Running For Office

MARK A. LUNN
Clerk Recorder/Registrar of Voters
Ventura County Elections Division
800 South Victoria Avenue
Ventura, CA 93009-1200
(805) 654-2664 • venturavote.org
Step 1 - Research

Before the nomination period opens, research offices you may be interested in running for. Visit venturavote.org or contact the Elections Division to learn about:

- What offices are coming up for election
- Qualifications, fees, and filing requirements
- Filing dates and deadlines

Important! Before accepting any contributions or spending any money on your campaign, contact the Elections Division to find out about campaign finance disclosure requirements.
Step 2 - Petition In Lieu of Filing Fee (Optional)

A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee in order to run for office. The signatures submitted may cover all or a portion of the filing fee. Any registered voter may sign an in-lieu filing fee petition for any candidate for whom he or she is eligible to vote.
Step 3 - Declaration of Intention (Judicial Offices Only)

A Declaration of Intention must be filed for all candidates for the office of Superior Court Judge. Nomination Documents will not be issued to candidates for this office unless a Declaration of Intention has been filed.

A non-refundable filing fee must be paid by the candidate at the time the Declaration of Intention is filed.
Step 4 - Pick Up Nomination Documents

Visit the Elections Division during the nomination period to pick up nomination documents. For offices requiring a filing fee, the fee must be paid before nomination documents are issued. Filing fees are non-refundable.

Depending on the office, you may need to provide proof of qualifications to receive nomination documents.

Elections staff will go over all of the paperwork required for filing and answer any questions you may have.

Tip - Pick up papers early in the nomination period to allow ample time to gather signatures and get ready to file.
Step 5 - Prepare Forms for Filing

Nomination Paper
Many offices require a minimum number of signatures of registered voters within the jurisdiction of the office you are running for.

Ballot Designation Worksheet
To have a ballot designation (such as an occupation or elected office title) printed under your name on the ballot, a Ballot Designation Worksheet must be submitted.
Candidate Statement
Candidates have the option of submitting a statement to be published in the County Voter Information Guide. A deposit must be paid when the statement is filed.

Guidelines on content and format will be provided when nomination documents are issued.

Form 700
Most offices require filing of a Statement of Economic Interests (FPPC Form 700). Specific requirements will depend on the Conflict of Interest Code for the office you are running for.
Step 6 - File

All documents (both mandatory and optional items) must be filed together at the same time.

All forms will be reviewed for completeness and a receipt will be issued.

If the office requires nomination signatures, the signatures turned in will be checked to verify that the candidate has the required number of valid signers.

Once all required paperwork is filed and signatures are verified, the candidate will be qualified to appear on the ballot.

Tip - Filing early in the nomination period will allow time to correct errors, complete missing paperwork, or gather additional signatures if needed.

No documents may be submitted after the deadline.