



Candidacy Part One: Practical Considerations and the Application Review Process

37th Annual
Election Law Seminar
for Cities, Schools, and
Other Political Subdivisions

December 1-3, 2025



Topics Covered

Candidate's Guide & Resources

Notice Requirements

Candidate Filing Deadlines

Method of Filing Candidate Applications

Review of Candidate Applications

Review of Candidate Petitions



Candidate Guide and Resources

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Welcome to the Texas Secretary of State

Whether you are filing a business, wish to learn more about voting, or need assistance with another service, the Texas Secretary of State is here to serve you.

Secretary Jane Nelson

SOSDirect

Popular or New





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ELECTIONS DIVISION



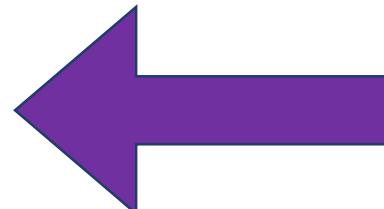
Candidate Information

Current Election Information

- [Current Election Information](#)

Procedures for Candidates, 2024-2026

- [2026 Candidate's Guide - Running for Federal, State, District or County Office.](#)
- [2024 Candidate's Guide - Running for Federal, State, District or County Office.](#)
- [Candidate's Guide for Local Political Subdivisions](#)





Candidate Guide and Resources

Candidate's Guide for Local Political Subdivisions

Requirements for local offices (municipalities, school districts, other districts) in Texas vary according to the political subdivision. Therefore, you must contact the political subdivision where you are interested in running for office for qualification requirements, filing periods and other relevant information. At a minimum, you will be required to file an application for place on the ballot with your political subdivision.

For general information regarding local elections, please see our outlines for:

- [Qualifications for Local Political Subdivisions](#)
- [Filing as a Candidate in a Local General Election](#)
- [Procedures for Write-in Candidate in a Local Election](#)
- [Local Election to fill a Vacancy - Running for an Unexpired Term](#)
- [Frequently Asked Questions on Candidacy](#)
- [Candidacy for Local Political Subdivisions](#)
- [Terms, Qualifications and Vacancies](#)
- [Voter Registration for Candidates FAQ](#)

Candidate's Guide Quick Links

[2026 Candidates Guide Home](#)

[2024 Candidate's Guide Home](#)



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Forms

Elections Form Index

Note: The links displayed within the forms section access PDF (Portable Document Format) files which can be accessed using the Adobe Acrobat Reader. Visit Adobe.com to download your copy of Acrobat Reader. All PDF documents featured on this page are configured to print out on legal size paper.

Note: Some browsers use their own PDF readers. If you experience issues with the PDF documents below, we recommend opening these files with Adobe Acrobat.

Select a Form Category

<ul style="list-style-type: none">Section 1 – Order and Notice of an ElectionSection 2 – CandidatesSection 3 – BallotsSection 4 – Officers of ElectionSection 5 – Early Voting Clerk ResponsibilitiesSection 6 – Early Voting by MailSection 7 - Voting in PersonSection 8 – Security and Chain of Custody	<ul style="list-style-type: none">Section 9 – Provisional VotingSection 10 – Early Voting Ballot Board/Signature Verification CommitteeSection 11 – Counting VotesSection 12 – Reconciliation FormsSection 13 – Cancellation of an ElectionSection 14 – RecountSection 15 – Logic and Accuracy TestingSection 16 – Election Technology (Voting Systems, Electronic Pollbooks)	<ul style="list-style-type: none">Section 17 – Local Option ElectionsSection 18 – Primary ElectionsSection 19 – Voter Registration Chapter 19 FundingSection 20 - Primary FinanceSection 21 - Voter RegistrationSection 22 - Volunteer Deputy Registrar (including High Schools)Section 23 - Becoming an Elected OfficialSection 24 - Public InformationSection 25 - Miscellaneous Forms
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Contents of Contract

The contract may **not** change:

- The filing authority for candidate applications;
- The filing authority for Title 15 documents;
- Or, a political subdivision's requirement to maintain office hours under 31.122.

