



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

# How to Run for Virginia General Assembly

Ballot Access Requirements for the **June 20, 2023**  
Virginia House of Delegates and Senate of Virginia  
Primary Election

*and*

The **November 7, 2023** Virginia House of Delegates  
and Senate of Virginia General Election

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## Definitions and Key Icons

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**COMET** – Electronic campaign finance filing system offered by the Department of Elections.

**Incumbent** – An officeholder who wants to run for reelection to the same office.

**Independent** – an individual who is seeking to run in a General Election without running as a Republican or Democrat (may include a recognized party or no party)

**Non-primary party candidate** – an individual who is seeking the nomination of a political party by a means other than a primary

**Political party** – An organization that, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election

**Primary candidate** – an individual who is seeking the nomination of a political party by running in a primary

**Qualified voter** – A person who is entitled to vote under the Virginia Constitution and is properly registered to vote (see [definition here](#))

**Recognized political party** – An organization that meets the requirements set out in Va. Code § [24.2-612](#)

**Va. Code** – Virginia Code

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Notes where to find information in the Code of Virginia or Virginia Administrative Code.



Indicates beginning and/or ending deadlines for filing documents.



Indicates information on where to file documents.



Indicates additional information that may be helpful.

# How candidates get on the ballot in VA

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## Follow these instructions to get on the ballot for House of Delegates and Senate of Virginia in:

- The Primary Election on Tuesday, June 20, 2023.
- The General Election on Tuesday, November 7, 2023.

## Election Calendar 2023

Type of Election	Candidates: Last Day to File	Parties: Last Day to File
<b>Primary</b>		
Tuesday, June 20, 2023	Thursday, April 6, 2023 5:00 p.m.	Tuesday, April 11, 2023
Find in Code:	Va. Code §§ <a href="#">24.2-503</a> , <a href="#">24.2-522</a> and <a href="#">24.2-524</a>	Va. Code § <a href="#">24.2-527</a>
<b>General</b>		
Tuesday, November 7, 2023	Tuesday, June 20, 2023 7:00 p.m.	Monday, June 26, 2023 (First day: Thursday, May 4, 2023)
Find in Code:	Va. Code §§ <a href="#">24.2-503</a> and <a href="#">24.2-507</a>	Va. Code §§ <a href="#">24.2-510</a> and <a href="#">24.2-511</a>

# What, when, and where do I file?

[This table is a summary. Find more information below.](#)

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
<b>1</b>	<a href="#">Certificate of Candidate Qualification – General Assembly</a>  §§ 24.2-501 or 24.2-503		With the Department of Elections.  Document postmarked by the deadline and sent by USPS registered or certified mail are considered timely.	Primary candidates: Tuesday, January 3, 2023  Non-primary party and independent candidates: Tuesday, January 3, 2023	Thursday April 6, 2023 at 5:00 p.m.  Tuesday June 20, 2023 at 7:00 p.m.
<b>2</b>	<a href="#">Statement of Economic Interest (SOEI) – General Assembly</a>  §§ 24.2-502 and 24.2-503	Filing with Department of Elections does not apply to incumbents seeking same office who filed SOEI pursuant to §30-110.	With the Department of Elections.  Document postmarked by the deadline and sent by USPS registered or certified mail are considered timely.	Primary candidates: Tuesday, January 3, 2023  Non-primary party and independent candidates: Tuesday, January 3, 2023	Thursday April 6, 2023 at 5:00 p.m.  Tuesday June 20, 2023 at 7:00 p.m.
<b>3</b>	<a href="#">Primary Filing Fee</a>  §§ 24.2-523 and 24.2-524	<a href="#">Fees outlined below.</a>	With the Treasurer or Director of Finance in the locality where you live.  Document must be delivered by the deadline to be considered timely.	Primary candidates: Tuesday, January 3, 2023  Non-primary party and independent candidates: You do not need to file.	Thursday, April 6, 2023 at 5:00 p.m.
<b>4a</b>	Receipt for Primary Filing Fee  §§ 24.2-523 and 24.2-524		With the Chair of your district political party.	Primary candidates: Monday March 20, 2023 at 12 p.m.  Non-primary party and independent candidates: You do not need to file.	Thursday April 6, 2023 at 5:00 p.m.

