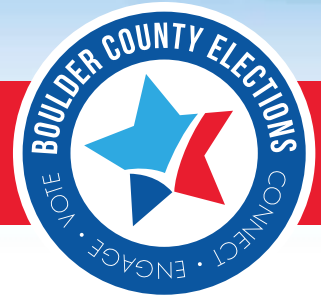


Molly Fitzpatrick, Clerk & Recorder



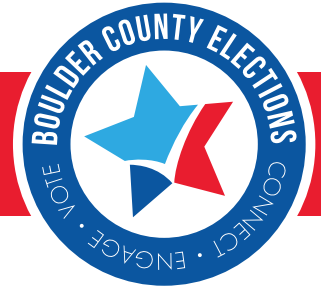
# COUNTY CANDIDATE INFORMATION GUIDE

Qualifications of electors for county office  
and ballot access information.

Last updated: May 2024



## Message from Molly Fitzpatrick, Clerk & Recorder



Dear Interested Boulder County Candidate:

The Boulder County Clerk & Recorder's office – Elections Division is pleased to provide you with this County Candidate Information Guide, which contains information about running for a county office. This information guide is for people interested in running for a county elected office such as Assessor, Clerk & Recorder, Commissioner, Coroner, Sheriff, Surveyor, or Treasurer.

If you are considering running for a statewide office, please contact the Colorado Secretary of State and/or your party for more information about candidate requirements and ballot access procedures.

For municipal, special district or school district offices, please contact the corresponding district for candidate requirements and ballot access procedures.

This guide was created as a tool to assist you when considering running for office but is not legal advice. If you are considering running for office, we strongly advise you to consult legal counsel and review Colorado statutes regarding ballot access procedures. Please visit the Colorado Secretary of State [Election Laws, Rules, and Resources website page](#) for more information.

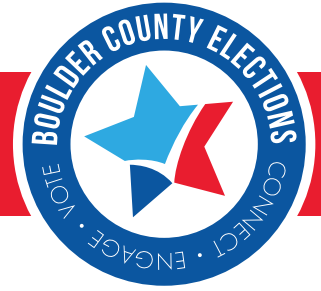
If you have further questions after reviewing this guide, please contact the Boulder County Elections Division at [vote@bouldercounty.gov](mailto:vote@bouldercounty.gov) or 303-413-7740.

Good luck and congratulations on taking the first step in running for public office.

Sincerely,

A handwritten signature in black ink that reads "Molly Fitzpatrick". The signature is fluid and cursive.

Molly Fitzpatrick  
Boulder County Clerk & Recorder



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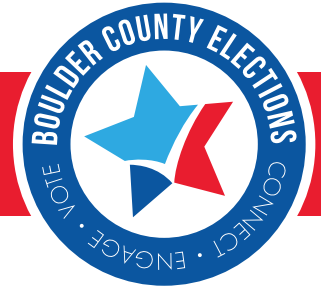
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# Candidate Information Checklist



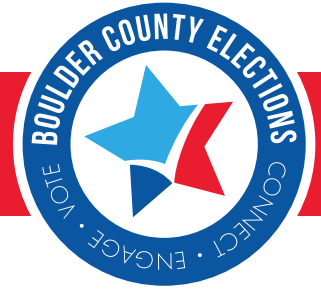
- Confirm voter registration information is accurate and up to date, including party affiliation.
- Review county qualifications for office (statute citations\* and information provided in this guide).
- Become familiar with the [Colorado constitution](#), [election and county government statutes](#), including but not limited to Titles 1, 30, 45 and the [Colorado Secretary of State Election Rules](#).
- Determine your ballot access approach and the associated requirements and deadlines i.e., affiliation deadlines, party process, special district process, petition process, etc.
- Review candidate filing and campaign finance requirements on the Secretary of State website.
- Initiate candidate affidavit and campaign finance reporting through the Colorado Secretary of State TRACER system.
- If you are seeking county office via petition or write-in ballot access, please contact the Boulder County Elections Division for process and deadline information.

\* EXAMPLE: a statutory citation is noted as follows: C.R.S. §1-4-1304 [C.R.S.- Colorado Revised Statute, §- section symbol, 1-4-1304 is the specific location of the information in the law]

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Disclaimer: Information contained in this guide may not be all-inclusive. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety. The Office of the Clerk and Recorder cannot and will not provide legal advice.

# 2024 Candidate Petition Ballot Access Timeline



**January 2**

Last day to affiliate with a major (Dem or Rep) or minor party to run as a party candidate, unless party rules, bylaws or constitution state otherwise

Last day to register as unaffiliated to be placed in nomination by petition as an unaffiliated candidate

**January 16**

First day to circulate a major party candidate petition

**February 5**

First day to circulate minor party candidate petition

**March 19**

Last day to file major party candidate petition no later than the close of business

**April 1**

Last day to file minor party candidate petition no later than the close of business

**April 19**

Last day to file an affidavit of intent as a write-in candidate for the June 25<sup>th</sup> Primary Election by close of business

**May 16**

First day an unaffiliated candidate may circulate or obtain signatures on a petition for nomination for the November 5<sup>th</sup> General Election

**June 25**

Primary Election Day

**July 11**

Last day to file an unaffiliated candidate nomination petition for the November 5<sup>th</sup> General Election. No later than 3 p.m. at the county clerk's office

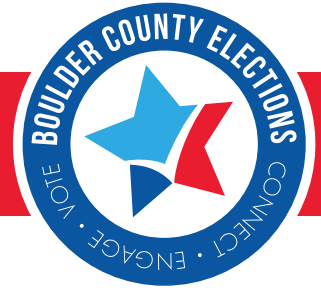
**July 18**

Last day to file an affidavit of intent as a write-in candidate for the 2024 General Election by close of business

