STATE OF WEST VIRGINIA
Municipal Candidate's Certificate of Announcement

Any candidate who seeks nomination or election to an office to be filled by election in any primary or general election within a municipality shall file a complete certificate of announcement, under oath, and the required fee, with the municipal recorder and within the required time. [W. Va. Code 3-5-7]

I hereby swear or affirm that the following information is true: **Please Print**

1 **I declare myself a candidate for the office of:** _____
Office

in (if applicable) **the ward:** _____
Ward

2 **Candidate's Legal Name:** _____
(First, middle & last name)

3 **Candidate's name to appear on the Ballot:** _____
(Limited to 25 letters; rules prohibit use of titles, title nicknames & slogans; ordinary nicknames are allowed)

4 **I am a legally qualified voter of the city of:** _____
and the ward of: (ward name & number required only if city is divided in wards and candidate is running for ward council seat) _____
Ward of Residence (if required)

5 **Current residence is:** _____
(give apartment and/or house number, street, road or rural route--do not give a P. O. box); give town or city, state and zip code _____
(Specific address where candidate resides at time of filing)

Mailing address (if different from residence): _____
_____

6 **For partisan elections only:**
I am affiliated with the following political party: _____
and desire to appear on that party's ballot; and I affirm that I have not been registered to vote as a member of
Political Party Affiliation
**Note: If you are filing in a municipality which uses alternative parties, please place your municipal party affiliation in this line.*

I swear or affirm that I am a candidate for this office in good faith in the (give date) _____ Primary Election / _____ General Election, and that I am eligible and qualified to hold this office.

X _____ _____
Candidate's Signature (must be notarized) Date

State of _____, County of _____

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

_____
Signature of Notary Public or official authorized to give oaths

STAMP/SEAL

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 the city office to determine the filing fee. The full filing fee must accompany the certificate of announcement, unless you are indigent and 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 & fee in the correct office.

All municipal candidates file for office with the recorder or city clerk, unless the municipal charter specifies 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 requirements and cannot be accepted.

5 Do not file for more than one office.

If you file for more than one office (or one office 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 for office. Most municipalities have not adopted the act, but it is helpful to check with your clerk or recorder or the Ethics Commission (558-0664) to find out.

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

State law 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, unless your local charter or ordinance provisions state otherwise. Some towns will set an earlier deadline in order to have ballots printed on time. If you decide you no longer want to run, file a signed and notarized letter stating that you desire to withdraw, and file that with the same office where you originally filed for office.

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, the clerk or recorder will begin a drawing 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. Check with your city offices for the date and time. You or your representative may attend.

For the City/Town of Charleston, WV, the drawing will be held on January 6, 2015.
9:00 a.m.
City Hall; room 301