Political subdivisions, **including cities**, may contract for the county to be the custodian of voted ballots.

Sec. 31.096, Texas Election Code



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Notice Requirements



Entity Website Web Posting Requirements

Summary of Election Related Information

- The **requirements** and **deadlines** for filing for candidacy of each elected office of the political subdivision must be continuously posted for at least one year before election day for that office.
- Form 1-20

Sec. 26.18, Tax Code; Sec. 11.1518, Educ. Code;
Chapter 2051, Subchapter F, Government Code



Filing for Public Office-Posted Notice Requirement

General Elections

- [Notice of Deadline to File Applications for Place on the Ballot \(Form 2-1\)](#)
- Must be posted 30 days before 1st day to file.

Special Elections

- No posting requirement!
- Recommend posting notice that includes filing deadline dates/times once the special election is ordered.



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Candidate Filing Deadlines



Filing Deadlines – Local General Election

Candidates seeking to have their name placed on the ballot in a local election must file a candidate application with the appropriate filing authority.

Filing Deadline

Some political subdivisions may also require a filing fee and/or a Petition in Lieu of a Filing Fee to be filed along with the candidate application.

- If so, those must be filed at the same time with the proper filing authority.

Typically the filing deadline is 5:00 p.m. of the 78th day before election day, and the filing period begins 30 days **before** the filing deadline.



Filing Deadlines – Local General Election



- Filed between Wednesday, January 14 and 5:00 pm on Friday, February 13, 2026
- Write-in candidate deadline is Tuesday, February 17, 2026 at 5:00 pm



- Filed between Saturday, July 18 and 5:00 pm on Monday, August 17, 2026
- Write-in candidate deadline is Friday, August 21, 2026 at 5:00 pm



Candidate Filing Period-General Election

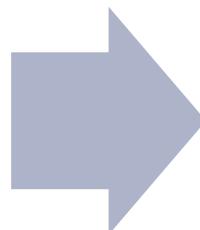
City Offices with Four-Year Terms: If no candidate has filed for a city office with a four- year term, the filing deadline is extended to 5:00 PM of the 57th day before election day. (Sec. 143.008)

Note: Does not apply to an election held on the date of the general election for state and county officers.



Filing Deadlines to Fill a Vacancy – Running for an *Unexpired* Term

Candidates seeking to have their name placed on the ballot in a local election for an *unexpired term* must file a candidate application.



Filing Deadline

Ordered as part of the general election:

- The filing deadline will be the same as the filing deadline for the general election.



Filing Deadlines to Fill a Vacancy – Running for an Unexpired Term

Filing Deadline

Special Election is on or after the 70th day after the date the election is ordered:

Filing deadline is 5:00 p.m. of the 62nd day before election day

Special Election is on or after the 46th day and before the 70th day after the date the election is ordered:

Filing deadline is 5:00 p.m. of the 40th day before election day



Filing Deadlines to Fill a Vacancy – Running for an Unexpired Term

For a special election to be held on the date of the general election for state and county officers, the filing deadline is 6:00 pm of the 75th day before election day.

Filing Deadline: Thursday, August 20, 2026



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Method of Filing Candidate Applications



Filing for Public Office - Filing Authority

Type of Entity	Filing Authority
City	City Secretary
School District	Secretary of School Board or designee
Water District	Secretary of Board or Presiding Officer or Agent, if permitted under Water Code
Hospital District	Secretary of the Board, or designee
Junior Colleges	Secretary of the Board
Library District	Secretary of the Board, or Presiding Officer
Emergency Services District	Multi-County District, County Clerk of each County.
County Appraisal District	County Clerk/Elections Administrator

- Employee Rule
- Delegation of Duty
 - Permitted within political subdivision
 - **NOT** permitted **between** political subdivisions.



