



# CITY OFFICE CERTIFICATION OF CANDIDATE FILING TO COUNTY CLERK

## CITY CLERK

Upon receipt of the Declaration of Candidacy along with the Petition of Candidacy:

1. Verify the qualifications of the Candidate.
2. Verify that the Petition of Candidacy is signed by not less than 5 electors and has been certified by the County Clerk's Office.
  - a. If the Petition of Candidacy was not verified by the County Clerk prior to submission to your office, deliver the original petition to the County Clerk's Election Office to have 5 electors verified that they are properly registered electors.
  - b. If the electors are required to be residents within city limits, verify that the electors reside within the correct city limits.
3. Stamp or write the date and time of receipt on the front of the Declaration of Candidacy and Petition of Candidacy.
4. Complete the fields and statement below.
5. Transmit **a copy of this Certification** along with **a copy of the Declaration of Candidacy** to the County Clerk for ballot preparation.

## CANDIDATE NAME BEING CERTIFIED TO THE COUNTY CLERK

Candidate Name *(As it will appear on the ballot.)*

## OFFICE INFORMATION FOR BALLOT PLACEMENT

<b>Filing for the Office of:</b>	
<b>City Name:</b>	
<b>Term-length, seat or position (if applicable):</b>	

## CERTIFICATION

I, \_\_\_\_\_, certify that the qualifications of the candidate listed above have been verified, including the validity of the electors signing the Petition of Candidacy, and that the individual meets the requirements to run for the office indicated above and on the attached Declaration of Candidacy to be voted on at the Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signature of the Clerk or Representative of the District:

Dated:

## IMPORTANT

1. Verification of the candidate's qualifications and the validity of the signers of the petition should occur immediately upon receipt of the filing. This allows the candidate time to correct any errors in the filing.
2. Certification to the County Clerk should occur upon the verification of the candidate's qualifications and the validation of the signers of the petition. **To assist the County Clerk in ballot preparation, do not HOLD these until the last day of filing.**