

## City Clerk Declaration of Candidacy Filing Checklist:

Declaration of Candidacy forms can be found at: <https://voteidaho.gov/city-resources/>

### City Clerk's responsibilities are as follows:

\_\_\_\_\_ Accept the required Declaration of Candidacy forms from the Candidate, time stamping them upon receipt.

\_\_\_\_\_ Confirm petition signatures are validated by the County Clerk, or a \$40 filing fee has been paid to the City Clerk.

- Filing fee is \$40 with the City Clerk.
- If the Candidate presents a petition in lieu of the filing fee, ensure that County Clerk's Office issued a Petition Certification that the candidate met the required signature threshold for filing. Call the County Clerk with any questions regarding petition signature verification.

\_\_\_\_\_ Review the Candidate address as listed on the Declaration of Candidacy to ensure that the Candidate resides within the district that they are running for and that their voter registration address listed on the Declaration of Candidacy is the same as on their voters registration and is at least 30 days old.

- City Clerk shall contact the County Clerk to ensure that the address listed on the Declaration of Candidacy matches the Candidates current voter registration information.

\_\_\_\_\_ Ensure no challenges or contests to that particular Candidate's qualification have been filed with the city. In the event there is a challenge to qualifications, the City Clerk will work with the County Clerk to determine if qualifications are met.

\_\_\_\_\_ Upon review of all documentation, complete the Candidate Certification Form and return the form to the County Clerk no later than required certification period. Per Idaho Code 34-1404 this is within 7 days of the filing deadline. **Candidates who are not Certified by the City by the close certification shall not be on the ballot.**

\_\_\_\_\_ The Cities shall keep all original documentation and forward scanned copies of the originals to the County Clerk for record keeping purposes.

**The County will have the following responsibilities:**

- Candidate may come to the office to verify Petition signatures.
  - Upon review of signatures, the Clerk's Office will issue a Petition Certification that they meet the required signature threshold for filing.
  - If the signature threshold is not met, Candidate will be required to either gather additional signatures for verification (time permitting) or pay the \$40 filing fee with the City Clerk.
- If the Candidate presents their Declaration of Candidacy at the time of presenting their Petition for signature verification, the County Clerk will verify the following:
  - That the candidate is a qualified voter.
  - That the address listed is where the Candidate is currently registered to vote.
  - That the Candidate Homestead Exemption for taxation purposes is the same as their current voter registration address.
  - The Candidate resides within the district for the office sought according to the present data within the Idaho State Voter Registration database.
- If the Candidate does not present the Declaration of Candidacy, the City Clerk shall forward on the Declaration and the County will verify the same above information.