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Method of Filing

Applications can be delivered in person, by mail, by fax, or by email.

If by mail, must look at time of receipt NOT postmark.

- Receipt = actual possession of filing authority or agent, or time deposited in the authority's mail box.

Application cannot be submitted in parts. All parts must be submitted at the same time.

Section 1.007:
Application can be received by any employee at the usual place of business.



Candidate Applications

Application for Place on General Election Ballot (2-49)

Application for Place on Special Election Ballot (2-50)

Declaration of Write-in Candidacy (2-55)

Petition for a Place on the Ballot (Petition in Lieu of a Filing Fee) (2-51)

Applications and more can be found at:

- <https://www.sos.texas.gov/elections/forms/pol-sub/index.shtml>



Using the Correct Application Forms

Forms can be accessed on the following pages:

- Forms Index
- Election law calendar
- Local Candidate's Guide

If you are having trouble accessing the new forms, clear your cache on your web browser.

How to determine if it is the correct form...



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2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code; Section 11.055, Texas Education Code
07/2025

**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹. Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board	(name of election)				
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)	INDICATE TERM				
	<input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED				
FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*				
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)	PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)				
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.)	OCCUPATION (Do not leave blank)	DATE OF BIRTH	VOTER REGISTRATION VUID NUMBER ² (Optional)		
TELEPHONE CONTACT INFORMATION (Optional)					
Home:	Office:	Cell:			
FELONY CONVICTION STATUS (You MUST check one)					
<input type="checkbox"/> I have not been finally convicted of a felony.		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN			
<input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³		IN THE STATE OF TEXAS	IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED		
		_____ year(s)	_____ year(s)		
		_____ month(s)	_____ month(s)		
This Box Must ONLY be Completed by Candidates for School District Board of Trustees					
Check the Box Below:					
<input type="checkbox"/> I am aware that I am not eligible to serve as a trustee of an independent school district if I am required to register as a sex offender under Chapter 62, Code of Criminal Procedure.					
*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.					
Before me, the undersigned authority, on this day personally appeared (name of candidate), who being by me here and now duly sworn, upon oath says:					
"I, (name of candidate), of _____ County, Texas, Being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have					

- Look for:

- 7/2025 Revision date
- Section for School District Board of Trustees
- Box on Felony Conviction Status
- Information for filing authority to fill out



Process for Receiving Candidate Filings

Develop a written process/checklist.

Determine who will receive applications in your office.

- Any employee at the usual place of business can receive applications, including volunteers. (Sec. 1.007).

Determine where you will keep received applications before/after reviewing.



Receipt v. Acceptance

Be cautious with your word choice!

Receipt of an application is taking possession of a candidate's application.

Acceptance of an application is making a determination that a candidate's application is complete and the candidate's name will be on the ballot.



When Receiving the Application...

Take possession of application

Initial review for completeness –

- Are all the required boxes filled in?
- Did the candidate include filing fee or petition, if applicable?
- Has the application or petition been notarized?

If the application has not been signed and notarized, and you or someone in your office is a notary, then proceed with having the candidate sign/notarize the application.

- You can only notarize an application that hasn't been signed! If you are notarizing, the candidate must sign the application in your physical presence.

Immediately date/time stamp it!

- Separate date/time stamp machine or hand write it

Make a copy for the candidate of their application and filing fee/petition if filed in person.

Tell the candidate that the application has been received by your office and that you will review it to make a determination on whether the application should be accepted/rejected.

Complete review for completeness/acceptance.

Make a decision on acceptance/rejection/eligibility and notify the candidate in writing of your decision.



When Receiving the Application...

Although email is authorized as a delivery method, the law still requires that a candidate's application and all of its components (including a petition or filing fee) be delivered at the same time, not separately.

If a candidate submits a filing fee along with an application, it **may not** be submitted via email or fax.

