



City of Rusk
May 2, 2026 City Council Election
Candidate Application Packet

Purpose of This Packet

This packet is provided by the City of Rusk to individuals interested in running for **City Council** in the **May 2, 2026 General Election**. It contains required forms, filing instructions, and key legal information in accordance with the Texas Election Code and guidance from the Texas Secretary of State (SOS).

The City of Rusk remains **neutral** in all election matters. City staff may provide general information but **may not assist candidates in completing filing documents**.

Offices on the Ballot

The following **City Council Districts** are on the ballot for the May 2, 2026 election:

- **City Council – District 3**
- **City Council – District 4**
- **City Council – District 5**

Each candidate must file **for one specific district**. A candidate may not file for more than one district.

Filing Authority

All candidate applications must be filed with:

City Secretary

City of Rusk
108 East 5th Street
Rusk, Texas, 75785

Applications are accepted **only during the official filing period** and must be received by the City Secretary by the filing deadline.

Candidate Filing Period

For the May 2, 2026 uniform election date:

- **First Day to File:** Wednesday, **January 14, 2026**
- **Last Day to File:** Friday, **February 13, 2026**, by 5:00 p.m.

Applications received before or after this period **cannot be accepted**.

Required Filing Form

Application for a Place on the Ballot

Candidates must complete the official Texas Secretary of State form:

“Application for a Place on the Ballot – General Election (Local Political Subdivision)”

On the application, the candidate must clearly indicate the office sought as one of the following:

- City Council, **District 3**
- City Council, **District 4**
- City Council, **District 5**

This is the only application that will be accepted.

Important Notes:

- The application must be **completed and signed by the candidate**.
- Certain portions of the application **must be notarized**.
- The application must be **complete at the time of filing**.
- Applications that do not clearly specify the district sought **cannot be accepted**.

The form is available:

- In paper form at City Hall
 - On the Texas Secretary of State website (Elections Forms – Political Subdivisions)
-

Candidate Eligibility Requirements (Summary)

To be eligible for City Council for a specific district, a candidate must:

- Be a **United States citizen**;
- Be a **registered voter** in the **district** the candidate seeks to represent;
- Have resided in the **district** for the period required by law;
- Be at least **18 years of age** by Election Day;
- Not have been finally convicted of certain offenses relating to public office.

Candidates are responsible for ensuring they meet all eligibility requirements for the district they seek.

Method of Filing

Applications may be filed:

- **In person** at City Hall during normal business hours; or
- **By mail** (must be received by the filing deadline);
- **By fax or email**, if permitted and if the application is properly notarized.

The filing is not complete unless **all required components** (application and filing fee or petition) are received together.

Filing Fee or Petition in Lieu of Filing Fee

The City of Rusk **does not charge a filing fee** for candidates seeking election to City Council.

Accordingly, candidates **are not required to pay a filing fee** and **are not required to submit a petition in lieu of a filing fee** in order to qualify for placement on the ballot.

To be eligible for placement on the ballot, a candidate must timely file a **completed Application for a Place on the Ballot** with the City Secretary during the official filing period and meet all eligibility requirements prescribed by law.

No filing fee, payment, or petition is required.

Campaign Finance & Ethics Requirements

Candidates are responsible for complying with all Texas Ethics Commission (TEC) requirements, including:

- Filing a **Campaign Treasurer Appointment (Form CTA)**, if required;
- Filing required campaign finance reports;
- Complying with political advertising disclosure laws.

Candidates should consult the Texas Ethics Commission at www.ethics.state.tx.us for guidance.

Notice of Deadline to File

The City of Rusk has posted a **Notice of Deadline to File an Application for Place on the Ballot** in accordance with the Texas Election Code.

Important Reminders

- City staff cannot assist in completing candidate applications.
 - Incomplete or late filings **cannot be accepted**.
 - Candidates are encouraged to file early to allow time to correct any deficiencies.
-

Questions

For questions about filing procedures (not form completion):

City Secretary

City of Rusk
903-683-2213

vminton@rusktx.org

This packet is provided for informational purposes only and is intended to comply with the Texas Election Code and Texas Secretary of State guidance.

