

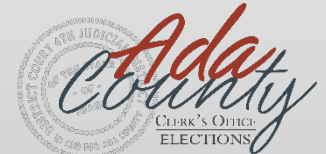
# Filing Timeline

- Filing Period: Aug 18<sup>th</sup> – Aug 29<sup>th</sup>
  - Elections Office will validate candidate info and the petition signatures
  - Make appointment – Online or call
    - 30 min
- Additional information will be provided
- Ultimately a candidate is responsible to meet all deadlines



# Candidates – Where to Start

- Petition Signature Verification with Ada County Elections
  - Validate Candidate Information
  - Validate Petition Signatures
  - Affidavit saying all information is valid and correct
- Open Mon – Fri 8am – 5pm
  - Book Appointments: <https://adacounty.id.gov/elections/schedule-candidate-appointment/>
- Then file with the District/City Offices



# Before Filing

- Verify Candidate Eligibility
  - Confirm Voter info is up to date
    - Call (208) 287-6860
- Determine the position you are running for
  - Know the required qualifications
- Ballot Name – allow name variations
  - Titles are not allowed
  - Christopher to Chris works
- Have your campaign contact info available
  - Candidate filing information is a public record and will be posted online



# Types of Filings – City Seats

- Only one Seat
- Complete the Declaration of Candidacy
  - Determine how name will appear on ballot
- May use Petition of Candidacy
  - 5 valid signatures required
    - Recommend collecting 7-10 signatures
  - Or \$40 Fee
  - Best practice is verifying w/clerk prior to filing
- Must be notarized



The image shows a "DECLARATION OF CANDIDACY CITY OFFICE" form. At the top right, it specifies the "Candidate Filing Period" from August 18, 2025, to August 26, 2025. The form is divided into several sections: 1. Office name (Filing for the office of, City, Seat / District if applicable). 2. Candidate information (First name, Middle name, Last name, Suffix if applicable, Ballot name, Phone number, Email address). 3. Registered address (Address (not P.O. Box), City, State, Zip, and a checkbox for "My mailing address is the same as my residential address"). 4. Mailing address (Address or P.O. Box, City, State, Zip). 5. Homeowner's exemption (checkbox for "I or my spouse have claimed a homeowner's exemption"). 6. Campaign finance (checkbox for "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"). 7. Signature (Signature line, Date, and a checkbox for "Candidate, sign and date here (required)"). At the bottom, there is a "Notary Use Only" section with lines for "This record was signed before me on", "by", "Notary Signature", "Notary Printed Name", and "My Commission Expires". The form is titled "DECLARATION OF CANDIDACY CITY OFFICE" and "CITY OFFICE".



## DECLARATION OF CANDIDACY SPECIAL DISTRICT OFFICE

Candidate Filing Period:

August 18-29, 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.  
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., Ph.D., Esq., CPA, Captain, General, etc.) are also not allowed on the ballot.

Enter your phone number and email address.  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
**NOTE:** Your phone number and email address are both 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) \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact info

Homeowner's  
Exemption

Notarized  
(Petition page)



## DECLARATION OF CANDIDACY CITY OFFICE

Candidate Filing Period

Filing Begins: August 18, 2025  
Filing Ends: August 29, 2025

**Office name** 1 Filing for the office of \_\_\_\_\_ Seat / District (if applicable) \_\_\_\_\_  
City \_\_\_\_\_

**Candidate information**  
Enter your name as it appears on your voter registration.  
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., Ph.D., Esq., CPA, Captain, General, etc.) are also not allowed on the ballot.

Enter your phone number and email address.  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
**NOTE:** Your phone number and email address are both 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)

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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**  
Re-enter the city name, office, term length, and your residence address.  
7 I, the undersigned, affirm that I am a qualified elector of the City of \_\_\_\_\_ State of Idaho, and that I have resided in the city for at least thirty (30) days.  
I hereby declare myself to be a candidate for the office of \_\_\_\_\_ for a term of \_\_\_\_\_ years, to be voted for at the election to be held on the 4th day of November 2025, and certify that I possess the legal qualifications to fill said office, and that my residence address is \_\_\_\_\_  
Candidate, 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

# Qualifications

- Each office has specific requirements
  - Code Title 34 Chapter 6
  - Or in your code sections
- Qualified Elector
  - Registration length in district/subdistrict