- But if a candidate submits a Petition in Lieu of a Filing Fee along with an application, those may be submitted together via email or fax.

Application must be notarized (or otherwise sworn to before someone authorized to administer an oath under Texas law) prior to filing via fax or email.



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Reviewing Candidate Applications



Review of Application

Form, Content and Procedure

- Was the candidate application submitted timely?
- Was it filled out properly?
- Did they include all the relevant paperwork, if applicable?

Eligibility

- Does the candidate meet the eligibility requirements associated with that office?



Candidate Eligibility

Eligibility for Public Office (Sec. 141.001)

- US Citizen
- 18 years of age or older
- No final judgment indicating:
 - Totally mentally incapacitated or
 - Partially mentally incapacitated without the right to vote
- No final felony conviction (unless pardoned or released from resulting disabilities)
 - **NOTE: If pardoned or released from the resulting disabilities, then must provide proof of the pardon or release**
- **Resided continuously in the state for 12 months*
- **Resided continuously in the territory for 6 months*
- **Registered voter of the territory*

***Some offices have exclusive eligibility requirements, some laws are only partially conflicting and for some offices all of Section 141.001 applies. Review the Candidate's Guide to determine the qualifications for the office a candidate has filed for. (Home Rule Charter)**



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APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE	Box 1:	GENERAL ELECTION BALLOT
TO: City Secretary/Secretary of Board	(name of election)	
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.		
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)	INDICATE TERM	
Box 2:	<input type="checkbox"/> FULL	Box 3: <input type="checkbox"/> UNEXPIRED

Box 1: Name of Election

If left blank, not necessarily fatal.

Box 2: Office Sought

Should include distinguishing number, if applicable. Does not have to be stylized any certain way, as long as you can determine which office the candidate is applying for.

Box 3: Indicate Term

Must be completed if there is another office that has the same title but does not have place numbers. If it is blank, but you understand which office the application is for, you can accept.



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FULL NAME (First, Middle, Last)

Box 4

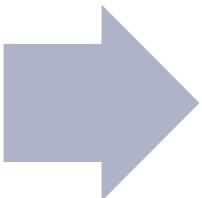
PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*

Box 5

Box 4: Full Name

Legal name, but does not have to exactly match legal documents.

- EX: John Michael Smith, John M. Smith, John Smith



Box 5: Name as You Want it to Appear on Ballot

- Nickname rules apply.
- Candidate may use any surname acquired by law or marriage.
- Titles are prohibited but are not grounds for rejection.
- Examples of prohibited titles include officer ranks (including Lieutenant, Commander, and Captain), Doctor, Pastor, and Coach.
- Sec. 52.033, Texas Election Code



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PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)		
Box 6			Box 7		
CITY	STATE	ZIP	CITY	STATE	ZIP

Box 6: Permanent Residence Address

MUST be completed by all candidates

Even candidates subject to confidentiality (judges and peace officers) must complete this box.

Box 7: Public Mailing Address, if Available

Candidates entitled to confidentiality under Government Code Section 552.1175 must separately request confidentiality from the filing authority for information on a candidate application. (Form 2-67)



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PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) Box 8	OCCUPATION (Do not leave blank) Box 9	DATE OF BIRTH Box 10 /	VOTER REGISTRATION VUID NUMBER² (Optional) Box 11
TELEPHONE CONTACT INFORMATION (Optional)			
Home:	Office:	Box 12	Cell:

Box 8: Public Email Address, if available

- This is what a candidate should use to receive campaign email. Public address does NOT mean the candidate's county or government email address as a public official.

Box 9: Occupation

- Required per Section 141.031, Texas Election Code. Please review [In re Anthony](#), 642 S.W.3d 588 (Tex. 2022). **Strongly recommend** that a candidate include something in the occupation box, even if it is "retired," "unemployed," or "N/A."

Box 10: Date of Birth

- Used to validate that the candidate meets minimum age requirements.