**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 VOID NUMBER ² (Optional)
TELEPHONE CONTACT INFORMATION (Optional) Home: _____ Office: _____ Cell: _____					
FELONY CONVICTION STATUS (You MUST check one)		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN			
<input type="checkbox"/> I have not been finally convicted of a felony.		IN THE STATE OF TEXAS		IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED	
<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		____ year(s) ____ month(s)		____ year(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 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.					
X _____ SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me this the _____ day of _____, _____, by _____. (day) (month) (year) (name of candidate)					
Signature of Officer Authorized to Administer Oath ⁴			Printed Name of Officer Authorized to Administer Oath		
_____ Title of Officer Authorized to Administer Oath			Notarial or Official Seal		
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					
_____/_____/_____ Date Received		_____/_____/_____ Date Accepted		(See Section 1.007) _____ Signature of Filing Officer or Designee	

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <https://www.sos.state.tx.us/elections/laws/voter-reg-req-candidate-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

**SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL
PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA**

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹ El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DE _____					
Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo _____ (nombre de la elección)					
Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación.					
CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.)			INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO		
NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA*		
DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.)			DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.)		
CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.)		OCUPACIÓN (No deje este espacio en blanco)	FECHA DE NACIMIENTO ____/____/____	VOID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE² (Opcional)	
INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional) Hogar: _____ Trabajo: _____ Celular: _____					
ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una)			DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA		
<input type="checkbox"/> No he sido finalmente condenado por un delito grave. <input type="checkbox"/> He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ³			EN EL ESTADO DE TEXAS ____ año(s) ____ mes(es)		EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO ____ año(s) ____ mes(es)
Esta casilla SÓLO debe ser rellenada por los candidatos para la Junta Directiva del Distrito Escolar Marque la casilla a continuación: <input type="checkbox"/> Reconozco que no soy elegible para servir como fideicomisario de un distrito escolar independiente si estoy obligado a registrarme como delincuente sexual conforme al Capítulo 62 del Código de Procedimiento Penal.					
*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.					
Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) _____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice: "Yo, (nombre del candidato) _____, del condado de _____, Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas."					
X FIRMA DEL CANDIDATO					
Jurado y suscrito ante mí este día ____ de ____ del ____ por ____. (día) (mes) (año) (nombre de candidato)					
Firma del oficial autorizado para administrar el juramento ⁴			Nombre del oficial autorizado para administrar juramentos en letra de molde Notarial o sello oficial		
Título del oficial autorizado para administrar el juramento					
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) _____ Date Received Date Accepted Signature of Filing Officer or Designee					

INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78º día antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones de la Secretaría de Estado para obtener información adicional. <https://www.sos.state.tx.us/elections/laws/voter-reg-req-candidate-faq.shtml>

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

Saturday, May 2, 2026 – Uniform Election Date (Limited)

Authority Conducting Elections	Local Non-County Political Subdivisions (County-ordered elections may not be held on this date. County Election Official may, but is not required to, contract to provide election services to political subdivisions holding elections on this date.)
Deadline to post candidate requirements ⁵ Form 1-20	Friday, May 2, 2025
Deadline to Post Notice of Candidate Filing Deadline (Local Non-County Political Subdivisions Only) ¹	Monday, December 15, 2025
First Day to Apply for Ballot by Mail	Thursday, January 1, 2026* <i>*First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2026 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.</i>
Last Day for Candidates Planning to File for a Place on the General Election Ballot (Local Non-County Political Subdivisions Only) to Register to Vote or Update Voter Registration	Tuesday, January 13, 2026
First Day to File for a Place on the General Election Ballot (Local Non-County Political Subdivisions Only) ¹	Wednesday, January 14, 2026
Last Day to Order General Election or Special Election on a Measure	Friday, February 13, 2026
Last Day to File for a Place on the General Election Ballot (Local Non-County Political Subdivisions Only) ²	Friday, February 13, 2026 at 5:00 p.m. See note below relating to four-year terms ³
Last Day to File a Declaration of Write-in Candidacy (Local Non-County Political Subdivisions Only)	Tuesday, February 17, 2026 at 5:00 p.m.
Last Day to Register to Vote	Thursday, April 2, 2026

First Day of Early Voting by Personal Appearance	Monday, April 20, 2026
Last Day to Apply for Ballot by Mail (Received, not Postmarked)	Monday, April 20, 2026 (deadline falls on San Jacinto Day, moves to preceding business day)
Last Day of Early Voting by Personal Appearance	Tuesday, April 28, 2026
Last day to Receive Ballot by Mail	Saturday, May 2, 2026 (Election Day) at 7:00 p.m. if carrier envelope is not postmarked, OR Monday, May 4, 2026 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply) ⁴

NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT CITIES, SCHOOL DISTRICTS AND OTHER POLITICAL SUBDIVISIONS

AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA PARA CIUDADES, DISTRITOS ESCOLARES Y OTRAS SUBDIVISIONES POLÍTICAS

Notice is hereby given that an application for a place on the _____
(name of political subdivision)

General / Special Election ballot may be filed as indicated below:
(Circle one)