# Additional Dates/Info



- Deadlines
  - Write in: Sep 5<sup>th</sup> by 5pm
    - Separate form
    - Name WILL NOT be on the ballot
  - Withdraw: Sep 5<sup>th</sup> by 5pm
    - If you miss this window, your name WILL BE on the ballot
- Name and Filing Forms posted online
- Candidate Portal
  - Link can be found on our website



# Withdrawal

- “Reason for Withdrawal” is a mandatory section
- These forms will be filed with us
  - If a candidate withdraws with you, please send them to us



## WITHDRAWAL OF CANDIDACY

IMPORTANT INFORMATION		
Candidate withdrawal deadlines vary by type of election and office sought. Please consult Idaho Code, or contact the Secretary of State's Office or your County Clerk for specifics.		
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.		
<b>Note: Filing fees are nonrefundable</b>		

OFFICE INFORMATION	
Jurisdiction and Office Name	Position Number (if applicable)

PERSONAL INFORMATION		
First Name	Middle	Last Name

REASON FOR WITHDRAWAL

CERTIFICATION	
I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.	
Signature	Date:
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



# Am I going to Ballot?

- Our office will handle logistics after the filing
- We will contact each candidate with more information at this point
  - Campaign Finance Responsibility
  - Ballot Rotation

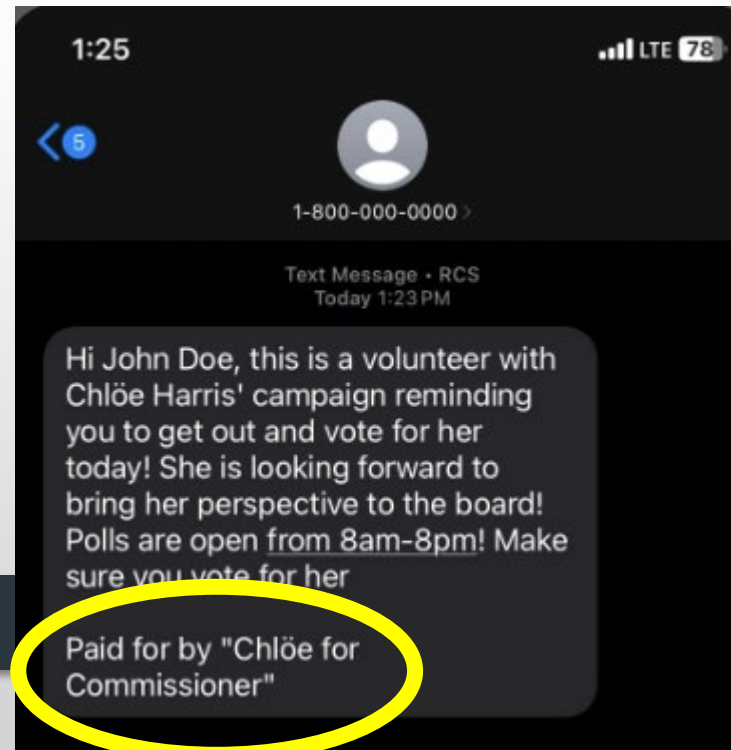


# Campaign Finance – When to Report

- If a candidate plans on raising or spending money – create an account on Sunshine Portal
  - Our office will help candidates understand their responsibilities
  - First \$500 report due 7 days after receiving or spending \$500
- Electioneering Considerations
  - 250ft from any polling place- including early voting
  - Cannot be a poll worker in early voting or precinct where they are on the ballot

# Campaign Finance – Campaign Disclosures

- Mandatory “Paid for By” disclosures on campaign material
  - Road/yard signs, mailers/flyers, door hangers, billboards, broadcasts, social media, SMS/email
  - When in doubt, disclose



# Campaign Finance – Where to Report

- ALL candidates for ALL seats report online
  - Can take up to a week for Secretary of State to approve Registrations



# Campaign Finance – Post-Election

- If you win...
  - Congratulations!!!
    - We can contact you for next steps in reporting
- If you lose...
  - Close out a campaign finance account – reach out for guidance
  - File a zero-balance report
    - Can opt to leave it open if planning on running for the office again in the future



# Contact Information

Chlöe Harris

Candidate Services

(208) 287-6863

[charris@adacounty.id.gov](mailto:charris@adacounty.id.gov)

