

UNAFFILIATED CANDIDATE PETITION GUIDE

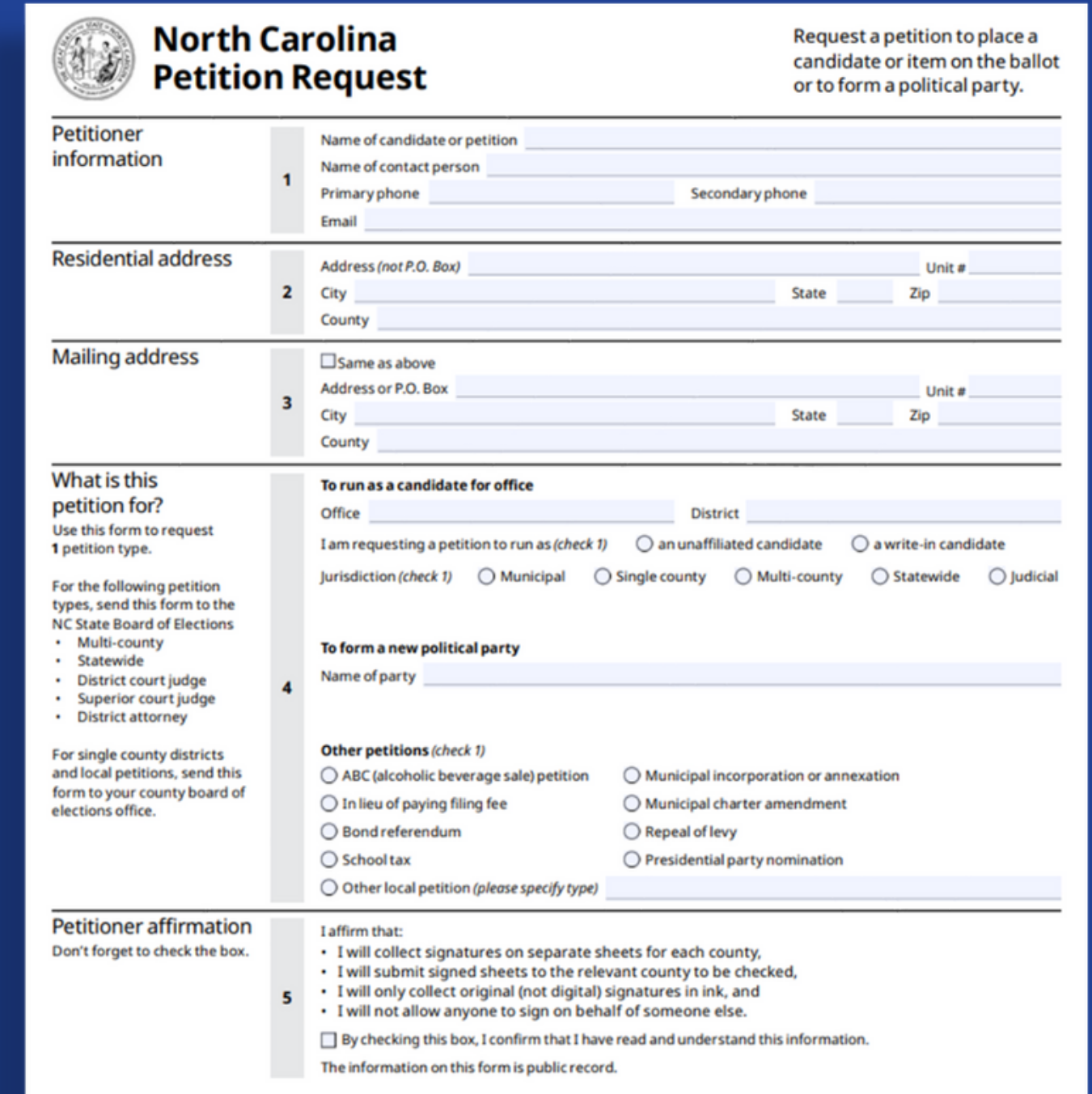
FORSYTH COUNTY BOARD OF ELECTIONS

Petition Request Form

- Voters interested in running as an Unaffiliated candidate for an office are required to provide a completed petition request form to the County Board of Election or State Board of Elections, whichever oversees the jurisdiction of the office they will be petitioning.
- The County Board of Elections will set up the signature collection form with the necessary information to ensure proper verification of signatures collected. This may be provided to the candidate via email for their use.