(Se da aviso por la presente que una solicitud para un lugar en la boleta de la Elección

General / Especial de _____ puede ser presentada como se indica
(circule uno) (nombre de la subdivisión política)

a continuación:)

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes:)

Start Date: _____
(Fecha Inicio)

End Date: _____
(Fecha Límite)

Office Hours: _____
(Horario de la Oficina)

Physical address for filing an application in person for place on the ballot:

(Dirección física para presentar una solicitud en persona para un lugar en la boleta)

Address to mail an application for place on the ballot (if filing by mail):

(Dirección a donde enviar una solicitud para un lugar en la boleta (en caso de presentar por correo))

Email and Fax Number to send an application for place on the ballot: If a filing fee is submitted, the application may not be faxed or emailed.

(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta: Si un pago de inscripción es presentada, la solicitud no puede ser enviada por correo electrónico o fax.)

Printed Name of Filing Officer or Designee

(Nombre en letra de molde del Oficial de Archivos
o Persona Designada)

Signature of Filing Officer or Designee

(Firma del Oficial de Archivos o Persona Designada)

_____/_____/_____
Date Posted
(Fecha archivada)

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

1 ACCOUNT NUMBER
(Ethics Commission Filers)

2 TYPE OF FILER

CANDIDATE ☐

POLITICAL COMMITTEE ☐

*If filing as a candidate, complete boxes 3 - 6,
then read and sign page 2.*

*If filing for a political committee, complete
boxes 7 and 8, then read and sign page 2.*

3 NAME OF CANDIDATE
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

**4 TELEPHONE NUMBER
OF CANDIDATE**
(PLEASE TYPE OR PRINT)

AREA CODE

PHONE NUMBER

EXTENSION

()

5 ADDRESS OF CANDIDATE
(PLEASE TYPE OR PRINT)

STREET / PO BOX;

APT / SUITE #;

CITY;

STATE;

ZIP CODE

**6 OFFICE SOUGHT
BY CANDIDATE**
(PLEASE TYPE OR PRINT)

7 NAME OF COMMITTEE
(PLEASE TYPE OR PRINT)

**8 NAME OF CAMPAIGN
TREASURER**
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

GO TO PAGE 2

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature

Date

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

See CTA Instruction Guide for detailed instructions.		1 Total pages filed:	
2 CANDIDATE NAME	MS / MRS / MR FIRST MI	OFFICE USE ONLY	
	NICKNAME LAST SUFFIX	Filer ID #	
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	Date Received	
		Date Hand-delivered or Postmarked	
4 CANDIDATE PHONE	AREA CODE PHONE NUMBER EXTENSION ()	Receipt #	Amount \$
		Date Processed	
5 OFFICE HELD (if any)		Date Imaged	
6 OFFICE SOUGHT (if known)			
7 CAMPAIGN TREASURER NAME	MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX		
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS; APT / SUITE #; CITY; STATE; ZIP CODE		
9 CAMPAIGN TREASURER PHONE	AREA CODE PHONE NUMBER EXTENSION ()		
10 CANDIDATE SIGNATURE	<p>I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.</p> <p>I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.</p> <p>I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p> <p>_____ Signature of Candidate</p> <p>_____ Date Signed</p>		
GO TO PAGE 2			

CANDIDATE MODIFIED REPORTING DECLARATION

FORM CTA
PG 2

11 CANDIDATE
NAME

12 MODIFIED
REPORTING
DECLARATION

COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING

•• This declaration must be filed no later than the 30th day before
the first election to which the declaration applies. ••

•• The modified reporting option is valid for one election cycle only. ••
(An election cycle includes a primary election, a general election, and any related runoffs.)

• Candidates for the office of state chair of a political party
may NOT choose modified reporting. ••

I do not intend to accept more than \$1,110 in political contributions or
make more than \$1,110 in political expenditures (excluding filing
fees) in connection with any future election within the election
cycle. I understand that if either one of those limits is exceeded, I
will be required to file pre-election reports and, if necessary, a
runoff report.

Year of election(s) or election cycle to
which declaration applies

Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us
or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

**Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC**

For more information about where to file go to:
<https://www.ethics.state.tx.us/filinginfo/QuickFileARepor.php>

PRINT ALL INFORMATION CLEARLY AND LEGIBLY. THEN, FOLD AND MOISTEN SHUT TO SEAL.

TEXAS APPLICATION FOR BALLOT BY MAIL

Voter information

Failure to provide your voter registration number, voter registration precinct number, or telephone number does not invalidate this application

Last Name First Name Middle Name (if any) Suffix (Jr., Sr., III)

Residence Address (Number and Street)

Apt/Unit

City

State

Zip Code

1 Optional Information: Providing this information is helpful to the Early Voting Clerk if needed to clarify any information on this application and/or your voted mail ballot.

