

# Washington State Candidates

Guide to the 2021 Ballot and General Election Voters' Pamphlet

**Filing Information** 3

**Prepare Your Filing Fee** 4

**Online Candidate Filing** 5

**Voters' Pamphlet Profile Instructions** 15

**Things to Consider** 20

**COVID-19 Response:** To maintain a safe environment for everyone, we urge each candidate to submit their Declaration of Candidacy and Voters' Pamphlet profile **online**. The Legislative Building will not be open for filing candidates. We will accept only paper forms by mail or in person curbside at the State Elections Office at 520 Union Avenue SE, Olympia, WA.



Office of the Secretary of State

Elections Division

Updated 5/6/2021



# Secretary of State

In Washington state, we enjoy a unique tradition of promoting citizen involvement in our political system. Under the provisions of our state constitution, every registered voter has the right to run for office and to have their name appear on the August Primary and November General Election ballots without approval from a political party.

Washington residents also enjoy other special rights, such as the right to initiative and referendum, the right to recall elected officials, and the right to a state Voters' Pamphlet containing detailed information about ballot measures and candidates. These are important tools at the electorate's disposal.

This publication explains state election law relating to filing for office. Please note, this publication is not a substitute for the statutes and regulations governing this process but rather should be read in conjunction with them.

If you have questions or need additional information, please contact your county elections office or the Secretary of State's Elections Division.

We will be happy to assist you.

Sincerely,

A handwritten signature in black ink that reads "Kim Wyman".

Kim Wyman  
Secretary of State

Office of the Secretary of State  
Elections Division  
520 Union Avenue SE  
PO Box 40229  
Olympia, Washington 98504-0229

Phone: 1 (800) 448-4881  
Fax: (360) 664-4619  
Email: [elections@sos.wa.gov](mailto:elections@sos.wa.gov)  
Website: [sos.wa.gov/elections](http://sos.wa.gov/elections)



Alternate document formats are available upon request.

## Important dates — When to file?

May 3	Candidates may file by mail
May 17	Online and in-person candidate filing begins
May 21	All candidate filing ends
May 24	Last day to withdraw from ballot
May 28	Last day to submit Voters' Pamphlet content

## Checklist — you will need:

- Candidate email address to receive notifications from VoteWA
- Current voter registration
- Declaration of Candidacy
- Filing Fee, if applicable
- Voters' Pamphlet profile (page 15)

## Qualifications

You must be a registered voter and possess the qualifications specified by law at the time of filing.

All candidates except those for Superior Court and federal office must properly register to vote in the geographic area represented by the office. **(RCW 29A.24.075)**

Contact the jurisdiction of the office to learn if there are additional qualifications.

You may update your registration any time before filing. Contact your county elections office of residence for help or visit **VoteWA.gov**.

## Declaration of Candidacy

All candidates must submit a Declaration of Candidacy during the regular filing period.

## Filing officer — Where to file?

The Secretary of State accepts candidate filings for federal and statewide offices and for any legislative, court of appeals, and superior court offices serving more than one county.

Your county elections office accepts filings for all other offices. Online filing is now available at all county elections offices. Contact your county elections office for directions and hours of operation (page 22).

## Filing method — How to file?

You may file your declaration one of three methods:

1. Online (recommended)  
For the best possible service, file online at **[sos.wa.gov/elections/candidates/online-candidate-filing.aspx](https://sos.wa.gov/elections/candidates/online-candidate-filing.aspx)**.

Online filing begins Monday, May 17, at 9 a.m. and ends Friday, May 21, at 4 p.m. sharp. You will need an email address and a credit card.

See online filing instructions (page 5).

2. By mail  
If you need to file by mail, visit our website to print a paper form to fill out and mail in. The Office of the Secretary of State may not receive mailed declarations before May 3.

If you file with the Secretary of State, you may mail your declaration and filing fee to:

Candidate Filing  
Office of the Secretary of State  
PO Box 40229  
Olympia, WA 98504-0229

3. In person  
If you are running for state office, the Washington State Elections Office is open for curbside services and appointments Monday through Friday.

1 (800) 448-4881  
**[elections@sos.wa.gov](mailto:elections@sos.wa.gov)**

Washington State Elections  
520 Union Avenue SE  
Olympia, Washington 98501

## Approval

After your filing fee is paid and declaration approved, you will receive a confirmation email and your name will appear on any official list as a candidate for office.

## Ballot order

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends.

## Filing fee

You must submit your filing fee with your Declaration of Candidacy.

## Cost of filing

The salary of the office determines the filing fee. Offices without a fixed annual salary or write-in candidates filing more than 18 days before the election have no filing fee.

For any office with a fixed annual salary of \$1,000 or less, candidates pay a filing fee of \$10.

For all offices with salaries exceeding \$1,000, candidates pay a fee equal to one percent of the office's fixed annual salary.

Specific filing fees are on the list of offices open for election at [sos.wa.gov/elections](https://sos.wa.gov/elections). Filing fees for offices filed with your County Auditor are available from your county elections office (page 22).

## Accepted forms of payment

### Online filing

- Credit card

In-person or by mail with the Office of the Secretary of State

- Check
- Cash
- Money order
- Valid filing fee petition

If you file with your county elections office, contact their office to determine payment methods.

Filing fees are nonrefundable, even when you withdraw or file for the wrong office.

## Petitions in lieu of filing fee

Candidates without sufficient assets or income may submit a filing fee petition to pay the filing fee.

You may not file signature petitions electronically.

You may not combine petition signatures and currency to satisfy the filing fee.

Only signatures of registered voters in the same jurisdiction as the office are valid. Each petition sheet (Appendix A) must:

- Be printed on uniform paper size and color
- Include a place for each voter's registration name, address, city, and county
- Provide 20 numbered lines or less
- Display the required warning and statement found in **RCW 29A.24.101** and **29A.72.140**

A printable petition form is available online at [sos.wa.gov/elections/candidates](https://sos.wa.gov/elections/candidates) as well as in this document on Appendix A.

Petitions must include a total number of valid signatures no fewer than the dollar amount of the filing fee.

No person may sign more than one nominating petition for the same office.

Without the required number of signatures, the petition is insufficient and your Declaration of Candidacy is invalid.

No additional signatures are accepted after initial submission at time of filing.

Petition sheets are not returned to the candidate.



### Online filing is fast and easy!

The online filing tool will give you step-by-step instructions, email confirmations, alert you when other candidates file in your race, and provide a link to submit your Voters' Pamphlet content.

[sos.wa.gov/elections](https://sos.wa.gov/elections)

Online filing begins at 9 a.m. and you must submit your filing by Friday at 4 p.m. sharp.

At 9 a.m. of the first day of filing, a blue button appears on our website:  
[sos.wa.gov/elections/candidates/online-candidate-filing.aspx](https://sos.wa.gov/elections/candidates/online-candidate-filing.aspx)

Online Candidate Filing - Start Here

Use this button to enter the Online Candidate Filing Portal. For best results, use a PC or laptop with Google Chrome or MS Edge. Internet Explorer is not recommended.

## Step 1: Sign In

Enter your information and click *Login* to locate your voter registration record.

If you need to update your voter registration, do so at [VoteWA.gov](https://VoteWA.gov) before you file a Declaration of Candidacy.

**Step 1: Sign In**

**Step 1/7**

Welcome to the Candidate Portal!

