

# STATE OF OKLAHOMA

## COUNTY COMMISSIONER CANDIDATE FILING PACKET

**NOTICE:** It is the responsibility of each candidate to determine the qualifications and requirements for becoming a candidate for public office.

All candidates must submit the Declaration of Candidacy and a Voter Registration Verification Form, along with the appropriate filing fee or a petition supporting their candidacy to the Secretary of the County Election Board. Additional documents, such as the Criminal History Disclosure Supplemental Form, may be required. Use the Candidate Filing Checklist (Page 5) to assemble all necessary paperwork required to declare candidacy for the office sought.

### Where to file

Candidates for County Commissioner file Declarations of Candidacy with the Secretary of the County Election Board at the appropriate County Election Board office.

Candidates may file in person, by mail, or the candidate may send an agent to file on their behalf. Regardless of the method of filing, all required filing documents must be received during the designated candidate filing period between the hours of 8 a.m. and 5 p.m.

### Filing fee

For candidates filing for office with the Secretary of the County Election Board, a **cashier's check or certified check made payable to Secretary of the County Election Board** shall accompany the Declaration of Candidacy and required paperwork. Cash cannot be accepted. Personal checks or campaign account checks cannot be accepted. Filing fees are nonrefundable.

**Filing Fee for County Commissioner: \$300.00**

### Petition

In lieu of a filing fee, a petition supporting the candidacy signed by not fewer than 2% of the number of registered voters in the appropriate district or county, as applicable for the office sought, may be submitted with the Declaration of Candidacy and required paperwork. A petition form is included on Page 13 of the Candidate Filing Packet.

- Candidates who file a petition for candidacy must use the approved petition form provided by the State Election Board.
- Copies of the petition form are to be printed by the candidate. "Pages of a petition supporting a Declaration of Candidacy shall be printed on white paper measuring 8.5 inches by 11 inches. Pages of a petition shall be printed on only one side of said paper." (See Okla. Admin. Code § 230:20-9-1(c).) Each page of a petition shall include the candidate information.
- The petitioner must complete the top of each petition form to include the candidate's name, party name, office sought, district number (if applicable), and the county where the petition was circulated.
- "A signature on a petition in support of a Declaration of Candidacy filed by a candidate for a federal, state, or county office shall be the original, personally



handwritten signature of a registered voter eligible to vote for the candidate and office. **No one may sign a petition in support of a Declaration of Candidacy for another registered voter.**" (See Okla. Admin. Code § 230:20-9-3.) Photocopies of signed petition forms will not be accepted.

- Petition forms must accompany the Declaration of Candidacy and **must be submitted between 8 a.m. and 5 p.m. during the official filing period.** (Early, late or incomplete submissions cannot be accepted.)
- The Secretary of an Election Board who accepts a Declaration of Candidacy supported by petition will count the number of signatures submitted on the petition to determine if the total number equals or exceeds the amount required. Any other candidate who files for the same office, or a registered voter in the event a candidate is unopposed, is entitled to verify the registration information of each person who signed the petition. In the event that a sufficient number of invalid signatures exists to render the petition insufficient, the candidate or the voter may so state in a contest of candidacy petition which may be filed as provided by state law.

The official number of signatures required for each office is based on the number of registered voters as of November 1, 2023. (See Okla. Admin. Code § 230:20-9-4.) Signature requirements can be found on the State Election Board candidate filing page at [oklahoma.gov/elections/candidates/candidate-filing.html](https://oklahoma.gov/elections/candidates/candidate-filing.html).

### **Withdrawal of candidacy**

- A candidate may withdraw from the election by filing a written notice with the Secretary of the County Election Board **before 5 p.m.** on the second business day following the close of the filing period.
- Forms for withdrawal are available on the State Election Board candidate filing page at [oklahoma.gov/elections/candidates/candidate-filing.html](https://oklahoma.gov/elections/candidates/candidate-filing.html) or from your County Election Board.

### **Contests of candidacy**

Any candidate who files with the Secretary of the County Election Board may contest the candidacy of any other candidate for the same office by filing a written petition with the Secretary of the County Election Board **before 5 p.m.** on the second business day following the close of the filing period.