**November 5**

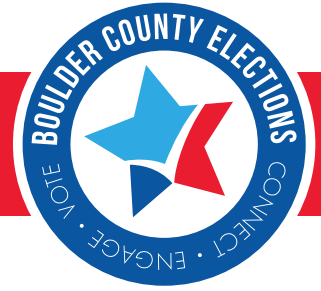
General Election Day

# 2024 Candidate Petition Signature Requirements



	DEMOCRATIC	REPUBLICAN	MINOR	UNAFFILIATED
<b>General Requirements</b>	Whichever is less: 1,000 signatures or 10% of votes cast based upon previous Democratic Primary Election.	Whichever is less: 1,000 signatures or 10% of votes cast based upon previous Republican Primary Election or, if there was no primary election, at the last preceding general election for which there was a candidate for the office	Whichever is less: 1,000 signatures or 2% of votes cast based upon previous General Election.	Whichever is less: 1,000 signatures or 2% of votes cast based upon previous General Election.
<b>Office</b>				
<b>County Commissioner District 1</b>	For 2024 the requirement is 1,000 signatures (10% of votes cast from 2020 Primary is 7,918).	For 2024 the requirement is 1,000 signatures (10% of votes cast from 2020 Primary is 1,527).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2020 General Election is 3,778).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2020 General Election is 3,778).
<b>County Commissioner District 2</b>	For 2024 the requirement is 1,000 signatures (10% of votes cast from 2020 Primary is 9,124).	For 2024 the requirement is 1,000 signatures (10% of votes cast from 2020 Primary is 1,534).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2020 General Election is 3,770).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2020 General Election is 3,770).
<b>Coroner (open due to off-cycle vacancy)</b>	For 2024 the requirement is 1,000 signatures (10% of votes cast from 2022 Primary is 5,178).	For 2024 the requirement is 1,000 signatures (10% of votes cast from last preceding General Election (2022) for which there was a candidate for the office is 12,169).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2022 General Election is 2,434).	For 2024 the requirement is 1,000 signatures (2% of votes cast from 2022 General Election is 2,434).

# Candidate Campaign Finance Information



## Campaign Finance Information

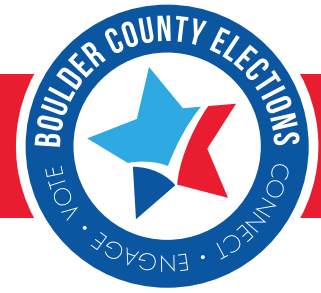
It is recommended that candidates familiarize themselves with Colorado campaign finance rules and laws as well as the Secretary of State TRACER system for all campaign finance disclosure reports and committee registration. Candidate affidavits and campaign finance reports are filed with the Colorado Secretary of State. For more information about candidate affidavits and campaign finance, please contact the Secretary of State:

- Website: [www.coloradosos.gov](http://www.coloradosos.gov)
- Phone: 303-894-2200 x 6383
- Email: [cpfhelp@coloradosos.gov](mailto:cpfhelp@coloradosos.gov)

## Candidate Definition

COLORADO CONSTITUTION ARTICLE XXVIII, Section 2 (2) "Candidate" means any person who seeks nomination or election to any state or local public office that is to be voted on in this state at any primary election, general election, school district election, special district election, or municipal election. "Candidate" also includes a judge or justice of any court of record who seeks to be retained in office pursuant to the provisions of section 25 of article VI. A person is a candidate for election if the person has publicly announced an intention to seek election to public office or retention of a judicial office and thereafter has received a contribution or made an expenditure in support of the candidacy. A person remains a candidate for purposes of this article so long as the candidate maintains a registered candidate committee. A person who maintains a candidate committee after an election cycle, but who has not publicly announced an intention to seek election to public office in the next or any subsequent election cycle, is a candidate for purposes of this article.

# Basic Qualifications for County Offices



## ASSESSOR – C.R.S. Title 30, Article 10, Part 8

*Four-year term; Limit: 3 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

## CLERK AND RECORDER – C.R.S. Title 30, Article 10, Part 4

*Four-year term; Limit: 3 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

## COMMISSIONER – C.R.S. Title 1, Article 4, Part 205, C.R.S. Title 30, Article 10, Part 3

*Four-year term, three seats; Limit: 2 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the commissioner district within the county, which they are a candidate of, for at least one year prior to the election.

## CORONER – C.R.S. Title 30, Article 10, Part 6

*Four-year term; Limit: 5 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints and receipt\* (see appendix)
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)
- New in Spring 2024: Coroner elected on or after November 5, 2024, in a county with a population greater than 150,000, is a death investigator certified by and in good standing with the American Board

of Medicolegal Death Investigators or is a forensic pathologist certified by and in good standing with the American Board of Pathology.

## SHERIFF – C.R.S. Title 30, Article 10, Part 5

*Four-year term; Limit: 5 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints and receipt\* (see appendix)
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)

## SURVEYOR – C.R.S. Title 30, Article 10, Part 9

*Four-year term; Limit: 3 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- Professional land surveyor

## TREASURER – C.R.S. Title 30, Article 10, Part 7

*Four-year term; Limit: 3 consecutive terms*

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

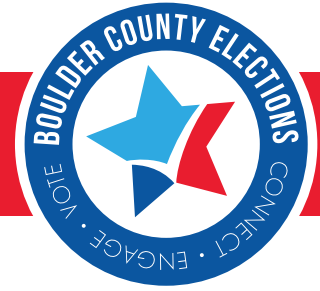
### Disclaimer:

This is not legal advice. This information summarizes the county candidate qualifications and provides citations and laws governing those qualifications. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety.

\*To be a candidate for this office, the individual must have a new complete set of fingerprints taken by a qualified law enforcement agency. The receipt evidencing the fingerprints must be submitted at the time of filing the candidate acceptance form/write-in affidavit with the county clerk. See C.R.S. § 30-10-501.5 (For Sheriff); § 30-10-601.5 (For Coroner).



# Ballot Access Options for Candidates



Disclaimer: This is not legal advice. The information provided below summarizes the county candidate qualifications and provides citations and laws governing those qualifications. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety.

