

City Candidate Filing Check List:

The Candidates will have the following responsibilities:

1. Fill out their Declaration of Candidacy form with all the appropriate information.
2. Decide if they would like to pursue the Petition signature gathering option or present the \$40 filing fee to the City Clerk.
 - If the Candidate decides to utilize the Petition option, fill out the top of the Petition Signature form prior to gathering signatures. Five valid signatures from registered Idaho voters are required. (It is a good practice to gather a few more signatures than required.)
 - Bring the completed petition signature form to their County Clerk's Election Division **prior to filing with the City Clerk**. The County Clerk will ensure that the requisite number of signatures is met. Signatures can be from any location within the city limits.
 - Upon review of signatures, the Clerk's Office will issue a Petition Certification that the number of required signatures for filing has been met. Bring this Petition Certification along with the Declaration of Candidacy, and the completed Petition Signature page to the City Clerk.
 - If the Candidate decides to utilize the filing fee option, the \$40 filing fee must be paid at the time of filing with the City Clerk.
3. Candidate shall ensure all necessary documentation is filed with the City Clerk no later than end of filing period. In this upcoming election that is September 8th, at 5 PM.

Additional information:

-Treasurer Appointment forms (C1) are created within a candidate's campaign finance account. The Treasurer Appointment form can be used as a tool to announce your intent to campaign (Declaration of Candidacy is filed separately during specific filing period), and the bank will want to see this form to open an account for your campaign.

-If the candidate is going to receive contributions or expend monies on their campaign, they should create a campaign finance account and begin filing reports once they reach the \$500 threshold. Here is the link to the Secretary of State's online portal:

<https://sos.idaho.gov/elections-division/campaign-finance-filing/>

-Be sure all communications (mail, signs, flyers, billboards, social media, broadcast ads, etc.) have the 'paid for by: candidates name' on them. (Check with your City for any sign ordinances and/or requirements they may have.)