

# Washington State Declaration of Candidacy

## how to file for elective office

---

### when to file

The five day filing period begins Monday two weeks prior to Memorial Day. All candidates must file no later than the Friday of that week.

All declarations of candidacy must be received before the close of business on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to 10 business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

### where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide, or is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person, by mail, or online at [www.sos.wa.gov/elections](http://www.sos.wa.gov/elections).
- File with the County Elections Office for all other offices.

### cost to file

The filing fee is nonrefundable even in the event of withdrawal. Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the declaration of candidacy form, is based on the salary in effect at the time of filing.

Candidates without sufficient assets or income to pay the filing fee may instead submit a filing fee petition. Petitions must include a total number of valid signatures no fewer than the dollar amount of the filing fee.

### withdrawals

The deadline for withdrawing from office is the Monday following filing week.

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.



### other requirements:

#### **public disclosure and campaign finance reporting with the Public Disclosure Commission**

Reporting requirements are based on the office, campaign revenues, and size of jurisdiction.

State law requires most campaigns to complete a Financial Affairs Disclosure of the candidate's personal finances, and many also need to register and submit detailed reporting of campaign finances.

More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov).

# Washington State Declaration of Candidacy

## how to complete the form

### 1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

### 2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

### 3. ballot information

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

Print your name exactly as you wish it to appear on the ballot.

Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

#### party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

### Example

Washington State Declaration of Candidacy			
<b>1</b> candidate information as registered to vote	James	Noothername	Doe
	100 Main Steet Apt Q		Anywhere, 99999
	1/1/1974	jamesdoe@anywhere.com	555-555-1234
<b>2</b> campaign contact information for publication	201-555-5555	jimmy4office@anywhere.com	
	PO Box 123		Anywhere, 99999
	www.jimmy4office.com		
<b>3</b> ballot information	Legislative Dist 40	Representative	2
	Jimmy (James) Doe		
	H a p p y V o t i n g Party		
<b>4</b> filing fee	A filing fee of \$ 454.74 accompanies the declaration of candidacy		
<b>5</b> oath	I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.		
	I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.		
for office use only	sign here	Jimmy Doe	date here 5/20/2021
	submission date	voter registration number	office code fee

Your party preference will appear in parenthesis below your name. The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms appear in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

### 4. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy. See a list of offices open for election for current filing fees.

If you lack sufficient funds at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

### 5. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

