

June 18, 2024 Primary Local Office Party Candidate Ballot Access Quick Look One Pager



★ VIRGINIA ★
DEPARTMENT
of ELECTIONS

Additional information can be found in the candidate bulletin: [https://www.elections.virginia.gov/media/candidatesandpacs/2024-candidate-bulletins/2024-11-05-Gen-Bulletin-Local-Offices-\(11-6-23\).pdf](https://www.elections.virginia.gov/media/candidatesandpacs/2024-candidate-bulletins/2024-11-05-Gen-Bulletin-Local-Offices-(11-6-23).pdf)

- A. File the following documents with your **local General Registrar** between **1/2/24** and **5 pm 4/4/24**.*
(Find your General Registrar: <https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup>)
**May be postmarked by 4/4/24 deadline if mailed registered or certified USPS mail. Be prepared to provide a copy of the receipt on 4/4/24.*

1. Certificate of Candidate Qualification

https://www.elections.virginia.gov/media/formwarehouse/campaign-finance/2018/candidates/SBE_501_4-rev7-18.pdf

2. Statement of Economic Interests*

http://ethics.dls.virginia.gov/SLSOEI_Fillable_FINAL_July2022.pdf

**Not required for counties, cities, or towns with a population of 3,500 or less.*

- B. File your **primary filing fee*** with your local **Treasurer or Director of Finance** between **1/2/24** and **5 pm 4/4/24**.
**Contact your local Treasurer or Director of Finance for the fee amount.*

- C. File the following documents with your **Political Party Local Chairman** between **noon 3/18/24** and **5 pm 4/4/24**.*
**All of these documents must be filed at the same time.*

1. Declaration of Candidacy

https://www.elections.virginia.gov/media/formwarehouse/ballot-access-candidate-qualification/sbe-505-520-declaration-of-candidacy/SBE-505_520-Declaration-of-Candidacy-rev-1-15.pdf

2. Receipt for Primary Filing Fee

3. Petitions of Qualified Voters*

https://www.elections.virginia.gov/media/formwarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506_521_letter.pdf

**You may begin collecting signatures on 1/2/24.*

**Signature Requirement: Outlined in the Candidate Bulletin or ask your local General Registrar how many signatures are required for the specific office you are seeking election.*

**Find more information on petitions in Virginia Administrative Code 1VAC20-50-20:*

<https://law.lis.virginia.gov/admincode/title1/agency20/chapter50/section20/>

While **not** part of ballot access, you do need to also ensure you comply with all campaign finance requirements. Contact your local General Registrar with questions or visit ELECT's website: <https://www.elections.virginia.gov/candidatepac-info/campaign-finance/>.

Candidate Flow Chart