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
4b	<a href="#">Declaration of Candidacy– General Assembly</a>  §§ 24.2-505, 24.2-507, 24.2-520, and 24.2-522	Submit with the receipt for your primary filing fee (4a) and Petitions of Qualified Voters (4c).	Primary candidates: With the Chair of your district political party.	Primary candidates: Monday March 20, 2023 at 12 p.m.	Thursday April 6, 2023 at 5:00 p.m.
			Independent candidates: With the <a href="#">General Registrar</a> of your locality.  Document must be delivered by the deadline to be considered timely.	Non-primary party candidates: You do not need to file.  Independent candidates: Tuesday, January 3, 2023	Tuesday June 20, 2023 at 7:00 p.m.
4c	Petitions of Qualified Voters ( <a href="#">letter</a> ; <a href="#">legal</a> )  §§ 24.2-505(D), 24.2-506, 24.2-507, 24.2-521, and 24.2-522.  Administrative Code 1 VAC 20-50-20 and 1 VAC 20-50-30	You do not need to submit all signature pages at once. However, the first time you submit petitions, they must be filed with the Declaration of Candidacy (4a).	Primary candidates: With the Chair of your district political party.	Primary candidates: Monday March 20, 2023 at 12 p.m.	Thursday April 6, 2023 at 5:00 p.m.
			Independent candidates: With the <a href="#">General Registrar</a> of your locality.  Document must be delivered by the deadline to be considered timely.	Non-primary party candidates: You do not need to file.  Independent candidates: Tuesday, January 3, 2023	Tuesday June 20, 2023 at 7:00 p.m.
5	<a href="#">Statement of Organization for a Candidate</a>  §§ 24.2 Chapter 9.3 § 24.2-947.1		With the Department of Elections through <a href="#">COMET</a> .  And  With the <a href="#">General Registrar</a> of your locality.		Within 10 days of meeting specific conditions. <a href="#">See conditions listed below</a> and in <a href="#">Va. Code § 24.2-947.1</a> .

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<b>6</b>	<a href="#">Campaign Finance Reports</a>  §§ 24.2 <a href="#">Chapter 9.3</a>	With the Department of Elections through <a href="#">COMET</a> .	According to the <a href="#">schedule</a> published by the Department of Elections.
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## Follow these steps to file your candidacy:

- Fill out and submit the [Certificate of Candidate Qualification Form – General Assembly](#) (SBE-501).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).



### Primary candidates

File starting **January 3rd, 2023**.

File ending **April 6th, 2023 at 5 pm**.

### Non-primary party and independent candidates

File starting **January 3rd, 2023**.

File ending **June 20th, 2023 at 7 pm**.

All candidates can mail this form by the filing deadline and we will accept it.

You must:

- Pay the postage and send to the appropriate location by registered or certified mail.
- Keep the mailing receipt in case we ask for proof that you mailed this form on or before the deadline.



Submit this form to the Department of Elections.



After you submit this form:

- The Department of Elections puts your information into the Virginia Election and Registration Information System (VERIS).
- The Department of Elections posts your contact information on the Department website.

- Fill out and submit the [Statement of Economic Interests](#).



Find in Virginia Code §§ [24.2-502](#) and [24.2-503](#).



### Primary candidates

File starting **January 3rd, 2023**.

File ending **April 6th, 2023 at 5 pm**.

## Non-primary party and independent candidates

File starting **January 3rd, 2023.**

File ending **June 20th, 2023 at 7 pm.**

All candidates can mail this form by the filing deadline and we will accept it.

You must:

- Pay the postage and send to the appropriate location by registered or certified mail.
- Keep the mailing receipt in case we ask for proof that you mailed this form on or before the deadline.



Submit this form to the Department of Elections.



Filing with Department of Elections does not apply to incumbents seeking the same office who filed the Statement of Economic Interests pursuant to [Va. Code § 30.110](#), as part of their requirements in being a member of the General Assembly.

