



# Certificate of Candidate Qualification - Federal Offices

<b>Who uses this form</b>	Candidates running for United States Senate or United States House of Representatives.
<b>How to submit this form</b>	This form may be submitted in person or by mail by the deadline. Address: VA Department of Elections ATTN: Election Administration 1100 Bank Street, 1st Floor Richmond, VA 23219
<b>When must this form be submitted</b>	Refer to the appropriate Candidate Bulletin on The Department of Elections website: <a href="https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/">https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/</a>

The United States Constitution establishes candidate qualification requirements for these offices.

<b>You must fulfill these requirements by Election Day</b>	United States Senate	United States House of Representatives
	1. Citizen of the United States for the past nine years.	1. Citizen of the United States for the past seven years.
	2. Thirty years of age.	2. Twenty-five years of age.
	3. Residence within Virginia.	3. Residence within Virginia.

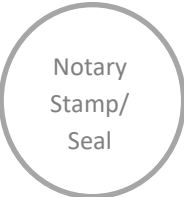
<b>Required Ballot Name</b> (see reverse side for criteria)	Enter Ballot Name Above (Must comply with criteria on reverse side of form.)		
	Campaign Email:		Campaign Phone #:
<b>Contact Information</b> (This information will be posted on ELECT's website)	Campaign Website:		
	Campaign Address:		
	City/State/Zip		

<b>Election Designation</b>	I am a candidate for <input type="checkbox"/> US Senate or <input type="checkbox"/> US House of Representatives, _____ District.
	I am running in the <input type="checkbox"/> Democratic Primary or <input type="checkbox"/> Republican Primary or <input type="checkbox"/> General Election.

**Oath:** Pursuant to Va. Code § 24.2-501 and the United States Constitution, Article 1, section 3, clause 2 or 3, as applicable to the office sought, I do hereby swear that, if elected, I will be able to assume office on or before the date of being elected to office.

<b>Sign and date</b>	X _____	_____/_____/_____ Given under my hand this date
	Candidate's Signature	

<b>Notary only</b>	State of _____ County/City of _____
	The foregoing instrument was subscribed and sworn before me this _____ day of _____, 20____ by _____
	Print Candidate's full name _____
	Notary Signature _____ Registration Number _____ Commission Expire Date _____



# How Candidate Names May Appear on the Ballot

Candidate names for all offices must use these criteria:

Criteria	
<b>First name or initial</b>	First name or initial or familiar form of first name
<b>Middle name or initial</b>	Middle name or initial or familiar form of middle name (Initials may be used in lieu of either the first or middle name or both)
<b>“Nickname” (optional)</b>	Must be in double quotation marks, if used
<b>Last name</b>	Last name as it appears on the candidate’s voter registration record
<b>Suffix</b>	Must be used if included on the candidate’s voter registration record

Notes
<b>Title: Do not include a title before or after the name. Examples of titles include: Rev., Dr., Mrs., Mr., etc.</b>
<b>First or Middle Name:</b> The first or middle name must be the candidate’s given name, not a spouse’s. EXAMPLE: Mary L. Jones not Mrs. John W. Jones
<b>Length:</b> The full candidate name must fit on a single line of the ballot.
<b>Exceptions:</b> If the candidate name cannot meet the above requirements because it will not fit on a single line or there is no middle name – or for any other reason – contact the Department of Elections for acceptable accommodations.

Examples
Candidate’s full name is <b>Robert Eugene Williams, Jr.</b> ( <i>not all possible combinations are represented</i> )
Robert Eugene Williams, Jr.                      Robert E. Williams, Jr.                      Robert Gene Williams, Jr.
Rob Eugene Williams, Jr.                          Rob E. Williams, Jr.                          Rob Gene Williams, Jr.
Robbie E. “Blue Jeans” Williams, Jr.              R. E. Williams, Jr.                          R. E. “Blue Jeans” Williams, Jr.

RETURN TO  
Virginia Department of Elections  
Attention: Election Administration  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219  
[ea@elections.virginia.gov](mailto:ea@elections.virginia.gov)

FURTHER INFORMATION: The United States Senate and United States House of Representatives Ballot Access Requirements documents and forms can be downloaded from ELECT’s website: <http://elections.virginia.gov>.  
Should you have questions relating to your candidacy, please do not hesitate to call the Department of Elections.  
(804) 864-8901 OR Toll-free (800) 552-9745