VOID Number

Voter Registration Precinct Number

Telephone Number

Email Address

Date of Birth (mm/dd/yyyy)

! You must provide one of the following numbers

Texas Driver's License (TX DL), Texas Identification (TX ID) Card, or Election Identification Certificate (EIC) number:

I have not been issued a TX DL, TX ID, or EIC number, and the last four digits of my Social Security Number are:

XXX - XX -

☐ I have not been issued a TX DL, TX ID, EIC, or Social Security Number

Where to mail my ballot

Select one option

An address from my voter registration certificate

- ☐ My residence address
☐ My mailing address

OR

Another address that fits one of the categories below

Number and Street Apt/Unit City State Zip Code

- ☐ Hospital, nursing home, long-term care facility, retirement center, assisted living facility, or a close relative (state your relationship) _____
☐ Jail, civil commitment facility, or a close relative (state your relationship) _____
☐ Other address outside the county _____

Reason for applying and ballots requested

*Primary elections take place in even-numbered years only

My reason for voting by mail

- ☐ 65 years of age or older
☐ Disability – I affirm that, “I have a sickness or physical condition that prevents me from appearing at the polling place on Election Day without a likelihood of needing personal assistance or injuring my health,” as defined in Texas Election Code 82.002(a).

Send me a ballot for the following elections

3 ☐ *Annual Application* – I want to receive a ballot for all elections in this voting year. I qualify because I am 65 years of age or older, or have a disability.

I would like to vote in a primary election* for the following party and any resulting runoff:

- ☐ Democratic Primary ☐ Any resulting runoff
☐ Republican Primary ☐ Any resulting runoff
☐ Do not send me a ballot for a primary election

My reason for voting by mail

- ☐ Expected to give birth within three weeks before or after Election Day
☐ Confined in jail or involuntarily civilly committed
☐ Expected absence from the county – The dates during which I can receive mail at the address outside of the county are:

_____/_____/_____ to ____/____/_____

OR Send me a ballot for the following elections

- ☐ May Election ☐ Special Election (name or date, if known)
☐ November Election
☐ Any resulting runoff

I would like to vote in a primary election* for the following party and any resulting runoff:

- ☐ Democratic Primary ☐ Any resulting runoff
☐ Republican Primary ☐ Any resulting runoff

! Applicant, sign here

I certify that the information given in this application is true, and I understand that giving false information in this application is a crime.

The box below requires your original signature signed in ink. A witness must complete Section 5 if you are unable to sign and you make a mark instead of a signature, or you are unable to sign or make a mark.

4

X

Date (mm/dd/yyyy)

! Witness and/or assistant, sign here

For definition of witness and assistant, see the application instructions

5

☐ Check this box and complete this section if the applicant is unable to make a mark in Section 4. Do not sign for the voter in Section 4.

☐ **Witness** – Check this box if you witnessed the applicant make a mark or the applicant could not sign in Section 4 and you are signing on his or her behalf. Do not sign for the voter in Section 4. State your relationship to the applicant below and complete this section.

☐ **Assistant** – Check this box and complete this section if you assisted the applicant in filling out this application in his or her presence or submitted on his or her behalf (by mail, email, or fax).

Printed name of witness or assistant

Residence Address Apt/Unit City State Zip Code

Failure to complete this section is a Class A Misdemeanor if applicant's signature or mark was witnessed or applicant was assisted in completing this application.

Signature of witness or assistant

X

HOW TO COMPLETE YOUR
TEXAS APPLICATION FOR BALLOT BY MAIL

Section 1 – Voter information

Print your legal name (include suffix) and residence address. *Optional information:* Failure to provide your voter registration number, voter registration precinct number, or telephone number does not invalidate your application. However, providing this information, as well as your date of birth and email address, is helpful to the Early Voting Clerk to clarify any information on this application and/or your voted mail ballot. Please check your voter registration before submitting your application. Changing your voter registration address after submitting an application could result in your ballot being rejected. You must provide your Texas Driver's license, Texas Identification Card, or Election Identification Certificate number. If you have not been issued one of these numbers, provide the last four digits of your Social Security Number. If you have not been issued any of these required numbers, check the relevant box.