### Submit Primary Filing fee and receipt.



Find in Virginia Code §§ [24.2-523](#) and [24.2-524](#).



Submit payment starting **January 3rd, 2023.**

Submit payment by: **April 6th, 2023 at 5 pm.**

Submit receipt starting **March 20, 2023 at 12 pm.**

Submit receipt by: **April 6th, 2023 at 5 pm.**

Submit Primary Filing Fee Receipt, Declaration of Candidacy form, and petition signatures together.

Non-primary party and independent candidates: You do not need to pay a primary filing fee.



Submit your payment to the Treasurer or Director of Finance in the locality where you live.

Keep a receipt of your payment. Submit the receipt to your district party chair with your Declaration of Candidacy and petition signatures.





For candidates for General Assembly, you will pay 2% of the minimum annual salary for the office.

- Senate salary = \$18,000.00                      Filing fee = \$360.00
- House salary = \$17,640.00                      Filing fee = \$352.80

What happens to my primary filing fee if I am disqualified, run unopposed, or withdraw?

- **If you get disqualified or run unopposed** you will get a refund for the primary filing fee.
- **If you withdraw** you can get a refund if the Department of Elections receives your withdrawal notice before the party chair files the Certification of Qualified Primary Candidates form. The deadline for party chairs to file is April 11<sup>th</sup>, 2023, but they may file sooner.

- Fill out and submit a [Declaration of Candidacy form](#) (SBE-505/520).



Find in Virginia Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#).



### Primary candidates

File starting **March 20<sup>th</sup>, 2023 at 12 pm.**

File ending **April 6<sup>th</sup>, 2023 at 5 pm.**

### Independent candidates

File starting **January 2<sup>nd</sup>, 2023.**

File ending **June 20<sup>th</sup>, 2023 at 7 pm.**

We must **receive** this form by the deadline listed above. A postmark or other mailing service timestamp does not qualify.



Submit this form along with:

- The Petitions of Qualified Voters **AND**
- The Primary filing receipt (if required)

To

- Primary candidates: District Party Chair
- All other candidates: Your local [General Registrar's Office](#)



If you are a party candidate nominated by a method other than a primary then you do not need to submit a Declaration of Candidacy unless required by your party.

Collect petition signatures and submit the Petitions of Qualified Voters (SBE-506/521) ([letter](#) ; [legal](#)).



Find in Va. Code §§ [24.2-505\(D\)](#), [24.2-506](#), [24.2-507](#), [24.2-521](#), and [24.2-522](#).

Find in Virginia Administrative Code [1 VAC 20-50-20](#) and [1 VAC 20-50-30](#).

Check local charters for additional or different requirements.

Contact the local attorney for guidance.

Primary Candidates	Non-primary party candidates	Independent Candidates
Collect signatures:  Monday, January 2, 2023, through Thursday, April 6th, 2023.  Submit pages:  Monday, March 20th, 2023 at 12:00 pm. through Thursday, April 6, 2023 at 5:00 pm.	You do not need to submit this form.	Collect signatures:  Monday, January 2, 2023 through Tuesday, June 20th, 2023  Submit pages:  Tuesday, January 3, 2023 through Tuesday, June 20th, 2023 at 7:00 pm
File petition pages to the Chair of your district political party.		File petition pages with your local <a href="#">General Registrar</a> 's Office.



File along with the Declaration of Candidacy and receipt for Primary Filing fee (if required).

You do not need to submit all signature pages at once. However, the first time you submit petitions, they must be filed with the Declaration of Candidacy

At the time of filing, independent candidates may request notification of any problems that can be corrected before the filing deadline. Make this request in writing and address it to the Department of Elections.

We will try to get back to you, but cannot guarantee a timely response.

If the Department says that you do not have enough signatures then you can submit an appeal to the State Board of Elections.

Submit your appeal **within 5 days** from when the disqualification notice was issued.

You will need to prove that you have the correct number of signatures from qualified voters before the deadline.

Find more information in [1 VAC 20-50-30](#).

## Things to remember about petitions:

Petition Pages must...