CANDIDATE	NAME APPEARS ON EVEN-YEAR ELECTION BALLOT
<b>Major Party Candidate</b>	Primary Election Ballot (winner progresses to the General Election ballot)
<b>Minor Party Candidate</b>	Primary Election (if more than one candidate of the same party for that office) or General Election Ballot
<b>Unaffiliated Candidate</b>	General Election Ballot
<b>Write-In Candidate</b>	Primary or General Election Ballot

## MAJOR POLITICAL PARTY

### Candidate by Political Party Nomination

To be eligible for nomination by a major political party at any primary election, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the primary election, unless party rules state otherwise. See C.R.S. § 1-4-601(4)(a).

A candidate who wishes to gain ballot access through a party assembly must receive at least thirty percent of the votes cast by assembly delegates present and voting for that specific office at the party assembly. See C.R.S. § 1-4-601(2); C.R.S. § 1-4-1304(1.5)(b)(II).

- Major party candidates nominated by assembly are placed on the primary election ballot. See C.R.S. § 1-4-601(1). Note: No candidate who attempted and failed to receive at least ten percent of the votes cast for that office at the assembly is eligible to run by petition on behalf of that same political party and office. See C.R.S. § 1-4-801(4).

### Candidate by Petition

A major party candidate nominated by petition is placed on the primary election ballot. See C.R.S. § 1-4-801(1).

#### Candidate Qualifications

- Candidates must be affiliated with the political party no later than the first business day of the January immediately preceding the election for which a person desires to be placed in nomination. See C.R.S. § 1-4-801(3).
- No candidate who attempted and failed to receive at least ten percent of the votes cast at the assembly for a particular office shall be placed in nomination by petition on behalf of that party for the same office. See C.R.S. § 1-4-801(4).

#### Number of Signatures Required

- The petition must contain, whichever is less, 1,000 signatures or signatures equaling 10% of the votes cast for the same district at the last primary election for the same office and political party. See C.R.S. § 1-4-801(2)(a).

- If no primary election was held, whichever is less, 1,000 signatures or signatures equaling 10% of the votes cast for the same district in the last preceding general election for which there was a candidate for the office. See C.R.S. § 1-4-801(2)(a).

### **Petition Format and County Clerk Approval Process**

- The county clerk and recorder may provide a pre-printed sample petition, or a candidate may create his or her own petition, to be approved by the county clerk and recorder following the statutory requirements outlined in C.R.S. §§ 1-4-901 and 1-4-902.
- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. See C.R.S. § 1-4-902; C.R.S. § 1-4-801(1).
- A customized petition sample must be submitted to the county clerk for approval. See C.R.S. § 1-4-903.
- Once the petition is submitted, the county clerk will approve or disapprove the petition format no later than two business days following the submission. See C.R.S. § 1-4-903. Petition packets must be printed single-sided.

### **Circulation Dates (once petition format is approved)**

- No petition may be circulated or signatures obtained prior to the third Tuesday in January. See C.R.S. § 1-4-801(5).
- A completed petition must be filed with the county clerk and recorder no later than the close of business on the third Tuesday in March. See C.R.S. § 1-4-801(5).

### **Basic Requirements of Petition Circulators and Affidavit of Circulator**

- Be a citizen of the United States. See C.R.S. § 1-4-905(1).
- At least 18 years of age at the time the section(s) of the petition was circulated and signed by the listed electors. See C.R.S. § 1-4-905(1).
- Personally circulate the section of the petition to which the affidavit is attached. See C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. See C.R.S. § 1-4-905(2)(a).
- To the best of their knowledge and belief each of the persons signing the petition section was, at the time of signing, an eligible elector. See C.R.S. § 1-4-905(2).
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. See C.R.S. § 1-4-905(2).
- Sign and have notarized the Affidavit of Circulator attached to each of his or her completed section(s). See C.R.S. § 1-4-905(2).
- Review C.R.S. § 1-4-905 and § 1-4-905.5 to determine what is required to be included in the exact wording of the circulator affidavit and notary requirements.

### **Signatory Requirements**

- Only eligible electors, including pre-registrants eligible to vote in a primary election, who reside in the district or political subdivision may sign the petition for which the candidate is to be elected. See C.R.S. §§ 1-4-806 and 1-4-904(1).
- Each signer of the petition must be affiliated with the political party named in the petition and shall state the following to the circulator: That the signer has been affiliated with the major political party for at least twenty- two days as shown in the statewide voter registration system and that the signer has not signed any other petition for any other candidate for the same office. See C.R.S. § 1-4-904(2)(a).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. Immediately following the name of the disabled elector on the petition, the person providing assistance shall sign, provide address and state that the assistance was given to the disabled elector. See C.R.S. § 1-4-904(4).

## Petition Filing Process

- A nomination petition must be filed with:
  - (1) A Candidate Acceptance of Petition Nomination form (C.R.S. § 1-4-906); and
  - (2) A separate list of names, addresses and corresponding section number(s) of all circulators and notaries public who circulated and notarized the petition. See C.R.S. §1-4-905(5) if the list of circulators and notaries public is not filed, the county will create a list for public record and charge a fee to the proponents for the actual cost of preparation. See C.R.S. §1-4-905(5).
- A completed petition must be filed with the county clerk and recorder no later than the close of business on the 3rd Tuesday in March. See C.R.S. § 1-4-801(5).
- In accordance with Colorado Secretary of State Election Rule 15.4.3 (8 C.C.R. § 1505-1) and C.R.S. 1-4-905, all petition sections shall be:
  - Completely assembled; any disassembly may disqualify the section.
  - Returned with an Affidavit of Circulator attached to each section and notarized.
  - Filed with the county clerk and recorder at one time.

## Determination of Sufficiency

- All petition sections and signature lines will be verified using C.R.S. § 1-4-901 et seq. and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1).
- Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency. See C.R.S. § 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued. See C.R.S. §§ 1-4-908(3) and 1-4-909.

