

# WRITE- IN CANDIDATE PETITION GUIDE

FORSYTH COUNTY BOARD OF ELECTIONS

# Write-In Petition Clarifications

- Non-partisan municipal contests do not require a write-in petition to qualify as a write-in candidate on the General Election ballot; however, names written in for a municipal contest must be eligible to hold the office to officially count.
- Additionally, a write-in line will be provided on the ballot for the Soil & Water contests in the General Election.
- The write-in petition process for partisan contests require a specific number of qualifying signatures from the jurisdiction of the seat to appear on the General Election ballot. A write-in line will not be included on the General Election ballot if the signature requirement is not met.
- No candidate whose name appeared on a Primary Election ballot is permitted to participate through the write-in petition process.

# Petition Request Form

- Voters interested in running as a write-in 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 all needed information to allow proper processing of signatures collected. This will 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 a write-in candidate for the General Election.
- If the petitioner wishes to run as an Unaffiliated candidate, the petitioner will need to collect the number of signatures required for an Unaffiliated candidate and not the number required as a write-in candidate.

PETITION REQUEST FORM	
<i>Please complete PART I of the form and submit either to your county board of elections office for single county districts and local petitions or to the NC State Board of Elections for multi-county and statewide petitions and for district and superior court judges.</i>	
PART I: INFORMATION TO BE COMPLETED BY PETITIONER	
NAME OF CANDIDATE/PETITION	
NAME OF CONTACT PERSON	
PRIMARY PHONE	
SECONDARY PHONE	
EMAIL ADDRESS	
CONTACT ADDRESS	
CONTACT ADDRESS	
Select ONE petition type (candidate, new party, or "other" category)	
<b>CANDIDATE PETITION</b>	
PETITION TO RUN AS AN <input type="checkbox"/> UNAFFILIATED CANDIDATE <input type="checkbox"/> WRITE IN CANDIDATE	
OFFICE	
DISTRICT	
JURISDICTION	<input type="checkbox"/> MUNICIPAL <input type="checkbox"/> SINGLE COUNTY <input type="checkbox"/> MULTI-COUNTY <input type="checkbox"/> STATEWIDE <input type="checkbox"/> JUDICIAL
<b>NEW POLITICAL PARTY</b>	
NAME OF PARTY	

# Declaration of Intent

- The Declaration of Intent is submitted at the time the petition is completed; if submitting to the State Board of Elections the verified original signature sheets as well as the Declaration of Intent will be turned in together.
- Petitions for the following are processed by the State Board of Elections: U.S. Senate, Governor, Council of State, North Carolina Supreme Court, and North Carolina Court of Appeals. U.S. House, Superior Court Judge, District Court Judge, District Attorney and Multi-County NC House and Senate contests.
- Petitions for the following are filed with the Forsyth County Board of Elections: Forsyth County offices – Clerk of Court, Forsyth County Commissioners, WS/FC School Board, Single District NC House and NC Senate.

WRITE-IN CANDIDATE DECLARATION OF INTENT	
FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS 1 FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.	
TO: _____ BOARD OF ELECTIONS _____	
_____, NC _____	
RE: DECLARATION OF INTENT	
IN ACCORDANCE WITH GS § 163-123, THIS LETTER IS TO DECLARE MY INTENT TO BE A WRITE-IN CANDIDATE. THIS INTENT IS BEING FILED AT THE SAME TIME I AM FILING MY PETITION TO BE A WRITE-IN CANDIDATE. AS REQUIRED BY LAW, THE FOLLOWING INFORMATION IS PROVIDED:	
PLEASE PRINT:	
DATE OF THE ELECTION: _____	
DATE OF THE DECLARATION: _____	
APPLICANT'S LEGAL NAME: _____	
TITLE OF THE OFFICE SOUGHT: _____	
APPLICANT'S RESIDENTIAL ADDRESS: _____	
_____	
APPLICANT'S MAILING ADDRESS (IF DIFFERENT): _____	
_____	
APPLICANT'S PHONE NUMBER: _____	
APPLICANT'S EMAIL (OPTIONAL): _____	
APPLICANT'S SIGNATURE: _____	

# 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](https://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](https://arcgis.com))**  
**District Maps ([forsyth.nc.us](https://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](https://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](https://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.