Exceptions:

- Candidates whose name appeared on a primary ballot will not be eligible to file as an Unaffiliated candidate for the General Election.
- Unaffiliated petitioners are not required to be registered as an Unaffiliated voter to petition as an Unaffiliated candidate; the petitioner would not be representing their official party of registration on the ballot.



The image shows a "North Carolina Petition Request" form. At the top left is the North Carolina state seal. The title "North Carolina Petition Request" is in bold. To the right, it says "Request a petition to place a candidate or item on the ballot or to form a political party." The form is divided into several sections, each with a numbered tab on the left:

- 1 Petitioner information:** Fields for Name of candidate or petition, Name of contact person, Primary phone, Secondary phone, and Email.
- 2 Residential address:** Fields for Address (not P.O. Box), City, State, Zip, and County. There is also a Unit # field.
- 3 Mailing address:** A checkbox for "Same as above". If not checked, fields for Address or P.O. Box, City, State, Zip, and County are provided, along with a Unit # field.
- 4 What is this petition for?:** This section contains two main parts:
 - To run as a candidate for office:** Fields for Office and District. Below these are radio buttons for "I am requesting a petition to run as (check 1)": an unaffiliated candidate, a write-in candidate, and Jurisdiction (check 1) with options: Municipal, Single county, Multi-county, Statewide, and Judicial.
 - To form a new political party:** A field for Name of party.
 - Other petitions (check 1):** Radio buttons for: ABC (alcoholic beverage sale) petition, In lieu of paying filing fee, Bond referendum, School tax, Other local petition (please specify type), Municipal incorporation or annexation, Municipal charter amendment, Repeal of levy, and Presidential party nomination.
- 5 Petitioner affirmation:** A section with the instruction "Don't forget to check the box." and a list of affirmations:
 - I affirm that:
 - I will collect signatures on separate sheets for each county,
 - I will submit signed sheets to the relevant county to be checked,
 - I will only collect original (not digital) signatures in ink, and
 - I will not allow anyone to sign on behalf of someone else.
 - A checkbox: "By checking this box, I confirm that I have read and understand this information. The information on this form is public record."

Petition Signature Sheet

- Signature sheets are generated based upon the information provided on the petition request form. Language referenced in red must appear on the signature sheet prior to collecting signatures.
- Signature requirements are generated for the different jurisdictions on January 1 and are based on the office that is being sought.
- All signatures collected must be original signatures by registered voters in the respective jurisdiction. Electronic signatures will not be accepted.

UNAFFILIATED CANDIDATE NOMINATION BY PETITION (GS § 163-122)

THE UNDERSIGNED REGISTERED VOTERS IN **FORSYTH** COUNTY HEREBY PETITION ON BEHALF OF **JANE/JOE SMITH** AS AN UNAFFILIATED CANDIDATE FOR THE OFFICE OF **WARD/CITY/COUNTY/DISTRICT/STATE** IN THE NEXT GENERAL ELECTION. THE UNDERSIGNED HEREBY PETITION THAT SUBJECT CANDIDATE BE PLACED ON THE APPROPRIATE BALLOT UPON COMPLIANCE WITH THE PROVISIONS CONTAINED IN G.S. 163-122

IT IS ILLEGAL TO SIGN THE NAME OF ANOTHER PERSON TO A PETITION. (G. S. 163- 221)

BOE ONLY	Line No.	Print your name (Must be printed legibly)	Residential street address	ZIP code	Birth date (MM/DD/YYYY)	Signature
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					

SUBMIT COMPLETED FORMS TO THE OFFICE OF _____ BOARD OF ELECTIONS.