- be on the form from the Department of Elections, and you cannot alter it in any way.
- be either [letter](#) or [legal](#) size. Both are available on the Department of Elections [website](#).
- be one page printed on the front and back. You can make as many copies as you need.
- contain the signature, printed full name, and full residence address of each qualified voter and the date the voter signed. The last four (4) digits of the qualified voter's Social Security number are helpful, but not required.

The petition circulator...

- must be a legal resident of the United States and must sign the affidavit for each page in front of a notary.
- cannot be a minor.
- can be an individual who was convicted of a felony only if his/her voting rights are restored.
- cannot be the circulator of the page on which they sign the petition.

When collecting your petition signatures, it is helpful to remember that...

- Because people who are not registered to vote often sign petitions for candidates, we recommended that you collect at least 1 ½ times the number of signatures required.
- [1VAC20-50-20](#) lists material omissions for petition signatures and pages. If your petition has a material omission, it may render the page or signature invalid.

<b>Office you seek</b>	<b>Number of petition signatures you need from qualified voters</b>
Senate of Virginia	250 signatures
House of Delegates	125 signatures

The next two requirements relate to Campaign Finance accounts and reporting.

☐ Fill out and submit [Statement of Organization for a Candidate](#).



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Within 10 days of one of the following:

- you accept a contribution.
- you spend any funds.
- you pay a filing fee.
- you file a Certificate of Candidate Qualification.
- you appoint a campaign treasurer, campaign committee, or campaign depository.



Submit copies to:

- The Department of Elections according to the instructions in [COMET](#)
- The [General Registrar](#) in the locality where you live (after filing through COMET)



If you do not submit this form you may have to pay penalties.

This does not disqualify you.

Learn about the [Campaign Finance Laws and Policies](#).

☐ Submit Campaign Finance Reports



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Submit reports according to the [schedule](#) published by the Department of Elections.



Submit copies to the Department of Elections through [COMET](#).

## How do I withdraw my candidacy?



Find in Va. Code § [24.2-612.2](#)



Submit your written withdrawal to your local [General Registrar](#)'s Office. The General Registrar will notify other affected General Registrars and/or the Department of Elections, as appropriate.



To be withdrawn from the ballot you must submit a signed written notice declaring your intent to withdraw from the election. Use the Department of Elections' [Candidate Withdrawal Form](#) (ELECT-612.2)

## Qualified Independent Candidate that Wishes to use Third Party ID on the Ballot.



Find in Virginia Code § [24.2-613](#).



File starting **January 3, 2023**.  
File ending **June 19, 2023 at 11:59 pm**.

Use this table to learn what, when, and where to file.

	What do I need to file?	Where do I file this letter?	When does filing open?	What is the deadline to file?
1.	<p>A letter signed by the State Chair stating the following:</p> <ul style="list-style-type: none"> <li>The group has been in existence for at least six months prior to the filing of its nominee.</li> <li>The group has a state central committee composed of registered voters from each of Virginia's 11 congressional districts in continual existence for the six months prior to the filing of its nominee.</li> <li>The group has a party plan and bylaws.</li> </ul>	With the Department of Elections.	Thursday, January 3, 2022.	Monday, June 19, 2023 at 11:59 pm.
2.	<p>A letter signed by the State Chair and signed by the candidate stating the following:</p> <ul style="list-style-type: none"> <li>The Chair certifies the candidate is the nominee of the party.</li> <li>The candidate accepts the nomination of the party.</li> </ul>	With the Department of Elections.	Thursday, January 3, 2022.	Monday, June 19, 2023 at 11:59 pm.



Submit these letters to the Department of Elections. Electronic submission of these letters is permissible ([ea@elections.virginia.gov](mailto:ea@elections.virginia.gov)).



The Department of Elections recommends that the Independent candidate provide this information to the State Chair of his/her party. This presumably will assure that the party will provide the nominee with what s/he needs to file with the Department of Elections by the appropriate deadline.

## General Disclaimer

The electronic version of this Candidate Bulletin can be found on the Department of Elections website:

<https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletin describes election law found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation.