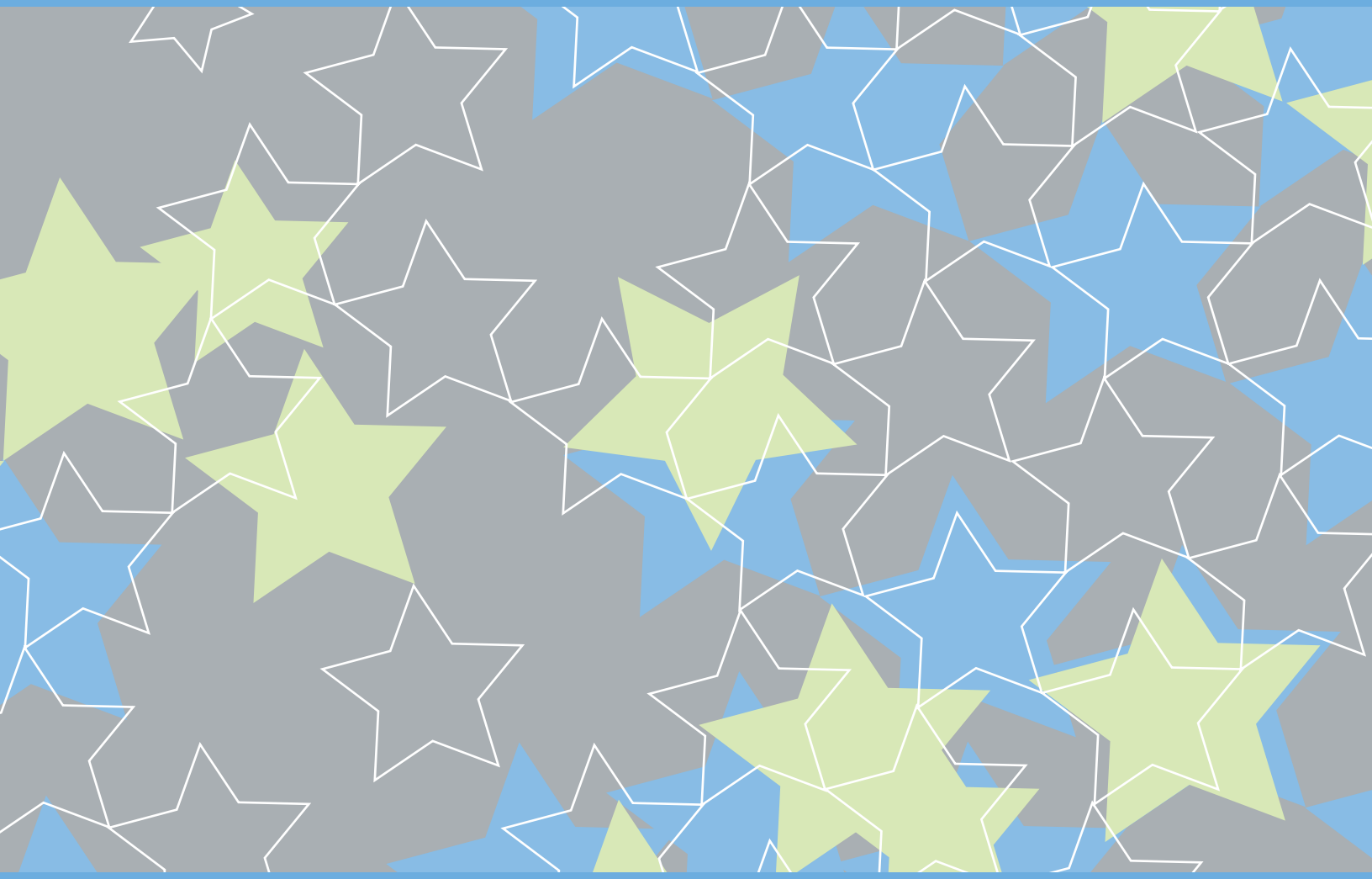
How to

Become a Candidate in Washington State

May 12 - 16, 2014



Office of the Secretary of State

Kim Wyman

Secretary of State

Kim Wyman

In Washington, we enjoy a unique tradition of promoting citizen involvement in our political system. Under the populist provisions of our state constitution, every voter has the right to run for office and to have his or her name appear on the ballot without prior approval from a political party.

