



CITY OFFICE CANDIDATE FILING INFORMATION

CANDIDATE FILING PERIOD (I.C. 50-410)	FILING REQUIREMENTS
Opens: August 28, 2023 (8:00 am) Closes: September 8, 2023 (5:00 pm)	A candidate has two options when filing for placement on the ballot: 1. File a Declaration of Candidacy and pay the filing fee. 2. File a Declaration of Candidacy and nominating petitions, containing the required number of signatures of qualified electors verified prior to submission.
CANDIDATE WITHDRAWAL DEADLINES (I.C. 34-1405A)	
September 22, 2023 (5:00 pm)	

ALL CANDIDATES: DECLARATION OF CANDIDACY - FORM EC-3A

When completing the Declaration of Candidacy, be sure to complete all fields and questions. Also, please note:

1. For the question, "How you would like your name to appear on the ballot," please clearly print your name exactly as you wish it to appear on the ballot. (I.C. 34-903A)
2. You must be **registered to vote in the city**.
(Contact your County Clerk to verify that you are registered to vote in the city.)
3. The signature of the candidate must be notarized.

Any incomplete or missing information may void your filing.

OPTION 1: FILING FEE (I.C. 50-406)

Filing Fee \$40.00

OPTION 2: NOMINATING PETITIONS - FORM EC-3B (this form may be reproduced)

Candidates for City Offices require: 5 signatures of eligible voters within the city (I.C. 50-406)

All petitions must be complete.

1. The top portion of each petition sheet must be filled in prior to circulation.
2. The circulator's signature must be notarized on the bottom portion of each petition page prior to being verified by the County Clerk.

CAMPAIGN FINANCE INFORMATION

All candidates for City Office should contact the County Clerk's Office for information on reporting requirements prior to announcing candidacy, accepting donations or spending money.

Should you have additional questions, please do not hesitate to contact the County Clerk's Office.

QUESTIONS

Contact the County Clerk's Office:

Email:

Personal Delivery:

Mailing Address:

Phone:

Fax:



CITY OFFICE COMPLETING THE DECLARATION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

SECTION 1: OFFICE INFORMATION

1. Enter the name of the office that you will be a candidate for to the right of "Filing for the Office of."
2. Enter the name of the City to the right of "City Name."
3. Enter the term length and/or the name/number of the sub-district, zone, seat or position to the right of "Term length, sub-district, zone, seat or position (if applicable)."

SECTION 2: CANDIDATE INFORMATION

1. Enter your First Name, Middle Initial, Last Name and Suffix, if applicable, as it appears on your voter registration record.
2. Enter your Phone Number. Campaign phone numbers are now required and available upon public request. (I.C. 34-701[2], 34-704[4])
3. Enter your Residence Address, including the street number, street name, City, State, Zip Code and County.

SECTION 3: BALLOT NAME

1. Enter your Name as it will appear on the ballot. (I.C. 34-903A) (Please print clearly.)
 - a. Nicknames may be included if it is a name that is commonly known. However, nicknames that promote a particular political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., PhD., Esq., CPA, etc.).

SECTION 4: HOMESTEAD EXEMPTION

1. If you or your spouse have claimed a homestead exemption, please list the address in this section. (I.C. 34-107[2], I.C. 34-701[3])

SECTION 5: C-1 CAMPAIGN FINANCE INFORMATION

Pursuant to Section 67-6603, Idaho Code, no contribution shall be received or any expenditure made by or on behalf of a candidate until they appoint a political treasurer. A candidate may appoint himself his own political treasurer, as provided on the Declaration of Candidacy.

Pursuant to Section 67-6608(1), Idaho Code, a candidate is exempt from filing reports until such a time as the candidate receives contributions or expends funds in the amount of \$500 or more.

*** Any candidate that reaches the \$500 threshold must create a Campaign Finance account through the Secretary of State Campaign Finance Portal.*

SECTION 6: CERTIFICATION

1. Carefully read the certification.
2. Enter the date of the election in the certification.
3. In the presence of a notary, sign and date the Declaration of Candidacy.
 - a. The notary will then complete the bottom portion of the Declaration of Candidacy.

