

The following guide shows how to complete your Notice of Candidacy. Review the example provided before filling out your own.

Please fill out and sign the document in the presence of a Notary.

- There is a fillable PDF on: wakegov.com/elections/candidates/Pages/candidate_filing.aspx
- No digital or electronic signatures.

Be specific in the *Name to Appear on Ballot* field.

- This section must be case-sensitive.
- Anything other than the legal first/middle name or initial provided will require a nickname affidavit.
- See *SBOE Nickname Guide*.
- Last name must match voter registration.

Review the candidate filing schedule and fee associated with your contest.

- Found on: wakegov.com/elections/candidates/Pages/candidate_filing.aspx
- The Wake County Check Acceptance Policy can be found in this packet.

Mail the completed Notice of Candidacy with check payment (payable to “Wake County”) to:

Wake County Board of Elections
Attn: Campaign Finance
P.O. Box 695
Raleigh, NC 27602

Envelopes will be processed as they are received. **Must be received during the candidate filing period to be considered timely.**



STATE OF NORTH CAROLINA

Example Guide

NOTICE OF CANDIDACY

ELECTION

(Year) Primary/General/Municipal

ELECTION DATE

JURISDICTION

JURISDICTION VALUE

If the office you are seeking has a district, enter the jurisdiction type (e.g. NC Senate) and value (Dist. 10).

NOTICE OF CANDIDACY FOR OFFICE OF:

DATE: SEAT NAME (judicial contests only):

Must complete all fields

CANDIDATE INFORMATION

Full Legal Name

Name to Appear on Ballot

Residential Address

Mailing Address

City, State and Zip

County

City, State and Zip

Campaign Phone Number

This information will be public.

Campaign Email Address

NC State Bar No. (Judicial and District Attorney Candidates only)

CANDIDATE'S PLEDGE

Complete only if filing for a contest subject to a possible partisan primary: I hereby file notice as a candidate for nomination as... in the... party primary election to be held on... I affiliate with the... party, (and I certify that I am now registered on the registration records of the precinct in which I reside as an affiliate of the... party.) I pledge that if I am defeated in the primary, I will not run for the same office as a write-in candidate in the next general election.

Complete only if filing for a non-partisan office: I hereby file notice that I am a candidate for election to the office of... (District/Ward...) for the governing body of... in the regular election to be held on...

FELONY DISCLOSURE

Have you ever been convicted of a felony? YES NO

Must indicate (If YES, complete attached Felony Disclosure Form)

If you have been convicted of a felony, you are required to complete a "Candidate Felony Disclosure" form within 48 hours of submitting this notice. GS § 163-106. The required form can be obtained from any election office or from the NC State Board of Elections website at www.NCSBE.gov. A prior felony conviction does not preclude holding elected office if rights of citizenship have been restored. Felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement.

CANDIDATE'S CERTIFICATION AND PLEDGE

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

I swear or affirm that the statements on this form are true, correct and complete to the best of my knowledge or belief.

X

Only sign in the presence of a Notary

Signature of Candidate

Date

Each candidate shall sign the notice of candidacy in the presence of the chairman or secretary of the board of elections, State or county, with which the candidate files. In the alternative, a candidate may have the candidate's signature on the notice of candidacy acknowledged and certified to by an officer authorized to take acknowledgments and administer oaths, in which case the candidate may mail or deliver by commercial courier service the candidate's notice of candidacy to the appropriate board of elections. The person acknowledging this notice of candidacy must complete the appropriate section on page 2 of this form.

Only IF using a Nickname (see "Nickname Guide")

AFFIDAVIT ATTESTING TO NICKNAME

(complete only if you would like an acceptable nickname to appear on the ballot in lieu of your legal name)

I, Legal Name, have been duly sworn, hereby state under oath that I have been commonly known by the nickname, Nickname for at least **five years** and request that my name be placed on the ballot as follows: Name to appear on the ballot. In the event that another candidate with the same last name as mine files notice of candidacy for the same office for which I am a candidate, my name should be listed as: Alternate Name to appear on the ballot (Must give alternate name).

Notary to complete only if there is a nickname to be used

STATE OF NORTH CAROLINA, _____ COUNTY

I hereby certify that, _____ the candidate who signed the AFFIDAVIT ATTESTING TO NICKNAME, personally appeared before me this day and signed this document in my presence.

Sworn to and subscribed before me this _____ day of _____.

X

Notary Signature

NOTARY SEAL

Printed Name

My Commission Expires

Notary Must Complete

ACKNOWLEDGMENT OF NOTICE OF CANDIDACY

Each candidate shall sign the notice of candidacy in the presence of the chairman or secretary of the board of elections, State or county, with which the candidate files. In the alternative, a candidate may have the candidate's signature on the notice of candidacy acknowledged and certified to by an officer authorized to take acknowledgments and administer oaths (Notary Public), in which case the candidate may mail or deliver by commercial courier service the candidate's notice of candidacy to the appropriate board of elections.