Box 11: VR Number (VUID)

- Not required, but very helpful as it can help you to validate their voter registration status, if applicable.
- Also puts the candidate on notice that they need to think about their current VR status.

Box 12: Contact information

- Optional, but helpful to filing authority if they need to contact a candidate.



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FELONY CONVICTION STATUS (You MUST check one)

I have not been finally convicted of a felony. **Box 13**

I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application.³

Box 13: Felony Conviction Status

- Must be completed.
- If they mark the second box, the candidate must provide documentation to provide proof that they have been pardoned or released from the resulting disabilities.
- See back of application for list of acceptable documents. Call SOS with questions!
- OAG Opinion – [KP-0251](#) – Felony Convictions and Candidacy



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This Box Must ONLY be Completed by Candidates for School District Board of Trustees

Check the Box Below:

Box 14

I am aware that I am not eligible to serve as a trustee of an independent school district if I am required to register as a sex offender under Chapter 62, Code of Criminal Procedure.

Box 14: HB 3629 - Acknowledgement for Candidates for Independent School Districts

- Only required to be completed by candidates for independent school district trustee.
- Candidates seeking to serve on the board of trustees of an independent school district must include a statement on their candidate application acknowledging that they are ineligible to serve if they are required to register as a sex offender under Chapter 62, Code of Criminal Procedure.



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HB 3629 - Acknowledgement for Candidates for Independent School Districts

Individuals who are required to register as sex offenders **are not eligible to serve** on the board of trustees of an independent school district.

Failure to check this box would result in an application being rejected!

Candidates for cities, water districts, library districts, etc. are not required to complete this box.



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LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN

IN THE STATE OF TEXAS

year(s)

month(s)

**IN TERRITORY/DISTRICT/PRECINCT FROM
WHICH THE OFFICE SOUGHT IS ELECTED**

year(s)

Box 15

month(s)

Box 15: Length of Continuous Residence

- Must be completed.
- Must indicate how long they have lived in the territory for which they are seeking office.



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Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:

"I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

Box 16

X

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____ (day) _____ (month) _____ (year) by _____ (name of candidate)

Signature of Officer Authorized to Administer Oath⁴

Printed Name of Officer Authorized to Administer Oath

Title of Officer Authorized to Administer Oath

Notarial or Official Seal

Box 16: Oath and Notary

- Must be completed and signed and sworn to by candidate.
- If they leave blanks in statement of oath, it is not fatal if the application (Not Petition) contains the applicable information.
- Oath must be administered by someone authorized to administer oaths under Chapter 602 – list on back of form.
- Mistakes by the notary are not always fatal!



Online Notaries

Can be used if the notary has been authorized to provide online notarial services. The notary may also add the required online notarial statement to the candidate application.

Candidate will typically need to provide a wet signature on the document to comply with the requirement, because the candidate must sign the application in the presence of a notary public or other person authorized under Chapter 602 of the Government Code.

- However, Chapter 406, Subchapter C allows for individuals who are specifically appointed as online notaries to perform notarization services using specific procedures outlined in Subchapter C.

Application containing an electronic signature that was executed before an online notary can be considered to have been signed and sworn to before a person authorized to administer oaths for purposes of the requirement outlined in Election Code.



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TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE.					
This document and \$ _____ filing fee or a nominating petition of _____ pages received.			<input type="checkbox"/> Voter Registration Status Verified		
_____/_____/_____	_____/_____/_____	(See Section 1.007)		_____ Signature of Filing Officer or Designee	
Date Received	Date Accepted	Box 17			

Box 17: Completed by filing authority or employee who received application

- Failure to complete this box is not fatal to an application!
- Part of this box should be completed at the time the application has been received by the person who takes the application.
- Remainder should be filled in after it has been reviewed and a disposition has been made on the application.
- Contains information to help you know what actions have been taken and when on an application.
- Section 1.007 provides that any employee at the usual place of business can receive the filing.