Washington residents also enjoy other special rights, such as the right to initiative and referendum, the right to recall elected officials, and the right to a state Voters' Pamphlet containing detailed information on ballot measures and candidates.

The procedures for seeking elective office in Washington are grounded in our heritage of encouraging citizens to participate in our political process. This publication explains the major features of state election law relating to filing for office. Please note that this publication is not intended to be a substitute for the statutes and regulations governing this process but rather should be read in conjunction with them.

If you have questions or need additional information, please contact your county elections department or the Secretary of State's Elections Division. We will be happy to assist you.

Kim Wyman
Secretary of State

Office of the Secretary of State
Elections Division
520 Union Avenue SE
PO Box 40229
Olympia, Washington 98504-0229

Phone: (800) 448-4881
Fax: (360) 664-4619
Email: elections@sos.wa.gov
Website: www.vote.wa.gov

Alternate document formats are available upon request.

How to become a candidate

in Washington State

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- ☐ Filing Fee
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Where to file

The **Secretary of State** accepts filings for federal and statewide executive offices, and for any legislative, court of appeals, and superior court offices serving more than one county.

Your **county elections department** accepts filings for all other offices. Online filing is *not* available at all county elections departments. Contact your county elections department for hours of operation (page 14).

File online

Online filing starts May 12 at 9 a.m. and ends May 16 at 4 p.m. at **www.vote.wa.gov.** All you need is an email address and a credit card.

File by mail

If you file with the Secretary of State, you may mail your declaration (page 7) and filing fee to:

Candidate Filing
Office of the Secretary of State
PO Box 40229
Olympia, WA 98504-0229

File in person

The Office of the Secretary of State is open Monday through Friday from 8 a.m. until 5 p.m. at:

Legislative Building
416 Sid Snyder Ave. SW
Olympia, Washington

Important dates

April 28	candidate filing by mail starts
May 12	candidate filing online & in person starts
May 16	candidate filing ends
May 19	last day to withdraw
May 23	last day to submit your statement and photo for publication in the Voters' Pamphlet

Approval

Please provide an email address with your Declaration of Candidacy. Once you have been approved as a candidate for office, a confirmation email will invite you to submit your Voters' Pamphlet information.

You will not appear on any official lists as a candidate for office until your Declaration is approved and your filing fee is paid.

The final ballot order of candidates in your race will be determined by lot draw after candidate filing ends.

Online filing is fast and easy!

For the best possible service, we recommend you file for office online at **www.vote.wa.gov**.

The online filing tool will give you step-by-step instructions, email you a confirmation notice, alert you when other candidates file in your race, and provide a link to submit your Voters' Pamphlet statement and photo.

All candidates must submit a Declaration of Candidacy during the regular filing period.

1. Office

Enter the jurisdiction, office name and any position or district number defining the office for which you want to be a candidate.

You are responsible for meeting all qualifications and filing for the correct office. The list of offices open for election is available online.

2. Personal information

Enter your name and address *exactly* as it appears on your voter registration. You may confirm your voter registration information at **www.myvote.wa.gov**.

3. Ballot name

Print your name *exactly* as you want it to appear on the ballot. Nicknames are acceptable.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable.