**The contest of candidacy petition must be accompanied by a cashier's check or certified check in the amount of \$250.00, payable to Secretary of the County Election Board.** Cash cannot be accepted. Personal checks or campaign account checks cannot be accepted. To respond to the petition, the contestee must also post a deposit in the same manner as the petitioner, except that the deposit may be posted at the time of the contestee's appearance at the scheduled hearing.

### **General information**

1. Candidates may file for the nomination of a political party only if said party is recognized by the laws of the State of Oklahoma.
2. Candidates may file for no more than one office at any election. A Special Election and a Regular Election held on the same date are considered one election.

3. To become a candidate for office and have one's name appear on a ballot, a person must file a Declaration of Candidacy as prescribed by the Secretary of the State Election Board, accompanied by either a filing fee in the amount specified by the laws of the State of Oklahoma or a petition bearing the required number of signatures of registered voters. (See Pages 1-2.) A complete Declaration of Candidacy shall include **both pages** of the Declaration of Candidacy form – signed where indicated and notarized, along with the Criminal History Disclosure Supplemental Form, if applicable.
4. All candidates are required to submit a Voter Registration Verification Form as part of the Declaration of Candidacy. Forms may be downloaded from the OK Voter Portal at <https://okvoterportal.okelections.us/> or obtained from the candidate's County Election Board or the State Election Board. **By law, the Secretary of the County Election Board can only accept a Declaration of Candidacy if the information contained on the Voter Registration Verification Form matches the information provided on the Declaration of Candidacy (including residence address), and if such Declaration meets all other requirements of state law.** (See [26 O.S. § 5-111.](#)) The Voter Registration Verification Form includes the candidate's name, date of birth, address of residence, party affiliation, voter identification number, the precinct and county where the candidate is registered, and the original date of the voter registration within the county, if available. Additionally, the form will include the districts in which the candidate is registered to vote including state senator, state representative, county commissioner, municipality, and any ward, school or technology center district, if applicable.
5. All required pages of the Declaration of Candidacy must be completely filled out and signed by the candidate. The Candidate Oath (Page 9) must be notarized by a Notary Public or other person authorized to administer oaths.
6. A candidate's name will be printed on the ballot as it is entered on the first line of Section 1 of the Declaration of Candidacy; however, no candidate shall have any prefix, suffix, or title placed before or after the ballot name. A suffix such as Jr., Sr., II, or III, may be permitted if it is part of the candidate's name. (See Okla. Admin. Code § 230:20-3-38.) A candidate's full legal name also must be provided on the Declaration of Candidacy (Page 7).
7. All candidates are required to read the Candidate Qualifications and answer the questions for the office sought as part of the Declaration of Candidacy.
8. All candidates are required by state law to disclose on the Declaration of Candidacy whether they ever have been convicted, pled guilty or nolo contendere, or otherwise been determined to be guilty of a misdemeanor involving embezzlement or of a felony in Oklahoma or in any other state and/or whether an arrest warrant is outstanding in connection with such misdemeanor or felony. A candidate who checks YES to any question in the Criminal History Disclosure section of the Declaration of Candidacy (Page 9) is required to fill out, sign, and submit the Criminal History Disclosure Supplemental Form (Page 11).
9. In contests of candidacy, the Secretary of the County Election Board is the constructive service agent for each candidate who has filed. By the act of filing a



Declaration of Candidacy, each candidate is conclusively presumed to have accepted these terms.

10. The Secretary of the County Election Board has the authority, by state law, to reject any Declaration of Candidacy, which on its face shows that the candidate does not meet the qualifications to become a candidate for the office indicated, as set forth in the Oklahoma Statutes. **Candidates with questions regarding their qualifications for candidacy should consult statutory requirements and/or their legal counsel before filing a Declaration of Candidacy.**



# OKLAHOMA DECLARATION OF CANDIDACY

## Candidate Filing Checklist

Use this checklist to complete and assemble all required Declaration of Candidacy pages before filing with the Secretary of the County Election Board.

