



## FAQ for Candidates

# Candidate Filing Week May 15-19, 2023

### What are the required qualifications to be a candidate?

You must be a registered voter and possess the qualifications specified by law. Most offices require the candidate to be registered within the district. Exceptions are US Congress and Superior Court.

If a candidate must be selected by voters from a geographic subdivision of a jurisdiction in the primary, the candidate must be properly registered to vote within that subdivision ([RCW 29A.24.075](#)).

### When can I file for office?

Candidates may submit by mail	Starting May 1
In-person filing begins	May 15, 9:30 a.m.
Online filing begins	May 15, 9:00 a.m.
Online filing ends	May 19, 4:00 p.m.
In person filing ends	May 19, 4:30 p.m.
Last day to withdraw from ballot	May 22, 4:30 p.m.
Candidate statements and photo for Voters' Guide/Pamphlet due	May 26, 4:30 p.m.



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### I moved recently. Do I need to update my registration before I file for office?

You must update your voter registration before filing for office. At the time of filing, you must be a registered voter in the district and have the qualifications specified by law. Please update at [VoteWA.gov](https://VoteWA.gov) and then complete your filing application.

### How much does it cost to file for office?

Filing fees are 1% of the office annual salary.

Salaries for members of the legislature, elected officials of the executive branch of state government, and judges of the state's supreme court, court of appeals, superior courts, and district courts shall be fixed by an independent commission [[Washington Citizens' Commission on Salaries for Elected Officials](#)] created and directed by law to that purpose ([Washington Constitution, Article XXVIII](#)).

*Filing fees for offices filed with your County Auditor are available from your [county elections office](#).*

**Filing fees are nonrefundable** ([RCW 29A.24.131](#)).

For a list of office filing fees, visit: [VoteWa - Schedule Races](#)



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### **How is the order of candidates determined?**

Candidate order is determined by lot draw. After the close of business on the last day for candidates to file for office, the filing officer shall determine by lot the order in which the names of those candidates will appear on the ballot.

**The lot draw will be held in the Auditor's Office as soon as all filings have been approved after the close of filing on Friday.**

### **Can my "ballot name" be different than the name on my voter registration?**

Yes, but the last name must be the same as the last name on the voter registration record. A ballot name can include a nickname, however, the last name must still match the last name on the voter registration record. If you recently changed your name and it's not showing in the online filing module, please wait a day and allow time for the change to process.

### **What is public record?**

- All approved candidate declarations
- Voter pamphlet submissions
- Campaign contact information
- Public disclosure commission document



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### How do I submit my Voters' Pamphlet statement and photo?

- We recommend you submit your Voters' Pamphlet information with your declaration and filing fee. All submissions are done online.
- If you file **online**, you will be directed to submit your statement and photo after you've completed your office filing.
- If you file **in person** or **by mail**, you will receive an email with a link included to allow you access to the online submission tool.

There will be an Online Voters' Guide, available on our website, for both the Primary and General Elections. There will also be a printed local Voters' Pamphlet for the General Election. The local Voters' Pamphlet, produced in conjunction with the Office of the Secretary of State, will be printed and distributed in combination with the Washington State General Election Voters' Pamphlet prior to the General Election.

**The deadline to submit for the Voters' Pamphlet is 4:30 p.m. on May 26.**

**For submission specifications, visit: [clallamcountywa.gov](http://clallamcountywa.gov).**



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### Do I have to file my campaign finance information?

Candidates for state or local office should refer to the Washington State Public Disclosure Commission (PDC) for reporting requirements. Forms and information are available at [www.pdc.wa.gov](http://www.pdc.wa.gov).

**For Further questions contact the PDC at 1-877-601-2828.**

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at [www.fec.gov](http://www.fec.gov)

Your campaign finance information is public information. A link to your campaign finance information will appear on your page in the online voters' guide.



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#### I've already filed. How do I change the office or position on my declaration of candidacy?

The only way to change your office or position is to file again. A candidate must withdraw before the close of filing week and submit a new declaration of candidacy. Filing fees are non- refundable.

#### How can I withdraw my candidacy?

If you decide you do not want your name on the ballot, your signed withdrawal form must be received by the office where you filed by the end of business on **Monday, May 22**.

Candidate withdrawal forms are available at:

<http://www.sos.wa.gov/elections/CandidateFiling.aspx>

**Filing fees are nonrefundable, even if you filed for the wrong office (RCW 29A.24.131).**



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### How and where can I file for office?

#### 1. Online – fast and easy!

File online: <https://voter.votewa.gov/candidatefiling/candidatelogin.aspx>

Online filing begins May 15 at 9:00 a.m. and ends May 19 at 4:00 p.m.

*Pay your filing fee online with Visa, MasterCard or American Express.*

**Filing Fees are nonrefundable.**

#### 2. In person

Elections and Voter Registration Office

223 E 4th St, Room 042

Port Angeles WA 98362

**In Office Filings accepted Monday, May 15 at 9:30 a.m. through Friday, May 19 at 4:30 p.m.**

#### 3. By mail

By mail filings can only be received up to 10 business days before the start of filing week and must be received by the Auditor's Office no later than 4:30 p.m. on Friday, May 19.

#### **Mail your declaration and filing fee to:**

Clallam County Auditor's Office

223 E 4th St, Suite 1

Port Angeles, WA 98362



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### What are the accepted forms of payment?

- Check
- Cash
- Visa, MasterCard or American Express
- Money order
- Valid filing fee petition

**Make Check payable to:** Clallam County Auditor.

*Port Angeles or Sequim City Council candidates make checks out to the appropriate city.*

### Filing fee petitions:

Candidates without sufficient assets or income to pay the filing fee may submit a filing fee petition.

**Filing fees may not be paid by combining petition signatures and currency.** Only signatures of registered voters in the same jurisdiction as the office are valid. Forms are available at [clallamcountywa.gov](http://clallamcountywa.gov).

The petition shall contain at least one valid signature per dollar of the filing fee. Without the required number of signatures, the petition is insufficient and your Declaration of Candidacy is invalid. No additional signatures are accepted after initial submission with the Declaration of Candidacy. Only complete petitions are acceptable. You may not pay partial cash to make up the difference. Petition sheets, even if the petition is insufficient, are not returned to the candidate.





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### Will my race be in the Primary?

A Primary election depends on the type of office and how many candidates file.

- If the office type is nonpartisan (no party preference), then a Primary is held when 3 or more candidates file.
- Many state offices are partisan (requires party preference) and all these offices appear on the Primary ballot.
- Judicial offices fall under Clearinghouse #15-02.

### What information or services can the Auditor's Office provide for candidates?

The Auditor's Office can provide the following information:

- Voter registration materials
- Candidate information via our website: [clallamcountywa.gov](http://clallamcountywa.gov).
- Maps of individual precincts (free via our website)
- Lists of registered voters by districts or precincts (free if emailed)
- Lists of voters who have returned their voted ballot (free if emailed)
- Various information regarding past elections (free via our website, under "Archived Elections")

**Additional information regarding candidate filing procedures can be found under the "Candidate Filing & Information for Candidates" link on our website at [clallamcountywa.gov](http://clallamcountywa.gov).**