4. Party preference

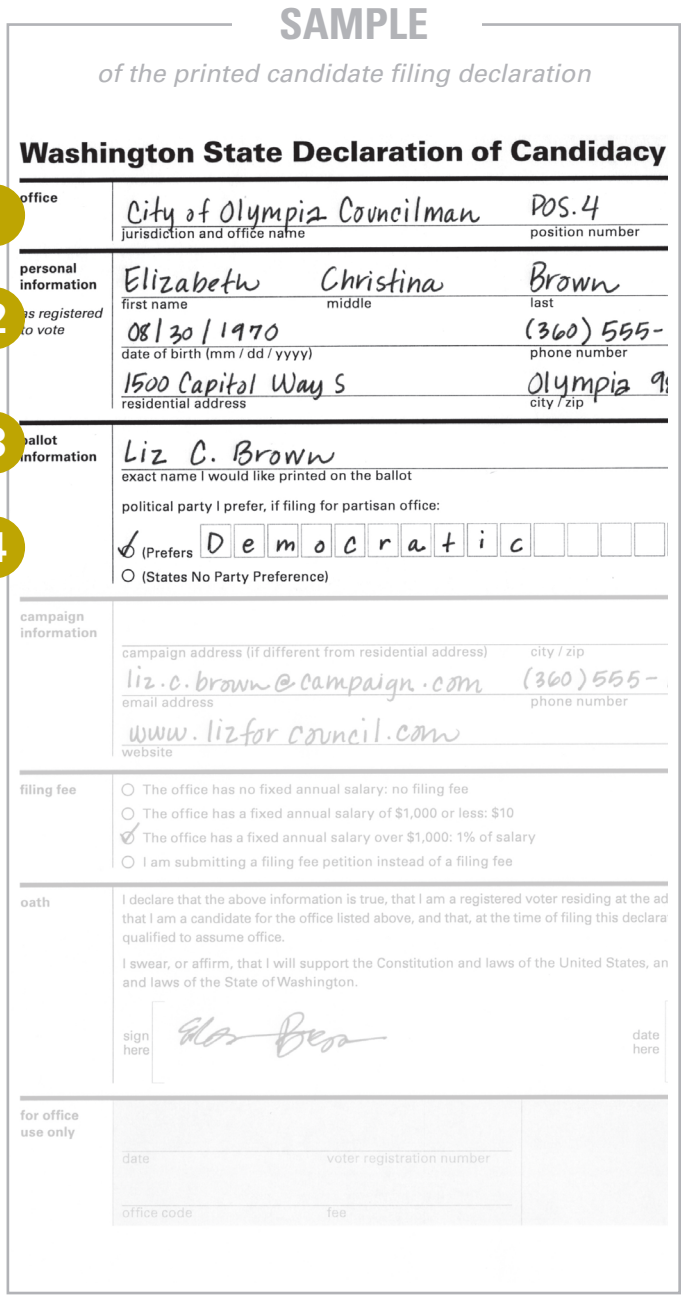
If filing for a partisan office, state the party name you prefer using 16 characters or less. Your party preference will appear on the ballot.

If left blank, "States No Party Preference" will be printed on the ballot. Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

Judicial and most local offices are nonpartisan. Do not list your party preference if you are running for a nonpartisan office.

The first letter of the party preference will be capitalized (example: Democratic). Initials require separation of each letter with a period (ex: G.O.P.).

No changes to party preference will be accepted after the deadline for withdrawal of candidacy.



SAMPLE

of the printed candidate filing declaration

Washington State Declaration of Candidacy

1 office: City of Olympia Councilman — jurisdiction and office name; POS. 4 — position number

2 personal information (as registered to vote): Elizabeth — first name; Christina — middle; Brown — last; 08/30/1970 — date of birth (mm / dd / yyyy); (360) 555- — phone number; 1500 Capitol Way S — residential address; Olympia 9 — city / zip

3 ballot information: Liz C. Brown — exact name I would like printed on the ballot

4 political party I prefer, if filing for partisan office:
- ✓ (Prefers Democratic)
- ○ (States No Party Preference)

campaign information: campaign address (if different from residential address); city / zip; liz.c.brown@campaign.com — email address; (360) 555- — phone number; www.lizforcouncil.com — website

filing fee:
- ○ The office has no fixed annual salary: no filing fee
- ○ The office has a fixed annual salary of $1,000 or less: $10
- ✓ The office has a fixed annual salary over $1,000: 1% of salary
- ○ I am submitting a filing fee petition instead of a filing fee

oath: I declare that the above information is true, that I am a registered voter residing at the ad that I am a candidate for the office listed above, and that, at the time of filing this declara qualified to assume office.