Appraisal District Director Acknowledgement

HB 148 - Requires an individual who files an application for a place on the ballot for an elective position on the board of directors of an appraisal district to sign an acknowledgement of duties.

- Must be signed and submitted to the chief appraiser of the appraisal district.



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Reviewing Candidate Petitions



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Petition for a Place on the Ballot/Petition in Lieu of a Filing Fee

2-51
Prescribed by Secretary of State
Sections 141.063, 141.065, 141.066
Texas Election Code
12/2023

PETITION FOR A PLACE ON THE BALLOT FOR A LOCAL POLITICAL SUBDIVISION and/or PETITION IN LIEU OF A FILING FEE FOR A LOCAL POLITICAL SUBDIVISION (PETICIÓN PARA UN CARGO OFICIAL PARA UN LUGAR EN LA BOLETA y/o PETICIÓN PRESENTADA EN SUSTITUCIÓN DEL PAGO DE INSCRIPCIÓN)

Name of Circulator _____
Page ____ of ____

Signing the petition of more than one candidate for the same office in the same election is prohibited.

(Se prohíbe firmar la petición de más de un candidato para el mismo puesto oficial en la misma elección.)

COMPLETE ALL BLANKS (LLENE TODOS LOS ESPACIOS EN BLANCO) Instructions and Footnotes on Back. (Al Dorso: Instrucciones y Anotaciones)

You are hereby requested to place the name indicated below on the ballot for the next election for the (Name of the Local Political Subdivision of) _____ for the office indicated below.

Por la presente se le solicita que incluya el nombre indicado a continuación en la boleta de la próxima elección de (Nombre de la subdivisión política local de) _____ para el cargo indicado a continuación.

Name (Nombre) ¹		Address (Dirección)		Office Sought (Puesto oficial solicitado) ²		
Date Signed (Fecha de Firma)	Signature (Firma)	Printed Name (Nombre en letra de molde)	Residence Address (Including City, Texas, Zip) (Dirección de Residencia (Incluye Ciudad, Estado, Código Postal))	County (Condado)	Voter VUID Number ³ (Núm. de VUID de Votante)	Date of Birth ³ (Fecha de Nacimiento)



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Petition for a Place on the Ballot/Petition in Lieu of a Filing Fee

Most local political subdivisions **do not** require petitions for an application for a place on the ballot.

Requirements for those that do require a petition:

- Petition must be timely filed with appropriate authority;
- Must contain the requisite number of valid signatures; and
- Must comply with any other applicable requirements for validity prescribed by the Election Code



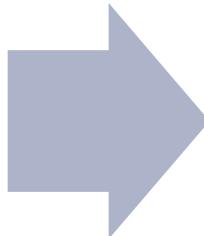
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Petition for a Place on the Ballot/Petition in Lieu of a Filing Fee

Signer must be a registered voter of the territory from which the office sought is to be elected **or** have been issued a registration certificate that will be effective in that territory on election day.



Signature Requirements:

- The signer's residence address;
- The date of birth OR the signer's voter registration number;
- If the territory from which signatures must be obtained is situated in more than one county, the county of registration;
- Date of signing; and
- Signer's printed name



