



# How To Run For County Office

## Candidate Information Guide

Stan Martin  
Adams County Clerk and Recorder  
4430 S Adams County Parkway Suite E3102  
Brighton CO 80601

Phone: 720-523-6500  
Fax: 720-523-6266  
Email: [adams.elections@adcogov.org](mailto:adams.elections@adcogov.org)



**ADAMS COUNTY**  
COLORADO

Web: [www.adcogov.org](http://www.adcogov.org)



# Table of Contents

Letter from the Clerk and Recorder	1
Steps for Candidacy	2
Basic Qualifications for County Offices	3
Becoming a Candidate for County Office	4—5
Certificate of Designation by Political Party Assembly	
Certificate of Designation by Petition	
Certificate of Designation by Write-In	
Petition Circulators, Signers and Signatures	6
Contacts: Municipal, School Boards and Special Districts	7
Political Parties	8
Withdrawal Process	9
Frequently Asked Questions	10

Revised 8-24-2017

## **NOTICE**

This manual was created for reference and training purposes only. The content is not to be used as a substitute for legal advice. It is the candidate's responsibility to obtain knowledge of any and all campaign laws and regulations.



Letter from the  
Adams County Clerk and Recorder



Dear Adams County Citizen:

Making the decision to run for public office will be among your most challenging and rewarding efforts. You are to be commended for taking this first step in running for public office.

This **Candidate Information Guide** is a resource for people interested in running for county elected offices in Adams County: Assessor, Clerk and Recorder, Commissioner, Coroner, Sheriff, Surveyor, and Treasurer.

For a statewide office, such as Governor, Secretary of State, Treasurer, State Attorney, State Representative, State Senator or, for a District Attorney seat, please contact your political party and/or the Colorado Secretary of State for information and procedures. See page 8 for contact information.

If you are considering an elected office in a municipality, special district or school district within our county, please contact the designated election official in that entity for information and procedures. See page 7 for contact information.

Potential candidates need to be aware that legal provisions are subject to amendment. It is the sole responsibility of the candidate and his/her committee to determine and comply with any applicable state or local laws, statutes, ordinances, rules, regulations and policies in order to run for and be elected to office.

Should you have questions after reviewing this Guide, please don't hesitate to contact the Adams County Elections Division at [adams.elections@adcogov.org](mailto:adams.elections@adcogov.org) or phone 720-523-6500.

Sincerely,



Stan Martin  
Adams County Clerk and Recorder



## Steps for Candidacy

These recommended steps to **become a candidate for elected office in Adams County** are for reference and training purposes only and should not be used as a substitute for legal advice. It is the candidate's responsibility to review campaign laws and regulations.

### **STEP 1:**

Review the candidate requirements, office responsibilities and duties of county elected offices in the Colorado Constitution and Revised Statutes. Qualifications can be found on page 3. You will be required to swear and affirm by oath that you meet the qualifications for county elected office in a Candidate Affidavit.

### **STEP 2:**

Review your voter registration at [www.govotecolorado.com](http://www.govotecolorado.com) to ensure you are registered to vote and qualified to run for office. Further, confirm with the county, city, school district or special district in which you are running that you are a resident of that jurisdiction.

### **STEP 3:**

You become a candidate when you publicly announce your intent to run for office and thereafter receive a contribution or make an expenditure in support of your candidacy. You should register your candidate committee before receiving or spending any money and your Candidate Affidavit with the Secretary of State at [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov).

### **STEP 4:**

Familiarize yourself 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 using the following resources:

- Colorado [Campaign and Political Finance Manual](#) published by the Secretary of State
- [Colorado Constitution](#) Article XXVIII (Campaign and Political Finance) and XIV (Counties)
- [Colorado Revised Statutes](#) (C.R.S.) Title I, Article 45 (Fair Campaign Practices Act) and Article 4 (Elections - Access to Ballot by Candidates)
- Current year [Election Calendar](#) and [Campaign Finance](#) calendars.

### **STEP 5:**

Get your name on the ballot in one of three ways (see pages 4-5 for details):

- Certificate of Designation by Assembly
- Certificate of Designation by Petition
- Certificate of Designation by Write-In

### **STEP 6:**

County Coroner and Sheriff candidates must have their fingerprints taken by a qualified law enforcement agency, submitting a receipt evidencing the fingerprinting at the time of filing your written acceptance or candidate affidavit.

### **STEP 7:**

Complete a [Candidate Affidavit](#) Form within 10 days of becoming a candidate. Failure to do so may result in disqualification.



## Basic Qualifications for County Offices

The following basic qualifications for Adams County elected offices should be used for reference only. Please review the Colorado Constitution and Colorado Revised Statutes [C.R.S.] for current applicable laws.

**Note:** no person is eligible to be a candidate for more than one office at a time, except for special district boards.

Election Laws, Rules, and Resources can be found on the [Secretary of States website](#).

Office	Age	Residency Requirement	Citizenship	Length of Term	Education Requirement
County Assessor	18 Years	Registered elector and resident of the county	U.S. Citizen	4 Years	N/A
County Clerk and Recorder	18 Years	Registered elector and resident of the county	U.S. Citizen	4 Years	N/A
County Commissioner	18 Years	Registered elector and resident of the county in the Commissioner district for which they are running for at least 1 year prior to the election	U.S. Citizen	4 Years	N/A
County Coroner	18 Years	Registered elector and resident of the county	U.S. Citizen	4 Years	N/A
<b>Required:</b> A complete set of fingerprints taken by a qualified law enforcement agency. A receipt for the fingerprinting must be submitted at the time of filing written acceptance or candidate affidavit.					
County Sheriff	18 Years	Registered elector and resident of the county	U.S. Citizen	4 years	High school diploma or equivalent or college degree
<b>Required:</b> A complete set of fingerprints taken by a qualified law enforcement agency. A receipt for the fingerprinting must be submitted at the time of filing written acceptance or candidate affidavit. <b>Note:</b> A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of Sheriff unless pardoned.					
County Surveyor	18 Years	Registered elector and resident of the county	U.S. Citizen	4 Years	Must be a professional land surveyor
County Treasurer	18 Years	Registered elector and resident of the county	U.S. Citizen	4 Years	N/A



## Becoming a Candidate for County Office

Depending on your party affiliation, there are three ways to get your name on the ballot:

- Assembly Nomination
- Petition
- Write-in Process

Persons seeking a State, County, School District or Special District seat must file a [Candidate Affidavit](#) with the Secretary of State. Municipal candidates file the affidavit with the Municipal Clerk.

### **Certificate of Designation by Assembly**

Candidates must be registered as affiliated with their party no later than the first business day of January of the election year, unless party rules state otherwise.

Major and minor party candidates may seek nomination to office at their political party's assembly held no later than 25 days after the Precinct Caucus.

Candidates who want to be a part of this process should contact their political party for assembly protocol, dates and rules. See page 8 for party contact information.

At the assembly, the party delegates vote on the candidates.

- **Major party candidates** nominated by assembly are placed on the Primary Election ballot.
- **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 are placed on the Primary Election ballot.

The Certificate of Designation by Assembly must be filed **by the political party** with the designated election official no later than four days after the assembly.

Forms to be filed with County Clerk and Recorder

[Certificate of Designation by Assembly](#) (filed by political party)

[Candidate Acceptance of Designation](#) (filed by political party)

[Continued]



## Becoming a Candidate for County Office

### **Certificate of Designation by Petition**

The petition process involves:

- Circulating a written petition to other registered electors who share your party affiliation (if applicable)
- Obtaining their signature in support of your candidacy

The County Clerk must approve all petition formats prior to circulation. Each petition may contain only one candidate's name. The County Clerk's office will verify the petition signatures and notify the candidate of sufficiency or insufficiency.

