

**State of West Virginia**  
**Candidate's Declaration of Inability to Pay Filing Fee**  
**Oath or Affirmation**

I, \_\_\_\_\_, who intend to seek nomination to the office of \_\_\_\_\_ in \_\_\_\_\_, do hereby swear or affirm that I do not have adequate personal financial resources to enable me to pay the filing fee for that office, and that to this date I have not received contributions to my campaign equal to the amount of that filing fee.

Therefore, I will seek signatures of registered voters equal to four signatures for every dollar of the filing fee using the official form, "Petition for Waiver of Candidate Filing Fee."

I understand that since the filing fee for the above office is \$ \_\_\_\_\_, those petitions must contain at least \_\_\_\_\_ valid signatures of voters registered within the \_\_\_\_\_ represented by the above office.

\_\_\_\_\_  
Signature of Candidate

<b>Name of Candidate (Print)</b>
<b>Candidate's Mailing Address</b>
<b>City/State/Zip Code</b>
<b>Daytime Telephone Number</b>

State of West Virginia, County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

[Stamp/Seal]

\_\_\_\_\_  
Signature of Clerk or Notary

My commission expires \_\_\_\_\_.

# INSTRUCTIONS FOR CANDIDATES UNABLE TO PAY FILING FEE

**NOTE TO CANDIDATES:** Check the eligibility and residence requirements for the office you're seeking before you start this process.

1. Sign the "Candidate's Declaration of Inability to Pay Filing Fee." Read the statement carefully. You are signing an oath and you don't want to swear or affirm falsely.
2. File the oath (step 1) no earlier than the first day of the candidate filing period:
  - \* with the Secretary of State if you are running for Federal offices, State offices, State Senate and House of Delegates and those running for an office in more than one county.
  - \* with the county clerk if you are running for an office which is entirely within one county.
  - \* with the city clerk or recorder if you are running for a municipal office where your name would be on the ballot only in a municipal election.
3. Pick up the petition forms and get ready to solicit signatures.
  - \* If you solicit in more than one county, use separate petitions for the voters of each county.
  - \* Fill out the top of the petition form for each county where you'll be on the ballot, giving the county name, your name and the office you want to run for.
  - \* Other people can help you solicit signatures, but they have to live in the area where you will be on the ballot.
4. Be careful about how you petition. When you approach a person:

## **DO:**

- say the petition will help you be able to run for office by eliminating the filing fee.
- ask if the signer is a registered voter in that county.
- be sure the voter signs in ink, prints his/her name and lists his/her current correct address.
- before the voter leaves, check the signed or printed name to see if it's readable.

## **DON'T:**

- say the petition is to lower taxes or something else it isn't.
- have a person sign who says he/she isn't registered or lives in another county.
- let one voter sign for another, such as one spouse signing for another.
- expect an illegible name to be counted. It can't be checked against registration.

5. Try to get quite a few more signatures than the total required, to offset the number of signatures of persons who weren't properly registered or which can't be counted for some other reason.
6. If you are running for a statewide or district office where your name would be on the ballot in more than one county, file the completed petitions and your certificate of candidacy with the Secretary of State no later than the close of filing. If you file by mail, both petitions and certificate must be clearly postmarked before midnight of the last day of filing. Dropping the envelope in a mailbox the same day as the close of filing will not guarantee the postmark will be for that day. (Note: Only U.S. Postal Service postmarks will be counted, not those posted on a privately owned postage meter.)

If you are running for a district or county office where your name would be on the ballot in only one county, file the completed petitions and your certificate of candidacy with the county clerk. Be sure you file with the correct office or your name can't be put on the ballot! Read the paragraph above the filing deadline information, but remember, most county offices will not be open late on Saturday. Call the county clerk's office if you plan to file late.

If you are running for a municipal office where your name would be on the ballot in a city election, file the completed petitions with the city clerk or recorder. The deadlines for mail-in or hand delivered petitions and certificates mentioned above apply here also.

7. The signatures on your petitions will be compared with voter registration records. To be counted, the signature must be original and must compare favorably with the signature on the voter's registration card. The signer must be properly registered to vote and must live within the district, county, or municipality where you will be on the ballot. If your petitions contain the required number of valid signatures, your name will be put on the ballot.