 <b>North Carolina</b> <b>Notice of Candidacy</b>		G.S. 163-106
<b>Election information</b>	<b>1</b>	Title of the office sought _____ Seat, district, or ward (if applicable) _____ Election _____ Election date (mm/dd/yyyy) _____
<b>Candidate information</b> <small>You must provide your full legal name in this section. This information will be public.</small>	<b>2</b>	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) _____
<b>Residential address</b> <small>This information will be public.</small>	<b>3</b>	Address (not P.O. Box) _____ Unit # _____ City _____ State _____ Zip _____ County _____
<b>Mailing address</b> <small>This information will be public.</small>	<b>4</b>	<input type="checkbox"/> Same as above Address or P.O. Box _____ Unit # _____ City _____ State _____ Zip _____ County _____
<b>Candidate's pledge</b> <small>Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.</small>	<b>5</b>	<input type="checkbox"/> <b>I am filing for a partisan contest:</b> 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.  <input type="checkbox"/> <b>I am filing for a non-partisan contest:</b> 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) _____.
<b>Felony disclosure</b>	<b>6</b>	<b>Have you ever been convicted of a felony?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If you have been convicted of a felony, you must complete a <b>Candidate Felony Disclosure</b> form within <b>48 hours</b> 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 <a href="http://www.NCSBE.gov">www.NCSBE.gov</a> . 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.
<b>County board of elections certification</b> <small>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.</small>		
<b>9</b> I have examined the voter registration records in _____ County, and found that: <input type="checkbox"/> is a registered voter in this county <input type="checkbox"/> is registered as _____ (indicate candidate's party affiliation or "unaffiliated", if applicable) <input type="checkbox"/> has been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy <input type="checkbox"/> (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) _____ <b>Board chair or director of elections, sign here</b> <input checked="" type="checkbox"/> _____		

# 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

<b>1. Committee Information</b>	
a. Name of Committee	d. ID Number
b. Mailing Address (include City, State and Zip Code)	e. Date Organized
c. Committee Website (Optional)	f. Phone Number
<b>2. Candidate Information</b>	
a. Full Name	e. Party Affiliation
b. Mailing Address (include City, State, and Zip Code)	f. Office Sought
c. Phone Number	d. Email Address
g. Next Election Year	h. Jurisdiction
<input type="checkbox"/> Email copy of report notices	
<b>3. Treasurer Information</b>	
a. Full Name	d. Assistant Treasurer Information
b. Mailing Address (include City, State, and Zip Code)	e. Full Name
c. Phone Number	d. Email Address
Send report notices by email <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4. Custodian of Books Information (Keeper of Records)</b>	
a. Full Name	
b. Mailing Address (include City, State, and Zip Code)	
c. Phone Number	d. Email Address
<input type="checkbox"/> 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	
I certify that the information above is correct, and I, as duties and responsibilities imposed upon the appointed 163 of the NC General Statutes.	
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

- Write-In Fact Sheet  
2021-2022 Write-In Petition Fact Sheet.pdf
- Write-In Candidates Nominated by Petition  
GS §163-123.pdf (ncleg.gov)  
GS § 163-165.5.pdf (ncleg.gov)  
GS § 163-165.6.pdf (ncleg.gov)  
GS § 163-182.1.pdf (ncleg.gov)  
GS §163-221.pdf (ncleg.gov)  
GS §163-296.pdf (ncleg.gov)  
GS § 163-182.1.pdf (ncleg.gov)
- Filing Fee –  
Not Required for Write-In Candidates

## 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

201 N. CHESTNUT ST.  
WINSTON SALEM, NC 27101  
336.703.2800  
[WWW.FCVOTES.COM](http://WWW.FCVOTES.COM)



NC STATE BOARD OF ELECTIONS

PO BOX 27255  
RALEIGH, NC 27611-7255  
919.814.0700  
[WWW.NCSBE.GOV](http://WWW.NCSBE.GOV)