For detailed information, please see Title 1, Article 4, Part 8 of Colorado Revised Statutes on Nomination of Candidates by Petition for requirements.

**Unaffiliated candidates** must have their names put on the ballot through the petition process.

- An unaffiliated candidate must be registered as unaffiliated no later than the first business day of the election year to petition onto the ballot.
- Unaffiliated candidates nominated by petition are placed directly on the General Election ballot.
- There is no Primary Election for unaffiliated candidates.

### **Form to be filed with County Clerk and Recorder**

[Unaffiliated Candidate General Election Designation Petition](#)

**Affiliated candidates (major or minor party)** may use the petition option when they do not wish to go through the assembly process.

- A candidate must be affiliated with the political party no later than the first business day of the election year to petition onto the ballot.
- A candidate may *not* petition onto the ballot if they have attempted and failed to receive at least 10 percent of the votes for nomination for the same office at their party's assembly.

### **Forms to be filed with County Clerk and Recorder**

[Major Political Party Primary Designation Petition](#)

[Minor Political Party Designation Petition](#)

[Candidate Acceptance of Petition Nomination](#)

### **Certificate of Designation by Write-In**

A write-in candidate is a candidate whose name does not appear on the ballot but voters may vote for the candidate by writing in the person's name.

Any person who meets the requirements to run for county elected office who wishes to be a write-in candidate must file an [Affidavit of Intent for Write-In Designation](#) with the County Clerk by the 67th day before a Primary.

## Petition Circulators Signers and Signatures For County Offices

	Major Party	Minor Party	Unaffiliated
<b>Requirements for Petition Circulators</b>	<ul style="list-style-type: none"> <li>Resident of the State</li> <li>Citizen of the U.S.</li> <li>At least 18 years old</li> <li>Registered to vote</li> <li>Affiliated with the political party mentioned in the petition at the time the petition is circulated</li> </ul>	<ul style="list-style-type: none"> <li>Resident of the State</li> <li>Citizen of the U.S.</li> <li>At least 18 years old</li> <li>Registered to vote</li> <li>Affiliated with the political party mentioned in the petition at the time the petition is circulated</li> </ul>	<ul style="list-style-type: none"> <li>Resident of the State</li> <li>U.S. citizen</li> <li>At least 18 years old</li> </ul>
	Major Party	Minor Party	Unaffiliated
<b>Petition Signers and Signatures</b>	<ul style="list-style-type: none"> <li>Only eligible electors from political subdivision may sign the petition</li> <li>Signers must be affiliated with the political party named in the petition for at least 29 days prior to signing</li> <li>The petition signatures must equal at least 20% of the votes cast in the previous primary election for that office. If there was no primary, 20% of the votes cast at most recent *General Election where there was a candidate for that office.</li> </ul>	<ul style="list-style-type: none"> <li>Only eligible electors from political subdivision may sign the petition</li> <li>There are no party requirements</li> <li>The candidate needs the lesser of 750 or 2% of the votes cast for all candidates for that office in the most recent *General Election (whichever is less)</li> </ul>	<ul style="list-style-type: none"> <li>Only eligible electors in that district or political subdivision</li> <li>Signers may be affiliated with a party or unaffiliated</li> <li>The candidate needs the lesser of 750 or 2% of the votes cast for all candidates in the most recent *General Election (whichever is less)</li> <li>Unaffiliated petitions may be amended once, no later than 3:00 p.m., 85 days before the General Election</li> </ul>

\* [Election results](#) can be found on the County Clerk's website.