Are you prepared to file for office?

1. Verify your [voter registration](#) information is correct.
2. Provide an email address. We send important notifications about your filing status and pamphlet profile.
3. Pay your filing fee if the office you file for requires a fee. Your declaration will be approved only when the fee is paid. All filing fees are non-refundable. You may pay online with a Visa, MasterCard, or AmEx.
4. Use Google Chrome on a PC or laptop for best results.
5. Online filing for office begins on Monday, May 17 at 9:00 AM. If you are unable to file online, please contact your [county](#) or [state](#) elections office for more information.

**Deadlines:**

1. Online filing for office ends at 4:00 PM on Friday, May 21. All declarations of candidacy and filing fees must be received before the close of business on Friday.
2. State and county Voters' Pamphlet deadlines vary. Contact your [county](#) elections office for deadlines and guidelines. Deadline for the state Voters' Pamphlet is 5:00 PM on Friday, May 28.

Please enter your information to locate your voter registration record.

First Name:

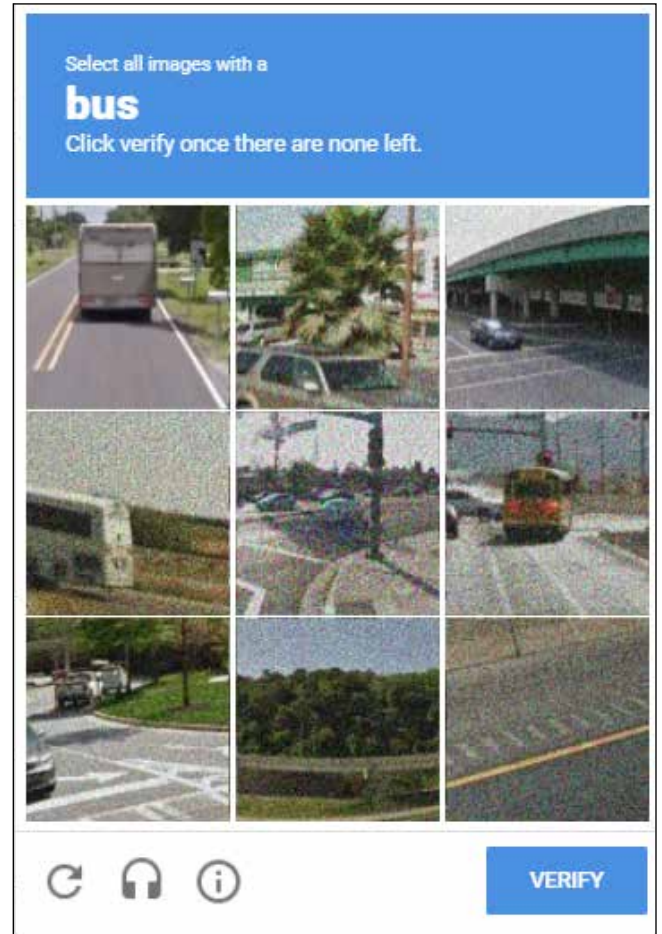
Last Name:

Date of Birth:

[Login](#)

Complete the captcha to proceed.

Example shown for illustrative purposes only.



## Step 1B: Verify Registration Information

Verify or Update your voter registration.

Contact your county elections office to process any updates **before** you file for office.

## Step 1B: Verify Registration Information

Your name and address must match your voter registration.

- Update your voter information prior to submitting a declaration of candidacy. Contact your county office to process this update.

You are responsible for ensuring that you meet all qualifications of the office.

### Verify Registration Information

**Registered Name:** DOE, JANE  
**Date of Birth:** 01/01/2003  
**Residential Address:** 520 UNION AVE SE, OLYMPIA, WA, 98501  
**Mailing Address:** PO BOX 40229, OLYMPIA, WA, 98504

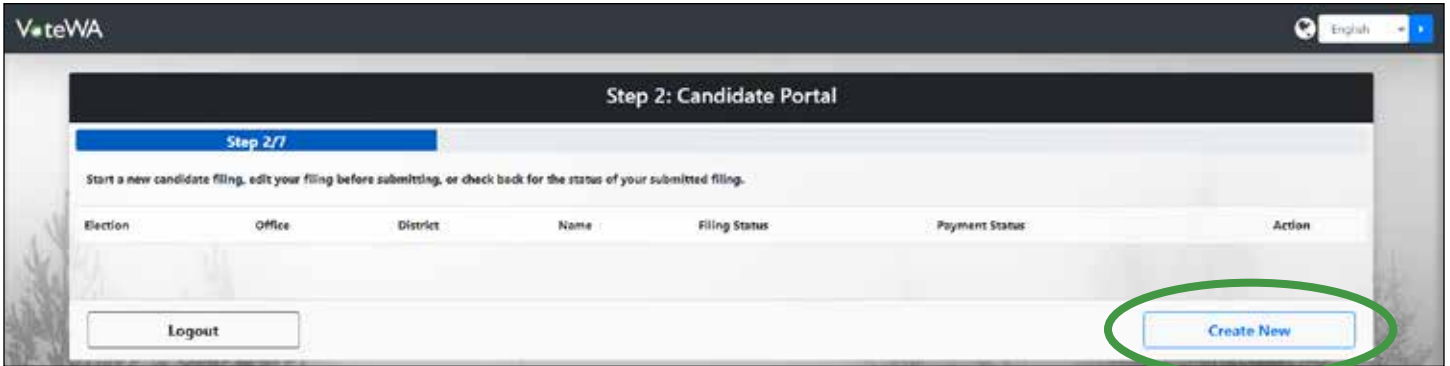
Update

Verify

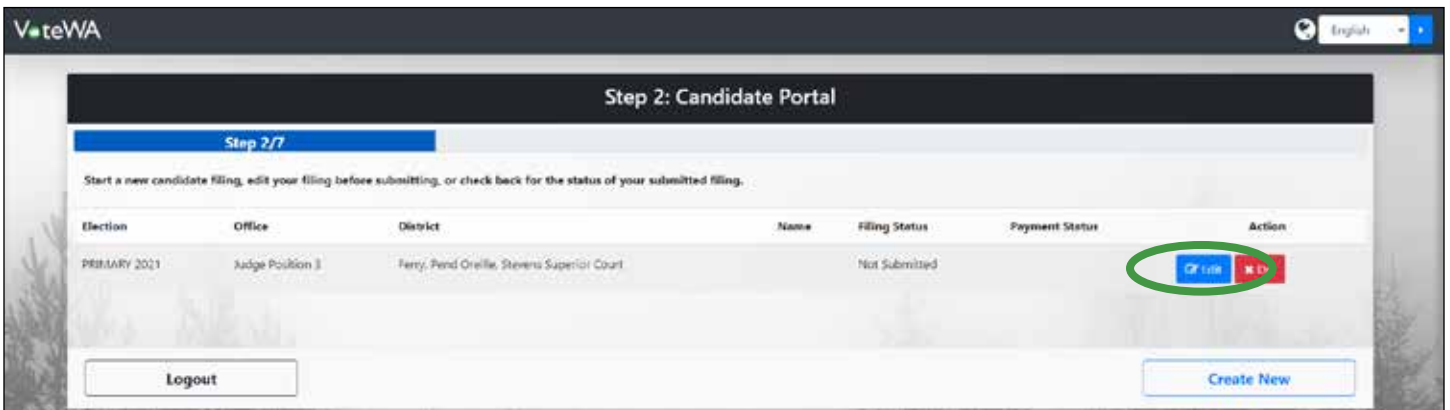
# Online Candidate Filing

## Step 2: Candidate Portal

Select the **Create New** button to begin your declaration.