QUESTIONS

Contact the County Clerk's Office:

Email:

Personal Delivery:

Mailing Address:

Phone:

Fax:



CITY OFFICE COMPLETING THE PETITION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

SECTION 1: OFFICE INFORMATION

1. Enter the name of the office that you will be a candidate for to the right of "Filing for the Office of:"
2. Enter the name of the City to the right of "City Name:"
3. Enter the term length and/or the name/number of the sub-district, zone, seat or position to the right of "Term length, sub-district, zone, seat or position (if applicable)."

SECTION 2: CANDIDATE INFORMATION

1. Enter your Name as it will appear on the ballot. *(I.C. 34-903A) (Please print clearly.)*
 - a. Nicknames may be included if it is a name that is commonly known. However, nicknames that promote a particular political platform or may be deemed offensive are not allowed.
 - b. Professional identifiers are also not allowed on the ballot (i.e. Dr., M.D., PhD., Esq., CPA, etc.).

SECTION 3: SIGNERS SECTION

2. Enter the date of the election in the Signers Statement.
3. Collect signatures of qualified electors (i.e. registered voters) of your city, or if required, your subdistrict or zone.
4. Each individual participating in the petition must:
 - a. Sign their name.
 - b. Print their name.
 - c. Print their residence address. *(Note: P.O. Boxes are not allowed. The listing of a P.O. Box will automatically invalidate the signature and it will not be counted in the number of required signatures.)*
 - d. Enter the date that they signed the petition.

SECTION 4: CERTIFICATION

1. Enter the County in which the circulator is having the notarization completed to the right of "County of."
2. Enter the name of the circulator along with their county of residence in the Certification Statement.
3. In the presence of a notary, the circulator will sign and enter their address on the Petition of Candidacy.
 - a. The notary will then complete the bottom portion of the Petition of Candidacy.
 - b. Note: The candidate may have other individuals circulate petitions on their behalf. In this case, the individual circulating the petition will complete, sign and have notarized the Certification prior to returning the completed petition to the candidate.

QUESTIONS

Contact the County Clerk's Office:

Email:

Personal Delivery:

Mailing Address:

Phone:

Fax:



CITY OFFICE DECLARATION OF CANDIDACY

Idaho Code 34-701(2) now requires phone numbers to be provided. Idaho Code 34-704(4) states that all information in declarations of candidacy shall be made publicly available upon request.

CANDIDATE FILING PERIOD (I.C. 50-410)	OFFICE INFORMATION	
Opens: August 28, 2023 (8:00 am) Closes: September 8, 2023 (5:00 pm)	Filing for the Office of:	
	City Name:	
CANDIDATE WITHDRAWAL DEADLINES (I.C. 34-1405A)	Term length, sub-district, zone, seat or position: (if applicable)	
September 22, 2023 (5:00 pm)		

CANDIDATE INFORMATION				
Candidate Name (As it appears on your voter registration record.)				Candidate Phone
First	MI	Last	Suffix	
Residence Address (As it appears on your voter registration record.)				
Street Address	City	State	Zip Code	County

BALLOT NAME
Write your name exactly as you would like it to appear on the ballot

HOMESTEAD EXEMPTION (I.C. 34-107[2], 34-701[3])				
Have you, or your spouse, claimed a homestead exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, Please List the Address				
Street Address	City	State	Zip Code	County

CAMPAIGN FINANCE INFORMATION
<input type="checkbox"/> I do hereby certify that I am a registered elector of the State of Idaho and appoint myself as treasurer for my campaign. If any campaign finance contributions or expenditures reach or exceed \$500, I will create a Campaign Finance account with the Secretary of State, and may at that time, appoint another person as Treasurer or remain as my own Treasurer.

