



















**4a;** Fill out and submit a [Declaration of Candidacy](#) form (SBE-505/520).  
**4b**



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



**Primary candidates**

File starting **March 20, 2023 at 12 pm.**

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

**Independent candidates**

File starting **January 3, 2023.**

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

Your general registrar 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: Chairman of your local political party
  - All other candidates: your [General Registrar](#).



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.

**4c** Collect petition signatures and submit the Petitions of Qualified Voters (SBE-506/521) ([letter](#) ; [legal](#)).





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

Find in [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
	<p>Collect signatures:</p> <p>Monday, January 2, 2023 – Thursday, April 6, 2023.</p> <p>File starting: March 20, 2023 at 12 pm.</p> <p>File ending: April 6, 2023 at 5 pm.</p>	<p>You do not need to submit this form.</p>	<p>Collect signatures:</p> <p>Monday, January 2, 2023, – Tuesday, June 20, 2023.</p> <p>File starting: January 3, 2023.</p> <p>File ending: June 20, 2023 at 7 pm.</p>
	<p>Submit this form to the Chairman of your local political party.</p>		<p>File this form with your <a href="#">General Registrar</a>.</p>



The first time you file petition pages, the pages must be filed along with the Declaration of Candidacy and receipt for Primary Filing fee (if required).

Candidates running for the general election may file petition pages more than once.

See the table on page 12 for the number of signatures needed.

Independent candidates will appear on the ballot in the order of time of filing for the office - the time at which the independent candidate files the required number of petition signatures. If no petition is required, the time of filing will be when the candidate files a completed statement of qualification.

At the time of filing you can request notification of any problems that can be corrected before the filing deadline. Make this request in writing and address it to the Secretary of the local electoral board.

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

If you do not qualify as a candidate because you did not have enough signatures, then you can submit an appeal to the local electoral board regarding the petition signatures.

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.

## Petition Signature Requirements

<b>Office you seek</b>	<b>Size of locality (if relevant)</b>	<b>Number of petition signatures you need from qualified voters</b>
Membership on the governing body or elected school board of...	Any county or city	125 signatures
Membership on the governing body or elected school board of...	An election district, not at large, with 1000 or less registered voters	50 signatures
Membership on the governing body or elected school board of...	Any town with more than 3,500 registered voters.	125 signatures
Membership on the governing body or elected school board of...	A ward or other district not at large.	25 signatures
Membership on the governing body or elected school board of...	Any town with 1,500 – 3,500 registered voters.	50 signatures
Membership on the governing body or elected school board of...	Any town with 1,500 – 3,500 registered voters.	50 signatures
Membership on the governing body or elected school board of...	Any ward or other district not at large.	25 signatures
Membership on the governing body or elected school board of...	Any town with less than 1,500 registered voters.	No signatures required
All other candidates		50 signatures
Candidate for a constitutional office		125 signatures

## How do I withdraw my candidacy?



Find in Virginia Code § [24.2-612.2](#). ELECT offers the [Candidate Withdrawal Form](#) (ELECT-612.2) to help facilitate the candidate withdrawal process.



A withdrawing candidate should submit his/her withdrawal notice with enough time before absentee voting commences in order to ensure his/her name is removed from the ballot.

If you submit your form after your local ballots are printed, your name will not be removed from the ballot, but you will no longer be a candidate.



Submit your written withdrawal to your [General Registrar](#). Electronic submissions of signed withdrawal notices are permissible.



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)

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

## 5 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.

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

## 6 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](#).

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### 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.