Board of Elections use only

Page ____ of ____ pages

Batch No _____

Date received ____ / ____ / ____

Qualifying Signatures

When collecting signatures - signers must be registered voters in the jurisdiction that the seat will serve and signers must sign in their hand or make their mark in the event they are not able to sign their name. The link below will enable anyone collecting signatures to verify signers is registered to vote as well as verify the jurisdiction in which they are registered to vote.

Voter Search (ncsbe.gov)

It is the petition holder's responsibility to understand the boundaries of the seat they are petitioning for and the addresses that fall within that jurisdiction. Multiple links are available on the next slide that will enable jurisdiction verification.

Maps

Maps are available on the Forsyth County Board of Elections website free of charge for Commissioner Districts, Judicial Districts, School Board Districts, North Carolina House and Senate Districts, U.S. Congressional Districts as well as Winston Salem Wards and Precincts see the following link:

Municipalities, Wards and Precincts of Forsyth County (arcgis.com)
District Maps (forsyth.nc.us)

- MapForsyth can provide printed maps for a fee with boundary lines for the area the petition holder will be running. See the link below to submit your request.

Board of Elections, North Carolina (forsyth.nc.us)

- MapForsyth also offers address searches in real time to verify any addresses' position within the ward, city, county, school district, NC Senate and NC House district. It is accessible 24 hours a day, 7 days a week.

My Elected Representatives (arcgis.com)

Petition Signature Status

- Only registered voters' signatures are counted toward the total number of signatures required for the ward, city, county, school district, NC Senate and NC House district that the petition is applicable to. Voters can withdraw their signatures prior to petition being finalized.
- The name, address and the signature in the voter's own hand are required. Information is compared against the voter registration on file. Each signature is examined, and a signature status is entered into the Petition Module; which will track the approved signatures throughout the petition verification process.
- Citizens that are not registered or those that have an address change are mailed a letter to enable them to register to vote or to updated the voter information provided on the petition.

Petition Module Signature Status	BOE Only Column
Address Rejected	AR
Deceased	DEC
Duplicate	DUP
Illegible (Not Clear to Verify)	I
Incorrect County	IC
Late Filing	LF
Moved	M
No Record	NR
Not in District	ND
Removed	R
Signature Missing	SM
Signature Rejected	SR
Signature Withdrawn	SW
Wrong Party	WP
Ok	✓.

Signature Status Legend

- Address Rejected (AR) – The address does not meet the requirements for the boundaries of the Ward, City, County, District or State office the petitioner will serve.
- Deceased (DEC) – The name and address belong to a deceased voter.
- Illegible (I) (Not Clear to Verify) – The name, address, signature are unable to be deciphered to allow any match to be located in the petition module.
- Late Filing (LF) – This is used for petitions that are received after the submission deadline – it does allow for non-registered voters who signed to receive a voter registration form and it allows for those that are registered but have a different address to receive a verification letter of the change presented on the petition form. The signatures will not count toward the petition total.
- Moved (M) – The address presented on the petition is different from the address of their voter registration and no longer reside in the Ward, City, County, State or Congressional districts of the petition.
- No Record (NR) – There is no record of voter registration on file for the signer.
- Not in District (ND) – The signer does not reside in the district that the office of the petition holder is gathering signatures for.
- Removed (R) – Voter has been removed according to list maintenance requirement; this could be moved from county; moved from state; removed after not voting after 2 Federal Election Cycles.
- Incorrect County (IC)– The petition signer is not registered in the county affected by the petition.
- Signature Missing (SM) – Petition signer did not provide the signature with their information.
- Signature Rejected (SR)– The signature provided has no resemblance to the signature on file.
- Signature Withdrawn (SW)– This happens when a petition signer strikes out their name and signature from the petition.
- Wrong Party (WP) – Generally for the certification process of Third-Party Petitions.
- Ok (ü) – Meets all criteria for signature to count toward petition signature requirement, signature matches voter registration, and residence within city, ward, county or district boundaries according office sought.