## Miscellaneous

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- If the candidate accesses the ballot by assembly, the county must be informed immediately in order to cease petition review and petition will be considered as never having been submitted. See C.R.S. § 1-4-908(4).
- Candidates are advised to review Article XXVIII of the Colorado Constitution and C.R.S. Title 1, Article 45 for information about required campaign finance obligations.

## MINOR POLITICAL PARTY

### Candidate by Political Party Nomination

In the case of a minor party, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the general election for which the person was nominated, unless the party bylaws or constitution state otherwise. See C.R.S. § 1-4-1304(2)(b) and (c).

A candidate who wishes to gain ballot access through a party assembly must receive at least thirty percent of the votes cast by assembly delegates present and voting for that specific office at the party assembly. See C.R.S. § 1-4-601(2); C.R.S. § 1-4-1304(1.5)(b)(II).

- Minor party candidates nominated by assembly are placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then the candidates for that office are placed on the primary election ballot. See C.R.S. § 1-4-1304(1.5)(c).

### Candidate by Petition

A minor party candidate nominated by petition is placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then candidates are placed on the primary election ballot. See C.R.S. § 1-4-1304.

#### Candidate Qualifications

Candidates must be affiliated with the political party no later than the first business day of the January immediately preceding the general election for which the person desires to be placed in nomination. See C.R.S. § 1-4-802(1)(g)(II).

#### Number of Signatures Required and Circulation Dates

- The petition must contain whichever is less, 1,000 signatures or signatures equaling 2% of the votes cast for all candidates for that office in the most recent general election. See C.R.S. § 1-4-802(1)(c) (VII).
- Once the county clerk and recorder approves the petition format:
  - The petition shall not be circulated nor any signatures be obtained prior to the first Monday in February in the general election year. C.R.S. § 1-4-802(1)(d)(II).
  - Petitions shall be filed no later than the close of business, eighty-five days before the primary election. C.R.S. § 1-4-802(1)(f)(II).

#### Petition Format and County Clerk Approval Process

- The county clerk and recorder may provide a pre-printed sample petition, or a candidate may create his or her own petition, to be approved by the county clerk and recorder following the statutory requirements outlined in C.R.S. §§ 1-4-901 and 1-4-902.
- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. See C.R.S. § 1-4-902; C.R.S. § 1-4-801(1).
- A customized petition sample must be submitted to the county clerk for approval. See C.R.S. § 1-4-903.
- Once the petition is submitted, the county clerk will approve or disapprove the petition format no later than two business days following the submission. See C.R.S. § 1-4-903.
- Petition packets must be printed single-sided.

#### Basic Requirements of Petition Circulators and Affidavit of Circulator

- Be a citizen of the United States. See C.R.S. § 1-4-905(1).
- At least 18 years of age at the time the section(s) of the petition was circulated and signed by the listed electors. See C.R.S. § 1-4-905(1).

- Personally circulate the section of the petition to which the affidavit is attached. See C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. See C.R.S. § 1-4-905(2)(a).
- To the best of their knowledge and belief each of the persons signing the petition section was, at the time of signing, an eligible elector. See C.R.S. § 1-4-905(2).
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. See C.R.S. § 1-4-905(2).
- Review C.R.S. § 1-4-905 and 1-4-905.5 to determine what is required to be included in the exact wording of the circulator affidavit and notary requirements.

### Signatory Requirements

- Only eligible electors, including pre-registrants eligible to vote in a primary election, who reside in the district or political subdivision may sign the petition for which the candidate is to be elected. See C.R.S. §§ 1-4-802(1)(c), 1-4-806 and 1-4-904(1).
- Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office. See C.R.S. § 1-4-904(2)(b).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. Immediately following the name of the disabled elector on the petition, the person providing assistance shall sign, provide address and state that the assistance was given to the disabled elector. See C.R.S. § 1-4-904(4).

### Petition Filing Process

- A nomination petition must be filed with:
  - (1) A Candidate Acceptance of Petition Nomination form (C.R.S. § 1-4-906); and
  - (2) A separate list of names, addresses and corresponding section number(s) of all circulators and notary publics who circulated and notarized the petition. See C.R.S. § 1-4-905(5). If the list of circulators and notaries public is not filed, the county will create a list for public record and charge a fee to the proponents for the actual cost of preparation. See C.R.S. § 1-4-905(5).
- A completed petition must be filed with the county clerk and recorder's office no later than eighty-five days before the primary election by the close of business. See C.R.S. § 1-4-802(1)(f)(II).
- In accordance with Colorado Secretary of State Election Rule 15.4.3 (8 C.C.R. § 1505-1) and C.R.S. 1-4-905, all petition sections shall be:
  - Completely assembled; any disassembly may disqualify the section.
  - Returned with an Affidavit of Circulator attached to each section and notarized.
  - Filed with the county clerk and recorder at one time.

### Determination of Sufficiency

- All petition sections and signature lines will be verified using C.R.S. § 1-4-901 et seq. and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1).
- Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency. See C.R.S. § 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued. See C.R.S. §§ 1-4-908(3) and 1-4-909.

### Miscellaneous

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.

## UNAFFILIATED CANDIDATE BY PETITION

Unaffiliated candidates nominated by petition are placed on the general election ballot.

### Candidate Qualifications

Unaffiliated candidates must be so registered in the statewide voter registration system no later than the first business day of the January immediately preceding the general election for which the person desires to be placed in nomination. See C.R.S. § 1-4-802(1)(g)(II).

### Number of Signatures Required and Circulation Date

- The petition must contain whichever is less, 1,000 signatures or signatures equaling 2% of the votes cast for all candidates for that office in the most recent general election. See C.R.S. § 1-4-802(1)(c)(VII).
- Once the county clerk and recorder approves the petition format;
  - The petition shall not be circulated nor any signatures be obtained prior to one hundred and seventy-three days before the general election. See C.R.S. § 1-4-802(1)(d)(I).
  - Petitions shall be filed no later than 3 p.m. on the one hundred seventeenth day before the general election with the county clerk and recorder. See C.R.S. § 1-4-802(1)(f)(I).