Section 2 – Where to mail my ballot

Your ballot will be mailed to your residence or mailing address unless you qualify for one of these exceptions: (1) 65 years of age or older, or have a disability – Your ballot can be mailed to a hospital, nursing home, long-term care facility, retirement center, assisted living facility, or a close relative (state relationship); (2) Confined in jail or involuntarily civilly committed – Your ballot can be mailed to a jail, facility, or a close relative (state relationship); or (3) Expected absence from the county – Your ballot must be mailed to an address outside the county if you expect to be out of the county on Election Day and during any remaining period of Early Voting by personal appearance after you submit your application.

Section 3 – Reason for applying and ballots requested

Check the box that best describes your reason for voting by mail: (1) 65 years of age or older; (2) Disability; (3) Expected to give birth within three weeks before or after Election Day; (4) Confined in jail or involuntarily civilly committed; or (5) Expected absence from the county. Then, below the reason you selected, check the relevant box(es) for the election(s) you want to receive a ballot for.

Section 4 – Applicant, sign here

The boxes require your original signature signed and dated in ink. A witness must complete

FOLD HERE SECOND AND MOISTEN SHUT TO SEAL.

TO: EARLY VOTING CLERK



FROM:

APPLY FIRST
CLASS MAIL
POSTAGE
HERE

FOLD HERE FIRST.

Section 4 (continued)
Section 5 if you are unable to sign and you make a mark instead of a signature, or you are unable to sign or make a mark.

Section 5 – Witness and/or assistant, sign here

- Check the relevant box and complete this section if the applicant is unable to make a mark in Section 4. Do not sign for the voter in Section 4.
- **Witness** – Check the relevant box if you witnessed the applicant make a mark or the applicant could not sign in Section 4 and you are signing on his or her behalf. Do not sign for the voter in Section 4. State your relationship to the applicant and complete this section. Acting as a witness for more than one applicant for an annual application for ballot by mail in the same calendar year is a *Class B Misdemeanor*, unless you are related to the applicants as a parent, grandparent, spouse, child, or sibling.
- **Assistant** – Check the relevant box and complete this section if you assisted the applicant in filling out this application in his or her presence or submitted on his or her behalf (by mail, email, or fax). Providing assistance without disclosing the information required in this section is a *Class A Misdemeanor*.

Submitting your application

Acceptable methods include: (1) **In-person** delivery by the voter to your Early Voting Clerk; (2) **By mail** (U.S. Postal Service); (3) **Common or contract carrier** (via a bona fide, for-profit carrier); or (4) **By email or fax**, but only if this original hard copy is received by mail within *four business days* of its initial submission. Call your Early Voting Clerk, the Secretary of State, or scan the QR code for the email address or fax number.

Deadline to apply

Your application must be received by your Early Voting Clerk by the 11th day before Election Day, if that day is a weekend or holiday, the deadline moves to the preceding business day.