Petition Certification

- Once the signature verification process is completed and the petition total has been verified, the verified signatures are presented to the appropriate State or County Board of Elections for certification.
- Petitions will only be certified if the required numbers of signatures set forth by statute are obtained.
- Upon certification the candidate will then file a Notice of Candidacy, pay the filing fee and their name will then appear on the ballot for the General Election along with any other candidates for the race in which they petitioned.

North Carolina
Notice of Candidacy
G.S. 163-106

Election information
1 Title of the office sought
Seat, district, or ward (if applicable)
Election Election date (mm/dd/yyyy)

Candidate information
You must provide your full legal name in this section. This information will be public.
2 Last name Suffix (Jr, Sr., II, III, IV)
First name Middle name
Name to appear on ballot
Campaign phone number Campaign email
NC State Bar number (Judicial and District Attorney candidates only)

Residential address
This information will be public.
3 Address (not P.O. Box) Unit #
City State Zip
County

Mailing address
This information will be public.
4 ☐ Same as above
Address or P.O. Box Unit #
City State Zip
County

Candidate's pledge
Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.
5 ☐ **I am filing for a partisan contest:**
I hereby file notice as a candidate for nomination as in the party primary election to be held on (mm/dd/yyyy)
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 I have been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy. 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.
☐ **I am filing for a non-partisan contest:**
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 (mm/dd/yyyy).

Felony disclosure
6 **Have you ever been convicted of a felony?** ☐ Yes ☐ No
If you have been convicted of a felony, you must complete a **Candidate Felony Disclosure** form within **48 hours** of submitting this notice (G.S. 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.

Notary seal
I, _____, the candidate who signed this Affidavit, do hereby state under oath that I have _____ for at least five years _____ files notice of candidacy for the same office _____, the candidate who signed this Affidavit signed this document in my presence.

Notary seal
I, _____, the chairman or secretary of the board of elections, do hereby certify that _____, a candidate, may have the notice of candidacy certified to by an officer authorized to take the same by mail or deliver by commercial courier of elections. _____, the candidate who signed this notice of candidacy, signed this document in my presence or acknowledged it.

County board of elections certification
If you are required to file your notice of candidacy with the State Board of Elections, you must have this certificate signed by the chairman of the board of elections or the director of elections of the county. See G.S. 163-106.5.
9 I have examined the voter registration records in _____ County, and found that:
☐ is a registered voter in this county
☐ is registered as _____ (indicate candidate's party affiliation or "unaffiliated", if applicable)
☐ has been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy
☐ (Superior Court or District Court judge only) is a resident of superior court district _____ or district court district _____
Title of county official _____ Date (mm/dd/yyyy) _____
Board chair or director of elections, sign here

Campaign Finance

Campaign Finance obligations are the same for all candidates running for an office or seat. The office being sought will determine whether or not the petition holder or now candidate will be able to file: Over Threshold or Under Threshold.

All committees that file Over Threshold will be required to submit the appropriate reports based on the election cycle. If the petition holder has started the petition process prior to the actual election cycle that their name will appear on the ballot, they will be responsible for Mid-Year and End of Year reports and will switch to quarterly reports in the active election cycle. If the office or seat qualifies to file as Under Threshold there will be no Disclosure Reports due until which time the committee meets or exceeds \$1,000.00 in contributions or expenditures. Yearly Under Threshold re-certifications will be required to remain Under Threshold. Candidate contributions do count toward the threshold limit.

Follow the link below for additional Campaign Finance information including but not limited to: Forms, Campaign Finance Manual, Treasurer Training, & Reporting Schedules.

Campaign Finance | NCSBE

Statement of Organization - Candidate Committee

Use this form to create a new or update an existing candidate committee. This form must be accompanied by form CRO-3500. An amended form is required for each new election year.