### Petition Format and County Clerk Approval Process

- The county clerk and recorder may provide a pre-printed sample petition, or a candidate may create his or her own petition, following the statutory requirements outlined in C.R.S. §§ 1-4-901 and 1-4-902, to be approved by the county clerk and recorder.
- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. See C.R.S. §§ 1-4-802(1)(a) and 1-4-902.
- The petition must contain the name and address of the candidate and must designate in not more than three words the political or other name selected by the signers to identify an unaffiliated candidate. See C.R.S. § 1-4-802(1)(a).
- No name of any political party shall be used, in whole or in part, to identify an unaffiliated candidate. See C.R.S. § 1-4-802(1)(a).
- A customized petition sample must be submitted to the county clerk for approval. See C.R.S. § 1-4-903.
- Once the petition is submitted, the county clerk and recorder will approve or disapprove the petition format no later than two business days following the submission. See C.R.S. § 1-4-903. Petition packets must be printed single-sided.

### Requirements of Petition Circulators and Affidavit of Circulator

- Be a citizen of the United States. See C.R.S. § 1-4-905(1).
- At least 18 years of age at the time the section(s) of the petition was circulated and signed by the listed electors. See C.R.S. § 1-4-905(1).
- Personally circulate the section of the petition to which the affidavit is attached. See C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. See C.R.S. § 1-4-905(2).
- To the best of their knowledge and belief each of the persons signing the petition section was, at the time of signing, an eligible elector. See C.R.S. § 1-4-905(2).
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. See C.R.S. § 1-4-905(2).
- Sign and have notarized the Affidavit of Circulator attached to each of his or her completed section(s). See C.R.S. § 1-4-905(2).

- Review C.R.S. §§ 1-4-905 and 1-4-905.5 to determine what is required to be included in the exact wording of the circulator affidavit and notary requirements.

### **Signatory Requirements**

- Only eligible electors including pre-registrants eligible to vote in a primary election, who reside in the district or political subdivision may sign the petition for which the candidate is to be elected. C.R.S. §§ 1-4-802(1)(c), 1-4-806 and 1-4-904(1).
  - Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office. See C.R.S. § 1-4-904(2)(b).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. Immediately following the name of the disabled elector on the petition, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector. See C.R.S. § 1-4-904(4).

### **Petition Filing Process**

- A nomination petition must be filed with:
  - (1) A Candidate Acceptance of Petition Nomination form (see C.R.S. § 1-4-906); and
  - (2) A separate list of names, addresses and corresponding section number(s) of all circulators and notary publics who circulated and notarized the petition. See C.R.S. § 1-4-905(5). If the list of circulators and notaries public is not filed, the county will create a list for public record and charge a fee to the proponents for the actual cost of preparation. See C.R.S. § 1-4-905(5).
- A completed petition shall be filed with the county clerk and recorder's office no later than 3 p.m. on the one hundred seventeenth day before the general election. C.R.S. § 1-4-802(1)(f)(I).
- In accordance with Colorado Secretary of State Election Rule 15.4.3 (8 C.C.R. § 1505-1) and C.R.S. 1-4-905, all petition sections shall be:
  - Completely assembled; any disassembly may disqualify the section.
  - Returned with an Affidavit of Circulator attached to each section and notarized.
  - Filed with the county clerk and recorder at one time.

### **Determination of Sufficiency**

- All petition sections and signature lines will be verified using the Colorado Revised Statutes, Title 1, Article 4, together with the Colorado Secretary of State Election 15.
- Once the petition is verified, the county clerk and recorder shall notify the candidate if the petition is sufficient or insufficient no later than ninety-six days before the general election via statement of sufficiency. See C.R.S. § 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is made in writing within five days after the statement of sufficiency is issued. See C.R.S. §§ 1-4-908(3) and C.R.S. § 1-4-909.

### **Miscellaneous**

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.

## WRITE-IN CANDIDATE BY AFFIDAVIT

A person who wants to be a write-in candidate for an office in an election shall file an affidavit of intent stating that he or she desires the office and is qualified to assume its duties if elected. See C.R.S. § 1-4-1101(1).

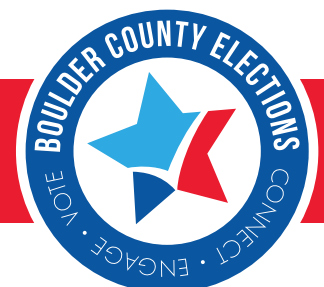
### Candidate Affidavit of Intent

- No write-in vote for an office in an election shall be counted unless the person for whom the vote was cast filed the required Affidavit of Intent. See C.R.S. § 1-4-1101(2). The Affidavit of Intent shall be filed stating that the candidate desires the office and is qualified to assume duties, if elected. See C.R.S. § 1-4-1101(2).

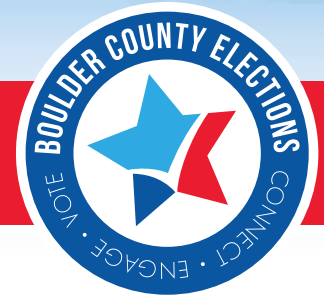
### Filing Process

- The affidavit shall be filed with the county clerk and recorder if it is for a county office, no later than the close of business on the sixty-seventh day before the primary and by the close of business on the one hundred tenth day before any other election. See C.R.S. § 1-4-1102(1).

Disclaimer: This is not legal advice. The information provided above summarizes the county candidate qualifications and provides citations and laws governing those qualifications. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety.