<input type="checkbox"/> <b>DECLARATION OF CANDIDACY</b> <b>Candidate Information, Candidate Qualifications, Criminal History Disclosure and Oath</b> (Sections 1-8) <ul style="list-style-type: none"> <li>• Candidate must personally sign the Declaration of Candidacy where indicated and the candidate's signature must be notarized.</li> </ul> See Pages 7 and 9.	<p><b>REQUIRED</b> for all candidates.</p> <p>A <b>complete</b> Declaration of Candidacy includes: Candidate Information and Oath (2 pages), Voter Registration Verification Form, and Criminal History Disclosure Form (if applicable).</p>
<input type="checkbox"/> <b>VOTER REGISTRATION VERIFICATION FORM</b> <ul style="list-style-type: none"> <li>• Must be included with Declaration of Candidacy.</li> <li>• Information on form must be accurate and match the information provided on the Declaration of Candidacy.</li> </ul> See Page 4 and Appendix B	<p><b>REQUIRED</b> for all candidates.</p>
<input type="checkbox"/> <b>CRIMINAL HISTORY DISCLOSURE SUPPLEMENTAL FORM</b> <ul style="list-style-type: none"> <li>• Must be completed if candidate checks YES to any question in the Criminal History Disclosure section of the Declaration of Candidacy.</li> <li>• Provide all requested information.</li> </ul> See Page 11.	<p><b>REQUIRED</b> for candidates who check YES to any question in the Criminal History Disclosure (Section 7) on the Declaration of Candidacy form.</p>
<input type="checkbox"/> <b>FILING FEE (CASHIER'S or CERTIFIED CHECK)</b> <ul style="list-style-type: none"> <li>• Only a cashier's check or certified check made payable to Secretary of the County Election Board can be accepted.</li> <li>• Cash cannot be accepted.</li> <li>• A personal check or campaign account check cannot be accepted.</li> <li>• All candidate filing fees are nonrefundable.</li> </ul> See Page 1. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto; text-align: center;">                     OR Petition in lieu of filing fee                 </div>	<p><b>REQUIRED</b> unless filing by petition.</p> <p>When a candidate submits a filing fee, a petition is not required.</p>
<input type="checkbox"/> <b>PETITION SUPPORTING CANDIDACY</b> <ul style="list-style-type: none"> <li>• Must contain the required number of signatures in the county or district for the office sought.</li> <li>• The number of signatures required for each office and district for which the County Election Board accepts Declarations of Candidacy can be found at <a href="http://oklahoma.gov/elections/candidates/candidate-filing.html">oklahoma.gov/elections/candidates/candidate-filing.html</a>.</li> <li>• Email <a href="mailto:info@elections.ok.gov">info@elections.ok.gov</a> or contact your County Election Board for more information.</li> </ul> See Pages 1-2 and 13.	<p><b>REQUIRED</b> unless submitting a filing fee.</p> <p>When a candidate submits a petition bearing the required number of signatures, a filing fee is not required.</p>
<input type="checkbox"/> <b>CANDIDATE QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• All candidates must read the qualifications for the office sought before signing the Declaration of Candidacy.</li> <li>• Candidates with questions concerning their qualifications for office should consult with their legal counsel.</li> </ul> See Appendix A.	<p><b>REQUIRED</b> for all candidates.</p>
<input type="checkbox"/> <b>OKLAHOMA ETHICS COMMISSION</b> <ul style="list-style-type: none"> <li>• Information included for convenience of candidates.</li> <li>• Direct all questions to the Ethics Commission.</li> </ul> See Appendix C.	<p><b>ETHICS FORMS FILED</b> with the County Election Board.</p> <p>(See Okla. Admin. Code § 230:20-11-2.)</p>

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# OKLAHOMA DECLARATION OF CANDIDACY

## Candidate Information and Oath

**NOTICE:** All information provided on the Declaration of Candidacy and supplemental forms will be made available to the public, except address information.

SECTION 1 – Ballot Information (required)				
Candidate’s name (as it will appear on ballot)				
Candidate’s legal name				
Candidate’s voter registration name				
Title of office sought		District of office sought (if applicable)		
SECTION 2 – Party Affiliation Information (required if filing for a partisan office)				
Candidate for the:				
<input type="checkbox"/> _____ Party		<input type="checkbox"/> Independent (no party)		
SECTION 3 – Voter Registration Information (required)				
Voter ID number		Date of birth		
I am a registered voter in:				
Precinct # _____		County _____		
SECTION 4 – Address Information (required)				
Voter registration address		City	State	ZIP code
Residence address		City	State	ZIP code
Mailing address		City	State	ZIP code
SECTION 5 – Contact Information (optional)				
Phone		Email		
Alternate phone		Website		

**FOR OFFICE USE ONLY**

This declaration is accompanied by a (check one):

