to remove your name from the ballot for the Primary Election. For the General Election, your withdrawal must be received 70 days prior to the General Election, unless your charter or ordinance provisions state otherwise. Some towns will set an earlier deadline in order to have ballots printed on time.

## 8. Your position on the ballot will be decided by random drawing.

All ballots are arranged by random drawing, except in municipalities where the charter requires a different ballot arrangement. To determine the order of names for a Primary Election, the clerk or recorder will draw for ballot position for all offices in all voting systems at 9 a.m. on the fourth Tuesday following the close of filing, unless your charter or ordinance provisions set another date. To determine the order or names for a General Election, the clerk or recorder will draw for ballot position for all offices in all voting systems 70 days prior to the General Election. Check with your municipal office for the date and time. You or your representative may attend.