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Affidavit of Circulator

AFFIDAVIT OF CIRCULATOR (DECLARACIÓN JURADA DEL CIRCULADOR)¹⁴

STATE OF TEXAS (ESTADO DE TEJAS) COUNTY OF (CONDADO DE) _____ BEFORE ME, the undersigned, on this ___/___/___ (date) personally appeared (ANTE MI, el/la suscrito(a), en esta (fecha) compareció) _____, (name of person who circulated petition) – (nombre de la persona que hizo circular la petición) who being duly sworn, deposes and says: "I called each signer's attention to the above statements and read them to the signer before the signer affixed their signature to the petition. I witnessed the affixing of each signature. The correct date of signing is shown on the petition. I verified each signer's registration status and believe that each signature is the genuine signature of the person whose name is signed and that the corresponding information for each signer is correct." (quien, habiendo prestado el juramento correspondiente, declaró y dijo: "Llamé la atención de cada firmante sobre la declaración citada y se la leí antes de que la suscribiera. Atestigüé cada firma, y la fecha correcta de las firmas consta en la petición. Verifiqué la situación de cada firmante en lo concerniente a su inscripción y creo que cada firma es la auténtica de la persona cuyo nombre aparece firmado y que son exactos los datos correspondientes a cada firmante.") SWORN TO AND SUBSCRIBED BEFORE ME THIS DATE (JURADO Y SUSCRITO ANTE MI, CON ESTA FECHA)

Notarial or Official SEAL (SELLO Notarial u Oficial)

X _____

Signature of Circulator (Firma de la persona que hizo circular la petición)

X _____

Signature of Officer Administering Oath (Firma del/de la funcionario(a) que le tomó juramento)

X _____

Title of Officer Administering Oath (Título oficial del/de la funcionario(a) que le tomó juramento)

INSTRUCTIONS AND FOOTNOTES ON BACK (AL DORSO: INSTRUCCIONES Y ANOTACIONES)



Affidavit of Circulator

The Affidavit of Circulator appears at the bottom of each page but only needs to be completed once for each circulator, even if there are multiple pages of voter's signatures.

Each part of a petition must include an affidavit of the person who circulated it, stating that the person:

- Indicated and read to each signer, before the petition was signed, each statement pertaining to the signer that appears on the petition;
- Witnessed each signature;
- Verified each signer's registration status; and
- Believes each signature to be genuine and the corresponding information to be correct.



Affidavit of Circulator

In re Martinez, 2020 WL 6048768, Case No. 04-20-00424-CV (Tex. App.-San Antonio, October 14, 2020).

- In this case, the circulator's affidavit failed to contain the date. The case indicates that this failure does not invalidate the signatures.

The affidavit must be administered and signed by a person authorized to administer oaths under Chapter 602 of the Government Code.



Petition for a Place on the Ballot/Petition in Lieu of a Filing Fee

Signing more than one petition is prohibited. [Sec. 141.066]

A person may not sign the petition of more than one candidate for the same office in the same election.

A signature on a candidate's petition is invalid if the signer signed the petition after signing a petition of another candidate for the same office in the same election.

The words "Signing the petition of more than one candidate for the same office in the same election is prohibited" must appear at the top of each page of the petition.



Petition for a Place on the Ballot/Petition in Lieu of a Filing Fee

Withdrawal of signature on candidate's petition [Sec. 141.067]

The **signer** must request that the signature be withdrawn.

To be effective, a withdrawal request must:

- be in writing and be signed and acknowledged by the signer of the petition;
- be **received** by the authority with whom the petition is to be filed not later than the date the petition is received by the authority OR the seventh day before the petition filing deadline, whichever is earlier;
- the signer must deliver a copy of the withdrawal request to the candidate when the request is filed; and
- an effective withdrawal request operates as if the signer never signed the petition.



Important Information to Know

Questions the Office of the Secretary of State Cannot Answer

- Questions related to campaign treasurer appointments.
- Questions related to campaign finance reports.
- Questions about what words or images may or may not appear on campaign signs.
- Questions about when or where candidates may place their campaign signs.
- Questions about campaign mailers, text messages, and social media posts.



Important Information to Know

Texas Ethics Commission is the agency responsible for reviewing campaign finance and political advertising issues and filings:

- **Texas Ethics Commission**
P.O. Box 12070
Austin, Texas 78711-2070
512-463-5800

Candidates running for a federal office should direct their questions to the Federal Election Commission:

- **Federal Election Commission**
1050 First Street, NE
Washington, D.C. 20463
800-424-9530



Texas Secretary of State

ELECTIONS DIVISION



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