Check #: \_\_\_\_\_

Petition # of pages: \_\_\_\_\_ and # of signatures: \_\_\_\_\_

Not in person

Received by (initials): \_\_\_\_\_

Voter Verification Form Included

Received by (initials): \_\_\_\_\_




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# OKLAHOMA DECLARATION OF CANDIDACY

## Candidate Information and Oath

Candidate's name (as it will appear on the ballot): 

### SECTION 6 – Qualifications (required)

#### COUNTY COMMISSIONER

- Yes  No Have you been a registered voter and maintained a current principal residence within the county commissioner district for the six-month period immediately preceding the first day of the filing period?
- Yes  No Have you been a registered voter of the party for which you seek a nomination, **OR** if filing as an Independent candidate, have you been a registered Independent for at least six (6) months immediately preceding the first day of the filing period?
- Yes  No I have read the qualifications for this office attached to the filing packet and affirm that I am qualified for this office.

### SECTION 7 – Criminal History Disclosure (required)

- Yes  No Have you been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States?
- Yes  No If yes, has it been fifteen (15) years or longer since the completion of your sentence?
- Yes  No Have you been named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or a felony in this or any other state or of the United States?

If you answered YES to any of the above questions, you are required to fill out and sign the Criminal History Disclosure Supplemental Form and include it with your Declaration of Candidacy.

### SECTION 8 – Oath and Notarization (required)

I, the undersigned, swear or affirm that the information provided in this Declaration of Candidacy, including any information on the Voter Registration Verification Form and Criminal History Disclosure Supplemental Form, is true and correct, that I have read the Candidate Qualifications for the office that I seek, that I am fully qualified to become a candidate for said office, and that I will be fully qualified to hold said office, if elected.

Candidate's signature

**X** \_\_\_\_\_ Date \_\_\_\_\_

SEAL

State of \_\_\_\_\_ County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_  
Date Name of candidate

My commission expires on \_\_\_\_\_ Commission Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public or Officer Authorized to Administer Oath

\_\_\_\_\_  
Title of Notary Public or Officer Authorized to Administer Oath



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# OKLAHOMA DECLARATION OF CANDIDACY

## Criminal History Disclosure Supplemental Form

Candidate's name	Title of office sought
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If you have been convicted, pled guilty or nolo contendere, or otherwise been determined by a court of proper authority in Oklahoma or in another state to be guilty of a misdemeanor involving embezzlement or of a felony under the laws of this state or of the United States, or if at this time you are named in an outstanding warrant for arrest for a misdemeanor involving embezzlement or for a felony in the State of Oklahoma or in another state, you are required to complete this Criminal History Disclosure form.

**For convictions or pleas to such offenses:**

Name of offense	
City, county and state of conviction, plea, or deferral of sentence	Name of court
Date of conviction, plea of guilty or nolo contendere, or deferral of sentence	
Type of sentence received (i.e., payment of fine, suspended or deferred sentence, incarceration in jail or prison)	
Original length of sentence	Date of completion of sentence
Have you received a full and complete pardon for this offense? <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	

**For outstanding warrants involving such offenses:**

Name of offense	
City, county and state of issuance of outstanding warrant	Name of court
Date of issuance of outstanding warrant	

Candidate's signature

**X** \_\_\_\_\_ Date \_\_\_\_\_

**Use additional copies of this form if more space is required.**

Page \_\_\_\_ of \_\_\_\_

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# OKLAHOMA DECLARATION OF CANDIDACY

## Petition Supporting a Candidate for County Office

Candidate's name	Party affiliation	Title of office sought	District (if applicable)	County where circulated
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I, by signing this petition, ask the Secretary of the County Election Board to accept a Declaration of Candidacy from the person named above as a candidate for the county office listed above. I, by signing this petition, certify that I am a registered voter in the State of Oklahoma, in the above-named county, and above-named district (if applicable) and that my name, address, and date of signing this petition are as follows:

	Voter's signature	Voter's name (PRINT)	Voter's street address (PRINT)	City (PRINT)	ZIP code	Date signed		
						Month	Day	Year
1								
2								
3								
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**Notice to Circulator: Only registered voters of the above-named county and district (if applicable) may sign this petition Page.**

<b>Witnessed by:</b>	Circulator's name (printed)	Circulator's signature
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