

# 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](http://venturavote.org)


# Step 1 - Research

Before the nomination period opens, research offices you may be interested in running for. Visit [venturavote.org](http://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.

**CANDIDATE INFORMATION GUIDE  
PRESIDENTIAL GENERAL ELECTION  
NOVEMBER 8, 2016**



**MARK A. LUNN**  
Clerk Recorder/Registrar of Voters

Tracy D. Saucedo  
Assistant Registrar of Voters

Elections Division  
Hall of Administration  
800 South Victoria Avenue  
Ventura, California 93009  
(805) 654-2664  
8:00 a.m. - 5:00 p.m.  
<http://venturavote.org>

# Step 2 - Pick Up Nomination Documents

Visit the Elections Division during the nomination period to pick up nomination documents.

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.

**Declaration of Candidacy**  
For use in PRIMARY ELECTIONS for  
Voter-Nominated and Nonpartisan Offices  
(Elections Code §§ 200, 8002.5, 8020, 8040, 8121, 13105)

I hereby declare myself a candidate for nomination to the office of \_\_\_\_\_  
to be voted for at the Presidential Primary Election to be held on June 3, 2014, and declare the following to  
be true.

My name is: \_\_\_\_\_

I request my name and ballot designation to appear on the ballot as follows:

Print Your Name for Use on the Ballot	Candidate initials if preferring no designation:
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Print Designation Requested.  
A ballot designation is optional. If one is requested, a completed BALLOT DESIGNATION worksheet must be returned. If no ballot designation is requested, write in the word "NONE" and initial in 8020b. (Elections Code §§ 13107, 13107.3)

NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for this purpose. If no box is selected, the first address listed below will be used.

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: (Required)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Daytime Area Code Evening

FAX and E-mail: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code FAX E-mail

Website: \_\_\_\_\_

# Step 3 - 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.

Official Filing Form

County Election Official

By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Print in County of \_\_\_\_\_

County Election Official

By: \_\_\_\_\_

Date Faced: \_\_\_\_\_

(Inventory of Item To Be Filed)

**Nomination Paper**

For use in PRIMARY ELECTIONS for  
Vote-Nominated and Nongovernment Offices  
(Elections Code §§ 100, 8041, 8062, 8066, 8068, 8089; Code of Civil Procedure § 2015.5)

I, the undersigned signer for \_\_\_\_\_ for the nomination to the office of \_\_\_\_\_ to be voted for at the Presidential Primary Election to be held on June 3, 2014, hereby assert as follows:

I am a resident of \_\_\_\_\_ County and am registered to vote at the address shown on this paper. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office.

My residence is correctly set forth after my signature hereto:

PRECEDENT (To be entered by Election Official)	NAME	RESIDENCE	VERIFICATION (To be entered by Election Official)
Print 1 Sign	Residence Address ONLY City or Town		
Print 2 Sign	Residence Address ONLY City or Town		
Print 3 Sign	Residence Address ONLY City or Town		
Print 4 Sign	Residence Address ONLY City or Town		
Print 5 Sign	Residence Address ONLY City or Town		

Please Complete Affidavit of Circulator on Reverse Side

## 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.

**Ballot Designation Worksheet**

Pursuant to California Elections Code Section 13107.3 and Section 20711 of the California Code of Regulations, this entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: \_\_\_\_\_

Attorney Information

Office: \_\_\_\_\_

Candidate Information

Home Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Attorney Information

Business Address: \_\_\_\_\_

Candidate Information

Mailing Address: \_\_\_\_\_

Attorney Information

Phone Number(s) Business: \_\_\_\_\_

Home Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Candidate Information

Attorney Name (or other person authorized to act in your behalf): \_\_\_\_\_

Attorney Information

Address: \_\_\_\_\_

Candidate Information

Home Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Attorney Information

Business Address: \_\_\_\_\_

Candidate Information

Mailing Address: \_\_\_\_\_

Attorney Information

Phone Number(s) Business: \_\_\_\_\_

Home Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Proposed Ballot Designation: \_\_\_\_\_