SEE THE ATTACHED DOCUMENT
FOR ADDITIONAL INSTRUCTIONS



Texas Secretary of State
ELECTIONS DIVISION



Completing a Candidate Application for Local Office



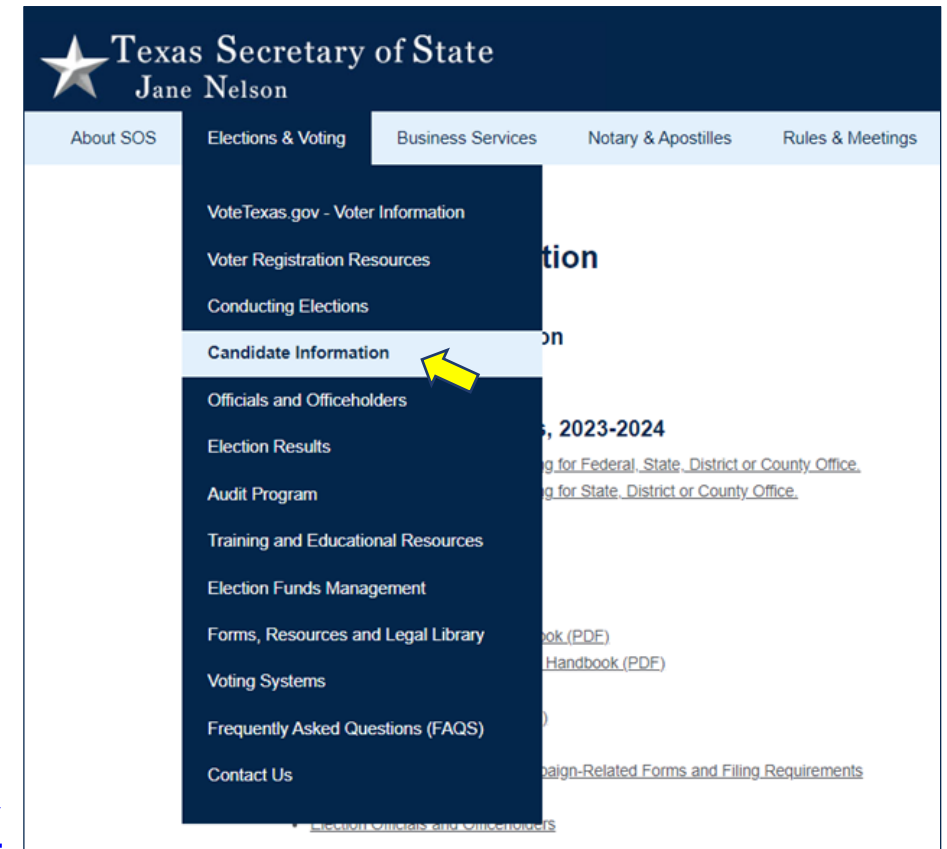
Topics Covered

- Resources
- Filing Deadlines
- Identifying the Correct Application
- Box-by-Box Overview of Completing an Application
- Petitions and Who Needs to File One
- Withdrawal



Resources

- [Candidate's Guide for Local Political Subdivisions](#)
 - [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](#)





Texas Secretary of State
ELECTIONS DIVISION



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



Filing Deadlines – Write-in Candidates

- In most political subdivisions, a candidate may run for office as a declared write-in candidate.
 - A declared Write-in Candidate must submit a Declaration of Write-in Candidacy and submit a filing fee or petition in lieu of a filing fee, if required by the political subdivision.
- **Filing Deadline**
 - For an election held on a uniform election date (May or November) the deadline to file a declaration of write-in candidacy is **5 p.m. of the 74th day before election day**



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 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 p.m. of the 40th day before election day



Method of Filing

- Applications can be delivered in person or by mail.
 - 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.
 - If a candidate submits a filing fee along with an application, it **MAY NOT** be submitted via email or fax.
 - 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.



Candidate Applications

- [Application for a Place on the General Election Ballot \(PDF\)](#) (Form 2-49)
- [Application for a Place on the Special Election Ballot \(PDF\)](#) (Form 2-50)
- [Declaration of Write-in Candidacy \(PDF\)](#) (Form 2-55)
- [Petition for a Place on the Ballot \(Petition in Lieu of a Filing Fee\) \(PDF\)](#) (Form 2-51)
- Applications and more can be found at:
<https://www.sos.texas.gov/elections/forms/pol-sub/index.shtml>



Texas Secretary of State

ELECTIONS DIVISION



2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2023

**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 OPTIONAL.¹ 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**
☐ FULL ☐ 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 email, if available.) _____ **OCCUPATION (Do not leave blank)** _____ **DATE OF BIRTH** ____/____/____ **VOTER REGISTRATION VUID NUMBER² (Optional)** _____

TELEPHONE CONTACT INFORMATION (Optional)
Home: _____ Office: _____ Cell: _____

FELONY CONVICTION STATUS (You MUST check one)
☐ I have not been finally convicted of a felony.
☐ 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

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) ____ month(s)

*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 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."

X

SIGNATURE OF CANDIDATE

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

Signature of Officer Authorized to Administer Oath⁴ _____ Printed Name of Officer Authorized to Administer Oath _____

Notarial or Official Seal

Title of Officer Authorized to Administer Oath _____

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
☐ CASH ☐ CHECK ☐ MONEY ORDER ☐ CASHIER'S CHECK OR ☐ PETITION IN LIEU OF A FILING FEE.
This document and \$_____ filing fee or a nominating petition of _____ pages received. ☐ Voter Registration Status Verified

Date Received Date Accepted (See Section 1.007) Signature of Filing Officer or Designee

Print **Reset**

Look for:

- Felony Conviction Status Box



Review of Application

- **Form, Content and Procedure**
 - Was the candidate application submitted timely?
 - Was it filled out properly?
- **Eligibility**
 - On the face of the application, does the candidate meet the eligibility requirements associated with that office?



Review of Candidate Application

- **Form, Content, and Procedure**
 - Review must be completed no later than 5th day after application is received (unless there is a petition).
 - Accepting application does not preclude a later determination that there is a deficiency in the application.
 - If rejecting, must do so **immediately** and deliver to candidate a **written notice of rejection**.
 - Cannot challenge after the 50th day before election day



Review of Candidate Petition (if Applicable)

- **Review of Petition (141.032, TEC)**
 - Petition is part of application and review should be completed as soon as practicable.
 - Deficiency in petition cannot be cured with information provided in application.
 - **Unless the petition is challenged, the authority is only required to review the petition for facial compliance with the applicable requirements as to form, content, and procedure.**



Administrative Declaration of Ineligibility

- **Eligibility**

- Filing authority MAY administratively declare candidate ineligible if:
 - Information on candidate application indicates ineligible for office, OR
 - Conclusive public record shows ineligible.