## Contact Information for Municipal Office, School Boards and Special Districts

**Municipal office:** contact the municipal clerk's office in the city/town where you live.

CITY	PHONE	ADDRESS	CITY	ZIP	WEBSITE
Arvada	720-898-7550	8101 Ralston Rd	Arvada	80002	<a href="http://arvada.org">arvada.org</a>
Aurora	303-739-7094	15151 E Alameda Pkwy	Aurora	80012	<a href="http://auroragov.org">auroragov.org</a>
Town of Bennett	303-644-3249	355 Fourth St	Bennett	80102	<a href="http://townofbennett.org">townofbennett.org</a>
Brighton	303-655-2056	500 S 4th Ave	Brighton	80601	<a href="http://brightonco.gov">brightonco.gov</a>
Commerce City	303-289-3611	7887 E 60th Ave	Commerce City	80022	<a href="http://c3gov.com">c3gov.com</a>
Federal Heights	303-412-3536	2380 W 90th Ave	Federal Heights	80260	<a href="http://fedheights.org">fedheights.org</a>
Northglenn	303-450-8757	11701 Community Ctr Dr	Northglenn	80233	<a href="http://northglenn.org">northglenn.org</a>
Thornton	303-538-7230	9500 Civic Center Dr	Thornton	80229	<a href="http://cityofthornton.net">cityofthornton.net</a>
Westminster	303-658-2161	4800 W 92nd Ave	Westminster	80031	<a href="http://ci.westminster.co.us">ci.westminster.co.us</a>

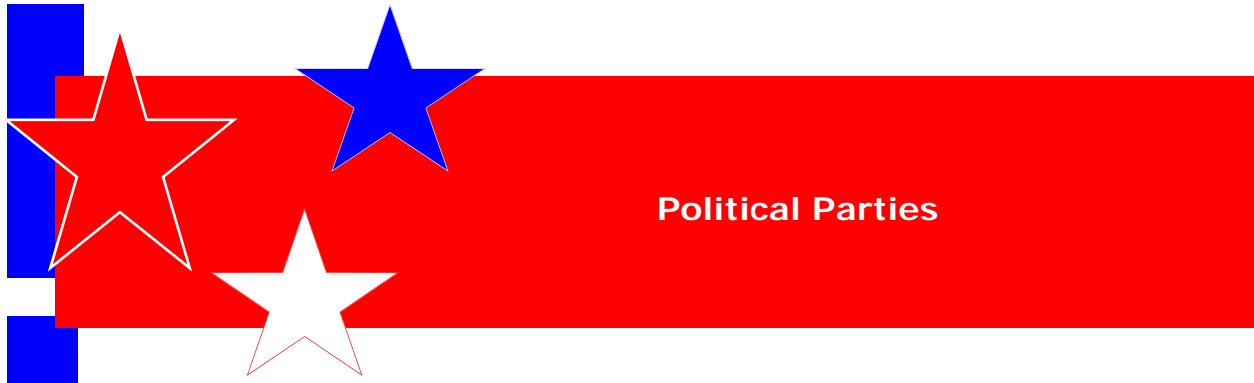
**School Board:** contact the Superintendent's office of your local school district.

SCHOOL DISTRICT	PHONE	ADDRESS	CITY	ZIP	WEBSITE
Adams 12	720-972-4000	1500 E 128th Ave	Thornton	80241	<a href="http://adams12.org">adams12.org</a>
Adams 14	303-853-3205	5291 E 60th Ave	Commerce City	80022	<a href="http://adams14.org">adams14.org</a>
Aurora 28J	303-365-7800	15701 E 1st Ave	Aurora	80011	<a href="http://aurorak12.org">aurorak12.org</a>
Bennett 29J	303-644-3234	610 7th St	Bennett	80102	<a href="http://bennett29j.k12.co.us">bennett29j.k12.co.us</a>
Brighton 27J	303-655-2900	18551 E 160th Ave	Brighton	80601	<a href="http://sd27j.org">sd27j.org</a>
Byers 32J	303-822-5292	444 E Front St	Byers	80103	<a href="http://byers32j.k12.co.us">byers32j.k12.co.us</a>
Deer Trail 26J	303-769-4421	350 Second Ave	Deer Trail	80105	<a href="http://dt26j.org">dt26j.org</a>
Keenesburg RE3J	303-536-2000	99 W Broadway St	Keenesburg	80643	<a href="http://re3j.com">re3j.com</a>
Mapleton 1	303-853-1000	591 E 80th Ave	Denver	80229	<a href="http://mapleton.us">mapleton.us</a>
Strasburg 31J	303-622-9211	56729 E Colorado Ave	Strasburg	80136	<a href="http://strasburg31j.com">strasburg31j.com</a>
Westminster 50	303-428-3511	6933 Raleigh St	Westminster	80030	<a href="http://adams50.org">adams50.org</a>