STATE OF NORTH CAROLINA, _____ COUNTY

I hereby certify that, _____, the candidate who signed this NOTICE OF CANDIDACY, personally appeared before me this day and signed this document in my presence or acknowledged his/her signature to be the same.

Date: _____

X

Signature of Certifying Officer (or Notary)

NOTARY SEAL

Printed Name of Certifying Officer (or Notary)

Title of Certifying Officer

My Commission Expires

COUNTY BOARD OF ELECTIONS CERTIFICATION

Candidates required to file their notice of candidacy with the **State Board of Elections** shall file along with their notice, a certificate signed by the chairman of the board of elections or the director of elections of the county. Candidates should have this certificate completed by their board of elections prior to submitting the notice to the State Board.

The undersigned has examined the voter registration records in _____ COUNTY and found that

- is a registered voter in this county. Leave section blank for Wake County Board of Elections to complete
- is registered as _____ (indicate candidate's political party affiliation or indicate *unaffiliated*, if applicable)
- has not changed his affiliation from another party or from unaffiliated within 90 days prior to the filing deadline.
- (Superior Court or District Court Judge only) is a resident of superior court district _____ or district court district _____.

X

Title of County Official

Signature of Board Chair or Director of Elections

Date

SBOE Nickname Guide

Candidate Names on Ballots		Example(s): <i>Legal Name: George Eugene Smith</i>	
		Allowed	Not Allowed
1	A candidate may use either first or middle name before the last name (no nickname affidavit necessary)	George Smith Eugene Smith	
2	A candidate may abbreviate using the first letter of either his first or middle name (but not last name) (no nickname affidavit necessary).	G. Smith G. E. Smith George E. Smith G. Eugene Smith	George S. G. E. S.
3	A candidate may choose to include a suffix (no nickname affidavit necessary).	George Smith George Smith, Jr. George Smith III	George Smith, Esq. George Smith, MD
4	The ONLY title allowed along with a name is Mr./Mrs./Miss/Ms.	Mr. George Smith	General George Smith Judge George Smith Hon. George Smith
5	If a nickname affidavit is completed, the nickname must either be used in place of the first or middle name, or following the first/middle name in parenthesis. Nicknames that indicate rank, status or position are prohibited. Any shortening of a name as it appears in the voter record, other than abbreviation to the first letter, requires a nickname affidavit (such as "Dave" if the voter registration lists the first name as "David")	George (Joey) Smith George E. (Joey) Smith George Eugene (Joey) Smith Eugene (Joey) Smith Joey Smith	George (Da Bomb) Smith George (Vote For Me) Smith George (The Judge) Smith George (Winner) Smith

	STATE OF NORTH CAROLINA	ELECTION _____
	FELONY DISCLOSURE FORM	ELECTION DATE _____
		JURISDICTION _____ JURISDICTION VALUE _____

At the same time a candidate files notice of candidacy, a candidate shall file a statement answering the following question: "Have you ever been convicted of a felony?" A felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement. A prior felony conviction does not preclude holding elective office if the candidate's rights of citizenship have been restored.

_____ Full Name

_____ Address

_____ Phone

_____ Contest

Have you ever been convicted of a felony? Yes

A candidate who answers "yes" to the question shall provide the name of the offense, the date of conviction, the date of the restoration of citizenship rights, and the county and state of conviction. Again, any felony conviction(s) that has been dismissed because of reversal on appeal or resulted in a pardon of innocence or expungement does not need to be disclosed.

Offense	Date of Conviction	Date Citizenship Rights Restored	County of Conviction	State of Conviction

I affirm that the information disclosed here is true, correct, and complete to the best of my knowledge.

_____ Candidate's Signature

_____ Date

WAKE COUNTY CHECK ACCEPTANCE POLICY

Check must be made payable to Wake County.

Check must be written for exact amount.

Check must be pre-printed with the payer's name, address, bank account and routing number. A street address must be provided if a PO Box is printed on check.

A valid North Carolina driver's license with a photo ID must be presented. If driver's license is not available, a North Carolina identification card or U.S. passport with a photo ID is acceptable. Cashier must legibly record ID number and phone number on face of check.

Out of state checks are not accepted unless accompanied by NC driver's license, local address and local phone number. Cashier must legibly record all of this information on face of check.

Certified checks are acceptable.

Not accepted

- Starter checks and counter checks
- Two party checks (checks made payable to Wake County and another party)
- Third party checks (checks made payable to an organization other than the one accepting or cashing check – example, a paycheck)
- Post-dated or pre-dated checks

Wake County reserves the right to refuse acceptance of any check whenever intent, validity, authenticity and/or availability of funds are in question.

A FEE OF \$25 WILL BE CHARGED BY WAKE COUNTY FOR ALL RETURNED CHECKS.

RETURNED CHECKS NOT PAID IN FULL TO WAKE COUNTY BY THE DUE DATE WILL BE TURNED OVER TO THE WAKE COUNTY DISTRICT ATTORNEY'S WORTHLESS CHECK PROGRAM. ADDITIONAL FEES WILL BE ASSESSED.