NOTE: There is NO public record that conclusively establishes residency.



Texas Secretary of State

ELECTIONS DIVISION



Completing a Candidate Application

2-49
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2023

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 OPTIONAL. Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ **GENERAL ELECTION BALLOT**
(name of election)
TO: City Secretary/Secretary of Board
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 ☐ FULL ☐ 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 VOID NUMBER* (Optional)** _____

TELEPHONE CONTACT INFORMATION (Optional) _____ **Cell:** _____ **Office:** _____

FELONY CONVICTION STATUS (You MUST check one)
☐ I have not been finally convicted of a felony.
☐ 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

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) _____ month(s)

*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 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."

X
SIGNATURE OF CANDIDATE _____
Sworn to and subscribed before me this the _____ day of _____ (month) _____ (year) _____ by _____ (name of candidate)
Signature of Officer Authorized to Administer Oath* _____
Notarial or Official Seal

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

Print **Reset**



Texas Secretary of State

ELECTIONS DIVISION



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 OPTIONAL ¹ 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.) Box 2	INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED Box 3

Box 1: Indicate the election you are running for. You can say “May/November ____ Election” or “[insert name of entity] election”

- If left blank, not necessarily fatal.

Box 2: State the office you are applying for. Should include the distinguishing number, if applicable (Place 1, District 7, etc.). Does not have to be stylized any certain way as long as you indicate which office you are applying for.

- If left blank, not necessarily fatal if the office is listed in the oath.
- Failure to include a distinguishing number can be fatal if it is not stated elsewhere on the application.

Box 3: Must be completed if there is another office that has the same title but does not have place numbers.



Texas Secretary of State

ELECTIONS DIVISION



<p>FULL NAME (First, Middle, Last)</p> <p>Box 4</p>	<p>PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*</p> <p>Box 5</p>
--	---

- **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**

- A candidate may use a nickname not more than 10 letters by which the candidate has been commonly known for at least three years
- Candidate may use any surname acquired by law or marriage.
- Titles are prohibited
 - Some examples of prohibited titles include officer ranks (including but not limited to Lieutenant, Commander, and Captain), Doctor, Pastor, and Coach.



Texas Secretary of State

ELECTIONS DIVISION



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.
 - Certain candidates can request confidentiality
 - Candidates entitled to confidentiality under Gov't Code 552.1175 must ***separately*** request confidentiality from the filing authority for information on a candidate application
- **Box 7: Public Mailing Address, if Available.**



Texas Secretary of State

ELECTIONS DIVISION



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: Box 12	Office:	Cell:	

- **Box 8: Public Email Address, if available**
 - This should be the email address used 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. However, please review In re Anthony, 642 S.W.3d 588 (Tex. 2022).
- **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 the filing authority to validate a candidate's VR status, if applicable.
- **Box 12: Contact information**
 - Optional, but helpful if the filing authority needs to contact a candidate.



Eligibility

- **Voter Registration**

- Is the candidate a registered voter of the territory from which they are seeking office? Is the candidate's registration effective?
 - by the date of the filing deadline (for place on the ballot) OR
 - election day (for write-in)
- A candidate's registration must be **EFFECTIVE**. It is not enough to have submitted a registration application.

- **Check Your Voter Registration Status**





Texas Secretary of State

ELECTIONS DIVISION



FELONY CONVICTION STATUS (You MUST check one)	
<input type="checkbox"/>	I have not been finally convicted of a felony.
<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

- **Box 13: Felony Conviction Status**

- Must be completed!
- If a candidate marks 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 form for list of acceptable documents. Call SOS with questions!



Texas Secretary of State

ELECTIONS DIVISION



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 Box 14 _____ year(s) _____ month(s)

- **Box 14: Length of Continuous Residence**

- Must be completed.
- Must indicate how long the candidate has lived in the state **AND** territory for which they are seeking office.
- Check Qualifications for Public Office chart if you have questions on requirements.



Eligibility

- **Length of Continuous Residence**

- Has the candidate been a resident of the territory elected from for the required period of time?
 - **Regular Candidate:** the date of the regular filing deadline for a candidate's application for a place on the ballot
 - **Write-in:** the date of the election at which the candidate's name is written in

[Sec. 141.001(a)(5)]



Texas Secretary of State

ELECTIONS DIVISION



*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 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 15 **X** _____

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____, _____, by _____.

