



# COUNTY OF TULARE

## Registrar of Voters

### Introduction to the Online Candidate Process

In light of the continued need for COVID-19 preventative measures introduced during the November 2020 Nomination Period, the Tulare County Registrar of Voters office is pleased to continue offering the new online Nomination Portal to candidates filing for office. The Online Candidate Process will allow you to start the nomination process from your computer via the Nomination Portal and will reduce the overall number of visits and the total duration you will spend in person at the Registrar of Voters office. The Nomination Portal will be available on our website, [www.tularecoelections.ca.org](http://www.tularecoelections.ca.org), on the first day Signature in Lieu petitions are available.

The Registrar of Voters office is a small space and can only accommodate a maximum of two people at a time. As such, all candidates will be required to schedule an appointment in advance for their in-person Nomination Period needs. Appointments can be made on our website and is found under the “Candidate Resources” for the current election. Any candidate arriving to the Registrar of Voters office without an appointment while the lobby is at full capacity will need to wait in the Government Plaza lobby until there is an opening available in the Registrar of Voters lobby.

### Candidate Application

The Nomination Portal can be accessed from the Registrar of Voters website under *Current Election Information>June 7, 2022 Primary Election>Candidate Resources>Nomination Portal*. You will begin by selecting the office you are running for. You will first need to select the “Local Office Title” that your office belongs to. Second, you will need to select the “District” that your office belongs to. Finally, you will need to select the “Vacancy” your office belongs to. Please provide extra attention to the “Sub-type” you are selecting if your office represents a specific District number, Seat number, Area number, etc., as this may affect your eligibility to run for that office if there is a residency requirement or how your contest may appear on ballot. If you are unsure which category your office will be listed under, please review the offices listed in the online Candidate’s Guide for direction.

Once you have selected the office you are wanting to run for, you will be directed to complete the Long Form. All items with the red asterisk (\*) are required to be filled out. This form will ask you to complete:

- Your name as you are registered to vote\*
- Your name as you want it to appear on the ballot\* (please review the “more information” linked on the long form of how this can differ from your name as you are registered to vote)
- Your Residence Information \*
- Your Mailing Address (optional)
- Your Business Address (optional)
- Your Contact Phone numbers and Social Media contacts (optional)
- Your Attorney (Campaign Manager or other Authorized Agent) contact information (optional)

You will also have the option of entering your Candidate’s Statement information. The Candidate’s Statement has an additional cost you will be required to pay if you are choosing to complete a Candidate’s Statement. Complete this section only if you plan on paying for your Candidate’s Statement to be printed in the Tulare County Voter Information Guide.

You will have an opportunity to view the Code of Fair Campaign Practices and then indicate if you plan on signing the Code of Fair Campaign Practices. If you select yes, the Registrar of Voters will have this document available for you to sign at your Nomination Appointment.

You will also have the opportunity to opt into the [email distribution list](#) to receive email communications and press releases from the Registrar of Voters office throughout the election cycle.

Click on the submit button once you have completed the Long Form. The Registrar of Voters will review your Candidate Application and email you with further instructions within one business day of submitting your application. If you have not received an email within one business day, please check your Spam folder before contacting the Registrar of Voters for a status update.

## **Signature in Lieu of Filing Fee Petitions**

If you complete your application during the Signature in Lieu period, you will receive an email from [AV1@tularecounty.ca.gov](mailto:AV1@tularecounty.ca.gov) with your specific Signature in Lieu Petition attached once your Candidate Application has been approved. Print the number of petition pages you will need for gathering signatures.

Once you have gathered your Signatures in Lieu, you will need to turn in the petition pages for signature verification. You will need to turn the pages into the County where the voters reside and they must be submitted before the closing date for the Signature in Lieu period. When turning in Signatures in Lieu Petitions to the Tulare County Registrar of Voters office, you will be issued a *prima face* petition receipt indicating the total number of raw (unverified) signatures you left with the office for verification. You will be contacted within ten days indicating how many signatures on your Signatures in Lieu petition were validated as registered voters in your district.

Signature in Lieu petitions turned in after the close of the Signature in Lieu period will not be counted, not even towards your Nomination Signature requirement. If you completed your Candidate Application during the Signature in Lieu period and plan to gather Nomination Signatures only *do not* gather any Nomination Signatures on your Signature in Lieu Petition form.

## **Additional Optional Candidate Forms**

Once a Candidate Application has been approved, the [Ballot Designation Worksheet](#) and [Character-Based Name Form](#) will be added to your Nomination Portal account. These forms are optional, but if you choose to have a Ballot Designation appear below your Name on the ballot or if you have a character-based name, then you will need to complete the associated form on the Nomination Portal, then print the completed form and bring it with you to your Nomination Appointment.