1<sup>st</sup> Alternate: \_\_\_\_\_

2<sup>nd</sup> Alternate: \_\_\_\_\_

You may select a ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by commas]
- (b) The title of a public office you currently occupy and to which you were elected
- (c) "Appointed" [full title of public office] if you currently serve by appointment in an elective public office and are seeking election to a different office
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, appointed) to your current public office and seek election to a new term
- (e) "Appointed Incumbent" if you were appointed to your current elective public office (other than Superior Court Judge) and seek election to a new term

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you

Rev 2/7/13 1

## 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.

**CANDIDATE STATEMENT OF QUALIFICATIONS**  
For the Presidential Primary Election to be held on June 3, 2014.

**Instructions to Candidate:**

- Statements must be submitted on a CD as a text document or a Word document and provided to the official filing agent when filing the nomination documents. A paper copy of the Statement of Qualifications must also be filed along with the CD Statement of Qualifications.
- This statement may include your age.
- Prepare statements according to the following rules:
  - > Statement must be a recitation of candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.
  - > Statement must be typed in upper and lower case.
  - Statements which do not conform to the rules will be corrected by the elections official. Neither grammar nor spelling will be proofed or changed.

**NO MORE THAN 200 WORDS. ESTIMATED COST: \$1,125.00 TO BE PAID BY: CANDIDATE**  
The estimated cost is an approximation based on multiple candidates filing statements and may be significantly higher or lower depending on the actual number of statements filed. Payment is required upon submission of your statement. A refund or invoice will be sent after the election.

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**CANDIDATE FOR VENTURA COUNTY SUPERVISOR  
THIRD SUPERVISORIAL DISTRICT**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Occupation: \_\_\_\_\_

SAMPLE

I have reviewed the above candidate statement and I understand no corrections or changes are allowed according to E. C. 13307.2) after it has been filed. I understand I am limited to a recitation of my own personal background & qualifications and shall not in any way make reference to other candidates for this office or to another candidate's qualifications, character, or activities. E. C. 13305. I also understand that the candidate statement is optional and it is not mandatory to file.

I certify under penalty of perjury that the candidate statement is true and correct to the best of my knowledge and belief.


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

I do not elect to file a statement as permitted by E. C. 13307. \_\_\_\_\_ Withdraw my candidate statement if no one files against me at the close of nomination.  
Candidate sign here if ~~submitting~~ not to have a statement. YES \_\_\_\_\_ NO \_\_\_\_\_  
Candidate to Initial: \_\_\_\_\_

## 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.

2012/2013  
Statement of  
Economic Interests



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**Form 700**  
A Public Document

*Also available on the FPPC website:*

- **Form 700 in Excel format**
- **Reference Pamphlet for Form 700**

**California Fair Political Practices Commission**  
428 J Street, Suite 620 • Sacramento, CA 95814  
Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
Toll free advice line: 1 (866) ASK.FPPC • 1 (866) 275-3772  
Telephone: (916) 322-5600 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2012

## Step 4 - 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.**

<b>MARK A. LUNN</b> Clerk Recorder/Registrar of Voters County of Ventura Elections Division		(File stamp)
NOVEMBER 8, 2016 PRESIDENTIAL GENERAL ELECTION CANDIDATE/AGENT GENERAL RECEIPT (Elections Code §8020)		
The following item(s) were received on behalf of: _____ Candidate's Name		
Candidate is filing in Ventura County for the office of: _____		
<b>REQUIRED ITEMS TO BE TURNED IN:</b>		
<ul style="list-style-type: none"><li>• Declaration of Candidacy form</li><li>• Nomination Petition</li><li>• Ballot Designation Worksheet</li><li>• Form 501</li><li>• Form 700 (Statement of Economic Interests)</li><li>• Check Sheet</li></ul>		
<b>OPTIONAL ITEMS TO BE TURNED IN:</b>		
<ul style="list-style-type: none"><li>• Candidate's Statement, check in the amount of \$ _____ Check No. _____</li><li>If Candidate Statement is submitted: Payment Agreement OR Waiver must be submitted. Statement: _____ e-mailed _____ on CD</li><li>• Code of Fair Campaign Practices</li><li>• Form 470</li><li>• Application for Voter Registration Information</li><li>• Customer Information Request Order Form</li></ul>		
Elections Official _____		Date _____