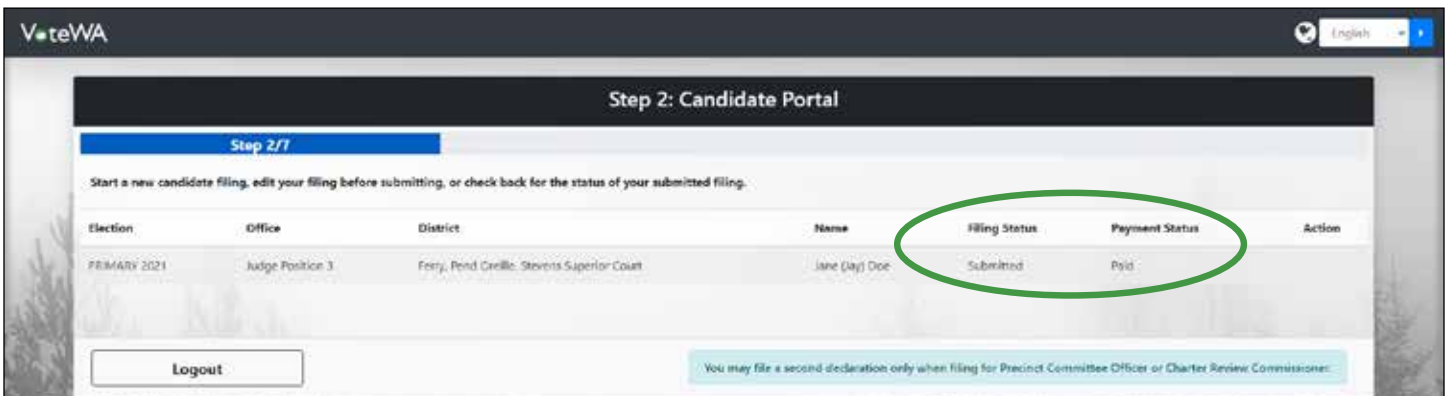


Select the **Edit** button next to an incomplete declaration to finish filing.



Return to this page any time to view your filing status.

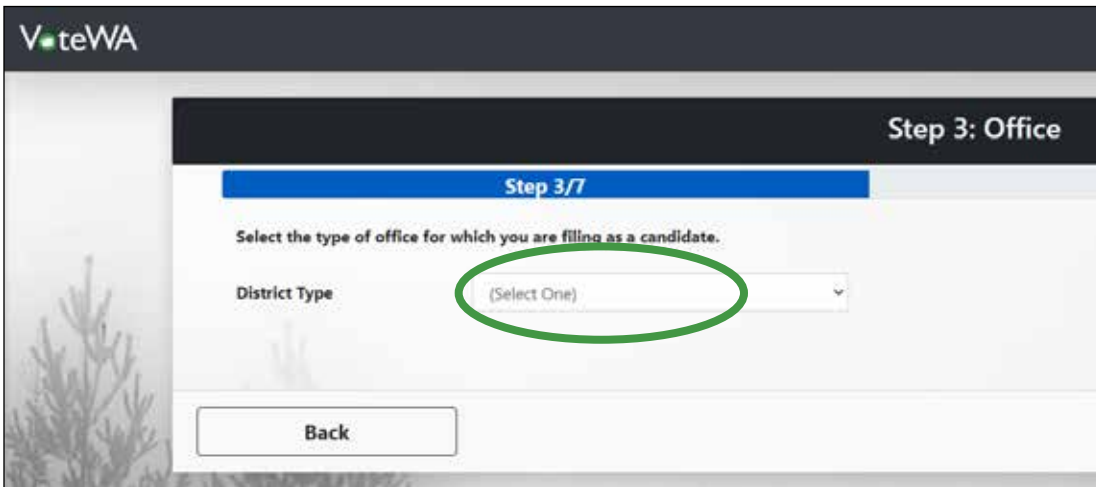
Screenshot of submitted filing below.



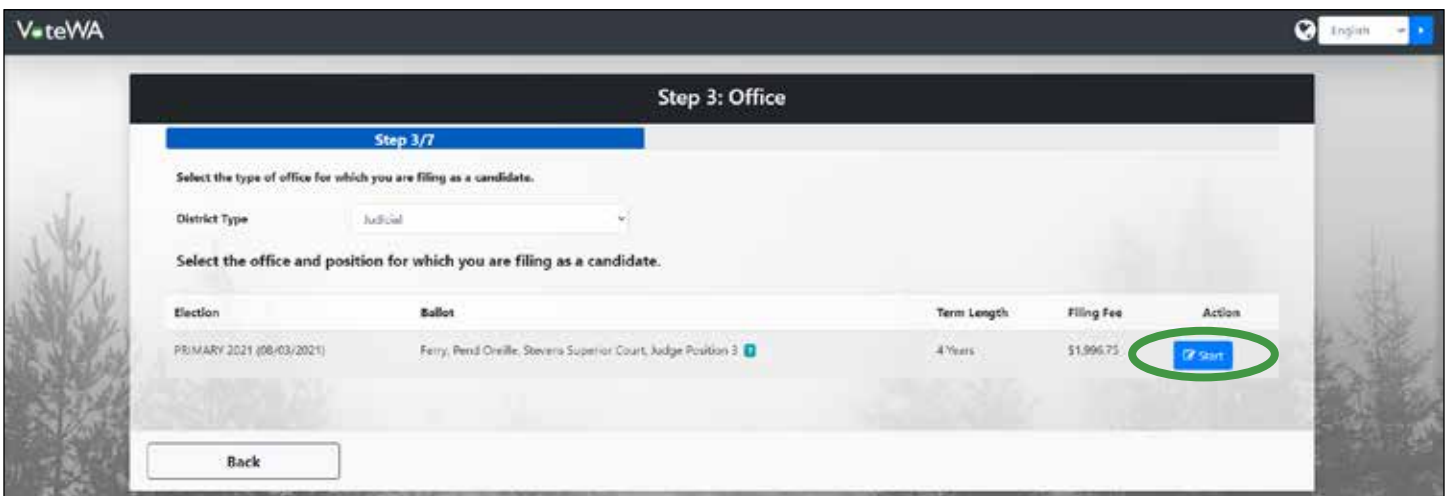
## Step 3: Office

**You are responsible for meeting all qualifications and filing for the correct office.**

To select the office for which you desire to file a Declaration of Candidacy we must first find the office. Start by selecting the district type.



A complete list of offices available to you within that type will appear below. Select the **Start** button next to your office of choice.





## Step 4: Contact Information

All candidate information is public information and will be publicly available.

**Step 4: Candidate Information**

**A Candidate Information**

Name: JANE DOE  
Residential Address: 520 UNION AVE SE, OLYMPIA, WA, 98501  
Mailing Address: PO BOX 40229, OLYMPIA, WA, 98504

**1 Ballot Name**

Enter your name below exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as for your first name, but your last name must be the name under which you are registered to vote.

Titles denoting past or present occupations, including military rank, positions on issues and political affiliation, symbols, or anything designed to mislead voters are not acceptable.