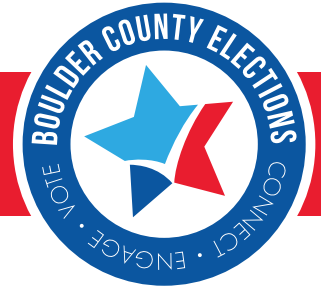






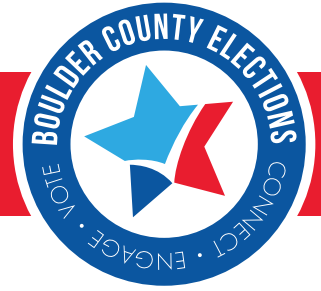
# APPENDIX

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## Information for Coroner and Sheriff Candidates:

1. Contact the Boulder County Sheriff's department at 303-441-3600 to schedule an appointment for fingerprinting.
2. Let them know that you are running for office (Coroner or Sheriff) and need a full set of fingerprints.
3. When fingerprinting is completed, bring the fingerprint card and your Candidate or Write-In Affidavit to the Boulder County Elections Office (1750 33rd Street, Suite 200, Boulder, CO 80301) for processing.
4. Candidate will need to pay the Elections office a \$39.50 fee (no personal checks, only money orders, cashier checks, credit cards or cash) for the background check.
5. The Elections office will then initiate the background check with Colorado Bureau of Investigation (CBI).



## Political Party Nomination

- [Certificate of Designation by Assembly](#)
- [Candidate Acceptance of Designation](#)

## Petition Nomination

- [Candidate Acceptance of Petition Nomination](#)
- Petition Template - please contact Elections office for template

## Write-In

- [Affidavit of Intent for Write-In Designation](#)

# Political Party Contact Information



To learn more about party designations (major party, minor party, etc.), visit the Secretary of State [Political Party Directory](#).

## Major Parties: Democratic and Republican Parties

LOCAL PARTY INFORMATION	STATE PARTY INFORMATION
<p>Boulder County Democratic Party 5735 Arapahoe Avenue #A1 Boulder CO 80303</p> <p>Phone: 720-526-2104 Email: <a href="mailto:info@bocodems.org">info@bocodems.org</a> Web: <a href="https://bocodems.org">https://bocodems.org</a></p>	<p>Colorado Democratic Party 789 Sherman Street, Suite 110 Denver, CO 80203</p> <p>Phone: 303-623-4762 Email: <a href="mailto:info@coloradodems.org">info@coloradodems.org</a> Web: <a href="http://www.coloradodems.org">www.coloradodems.org</a></p>
<p>Boulder County Republican Party 619 Ken Pratt Boulevard Longmont, CO 80501</p> <p>Phone: 303-443-6606 Email: <a href="mailto:webmaster@bocogop.org">webmaster@bocogop.org</a> Web: <a href="http://bocogop.org">http://bocogop.org</a></p>	<p>Colorado Republican Party 5950 S. Willow Drive, Suite 210 Greenwood Village, CO 80111</p> <p>Phone: 303-758-3333 Email: <a href="mailto:info@cologop.org">info@cologop.org</a> Web: <a href="http://www.cologop.org">www.cologop.org</a></p>

## Minor Parties: American Constitution, Approval Voting, Colorado Center, Colorado Forward, Green, Libertarian, No Labels Colorado, and Unity Parties

### AMERICAN CONSTITUTION PARTY

Email: [Acp4co@gmail.com](mailto:Acp4co@gmail.com)  
Web: [www.constitutionparty.com](http://www.constitutionparty.com)

### APPROVAL VOTING PARTY

Email: [info@ApprovalVotingParty.com](mailto:info@ApprovalVotingParty.com)

### COLORADO CENTER PARTY

Email: [info@coloradocenterparty.org](mailto:info@coloradocenterparty.org)  
Web: [www.coloradocenterparty.org](http://www.coloradocenterparty.org)

### COLORADO FORWARD PARTY

Email: [info@coloradoforwardparty.com](mailto:info@coloradoforwardparty.com)  
Web: [www.coloradoforwardparty.com](http://www.coloradoforwardparty.com)

### GREEN PARTY OF COLORADO

Email: [Contact@ColoradoGreenParty.org](mailto:Contact@ColoradoGreenParty.org)  
Web: [www.coloradogreenparty.org](http://www.coloradogreenparty.org)

### LIBERTARIAN PARTY OF COLORADO

Email: [statechair@lpcolorado.org](mailto:statechair@lpcolorado.org)  
Web: [www.lpcolorado.org](http://www.lpcolorado.org)