**Ballot Designation Worksheet:** If you are choosing to have a Ballot Designation appear below your name on the ballot and are completing the Ballot Designation Worksheet, the contact information you supplied in the Long Form will transfer over to the Ballot Designation Worksheet. Review this information for accuracy and then continue completing the worksheet. When completing this worksheet, every data field *must* have an entry. If there is information that does not apply to you or you do not wish to disclose, enter “N/A” into that data field. For example, not every candidate will have an Attorney, Campaign Manager, or other Authorized Agent so those fields will need to have “N/A” entered into that data field. Any additional data you add to this form will not be saved to the Nomination Portal and the Registrar of Voters office will not be able to print the completed form on your behalf. You must print the completed form on your own and bring it to your appointment with you.

**Character-Based Name Form:** Certain languages use an “alphabet” other than the Roman alphabet we use in English. Rather, their written language is character-based and their name is represented by a specific set of characters. If you have a character-based name and would like to have your character-based name appear on the ballot in counties required to support that specific language, you may complete this. Any additional data you add to this form will not be saved to the Nomination Portal and the Registrar of Voters office will not be able to print the completed form on your behalf. You must print the completed form on your own and bring it to your appointment with you. Following the instructions on the form, bring copies of supporting documentation for your character-based name when you file the form at your Nomination Appointment.

## Declaration of Intention

You will need to schedule an in-person appointment at the Registrar of Voters office. If you chose to gather Signatures in Lieu of the Filing Fee (which will double count as your Nomination Signatures) and have not already turned your petitions in for verification, you will want to bring your petition pages with you to this appointment. Your petition pages will be verified by staff members while your Declaration of Intention is being prepared. If you chose to complete any of the additional optional forms on the Nomination Portal and have them completed, you may file those documents at this time as well. Once your Signatures in Lieu have been verified, you will need to make the payment for the balance of your filing fee. If you did not submit any Signature in Lieu petitions, you will need to pay the filing fee in its entirety. Once your filing fee is paid, you will be given your Declaration of Intention to sign. You will need to schedule an appointment to come back and complete your Declaration of Candidacy during the Nomination Period.

## Nomination Petitions Issued

If you chose to by-pass the Signature in Lieu Petitions or if you did not gather enough Signatures in Lieu to satisfy the Nomination Signature requirement, the Nomination Petition will be emailed to you on the first day of the Nomination Period.

## Nomination Appointment

Bring your completed Nomination Petitions with you to this appointment. The verification of the signatures on your Nomination Petition will begin immediately. While your Nomination Petition is being verified, you will sign any remaining forms from the Nomination Portal that require your wet signature. The Registrar of Voters staff will review all of the documents filed as part of your Nomination process to date. If your Nomination Petition has been verified to contain the required number of nomination signatures, all required documents are complete, including those required to be completed outside of the online Nomination Portal, and you have filed any additional optional documents you printed from the Nomination Portal, then your Oath of Office will be subscribed to you and you will be issued your Declaration of Candidacy.

If the Nomination Petition does not contain a sufficient number of verified Nomination signatures, you may go and gather additional signatures on a new Nomination Petition if time allows. The Declaration of Candidacy will not be issued to you until you have satisfied the Nomination Signature requirement.

## Documents required to be completed outside of the Nomination Portal

As a candidate, you will have additional forms that you will need to complete that exist outside of the online Nomination Portal. Specifically, you will need to complete an FPPC Form 700 *Statement of Economic Interests* and you will have to file online Campaign Disclosure Documents.

Form 700: While the Form 700 will be available at the Registrar of Voters office, it may not be possible to complete your Form 700 in one session if you have extensive economic interests to disclose. For that reason, it is highly suggested that you complete your Form 700 prior to coming to your Nomination Appointment. The Form 700 is available on the FPPC website at <https://fppc.ca.gov/Form700.html>. If you normally file an Annual Form 700, you will need to have a Form 700 cover sheet marked specifically for your candidate filing obligations with an original wet signature and it must be dated within 60 days prior to you completing your Declaration of Candidacy.

Campaign Disclosure: If you have Campaign Disclosure filing obligations that require you to file with your Campaign Disclosure documents with the Tulare County Registrar of Voters office, you will need to file your Campaign disclosure documents electronically using the eCampaign system, <https://www.southtechhosting.com/TulareCounty/eCampaign/>. First time eCampaign users will need to request login credentials by emailing [AV1@tularecounty.ca.gov](mailto:AV1@tularecounty.ca.gov). Include in your email your name, the office you are running for, and a contact phone number.

The FPPC Form 470, for candidates that plan to spend and/or raise less than \$2000.00 on their campaign will also need to be completed in this system.