Ballot Name: Jane (Jay) Doe

**2 Contact Information**

Required for filing online. You will receive multiple emails from your elections office such as filing approvals and a unique link to submit your voter guide profile (when applicable).

Phone Number: (360) 902-4180  
Email: elections@sos.wa.gov

**3 Campaign Contact Information**

Not required, a campaign email will be published in voter guides.

Phone Number: (360) 725-5785  
Email: candidatesupport@sos.wa.gov  
Website: www.sos.wa.gov/elections/candidates/

**4 Campaign Mailing Address**

This address will be published in the online voter guide. You may enter a campaign mailing address or check the box to copy your current address.

Use address on file:

Address Line 1: PO BOX 40229  
City: OLYMPIA  
State: WA  
Zip: 98504

**5 Party Preference**

**Party Preference**

For a partisan office only, you may choose to state a political party that you prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters). Your party preference will appear in the parenthesis below your name. The first letter of each word or abbreviation will be capitalized. Acronyms will be printed in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

States No Party Preference:   
Prefer: Example Party

Back Continue

### A – Candidate Information

The portal will automatically populate your voter registration address and mailing address. If this is incorrect, stop here and contact your county elections office to update your voter registration before proceeding.

### Section 1 – Ballot Name

Enter your ballot name exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as for your first name, but the last name must be the name under which you are registered to vote.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable and will be removed prior to placement on the ballot or in the Voters’ Pamphlet.

## Step 4: Contact Information, continued

### **Section 2 – Contact Information (for administration)**

Provide an official **candidate** email and phone number for direct communication with the filing office. We will use this email address to send confirmations of receipt, notice of approval, Voters' Pamphlet submission links, and direct emails from our office.

### **Section 3 – Campaign Contact Information (for voters)**

You may provide an alternative **campaign** email and phone number **for voters**. This optional field allows you to display an alternative method of contact different from your candidate contact. They may be the same if you wish.

We strongly recommend that you provide a campaign email address, phone number, and website for publication.

This information is displayed on the Who's Filed Candidate List and printed in the statewide Voters' Pamphlet.

### **Section 4 – Campaign Mailing Address**

For online display on the Who's Filed Candidate List and Online Voters' Guide, you may choose to display a campaign address instead of your voter registration address.

You may not use government offices for campaign or candidate information.

### **Section 5 – Party Preference**

Nonpartisan offices will not provide a party preference.

If you are filing for a partisan office, you may state the party name you prefer using 18 characters or less.

The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will appear in all caps with or without periods.

You may not edit your party preference after the deadline for withdrawal of candidacy.

Your party preference will appear on the ballot and in the Voters' Pamphlet.

If you choose not to state a party preference, select the checkbox next to that option. "States No Party Preference" will print.

Party preference plays no role in determining how candidates are elected to public office.

Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

## Step 5: Summary

Review your information before you continue.

Screenshots provided are for illustrative purposes only. Actual website details may vary and are subject to change without notice.

### Step 5: Summary

Step 5/7

Here is a summary of your information. Your elections office will send notifications and deadlines to the candidate email address provided. Filing fees are nonrefundable, even in the event of a withdrawal. The amount of the filing fee is determined in state law. (RCW 29A.24.091 and 131)

Eligible Office	
Office:	Judge Position 23
Ballot Name:	Jane (Jay) Doe
District:	Pierce Superior Court

Candidate Declaration	
Registered Name:	JANE DOE
Date of Birth:	01/01/2003
Residential Address:	520 UNION AVE SE, OLYMPIA, WA, 98501
Mailing Address:	PO BOX 40229, OLYMPIA, WA, 98504
Private Phone:	(360) 725-5785
Private Email:	candidatesupport@sos.wa.gov
Campaign Mailing Address:	PO BOX 40229 OLYMPIA, WA 98504
Campaign Phone:	(360) 902-4180
Campaign Email:	elections@sos.wa.gov
Website:	sos.wa.gov/elections/candidates
Payment Amount:	\$1,996.75

[Back](#) [Continue](#)

Read and affirm the oath of declaration:

*"I declare that the information submitted is true, that I am a registered voter residing at the address listed, that I am a candidate for the office listed, and that, at the time of filing this declaration, I am legally qualified to assume office.*

*I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington."*

  
Declaration

By submitting this Declaration of Candidacy you affirm the following oath:

*"I declare that the information submitted is true, that I am a registered voter residing at the address listed, that I am a candidate for the office listed, and that, at the time of filing this declaration, I am legally qualified to assume office.*

*I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington."*

In order to complete this transaction, click on the button "Affirm the Oath and I Wish to File" below. If you do not wish to proceed click the "Cancel" button.

[Cancel](#) [Affirm the Oath and I Wish to File](#)

## Step 6: Payment

If your office requires a filing fee, your declaration is incomplete until the required fee is paid.

All filing fees are non-refundable.

Enter your payment information and click **Submit & Pay** to complete the filing.

You must submit your declaration by 4 p.m. sharp of the last day of filing.

The screenshot shows a web form titled "Step 6: Payment" with a progress indicator "Step 6/7". The form is labeled "Payment Information" and features logos for VISA, Mastercard, and AMERICAN EXPRESS. Below the logos, it says "or pay by cash or check" and shows a blurred image of a credit card. The form contains the following input fields:

- First Name (FIRST NAME)
- Last Name (LAST NAME)
- Card Number (CARD NUMBER)
- Expiration (EXPIRATION)
- CVC (CVC)
- Billing Address (ADDRESS)
- City (CITY)
- State (dropdown menu)
- Zip
- Email Address (Email)
- Phone Number (PHONE)

At the bottom of the form, there is a "Back" button on the left and a "Submit & Pay \$1996.75" button on the right, which is highlighted with a green circle.

## Step 7: Summary

A final summary shows the information submitted to the filing office and provides receipt of payment.

Print this page for your records.

**Step 7: Summary**

Step 7/7

Thank you for filing online. Your elections office will send important email notices. Look for your unique link to submit a voter guide profile (for applicable offices). Filing fees are nonrefundable, even in the event of a withdrawal. (RCW 29A.24.131) Print this page for your records.

**Eligible Office**

Office: Judge Position 3  
Ballot Name: Jane (Jay) Doe  
District: Ferry, Pend Oreille, Stevens Superior Court

**Candidate Declaration**

Registered Name: JANE DOE  
Date of Birth: 01/01/2003  
Residential Address: 520 UNION AVE SE, OLYMPIA, WA, 98501  
Mailing Address: PO BOX 40229, OLYMPIA, WA, 98504  
Private Phone: (360) 725-5785  
Private Email: candidatesupport@sos.wa.gov  
Campaign Mailing Address: PO BOX 40229 OLYMPIA, WA 98504  
Campaign Phone: (360) 902-4180  
Campaign Email: elections@sos.wa.gov  
Website: sos.wa.gov/elections/candidates/  
Payment Method: Credit Card  
Payment Amount: \$996.75  
Payment Status: Paid  
Receipt Number: 4438171

[Logout](#) [Candidate Portal](#)

Click **Candidate Portal** to return to Step 2 to see your filing status.

Screenshot of submitted filing below (Step 2).

**VoteWA** English

**Step 2: Candidate Portal**

Step 2/7

Start a new candidate filing, edit your filing before submitting, or check back for the status of your submitted filing.