(day) (month) (year) (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 15: Oath and Notary**

- Must be completed and signed and sworn to by candidate.
- If the candidate leaves blanks in statement of oath, it is not fatal if the application (Not Petition) contains the applicable information.
- Mistakes by the notary are not always fatal. Please call SOS for additional guidance if that happens.



Texas Secretary of State

ELECTIONS DIVISION



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)		Box 16
Date Received	Date Accepted	Signature of Filing Officer or Designee		

- **Box 16: Completed by Filing Authority or Designee 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.
 - The remainder should be filled in after it has been reviewed and a disposition has been made on the application.
 - This contains information to help the filing authority 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.



Candidate Petitions

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)

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.)

Name of Circulator
Page ____ of ____

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.

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

Name (Nombre)¹

Date Signed
(Fecha de Firma)

Signature
(Firma)

Printed Name
(Nombre en letra de molde)

Address (Dirección)

Residence Address (Including City, Texas, Zip)
(Dirección de Residencia (Incluye Ciudad, Estado, Código Postal))

Office Sought (Puesto oficial solicitado)²

County
(Condado)

Voter VUID Number³
(Núm. de VUID de Votante)

Date of Birth³
(Fecha de Nacimiento)

STATE OF TEXAS (ESTADO DE TEXAS) COUNTY OF (CONDADO DE) _____
compared) _____ (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

AFFIDAVIT OF CIRCULATOR (DECLARACIÓN JURADA DEL CIRCULADOR)⁴
BEFORE ME, the undersigned, on this ____/____/____ (date) personally appeared (ANTE MÍ, el/la suscrita(a), en esta (fecha)

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. Atestigué 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 MÍ, CON ESTA FECHA)

X

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

X

Signature of Officer Administering Oath (Firma del/da la funcionaria(s) que le tomó juramento)

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

X

Title of Officer Administering Oath (Título oficial del/da la funcionaria(s) que le tomó juramento)

Notarial or Official SEAL (SELLO Notarial u Oficial)



Which Candidates are Required to Submit a Petition?

- Typically, candidates for local political subdivisions are not required to submit a nominating petition along with their application.
 - Candidates in a home rule city should check the city charter as a city charter may prescribe additional requirements in connection with a candidate's application.



Important Things to Remember Regarding Petitions

- Unless prescribed by a city charter or outside statute, there is no statutory “first day” that a candidate may begin collecting signatures for a nominating petition or petition in lieu of a filing fee under the Election Code.
- If a candidate circulates a petition, the voters who sign the petition must be registered voters of the territory.
- **Candidate may have multiple people circulate petition on their behalf**
 - **Affidavit of Circulator** must be completed for each group of petitions circulated. The affidavit at the bottom of the page must accompany each part but is not required for each page of signatures.
 - Affidavit of circulator need only be sworn on one page to serve for multiple pages from **the same circulator**.
 - A single notarized affidavit by any person who obtained signatures is valid for all signatures gathered by the person **if the date of notarization is on or after the date of the last signature obtained by the person**.
- An deficiency on the petition CANNOT be cured with information provided on the application.



Petition in Lieu of Filing Fee

- Must be submitted **in person, by mail, by email** or **by fax**.
- Petitions must be submitted along with the candidate's application.
 - A candidate cannot supplement or amend a petition once it has been filed.



Public Information

- An application for a place on the ballot, including an accompanying petition, is public information immediately on its filing.
 - Any written documentation attached to a candidate's application would also be public information upon filing as it is considered part of the application.

[Sec. 141.035]



Texas Secretary of State

ELECTIONS DIVISION



Withdrawal

2-66
Prescribed by Secretary of State
Section 145.001, Texas Election Code
9/2023

CERTIFICATE OF WITHDRAWAL

I, _____, a candidate for the office of _____, hereby withdraw my candidacy from the _____ election. The election is being conducted by _____ and is to be held on _____.
(political subdivision/county/party) (date)

Signature of Candidate

"The State of _____,"

"County of _____,"

"This instrument was acknowledged before me on _____ by _____
(date)

(withdrawing candidate)

(Seal)

(Signature of officer)

(Title of officer)

My commission expires: _____



Withdrawal

- A candidate may withdraw their application and have their name omitted from the ballot by submitting a notarized [Certificate of Withdrawal \(PDF\)](#) or a notarized letter to the same filing authority.
- To be effective, a withdrawal must be:
 - In writing, signed, and sworn to by the candidate; and
 - Be timely filed with the filing authority
- The deadline for a candidate to file their withdrawal is **5 p.m. of the 71st day before election day.**



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov