



# CERTIFICATION OF CANDIDATE FILING SPECIAL DISTRICT OFFICE

## Filing Dates and Deadlines

Candidates must submit a complete declaration of candidacy plus the petitions by 5:00 pm (local time) on the last day of the candidate filing period. (*§34-1404, Idaho Code*)

All deadlines are at 5:00 pm (local time).

## Candidate Filing Deadlines

May Election: March 21, 2025  
November Election: September 5, 2025

## Withdrawal Deadlines

May Election: April 4, 2025  
November Election: September 19, 2025

## Instructions for Certification

Upon receipt of both the Declaration of Candidacy and the Petition of Candidacy:

1. **Verify** the qualifications of the Candidate. (*A checklist is included on the bottom of the Declaration of Candidacy form*)
  - a. Some offices include **age requirements**. Age requirements must also be verified at the time of filing.
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 of the candidate's sub-district or zone, verify that the electors are in the correct sub-district or zone.
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 AND a copy of the Declaration of Candidacy** to the County Clerk for ballot preparation.

### 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.

### Office name

1

Filing for the office of \_\_\_\_\_ Term Length \_\_\_\_\_  
District name \_\_\_\_\_ Sub-district, zone, seat or position (*if applicable*) \_\_\_\_\_

### Candidate name

2

Ballot name \_\_\_\_\_

### Certification

3

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 \_\_\_\_\_, 2025.

Clerk of the District, sign and date here (*Required*)

X

\_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_