Election	Office	District	Name	Filing Status	Payment Status	Action
PRIMARY 2021	Judge Position 3	Ferry, Pend Oreille, Stevens Superior Court	Jane (Jay) Doe	Submitted	Paid	

[Logout](#)

You may file a second declaration only when filing for Precinct Committee Officer or Charter Review Commissioner.

## Notifications

Your **candidate** email address will receive auto-generated emails from the VoteWA system as well as direct communication with the filing office. These do not go to the **campaign** email address displayed online for voters.

You can expect these auto-generated emails approximately 15–30 minutes after specific actions by you or the filing office staff.	
Email subject	Reason
Declaration of Candidacy Received	Candidate submits declaration.
Declaration of Candidacy Approved	Filing office approves the Declaration of Candidacy. This could take several hours for the official to review your information.
Candidate Filing Notification	After another candidate files for the same race.
Voters' Pamphlet please submit your profile	Filing office approves the Declaration of Candidacy. This email contains your unique Voters' Pamphlet submission link.
Voters' Pamphlet profile received	Candidate submits profile.

May take up to two weeks for staff to review and accept your profile.	
Voters' Pamphlet profile accepted	If necessary, the filing office will contact you directly through your candidate email to resolve issues.

Approximately 45 days before the Primary	
Final review confirmation	Your last preview before online publication.

Add us to your contact addresses to avoid lost notifications and emails.	
Voters' Pamphlet Support	<b>voterspamphlet@sos.wa.gov</b>
Automatic VoteWA	<b>noreply@totalvote.com</b>
Candidate Support	<b>candidatesupport@sos.wa.gov</b>

The deadline to submit Voters' Pamphlet information is **5 p.m. on Friday, May 28, 2021.**

No submissions or corrections after the deadline.

All communication between your campaign and the elections office will be via the candidate email address and not the public campaign email.

When the elections office approves your filing, your **candidate email address** will receive a notification to submit your Voters' Pamphlet information. This email will contain a unique access link to submit your statement and photo. Statements are not publicly available until after the submission deadline.

If you wish to submit a statement, you must submit it before the deadline. Candidates that go directly to the General Election do not receive another opportunity to submit or edit a submitted profile.

Only candidates for open offices will be included in the **2021 Washington State Voters' Pamphlet**, regardless of where they filed their Declaration of Candidacy.

- U.S. Senator
- U.S. Representative
- State Executive
- State Senator
- State Representative
- Supreme Court Justice\*
- Court of Appeals Judge\*
- Superior Court Judge\*

## Don't wait, start today!

The following pages explain the rules for all four sections of the profile.

Please prepare the following:

- Photograph
- Biography (four headings)
- Statement
- Campaign contact information

## Questions?

1 (800) 448-4881  
[voterspamphlet@sos.wa.gov](mailto:voterspamphlet@sos.wa.gov)

*\*Judicial candidates' statements must comply with the Judicial Code of Conduct. The Administrative Office of the Courts can review judicial statements prior to submission: Shannon Hinchcliffe at (360) 357-2124.*

## Sample of the printed voters' pamphlet

1



## Candidate Name

Prefers Sample Party

2

### Elected Experience

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War. No formal education, but studied mathematics, trigonometry, and surveying.

### Other Professional Experience

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War. No formal education, but studied mathematics, trigonometry, and surveying.

### Education

No formal education, but studied mathematics, trigonometry, and surveying.

### Community Service

Virginia provincial legislature, representing Frederick County in the House of Burgesses. Former Commander-in-Chief of the Continental Army during the American Revolutionary War.

3

### Statement

George Washington, a retired general, had no wish or aspiration beyond the humble and happy lot of living and dying a private citizen at his Mount Vernon farm. However, his peers and the American people at large spread rumors declaring George Washington would likely be elected first President of the United States (much to the dismay of Washington himself). George Washington could not escape his conscience. In a formal letter of acceptance, Washington succinctly assented to what he had agonized over for more than a year. Washington concluded to obey the important and flattering call of his Country.

George Washington, as the first president, was well aware of the great responsibility of defining the American presidency. "I walk on untrodden ground," was a frequent comment he made in the days leading up to his first inauguration. Washington believed that the precedents he set must make the presidency powerful enough to function effectively in the national government, but at the same time these practices could not show any tendency toward monarchy or dictatorship. In addition to defining the actual powers of the office, Washington also needed to show the new nation how the leader of a democracy should behave socially.

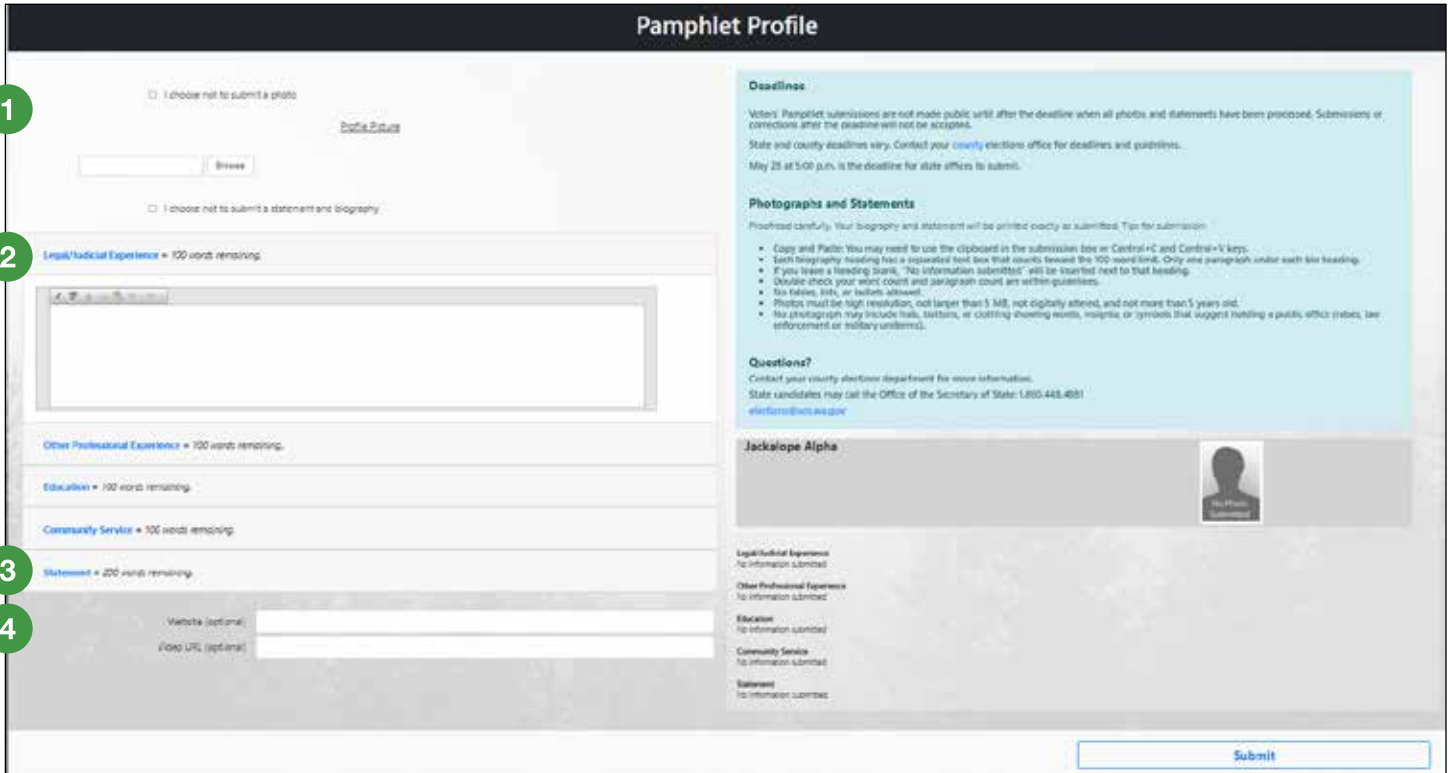
4

### Contact Information

(202) 456-1776; [info@georgewashington.com](mailto:info@georgewashington.com);  
[www.georgewashington.com](http://www.georgewashington.com)

# Voters' Pamphlet Profile Instructions

See the sample of the printed profile on the previous page and the description for each item below. Check your candidate (not campaign) email address for your unique access link to enter the profile submission portal.



## 1 Photograph

You may submit one photograph of your head and shoulders.

No photograph may include hats, buttons, or clothing showing words, insignia, or symbols.

Clothing or insignias that suggest holding a public office are not acceptable (e.g., judicial robes, law enforcement or military uniforms).

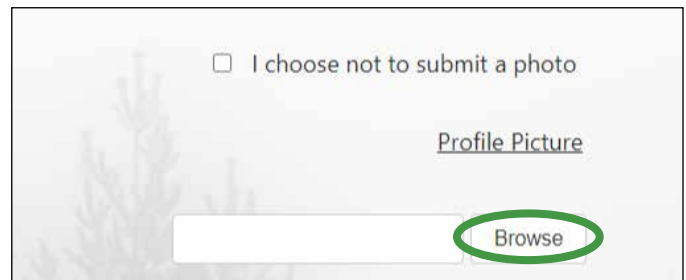
Photos must be high resolution, no larger than 5 MB, and may not be digitally altered.

A color photo is highly preferred. For best results, use a light-colored background, but not white. Photos must be no more than five years old.

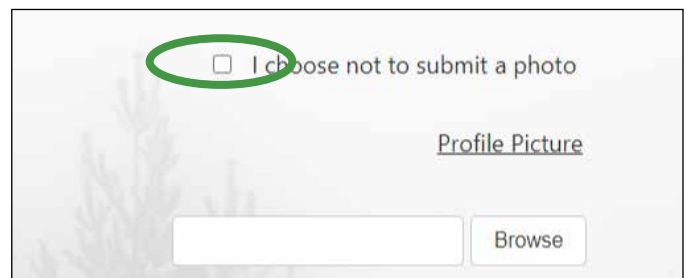
**Option 1:** Upload a photo by selecting the **Browse** button. This will open your file folder. Find and select your photo then select the **Upload** button. The photo should appear in the submission preview (lower right section of browser window).

**Option 2:** If you choose not to submit a photo, select the checkbox next to that option.

You may be asked to complete a captcha to proceed.



Option 1



Option 2

Screenshots provided are for illustrative purposes only. Actual website details may vary and are subject to change without notice.



If you choose to not submit a biography and statement, select the checkbox next to that option.

## 2 Biography

You may provide a 100-word biography.

You must use the following headings, which do not count toward the word limit.

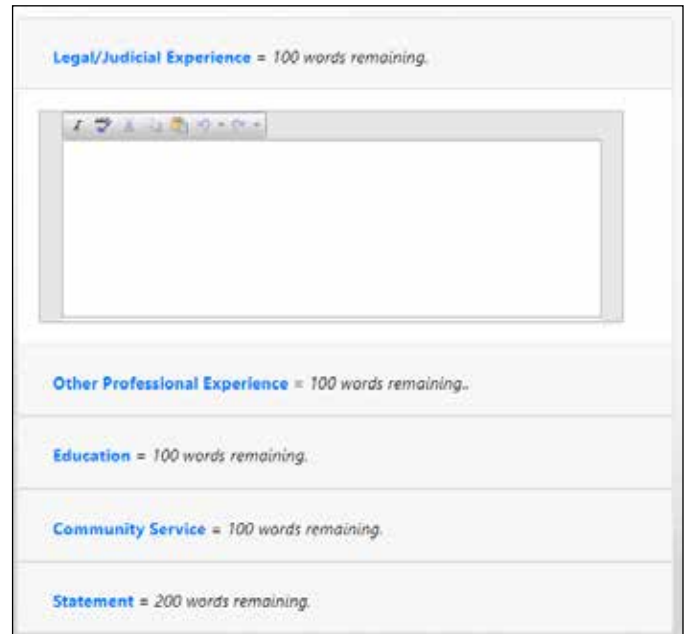
- Elected Experience\*\*
- Other Professional Experience
- Education
- Community Service

Each heading has a separated text box that counts toward the 100-word limit. You may write in the box or copy and paste. Click the clipboard in the tool bar to open the pasting tool.

Our office will combine lists with semi-colons and insert "No information submitted" next to each blank heading submitted.

- ⚠ Please be aware, like word processing programs, the portal does not count hyphenated words separately. Due to space limitations, excessive hyphens are not allowed.

\*\*Judicial candidates will see Legal/Judicial Experience instead.



## 3 Statement

State law sets maximum word limits.

### 300 words, up to six (6) paragraphs

- U.S. Senator
- U.S. Representative
- Governor

### 200 words, up to four (4) paragraphs

- State Executive (except Governor)
- State Senator
- Supreme Court Justice\*
- Court of Appeals Judge\*
- Superior Court Judge\*

### 100 words, up to two (2) paragraphs

- State Representative

We will contact you if excessive hyphens and words exceed space limitations or guidelines.

Write text in paragraphs. Our office will combine paragraphs starting from the bottom up, until within paragraph limit.

No tables, lists, or bullets allowed.

We will combine lists with semi-colons.

Use only italics to emphasize words or phrases. Bold, underline, and all caps are not allowed.

Our office will convert incorrect format to italics.

Opponents or endorsements named in your statement will receive a mention notice from our office. This may result in court-ordered changes to your statement.

### Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

### Incorrect

- I approve of:
- JUSTICE for all
  - **Fairness** of the law
  - Rehabilitation

\*Judicial candidates' statements must comply with the Judicial Code of Conduct. The Administrative Office of the Courts can review judicial statements prior to submission: Shannon Hinchcliffe at (360) 357-2124.

## 4 Campaign Contact Info

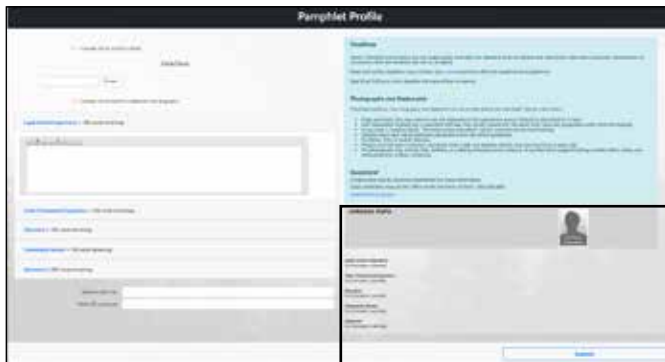
The campaign contact information you submitted with your declaration appears with your statement. You may review the information in the submission tool.

