

# CANDIDATE FILING OVERVIEW

## 1 IDENTIFY THE SPECIFIC DISTRICT AND POSITION FOR WHICH YOU ARE SEEKING TO RUN

- Is the Position listed on the Kootenai County Elections website as one of the seats up for Election?

## 2 DETERMINE YOUR ELIGIBILITY TO RUN FOR THE POSITION

- Are you a Registered Voter residing within the District and, if applicable, the Subdistrict/Zone?

## 3 COMPLETE THE DECLARATION OF CANDIDACY

- Make sure to fully complete the form, especially the Office Information in Section 1.
- Declarations will not be accepted if they are missing any information.

## 4 COMPLETE THE PETITION OF CANDIDACY

- Make sure to fully complete the Office Information and Ballot Name prior to gathering any signatures.
- If running for a Sub-District or Zone, the petition signers must be registered voters within that Sub-District/Zone.

## 5 BRING PAPERWORK TO THE ELECTIONS OFFICE FOR SIGNATURE VERIFICATION

- All paperwork must be notarized before signature verification can occur.
- If paperwork is not notarized, the petition circulator will need to be present for notarization.

## 6 SUBMIT COMPLETED PAPERWORK TO THE DISTRICT OFFICE FOR WHICH YOU ARE SEEKING TO RUN

- Paperwork must be fully completed, with signatures verified, prior to submittal to the taxing district office.



# SPECIAL DISTRICT OFFICE CANDIDATE FILING INFORMATION

Use this form to declare  
your candidacy for special  
district office in Idaho.

## Filing Dates and Deadlines

You must submit your complete declaration of candidacy plus the petitions by 5:00 pm (local time) on the last day of the candidate filing period. (§34-1404, Idaho Code)

All deadlines are at 5:00 pm (local time).

### Candidate Filing Deadlines

<i>May Election:</i>	March 21, 2025
<i>November Election:</i>	September 5, 2025

### Withdrawal Deadlines

<i>May Election:</i>	April 4, 2025
<i>November Election:</i>	September 19, 2025

## Filing Options

Candidates must submit the required number of signatures to qualify for the Election ballot:

**Special District Offices:** 5 valid signatures within the zone, district, or political subdivision

## Completing the Declaration of Candidacy

When completing the Declaration of Candidacy, be sure to complete all fields and questions. Any incomplete or missing information may void your filing.

### Section 1: Office Information

Enter one of the following special district offices.

#### May Election:

- Auditorium
- Highway
- Hospital
- Library
- Water and Sewer
- Weather Modification

#### November Election:

- Ambulance Service District Commissioner
- Cemetery
- Fire Protection
- Recreation
- School Trustee

### Section 2: Candidate Information

When entering your Ballot Name, the following will NOT be allowed on the ballot:

- Nicknames that promote a particular political platform or are deemed offensive.
- Professional or military identifiers such as Dr., M.D., PhD., Esq., CPA, Captain, General, etc.

A phone number is required and will become publicly available upon request.

### Section 3: Registered Address

- This MUST be a physical address. P.O. Boxes will not be accepted.
- If your registered address is the same as your mailing address, check the box at the bottom of this section and skip section 4.

### Section 4: Mailing Address

- P.O. Boxes are acceptable.
- If your mailing address is the same as your registered address, check the box at the bottom of section 3 and leave this section blank.

### Section 5: Homeowner's Exemption

If you or your spouse have claimed a Homeowner's exemption, list the address in this section.

### Section 6: Campaign Finance

If your campaign finance contributions or expenditures exceed \$500, you MUST create a campaign finance account with the Idaho Secretary of State.

Visit [sunshine.voteidaho.gov](https://sunshine.voteidaho.gov) for more information.



# DECLARATION OF CANDIDACY SPECIAL DISTRICT OFFICE

## Candidate Filing Deadline:

May Election: March 21, 2025  
November Election: September 5, 2025

### Office name

1

Filing for the office of \_\_\_\_\_ Term Length \_\_\_\_\_  
District name \_\_\_\_\_ Sub-district, zone, seat or position (if applicable) \_\_\_\_\_

### Candidate information

Enter your name as it appears on your voter registration.

1

First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Last name \_\_\_\_\_ Suffix (if applicable) \_\_\_\_\_

Enter your name as you would like it to appear on the ballot.

2

Ballot name \_\_\_\_\_

**NOTE:** You may not use nicknames that promote a particular political platform or are deemed offensive. Professional or military identifiers (Dr., M.D., PhD., Esq., CPA, Captain, General, etc.) are also not allowed on the ballot.

Enter your phone number.

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**NOTE:** Your phone number is required and will become publicly available upon request.