**Special District Office:** contact the special district. All documents are filed through the office of the district's designated election official. The special district may conduct its own election or coordinate with Adams County to place candidates on the ballot. For information about special districts, please contact the Colorado Department of Local Affairs at 303-864-7720 or visit <https://dola.colorado.gov/lgis/>.

**State Office:** contact the Secretary of State at 303-894-2200, ext. 6383 or your statewide political party.

**Note:** The municipal clerks and school district designated elected officials coordinate with the County Clerk to place candidates on the ballot. Regarding possible campaign filing requirements, it is the responsibility of all candidates to review applicable laws. Guidelines can be found on the Secretary of State website, [www.sos.state.co.us](http://www.sos.state.co.us).



**Political Parties**

Major Party	Minor Party	Qualified Party
<p><b>Adams Democratic Party</b>            PO Box 307            Commerce City CO 80037            Chairperson: Lori Goldstein            Phone: 303-428-5206            Email:  <a href="mailto:partyofficers@adamscountydems.org">partyofficers@adamscountydems.org</a>            Web:  <a href="http://www.adamscountydems.org">www.adamscountydems.org</a></p>	<p><b>American Constitution Party</b>            PO Box 1776            Arvada CO 80001-1776            Chairperson: Douglas Campbell            Phone: 720-722-4227            Email:  <a href="mailto:info@americanconstitutionparty.com">info@americanconstitutionparty.com</a>            Web:  <a href="http://www.americanconstitutionparty.com">www.americanconstitutionparty.com</a></p>	<p><b>Unity Party of Colorado</b>            1020 Kent St #K219            Boulder CO 80303            Chairperson: Bill Hammons            Phone: N/A            Email:  <a href="mailto:mail@unityparty.us">mail@unityparty.us</a>            Web:  <a href="http://www.unityparty.us">www.unityparty.us</a></p>
<p><b>Adams Republican Party</b>            Address N/A            Chairperson: Anil Mathai            Phone: 303-842-4932            Email:  <a href="mailto:anil.mathai@aol.com">anil.mathai@aol.com</a>            Web:  <a href="http://www.adamscountygop.com">www.adamscountygop.com</a></p>	<p><b>Green Party of Colorado</b>            PO Box 11171            Denver CO 80211            Co-Chairperson: Bill Bartlett            Co-Chairperson: Chris Allen            Phone: 970-515-9886            Email:  <a href="mailto:Billbartlett.gpco@gmail.com">Billbartlett.gpco@gmail.com</a>            Web:  <a href="http://www.coloradogreenparty.org">www.coloradogreenparty.org</a></p>	
<p><b>Colorado Democratic Party</b>            789 Sherman St Suite 110            Denver, CO 80203            Chairperson: Rick Palacio            Phone: 303-623-4762            Fax: 303-600-0339            Email:  <a href="mailto:info@coloradodems.org">info@coloradodems.org</a>            Web:  <a href="http://www.coloradodems.org">www.coloradodems.org</a></p>	<p><b>Libertarian Party of Colorado</b>            6989 S Jordan Rd Suite 5U            Centennial CO 80112            Chairperson: Lily William            Phone: 303-837-9393            Email:  <a href="mailto:statechair@lpcolorado.org">statechair@lpcolorado.org</a>            Web:  <a href="http://www.lpcolorado.org">www.lpcolorado.org</a></p>	
<p><b>Colorado Republican Party</b>            5950 S Willow Drive Suite 210            Greenwood Village CO 80111            Chairperson: Steve House            Phone: 303-758-3333            Fax: 303-753-4611            Email:  <a href="mailto:steve@cologop.org">steve@cologop.org</a>            Web:  <a href="http://www.cologop.org">www.cologop.org</a></p>		