### NO LABELS COLORADO PARTY

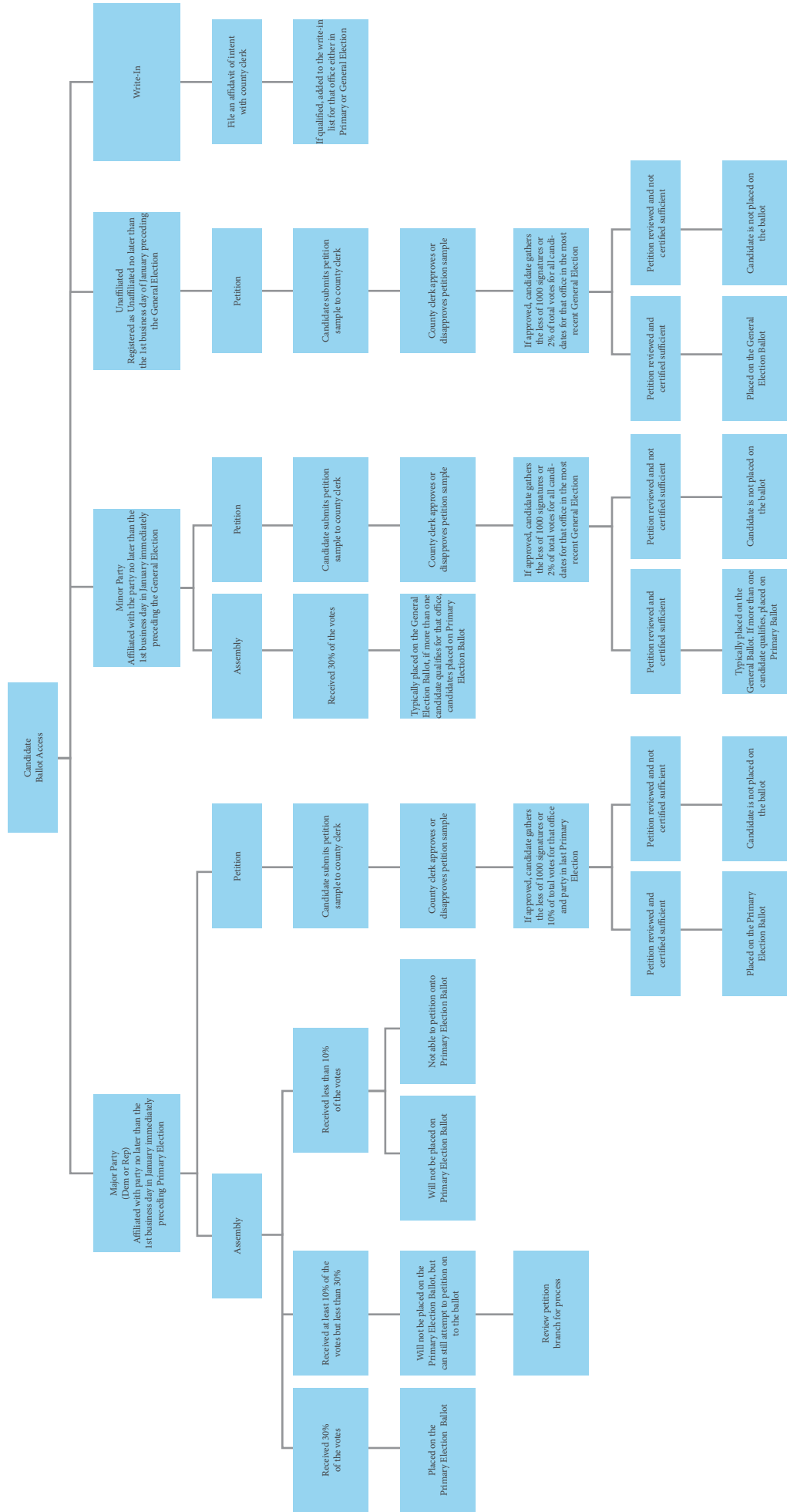
Email: [info@nolabels.org](mailto:info@nolabels.org)

### UNITY PARTY OF COLORADO

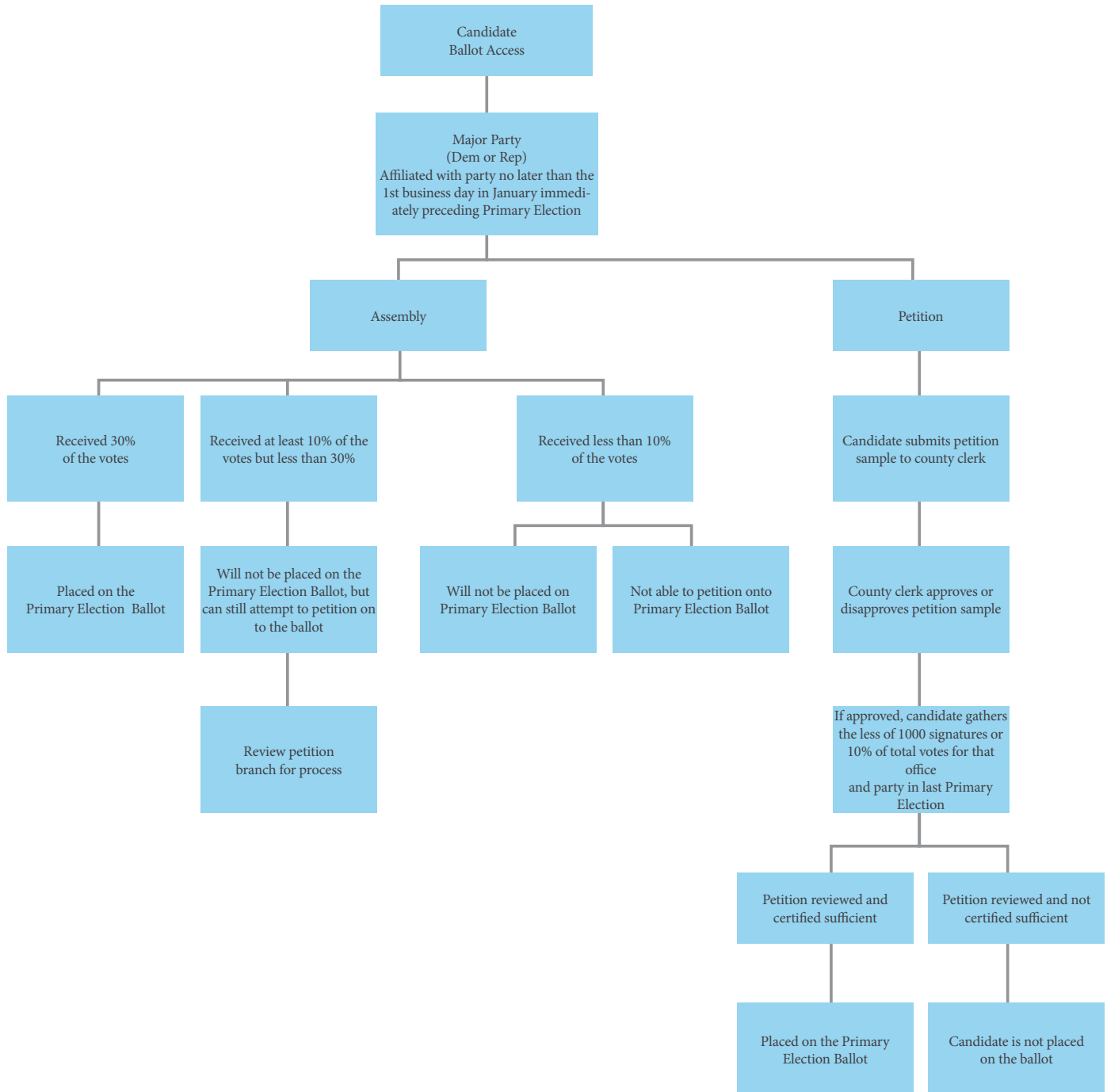
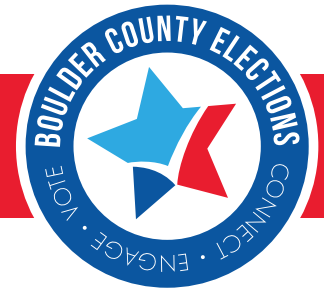
Email: [mail@unityparty.us](mailto:mail@unityparty.us)  
Web: [www.unityparty.us/parties/colorado](http://www.unityparty.us/parties/colorado)