- Campaign phone number
- Campaign email
- Campaign website
- Video (videos will not be displayed in the Online Voter Guide)

Contact information does not count toward the word limits.

Long addresses such as Facebook or blogs are not allowed.

**Deadline:** It's best to provide campaign contact info at the time you file. This ensures the information is available to voters before the Primary. However, you may update your contact information for the **printed state Voters' Pamphlet** any time before the Friday after the Primary Election. Changes following this deadline will only appear in the online voters' guide.



### Preview

Review your information in the submission preview (lower right section of browser window).

Proofread carefully. Your statement and biography prints exactly as submitted. Changes after the submission deadline are not allowed unless requested by the Office of the Secretary of State or required by court order.

Click **Submit** when ready.

### After submission

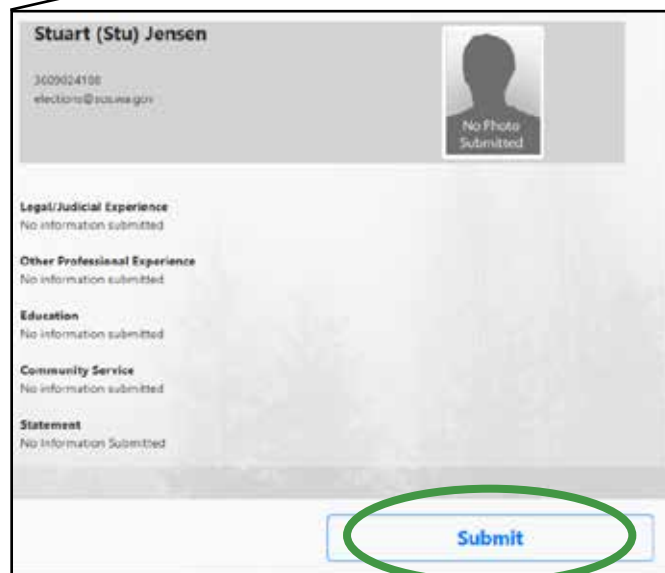
Check your candidate (not campaign) email address for a confirmation of receipt about 15-30 minutes after you submit.

The Voters' Pamphlet administrator reviews all submissions for compliance before accepting the profile. This may take up to two weeks.

Before the end of June, you will receive a final email to preview your profile in the system. We recommend you check the preview and alert us immediately if our office has made a processing error.

The statement you submit will display online no later than 45 days before the Primary and will be printed in the Voters' Pamphlet if you advance to the General Election.

You may not submit a new statement or corrections after the Primary.



## Campaign finance info

Your campaign finance information is public information. A link to your campaign finance information will appear on your page in the online voters' guide.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Information and links to filing systems are available at [pdc.wa.gov](http://pdc.wa.gov).

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at [fec.gov](http://fec.gov).

## Tips from Voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Who endorses your candidacy?
- Avoid technical terms and abbreviations.



### Voters' Pamphlet Tips

- Before filing, prepare and save your statement and biography in a separate program to copy and paste.
- Have your statement ready to submit online with your Declaration of Candidacy. Statements are not public until after the submission deadline.



### Washington's Top 2 Primary

Washington State's Top 2 Primary is a process of winnowing a field of candidates. The two candidates receiving the highest number of votes cast in a primary race will advance to the General Election ballot. Party preference plays no role in determining how candidates are elected to public office.

## Public Record

All material and information provided between you and the filing office is public information.

## Address Confidentiality Program (ACP)

Any candidate who qualifies for the ACP must complete the ACP enrollment process before filing their declaration. Anything you submit before you enroll is public record. ACP candidates file with paper forms. Contact your filing office for instruction.

## Withdrawal of candidacy

If you decide you no longer want your name on the ballot, you must submit a signed withdrawal form to the office where you filed by the end of business on the Monday immediately following Candidate Filing Week (May 24). The Withdrawal of Candidacy form is available below and at [sos.wa.gov/elections](https://sos.wa.gov/elections).

Filing fees are nonrefundable, even if you filed for the wrong office. **(RCW 29A.24.131)**

If you file for the wrong office or position, you must withdraw and file again.

## Special filing periods & vacated offices

If a scheduled race lacks a candidate after the close of the regular filing period and before the Primary, a special filing period opens for three business days.

Special filing periods operate in the same manner as regular candidate filing periods.

Offices that file during a special filing period skip the Primary to appear on the General Election ballot. **(RCW 29A.24.181)**

Candidates filing during a special filing period may not withdraw.

## Write-in candidates

If you do not file before the last day of the filing period, you may file as a write-in candidate. Visit our website for more information at [sos.wa.gov/elections/candidates](https://sos.wa.gov/elections/candidates).

# Withdrawal of Candidacy

RCW 29A.24.131

<b>important information</b>	The deadline for withdrawing is the Monday following candidate filing week. Once filed, a Declaration of Candidacy may not be altered. If the candidate decides during the filing period to change the Declaration of Candidacy, the candidate must first withdraw and then re-file. <b>Note:</b> Filing fees are nonrefundable.
<b>office information</b>	jurisdiction and office name _____ position number <i>(if applicable)</i> _____
<b>personal information</b>	first name _____ middle name _____ last name _____
<b>signature</b>	I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.  sign here [ _____ ] date here [ _____ ]

## Campaign signs

Contact the respective agency or department about sign restrictions, permits, and deposits.

State — Department of Transportation (below)  
County — Public works or transportation department  
City — City clerk



Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47300  
Olympia, WA 98504-7300  
360-705-7000  
TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

Dear Candidate:

The Washington State Department of Transportation (WSDOT) wishes to take this opportunity to advise political candidates about the placement of campaign signs and placards along state highways.

Revised Code of Washington (RCW) 47.42, the Highway Advertising Control Act, regulates signing on Interstate Highways, primary highways, and highways that are part of the Scenic and Recreational System. Signs erected on private property that are adjacent to these highways must comply with the Highway Advertising Control Act, rules contained in Washington Administrative Code (WAC) 468-66, and applicable local agency sign codes.

In accordance with WAC 468-66-050, **Sign Classification and Specific Provisions**, temporary political campaign signs are identified and regulated as a type of on-premise sign intended to express a property owner's endorsement of a political candidate or initiative. Prior to placing signs, WSDOT recommends checking with the property owner for approval and to determine property line locations. Campaign signs are allowed under the following regulations:

- 1) Temporary political campaign signs are limited to a maximum size of thirty-two square feet.
- 2) Temporary political campaign signs must be removed within ten days following the election.
- 3) Sign installers must have permission of the underlying property owner prior to placing signs.
- 4) Temporary political campaign signs are subject to all other applicable provisions of RCW 47.42 and WAC 468.66 that pertain to Type 3 on-premise signs.

In addition to the above restrictions, **the erection of temporary political campaign signs within the right-of-way of all state highways is prohibited. Accordingly, signs placed within the right-of-way of any state highway are subject to removal by the Washington State Department of Transportation.**

Also, RCW 47.36.180(1) states in part that it is unlawful to erect any structure, sign, or device visible from a city street, county road, or state highway that simulates any directional, warning, or danger sign likely to be mistaken for such a sign. Therefore, a campaign sign cannot be designated in a manner that resembles an official traffic control sign.