CERTIFICATION	
I, the undersigned, being a resident of the State of Idaho and of the city listed above, do hereby declare myself a candidate for the office entered above to be voted on at the Election to be held on the _____ day of _____, 2023 and I certify that the information on this Declaration is true and accurate.	
I further certify that I possess the legal qualifications to hold said office. I submit herewith the filing fee of (\$40.00), or in lieu of the filing fee the nominating petition containing the five (5) signatures of qualified electors as statutorily required.	
Dated:	Candidate Signature:

Subscribed and sworn to before me this _____ day of _____, _____.

Signature: _____

Notary Public in and for the State of Idaho, residing at

My Commission Expires: _____

NOTARY
SEAL
HERE



CITY OFFICE PETITION FOR CANDIDACY

CANDIDATE FILING PERIOD (I.C. 50-410)	OFFICE INFORMATION	
Opens: August 28, 2023 (8:00 am) Closes: September 8, 2023 (5:00 pm)	Filing for the Office of:	
	City Name:	
CANDIDATE WITHDRAWAL DEADLINES (I.C. 34-1405A)	Term length, sub-district, zone, seat or position: (if applicable)	
September 22, 2023 (5:00 pm)		

CANDIDATE INFORMATION
Candidate Name (As it will appear on the ballot.)

This petition must be filed in the office of the appropriate city clerk with the Declaration of Candidacy on or before 5:00 p.m. on the last day of filing for the Election at which you are desiring to participate in. The submitted petition must have affixed thereto the names of at least five (5) qualified electors which reside within the city.

SIGNERS STATEMENT			
I, the undersigned, being a qualified elector of the city listed above in the State of Idaho, do hereby certify and declare that I reside at the place set opposite my name, and that I join in the petition of the candidate for the office listed above, to be voted for at the election to be held on the _____ day of _____, 2023, and that each for himself says: I have personally signed this petition; I am a qualified elector of the State of Idaho and my residence address is correctly written after my name.			
Signature of Petitioner	Printed Name	Residence Address	Date Signed
1.			
2.			
3.			
4.			
5.			
6.			
7.			

CERTIFICATION	
State of Idaho County of _____	
I, _____, being first duly sworn say: That I am a resident of the State of Idaho and at least eighteen (18) years of age: that every person who signed this sheet of the foregoing petition signed his or her name thereto in my presence: I believe that each has stated his or her name address and residence correctly, that each signer is a qualified elector of the State of Idaho, and a resident of the county of _____.	
Circulator Signature:	Address:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Signature: _____

Notary Public in and for the State of Idaho, residing at

My Commission Expires: _____

NOTARY
SEAL
HERE



CITY OFFICE CERTIFICATION OF CANDIDATE FILING TO COUNTY CLERK

CITY CLERK

Upon receipt of the Declaration of Candidacy along with the Petition of Candidacy:

1. Verify the qualifications of the Candidate.
2. Verify that the Petition of Candidacy is signed by not less than 5 electors and has been certified by the County Clerk's Office.
 - a. If the Petition of Candidacy was not verified by the County Clerk prior to submission to your office, deliver the original petition to the County Clerk's Election Office to have 5 electors verified that they are properly registered electors.
 - b. If the electors are required to be residents within city limits, verify that the electors reside within the correct city limits.
3. Stamp or write the date and time of receipt on the front of the Declaration of Candidacy and Petition of Candidacy.
4. Complete the fields and statement below.
5. Transmit **a copy of this Certification** along with **a copy of the Declaration of Candidacy** to the County Clerk for ballot preparation.

CANDIDATE NAME BEING CERTIFIED TO THE COUNTY CLERK

Candidate Name *(As it will appear on the ballot.)*

OFFICE INFORMATION FOR BALLOT PLACEMENT

Filing for the Office of:	
City Name:	
Term-length, seat or position (if applicable):	

CERTIFICATION

I, _____, certify that the qualifications of the candidate listed above have been verified, including the validity of the electors signing the Petition of Candidacy, and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Candidacy to be voted on at the Election to be held on the _____ day of _____, 2023.

Signature of the Clerk or Representative of the District:

Dated:

IMPORTANT

1. Verification of the candidate's qualifications and the validity of the signers of the petition should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications and the validation of the signers of the petition. **To assist the County Clerk in ballot preparation, do not HOLD these until the last day of filing.**