

THIS FORM MUST BE COMPLETE IN ORDER TO BE ACCEPTED. READ INSTRUCTIONS CAREFULLY.

STATE OF WEST VIRGINIA
Corporation of Harpers Ferry
Municipal Candidate's Certificate of Announcement

I hereby swear and affirm that the following information is true:

(1) Election Type: General

(2) Name of Office Sought: _____

(3) Candidate's Legal Name: _____
(First, middle and last name)

(4) Candidates name used in seeking office: _____
(Limited to 25 characters)

(5) I am a resident and legally qualified voter of the Corporation of Harpers Ferry: YES NO

All candidates must be legal residents within the municipal limits of the Corporation of Harpers Ferry on or before election day.

(6) Current residence address: _____
(Specific address where candidate resides at time of filing)

(7) Mailing address: _____
(If different from residence address above)

All elected offices of the Corporation of Harpers Ferry are non-partisan.

Daytime Phone (for public use)

Email Address (for public use)

Campaign Committee Name (if applicable)

Campaign Website (if applicable)

I swear or affirm that I am a candidate for this office in good faith, that I am eligible and qualified to hold this office, and that the information provided on this form is true.

Candidate's Signature *(must be notarized)*

Date

(Notary Public Use Only)

State of _____, County of _____

Subscribed and sworn to before me this _____ day of

_____, 20_____.

Signature of Notary Public or official authorized to give oaths.



Instructions for Filing the Candidate's Certificate of Announcement

Any candidate who seeks nomination or election to an office to be filled by election in any primary or general election within a municipality shall file a complete certificate of announcement, under oath, and the required fee, with the municipal recorder and within the required time. [W. Va. Code 3-5-7]

1. Provide all the required information.

An incomplete filing cannot be certified, and the first requirement of a complete filing is complete information. Fill in all blanks on this form.

2. Pay the required filing fee.

Filing fees are \$50.00 for Mayor, \$15.00 for Recorder, and \$10.00 for Town Council seats. (*Reference Section 103.03 of the Codified Ordinances of Harpers Ferry.*) The full filing fee must accompany the Certificate of Announcement, unless you are eligible for a petition in lieu of fee waiver (ask the Recorder for additional information). A personal check is generally accepted, but if your check is returned for lack of funds, unsigned or does not contain sufficient information, your candidacy **will not** be certified.

3. File your Certificate of Announcement & filing fee with the correct office.

Candidates must file for office with the Recorder at Harpers Ferry Town Hall.

4. File your Certificate of Announcement within the filing period.

The filing period begins the second Monday of January (14 January 2019), and closes at midnight on the last Saturday in January (26 January 2019). You may file in person during office hours, or by U.S. Mail, provided your filing is postmarked by the U.S. Postal Service no later than midnight on the last day of filing. Any filing received before the filing period will be returned, and any filing received after the deadline showing only a private postage meter mark does not meet the filing requirement and cannot be accepted.

5. Do not file for more than one office.

If you file for more than one office and do not withdraw from all but one before the close of the filing period, you will not be placed on the ballot for any office.

6. File your personal financial disclosure form with the West Virginia Ethics Commission.

This disclosure is due within 10 days after you file your Certificate of Announcement. Most municipalities have not adopted the act, but it is helpful to check with your Recorder or the Ethics Commission (304-558-0664) for more information. **NOTE: Harpers Ferry has not formally adopted the West Virginia Ethics Act.**

7. If you decide to withdraw, you must do so formally by the deadline.

West Virginia Code sets the last day for your withdrawal to be received to remove your name from the ballot at 84 days before the election. If you decide you no longer want to run, file a signed and notarized "Notice of Withdrawal of Candidacy" (Official Form C-9) with the same office where you originally filed for office. **For the 2019 election, the last day to officially withdraw is Tuesday, 19 March.**

8. Your position on the ballot will be decided by random drawing.

All ballots are arranged by random drawing. To determine the order of names for the election, the Recorder will draw for ballot positions for all offices at 9 a.m. on the Tuesday 70 days prior to the election. You or your representative may attend.

For the Corporation of Harpers Ferry, the candidate drawing will be held on Tuesday, 2 April 2019.

Campaign Financial Statement: *The Campaign Financial Statement (Official Form F-7 or F-7A) is due 13-20 days following the election. Forms must be filed with the Recorder on or before Monday, 1 July 2019. All candidates must file this form.*