If you should have any questions about placement of campaign signs along state highways, please contact Trevor McCain at 360-705-7282 or email at [mccaint@wsdot.wa.gov](mailto:mccaint@wsdot.wa.gov).

We sincerely hope that candidates for public office will observe the laws and regulations enacted to limit driver distraction, and protect and preserve the roadside beauty of our state. Thank you in advance for your courtesy in this matter.

## Contact Your County Elections Office

Adams County  
210 W Broadway, Ste 200  
Ritzville, WA 99169-1897  
(509) 659-3249  
elections@co.adams.wa.us

Asotin County  
PO Box 129  
Asotin, WA 99402-0129  
(509) 243-2084  
dmckay@co.asotin.wa.us

Benton County  
PO Box 1440  
Prosser, WA 99350-0470  
(509) 736-3085  
elections@co.benton.wa.us

Chelan County  
350 Orondo Ave, Ste 306  
Wenatchee, WA 98801  
(509) 667-6808  
elections@co.chelan.wa.us

Clallam County  
223 E 4th St, Ste 1  
Port Angeles, WA 98362  
(360) 417-2221  
elections@co.clallam.wa.us

Clark County  
PO Box 8815  
Vancouver, WA 98666-8815  
(564) 397-2345  
elections@clark.wa.gov

Columbia County  
341 E Main St, Ste 3  
Dayton, WA 99328-1361  
(509) 382-4541  
auditor\_elections@co.columbia.wa.us

Cowlitz County  
207 4th Ave N, Rm 205  
Kelso, WA 98626-4124  
(360) 577-3005  
elections@co.cowlitz.wa.us

Douglas County  
PO Box 853  
Waterville, WA 98858  
(509) 888-6402  
elections@co.douglas.wa.us

Ferry County  
350 E Delaware Ave, Ste 2  
Republic, WA 99166  
(509) 775-5225 ext. 1139  
delections@co.ferry.wa.us

Franklin County  
PO Box 1451  
Pasco, WA 99301  
(509) 545-3538  
elections@co.franklin.wa.us

Garfield County  
PO Box 278  
Pomeroy, WA 99347-0278  
(509) 843-1411  
mlueck@co.garfield.wa.us

Grant County  
PO Box 37  
Ephrata, WA 98823  
(509) 754-2011 ext 2706  
elections@grantcountywa.gov

Grays Harbor County  
100 Broadway Ave W, Ste 2  
Montesano, WA 98563  
(360) 964-1556  
elections@co.grays-harbor.wa.us

Island County  
PO Box 1410  
Coupeville, WA 98239  
(360) 679-7366  
elections@islandcountywa.gov

Jefferson County  
PO Box 563  
Port Townsend, WA 98368-0563  
(360) 385-9119  
elections@co.jefferson.wa.us

King County  
919 SW Grady Way  
Renton, WA 98057-2906  
(206) 296-8683  
elections@kingcounty.gov

Kitsap County  
614 Division St, MS 31  
Port Orchard, WA 98366  
(360) 337-7128  
auditor@co.kitsap.wa.us

Kittitas County  
205 W 5th Ave, Ste 105  
Ellensburg, WA 98926-2891  
(509) 962-7503  
elections@co.kittitas.wa.us

Klickitat County  
205 S Columbus Ave, Rm 203  
Goldendale, WA 98620  
(509) 773-4001  
voting@klickitatcounty.org

Lewis County  
PO Box 29  
Chehalis, WA 98532-0029  
(360) 740-1164  
elections@lewiscountywa.gov

Lincoln County  
PO Box 28  
Davenport, WA 99122-0028  
(509) 725-4971  
elections@co.lincoln.wa.us

Mason County  
PO Box 400  
Shelton, WA 98584  
(360) 427-9670 ext 470  
elections@co.mason.wa.us

Okanogan County  
PO Box 1010  
Okanogan, WA 98840-1010  
(509) 422-7240  
elections@co.okanogan.wa.us

Pacific County  
PO Box 97  
South Bend, WA 98586-0097  
(360) 875-9317  
auditor@co.pacific.wa.us

Pend Oreille County  
PO Box 5015  
Newport, WA 99156  
(509) 447-6472  
elections@pendoreille.org

Pierce County  
2501 S 35th St, Ste C  
Tacoma, WA 98409  
(253) 798-VOTE (8683)  
elections@piercecounywa.gov

San Juan County  
PO Box 638  
Friday Harbor, WA 98250-0638  
(360) 378-3357  
elections@sanjuanco.com

Skagit County  
PO Box 1306  
Mount Vernon, WA 98273-1306  
(360) 416-1702  
sselections@co.skagit.wa.us

Skamania County  
PO Box 790  
Stevenson, WA 98648-0790  
(509) 427-3730  
elections@co.skamania.wa.us

Snohomish County  
3000 Rockefeller Ave, MS 505  
Everett, WA 98201-4060  
(425) 388-3444  
elections@snoco.org

Spokane County  
1033 W Gardner Ave  
Spokane, WA 99260  
(509) 477-2320  
elections@spokanecounty.org

Stevens County  
215 S Oak St, Rm 106  
Colville, WA 99114-2836  
(509) 684-7514  
elections@stevenscountywa.gov

Thurston County  
2000 Lakeridge Dr SW  
Olympia, WA 98502-6090  
(360) 786-5408  
elections@co.thurston.wa.us

Wahkiakum County  
PO Box 543  
Cathlamet, WA 98612  
(360) 795-3219  
bergsengn@co.wahkiakum.wa.us

Walla Walla County  
PO Box 2176  
Walla Walla, WA 99362  
(509) 524-2530  
elections@co.walla-walla.wa.us

Whatcom County  
PO Box 369  
Bellingham, WA 98227-0369  
(360) 778-5102  
elections@co.whatcom.wa.us

Whitman County  
PO Box 191  
Colfax, WA 99111  
(509) 397-5284  
elections@co.whitman.wa.us

Yakima County  
PO Box 12570  
Yakima, WA 98909-2570  
(509) 574-1340  
iVote@co.yakima.wa.us

WA State Elections Division  
PO Box 40229  
Olympia, WA 98504-0229  
1 (800) 448-4881  
elections@sos.wa.gov



### Ask your county elections office

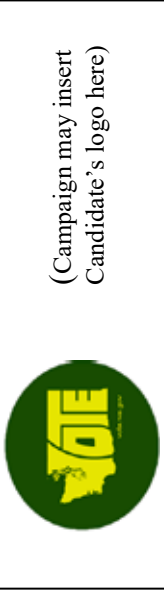
- Is online filing available to candidates running for local offices?
- Will a local primary or general election voters' pamphlet be published?
- When and where can local candidates file in person?

# Washington State Filing Fee Petition

Appendix A

Submitted in support of a candidate lacking sufficient funds to pay the filing. (RCW 29A.24.091)

**WARNING: EVERY PERSON who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment or both.**



(Campaign may insert  
Candidate's logo here)

**We, the undersigned registered voters of \_\_\_\_\_, hereby petition that the name of \_\_\_\_\_, be printed on the ballot for the office of \_\_\_\_\_,**

(either state of Washington or the political subdivision)

(candidate's name)

(insert name of office including applicable district / position number)

SIGNATURE	PRINT FIRST NAME	PRINT LAST NAME	DATE OF BIRTH	ADDRESS	CITY	COUNTY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						