The header features a red horizontal bar with the title 'Withdrawal Process' in white text. To the left of the bar are three stars: a large red star with a white outline, a blue star, and a white star with a red outline. A blue vertical bar is on the far left, and a blue horizontal bar is at the top left corner.

## Withdrawal Process

If you wish to withdraw your candidacy, the correct procedure depends upon your status on the ballot.

- If you have already been designated or nominated to the ballot by party assembly or by petition and wish to withdraw your candidacy, you may submit a signed and notarized **Statement of Withdrawal Form** to the appropriate designated election official.

If the form is not filed in time for your name to be taken off the ballot, the election will proceed and any votes cast for you will be deemed invalid and will not be counted.

- If you are a candidate but have not yet been designated or nominated to the ballot and wish to withdraw your candidacy, you may submit a **signed letter of withdrawal** to the appropriate designated election official. The designated election official for county elected offices is the Adams County Clerk and Recorder.

If you are running for municipal, school board or special district office, please submit your withdrawal to the designated election official in that jurisdiction.



## Frequently Asked Questions

### **How do I verify my status and affiliation as a registered voter?**

You may review your voter registration at [www.govotecolorado.com](http://www.govotecolorado.com). Click on Find my Registration. You may also call the Adams County Elections Division at 720-523-6500 to verify your registration status, affiliation and date of affiliation.

### **Where can I find candidate forms?**

Forms are hyperlinked throughout the electronic version of this document. They are also available through the Secretary of State website, [www.sos.state.co.us](http://www.sos.state.co.us) under Campaign Finance.

### **Which forms are filed with the County Clerk?**

- [Certificate of Designation by Assembly](#) (provided by the political party at the assembly)
- [Candidate Acceptance of Designation](#) (provided by the political party at the assembly)
- [Major Political Party Primary Designation Petition](#), [Minor Political Party Designation Petition](#) or [Unaffiliated Candidate General Election Designation Petition](#) Forms (provided by the county)
- [Candidate Acceptance of Petition Nomination](#) (provided by the county)
- [Affidavit of Intent for Write-In Designation](#) (provided by the county)

### **As a candidate do I file all of the above forms for county office?**

No. File only the applicable form(s) pertaining to how you achieved placement on the ballot.

### **Which forms are filed with the Secretary of State?**

- [Candidate Affidavit](#)
- [Campaign Finance](#)
- [Statement of Withdrawal by Candidate](#)

### **When do I file my petition and certificate of designation for County office?**

Please refer to the [Election Calendar](#) on the Secretary of State's website for important dates relating to your candidacy.

### **When do I file my campaign finance paperwork?**

Please refer to the [Filing Calendar](#) on the Secretary of State's website for important dates

### **Who do I contact with questions about running for county elected office?**

Please contact the Adams County Elections Division at 720-523-6500, Monday through Friday, 8 a.m. - 4:30 p.m. or by email to [adams.elections@adcogov.org](mailto:adams.elections@adcogov.org).

### **How can I get a list of voters in the county/municipality/district for which I am a candidate?**

Please contact the Adams County Elections Division at 720-523-6500, Monday through Friday, 8 a.m. - 4:30 p.m. or by email to [adams.elections@adcogov.org](mailto:adams.elections@adcogov.org).

### **How can I find out who the other candidates are?**

Please visit the Secretary of State's website at [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov). Select Search Database and then Candidate Search.

### **Where can I find results on Election night?**

Unofficial election results are posted beginning at 7 p.m. on Election night at [www.adcogov.org](http://www.adcogov.org).