



## Instructions for filing a Write-in Candidate's Certificate of Announcement

Any eligible person who seeks to be elected by write-in votes to an office shall file a write-in candidate's certificate of announcement, under oath, with the proper filing officer and within the required time. (WV Code §3-6-4a)

- (1) Date of the election in which the candidate is seeking office.
- (2) The name of the office sought and the district and division, if any;
- (3) The legal name of the candidate. (First, middle and last);
- (4) The first and last name by which the candidate may be identified in seeking the office;
- (5) The county of residence and a statement that the candidate is a legally qualified voter of the county;
- (5)(a) The ward of residence for candidates elected from specific wards.
- (6) 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; (DO NOT PROVIDE A P.O. BOX FOR A RESIDENCE ADDRESS)
- (7) Mailing address, if different than residence address.

### **Other Reminders:**

**File your Write-in Certificate of Announcement with the municipal clerk/recorder at least 49 days prior to the election.** Your certificate must be *received* by the clerk/recorder by this deadline. Post marks are not acceptable.

**Provide all required information. An incomplete filing must be returned.**

**If your municipality has adopted the state ethics act, file your Personal Financial Disclosure Form with the WV Ethics Commission.** You should receive the ethics form along with this form. If you don't, contact the Ethics Commission at 304-558-0664. This disclosure is due 10 days after you file your Write-in Candidate's Certificate of Announcement.