### Registered address

Must be a street address.  
P.O. Boxes are not allowed.

3

Address (not P.O. Box) \_\_\_\_\_ Unit/Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ My mailing address is the same as my residential address. (If you check this box, then skip section 4)

### Mailing address

Provide the address where you receive mail.

4

Address or P.O. Box \_\_\_\_\_ Unit/Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Homeowner's exemption

If you or your spouse have claimed a homeowner's exemption, provide the address.

5

☐ I or my spouse have claimed a homeowner's exemption. (If no, proceed to section 6)

Address \_\_\_\_\_ Unit/Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Campaign finance

Choose only one option.

6

☐ I have already created a Campaign Finance account and appointed a Treasurer.

or

☐ If any campaign finance contributions or expenditures reach or exceed \$500, I will create a Campaign Finance account with the Idaho Secretary of State and appoint a Treasurer.

### Signature

7

I, the undersigned, do hereby declare myself a candidate for the office entered above. I certify under penalty of perjury that I possess the legal qualifications to hold said office and that the information on this declaration is true and accurate.

I submit herewith the nominating petitions containing the statutory number of signatures of qualified electors.

**Candidate, sign and date here (Required)**

X

Date (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Official Use Only

☐ Candidate residency verified.

☐ 5 qualified elector signatures with residency verified.

☐ District requirements verified.

☐ Homeowner's exemption verified (if applicable).



# PETITION FOR CANDIDACY SPECIAL DISTRICT OFFICE

**Candidate Filing Deadline:**

May Election: March 21, 2025  
November Election: September 5, 2025

**Office name****1**

Filing for the office of \_\_\_\_\_

District name \_\_\_\_\_ Sub-district, zone, seat or position (if applicable) \_\_\_\_\_

**Candidate name****2**

Ballot name \_\_\_\_\_

**NOTE:** Enter the candidate's name as it will appear on the ballot.**Petition signatures****3**

I, the undersigned, being a qualified elector of \_\_\_\_\_ County 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 appear on the election ballot for which they qualify, and that each for himself says: I have personally signed this petition; I am a qualified elector of the zone, district, or political subdivision listed above and 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.				
8.				
9.				
10.				

**Circulator Signature****4**

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, sign and date here (Required)****X**

Date (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Notary Use Only**

State of Idaho  
County of \_\_\_\_\_

This record was signed before me on \_\_\_\_\_,  
by \_\_\_\_\_  
*Print name of signer(s)*

Notary Signature \_\_\_\_\_

Notary Printed Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_

*Place Notary Seal Above*

# Candidate Contact Information Form

As a candidate in Kootenai County, your contact information will allow us to contact you with any important election information. This information will also be published on our website ([www.kcgov.us](http://www.kcgov.us)), and can be requested by the public.

Please provide the information that you would like to share with the public for purposes of your candidacy on the form below.

---

Candidate name

---

Address

---

City, State, Zip

---

Mailing Address

---

City, State, Zip

---

Phone

---

E-mail address

---

Website or other

---

Candidate Signature

## WHERE TO BEGIN

### ✓ Treasurer Appointment & Reporting



Once a candidate has raised or spent \$500, a candidate must create a campaign finance account and

begin reporting the campaign finances, including the sources and expenses for the first \$500.

The Declaration of Candidacy filed to run for office designates the candidate as the default political treasurer, for those who have not met the \$500 threshold, until an alternate is appointed.

## FILING DEADLINES

**10<sup>TH</sup>** of each month in the year of the election

Annual report due January 10th following non-election years

**\$50 FINE**

each day after 48 hours late

Campaign Finance Laws  
I.C. Title 67 Chapter 66

### ✓ Disclosures



All campaign material (signs, flyers, mailings, TV ads, etc.) require a disclosure statement.

For example: "Paid for by [candidate's name]."



COUNTY, CITY & LOCAL OFFICIALS

# CAMPAIGN FINANCE

A GUIDE FOR CANDIDATES

## REPORTING BASICS

All money raised or spent in relation to a campaign must be accounted for and tracked. This includes the use of the candidate's personal money.

### ✓ Where to Report

All candidates for all offices now report online via the Secretary of State's Campaign Finance Portal. The portal may be found at:



[sunshine.voteidaho.gov](https://sunshine.voteidaho.gov)

For local officials, all assistance, oversight and enforcement will be done by the County Clerk of the home county for the city, school or local district.



Remember: no one was ever fined for over-reporting

### ✓ Donation Limits

Maximum contribution is \$1,000 per individual, business\* or political committee per election. Any single contribution of \$1,000 must be reported within **48 hours** of receipt.

\*Businesses sharing controlling ownership may only contribute \$1,000 combined.

