

**STATE OF WEST VIRGINIA**  
**Candidate's Certificate of Announcement for 2016 Partisan Elections**  
(WV Code §3-5-7)

**THIS FORM MUST BE COMPLETE IN ORDER TO BE ACCEPTED. READ INSTRUCTIONS CAREFULLY.**

(1) **Date of Election:** (Check one)

Primary - May 10, 2016

General - November 8, 2016

Unexpired Term

(2) **Name of office sought:** \_\_\_\_\_

(3) **District:** \_\_\_\_\_

(4) **Candidate's Legal Name:** \_\_\_\_\_  
(First, middle and last name)

(5) **Candidate's Name to appear on Ballot:** \_\_\_\_\_  
(limited to 25 characters)

(6) **I am a resident and legally qualified voter of the county of:** \_\_\_\_\_

(6)(a) **Magisterial District:** (if applicable) \_\_\_\_\_

(7) **Current residence address:** \_\_\_\_\_  
(Specific address where candidate resides at time of filing.)

(8) **Mailing Address:** \_\_\_\_\_  
(if different from residence address above)

\_\_\_\_\_  
Daytime Phone (for public use)

\_\_\_\_\_  
Email Address (for public use)

\_\_\_\_\_  
Campaign Phone (for public use)

\_\_\_\_\_  
Campaign Web Site

\_\_\_\_\_  
Campaign Committee Name (if applicable)

(9) **I am a member of and affiliated with the following political party:** \_\_\_\_\_. I am a member of and affiliated with this political party as evidenced by my current voter's registration and I have not been registered as a member of another political party within 60 days of this date. (W.Va. Code §3-5-7(d)(6))

**I swear and affirm that I am a candidate for this office in good faith, that I am eligible and qualified to hold this office and that the information provided on this form is true.**

\_\_\_\_\_  
Candidate's Signature (Must be notarized)

\_\_\_\_\_  
Date

(Notary Public use only)

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public or official authorized to give oaths



# Instructions for completing 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 the state shall file a complete certificate of announcement, under oath, and pay the required fee with the proper filing officer and within the required time.  
[WV Code §3-5-7]

- (1) The date of the election in which the candidate seeks to appear on the ballot.
- (2) The name of the office sought.
- (3) The district name.
- (4) The legal name of the candidate. This must include first, middle and last name.
- (5) The exact name the candidate desires to appear on the ballot, subject to limitations prescribed in WV Code §3-5-13 and WV CSR §153-14. (Use no more than 25 characters.)
- (6) The county of residence and a statement that the candidate is a legally qualified voter of that county.
- (6) (a) The magisterial district of residence for candidates elected from magisterial districts or under magisterial district limitations. Magisterial district name required only for candidates for County Commission.
- (7) The specific address designating the location at which the candidate resides at the time of filing, including number and street or rural route and box number, and city, state and zip code.
- (8) Mailing address, if different than residence address.
- (9) The name of the candidate's political party, as registered. The candidate must not have been registered as a voter affiliated with any other political party for a period of sixty (60) days before the date of the filing announcement.

## **\*\*IMPORTANT REMINDER\*\***

**YOU ARE SWEARING TO THE TRUTH OF THE INFORMATION PROVIDED AND YOUR SIGNATURE MUST BE NOTARIZED**

### **OTHER IMPORTANT REMINDERS:**

- ▶ Pay the appropriate filing fee in the appropriate office.
- ▶ **File your certificate of announcement within the filing period.** Filings received before January 11, 2016 will be returned. Filings for all offices must be **received** by the correct filing officer or postmarked by the U.S. Postal Service no later than midnight, January 30, 2016.
- ▶ **Do not file for more than one office.** If you file for more than one office 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.
- ▶ **Your position on the ballot will be decided by RANDOM DRAWING at 9:00 A.M. FEBRUARY 23, 2016.** Each county clerk in the state will begin a drawing for ballot positions for all offices at this time. You or your representative may attend.

### **THIS IS YOUR NOTICE OF THE BALLOT DRAWING**

- ▶ **If you decide to withdraw, you must do so by filing an application by the deadline.** The law sets February 16, 2016 (third Tuesday following the close of candidate filing) as the last day for your withdrawal to be **received** by the filing officer to remove your name from the primary election ballot.
- ▶ **File your personal financial disclosure form with the West Virginia Ethics Commission.** You should receive the ethics form when you file this certificate. If not, contact the Ethics Commission at 558-0664. This disclosure is due within 10 days after you file your certificate of announcement. Candidates for federal office and Delegate to National Convention are not required to file.

**Filing period:** January 11, 2016 through midnight January 30, 2016. (If mailed, must be post-marked by USPS by midnight on January 30, 2016.)

**Filing location:** Secretary of State's Office for Statewide, Multi-County and ALL State Senate and House of Delegates offices

President	\$2,500.00	County Commission	Filing fee is 1% of annual salary and based on county classification Contact the County Clerk's office for the filing fee amount.	
U.S. House of Representatives	\$1,740.00	County Clerk		
Governor	\$1,500.00	Circuit Clerk		
Secretary of State	\$950.00	Prosecuting Attorney		
Auditor	\$950.00	Sherriff		
Treasurer	\$950.00	Assessor		
Commissioner of Agriculture	\$950.00			
Attorney General	\$950.00	Surveyor		\$10.00
State Senate	\$200.00	Greater Huntington Park & Recreation District		\$10.00
House of Delegates	\$100.00			

\* Filing fees are based on figures available at time of printing