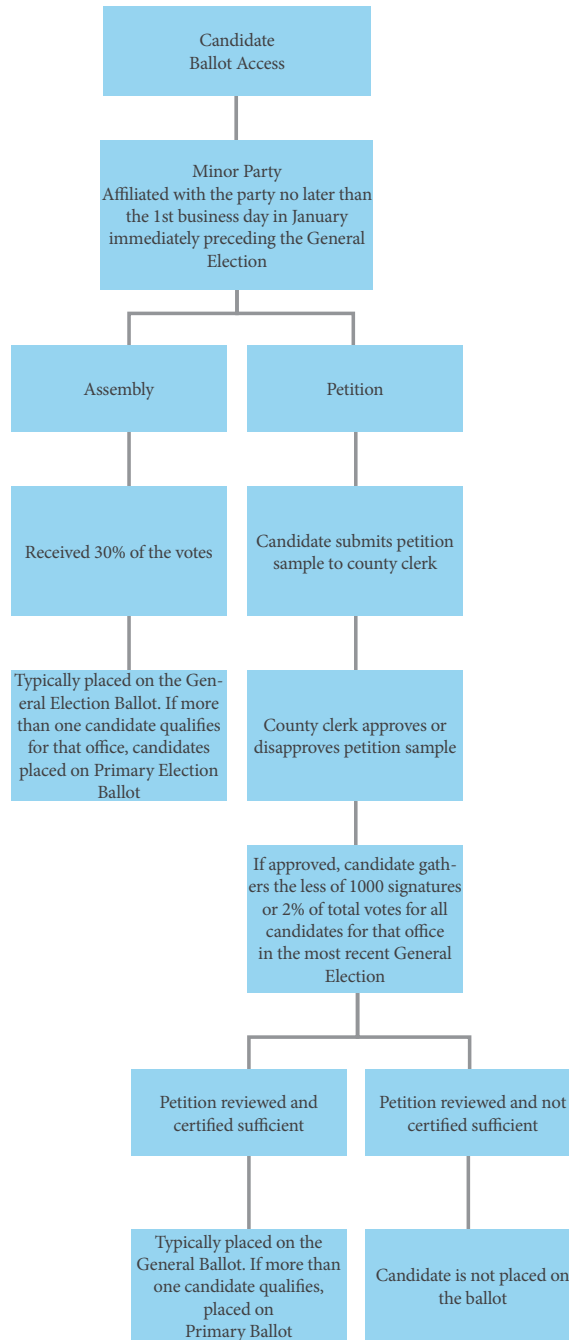
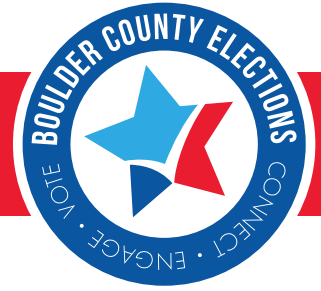
# Ballot Access Flowchart - Major, Minor, Unaffiliated, and Write-In



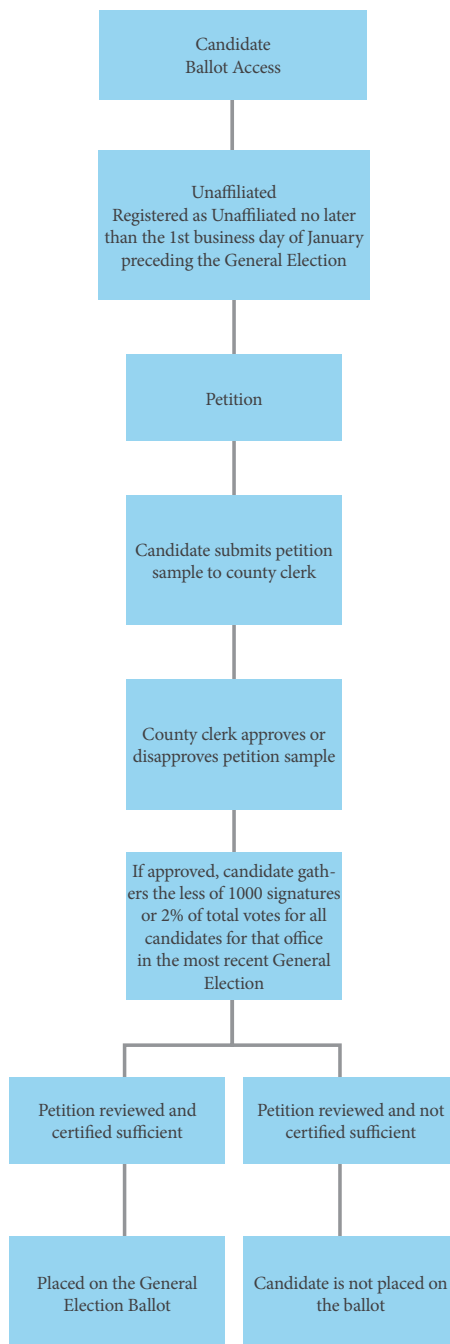
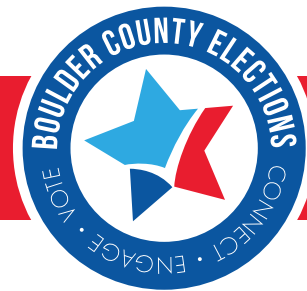
# Ballot Access Flowchart - Major Party



# Ballot Access Flowchart - Minor Party



# Ballot Access Flowcharts - Unaffiliated





# Ballot Access Flowchart - Write-In

