



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Candidate Bulletin

Requirements for the
June 11, 2019 House of Delegates and Senate of
Virginia Primary Election
and
November 5, 2019
House of Delegates and Senate of
Virginia General Election

How candidates get on the ballot in VA

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

- The Primary Election on Tuesday June 11, 2019.
- The General Election on Tuesday November 5, 2019.

Definitions and Key Icons

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



- 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.

Election Calendar 2019

Type of Election	Candidates: Last Day to File	Parties: Last Day to File
Primary		
Tuesday, June 11, 2019	Thursday March 28, 2019 5:00 p.m.	Tuesday April 2, 2019
Find in Code:	Va. Code §§ 24.2-503 , 24.2-522 and 24.2-524	Va. Code § 24.2-527
General		
Tuesday, November 5, 2019	Tuesday June 11, 2019 7:00 p.m.	Monday June 17, 2019 (First day: Thursday April 25, 2019)
Find in Code:	Va. Code §§ 24.2-503 and 24.2-507	Va. Code §§ 24.2-510 and 24.2-511

What, when, and where do I file?

[Find more information below table.](#)

	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?
1	Certificate of Candidate Qualification – General Assembly		With the Department of Elections. May be sent postmarked by deadline if sent USPS registered or certified mail.	Primary candidates: Wednesday January 2, 2019 Non-primary party and independent candidates: Wednesday January 2, 2019	Thursday March 28, 2019 at 5:00 p.m. Tuesday June 11, 2019 at 7:00 p.m.
2	Statement of Economic Interest (SOEI) – General Assembly	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. May be sent postmarked by deadline if sent USPS registered or certified mail.	Primary candidates: Wednesday January 2, 2019 Non-primary party and independent candidates: Wednesday January 2, 2019	Thursday March 28, 2019 at 5:00 p.m. Tuesday June 11, 2019 at 7:00 p.m.
3	Primary Filing Fee		With the Treasurer or Director of Finance in the locality where you live.	Primary candidates: Wednesday January 2, 2019 Non-primary party and independent candidates: You do not need to file.	Thursday, March 28, 2019 at 5:00 p.m.
4a	Receipt for Primary Filing Fee		With the Chair of your district political party.	Primary candidates: Monday March 11, 2019 at 12 p.m. Non-primary party and independent candidates: You do not need to file.	Thursday March 28, 2019 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	Declaration of Candidacy – General Assembly	Submit with the receipt for your primary filing fee (4b) and Petitions of Qualified Voters (4c).	<p>Primary candidates: With the Chair of your district political party.</p> <p>Independent candidates: With the General Registrar of your locality.</p>	<p>Primary candidates: Monday March 11, 2019 at 12 p.m.</p> <p>Non-primary party candidates: You do not need to file.</p> <p>Independent candidates: Wednesday January 2, 2019</p>	<p>Thursday March 28, 2019 at 5:00 p.m.</p> <p>Tuesday June 11, 2019 at 7:00 p.m.</p>
4c	Petitions of Qualified Voters	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).	<p>Primary candidates: With the Chair of your district political party.</p> <p>Independent candidates: With the General Registrar of your locality.</p>	<p>Primary candidates: Monday March 11, 2019 at 12 p.m.</p> <p>Non-primary party candidates: You do not need to file.</p> <p>Independent candidates: Wednesday January 2, 2019</p>	<p>Thursday March 28, 2019 at 5:00 p.m.</p> <p>Tuesday June 11, 2019 at 7:00 p.m.</p>
5	Statement of Organization for a Candidate		<p>With the Department of Elections through COMET.</p> <p>And</p> <p>With the General Registrar of your locality.</p>		Within 10 days of meeting specific conditions. See conditions listed below and in Va. Code § 24.2-947.1 .
6	Campaign Finance Reports		With the Department of Elections through COMET.		According to the schedule published by the Department of Elections.

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 2nd, 2019**.

File ending **March 28th, 2019 at 5 pm**.

Non-primary party and independent candidates

File starting **January 2nd, 2019**.

File ending **June 11th, 2019 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 2nd, 2019**.

File ending **March 28th, 2019 at 5 pm**.

Non-primary party and independent candidates

File starting **January 2nd, 2019.**

File ending **June 11th, 2019 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.

If you need help with this form, contact the [Virginia Conflict of Interest and Ethics Advisory Council](#).

- Email: ethics@dls.virginia.gov
- Phone number: 804-698-1848

Submit Primary Filing fee and receipt.



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



Submit payment starting **January 2nd, 2019.**

Submit payment by: **March 28th, 2019 at 5 pm.**

Submit receipt starting **March 11, 2019 at 12 pm.**

Submit receipt by: **March 28th, 2019 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 get 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 2nd, 2019, 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 11th, 2019 at 12 pm.**

File ending **March 28th, 2019 at 5 pm.**

Independent candidates

File starting **January 2nd, 2019.**

File ending **June 11th, 2019 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).



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: Wednesday, January 2, 2019 through Thursday, March 28th, 2019. Submit pages: Monday, March 11th, 2019 at 12:00 pm. through Thursday, March 28, 2019 at 5:00 pm.	You do not need to submit this form.	Collect signatures: Wednesday, January 2nd, 2019 through Tuesday, June 11th, 2019 Submit pages: Wednesday, January 2nd, 2019 through Tuesday, June 11th, 2019 at 7:00 pm
File petition pages to the Chair of your district political party.		File petition pages with your local General Registrar’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](#).

Office you seek	Number of petition signatures you need from qualified voters
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 Disclosure Act](#).

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 \(ELECT-612.2\)](#)

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.