Is this statement:
☐ New ☐ Amended

1. Committee Information

a. Name of Committee
b. Mailing Address (include City, State and Zip Code)
c. Committee Website (Optional)
d. ID Number
e. Date Organized
f. Phone Number

2. Candidate Information

a. Full Name
b. Mailing Address (include City, State, and Zip Code)
c. Party Affiliation
d. Office Sought
e. Next Election Year
f. Jurisdiction
g. Phone Number
h. Email Address
i. Email copy of report notices

3. Treasurer Information

a. Full Name
b. Mailing Address (include City, State, and Zip Code)
c. Phone Number
d. Email Address
e. Send report notices by email ☐ Yes ☐ No

4. Assistant Treasurer Information

a. Full Name
b. Mailing Address (include City, State, and Zip Code)
c. Phone Number
d. Email Address
e. Email copy of report notices

I certify that the Committee is in compliance with all General Statutes and that no funds are commingled with this report is complete, true and correct.

Printed Name of Treasurer
Printed Name of Candidate

CRO-2100.4 NC, N

VOTE NORTH CAROLINA
STATE BOARD OF ELECTIONS

Certification of Threshold

This Certification is used to declare or withdraw a committee's intent to raise or spend \$1,000 or less in the current election cycle.

This Certification is only valid for political party committees and candidates for a county office, municipal office, local school board office, still & water conservation district board of supervisors, or sanitary district board.

This Certification is filed at the Board of Elections office where the committee's campaign reports are filed.

FILED BY:

Committee Name: _____
Treasurer Name: _____
Treasurer Address: _____
(include city, state, & zip) _____
Treasurer Phone: _____

Check One:
I certify that this committee intends to neither receive nor expend more than \$1,000 during the current election cycle under the procedures set forth in G.S. 163-278.10A. This certification will remain in effect until the end of the election cycle for this committee. If this committee exceeds \$1,000 in contributions or expenditures during this election cycle, I understand that I must immediately notify the appropriate board of elections and file required campaign finance reports.
THIS DECLARATION CAN ONLY BE MADE AT THE BEGINNING OF AN ELECTION CYCLE.

I am withdrawing my Certification to remain at or under the \$1,000 threshold. I will now be required to file the next scheduled report for all contributions and expenditures that have not been previously reported from the beginning of the current election cycle. I further agree to file all future reports required.

Date Signed _____ Signature _____

CRO-3600 Certification of Threshold

Statutory References

Unaffiliated Candidates Nominated by Petition

- [GS §163-122.pdf \(ncleg.gov\)](#)
- [GS §163-123.pdf \(ncleg.gov\)](#)
- [GS §163-221.pdf \(ncleg.gov\)](#)
- [GS §163-296.pdf \(ncleg.gov\)](#)

Filing Fees in Forsyth County

- Candidate information ([forsyth.nc.us](#))
[GS §163-107.pdf \(ncleg.gov\)](#)
- Municipal Election
[GS §163-294.2.pdf \(ncleg.gov\)](#)
- Petition in Lieu of Payment of Filing Fee
[GS § 163-107.1.pdf \(ncleg.gov\)](#)

Campaign Finance

Campaign Finance Committees are required by all traditional candidate filers as well as petition filers.

- Campaign Finance Requirements
[GS § 163-278.7.pdf \(ncleg.gov\)](#)
- Mandatory Treasurer Training
[GS § 163-278.7\(f\).pdf \(ncleg.gov\)](#)
- Statement of Economic Interests
[GS §138A-22.pdf \(ncleg.gov\)](#)

INSTANT ACCESS VOTER VERIFICATION TOOL

VOTER
LOOK-UP



VOTING
DISTRICT &
PRECINCTS



DISTRICT MAPS



MAP ORDER FORM



VERIFY
JURISDICTION



CONNECT WITH US

FORSYTH COUNTY BOARD OF
ELECTIONS

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WINSTON SALEM, NC 27101

336.703.2800

WWW.FCVOTES.COM



NC STATE BOARD OF ELECTIONS

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