I swear, or affirm, that I will support the Constitution and laws of the United States, an and laws of the State of Washington.

sign here; date here

for office use only: date; voter registration number; office code; fee

5. Campaign information

If you file with the Secretary of State, you *must* provide an email address. It is highly recommended that you also provide a campaign mailing address, telephone number, and website.

If you do not provide a campaign mailing address, your voter registration address will be published online in the list of candidates who have filed.

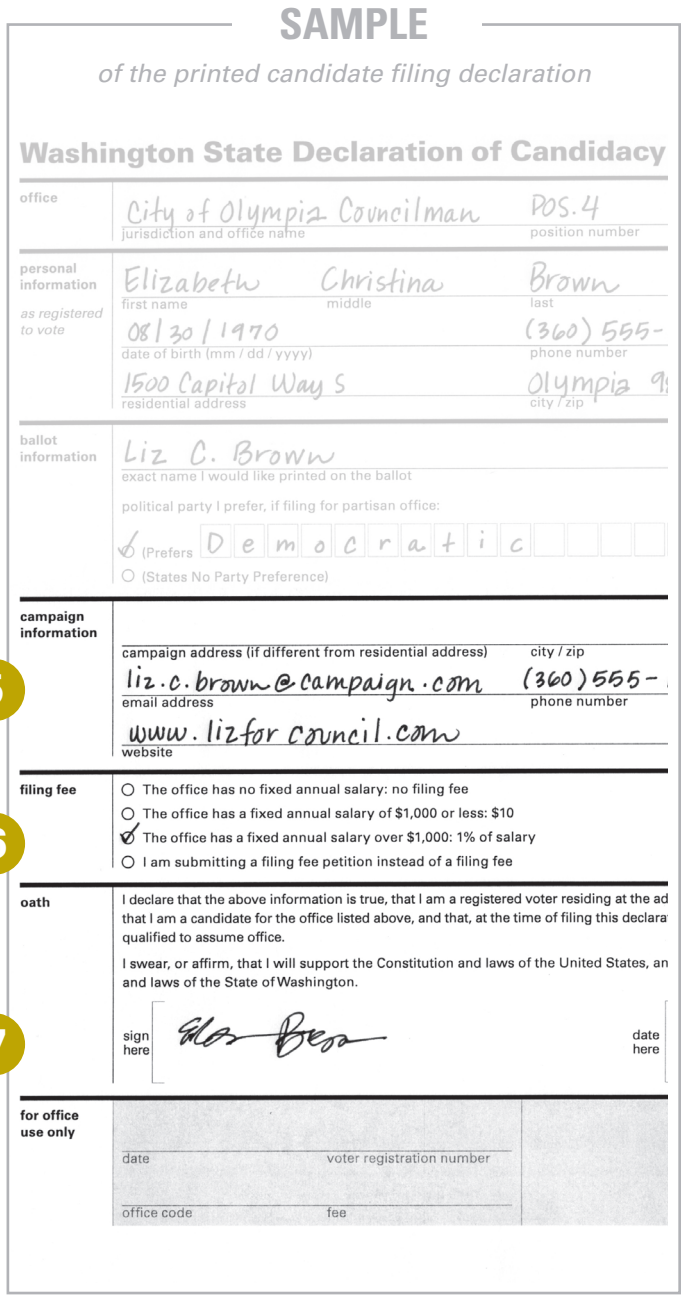
Government offices may *not* be used for campaign contact information.

6. Filing fee

Mark the appropriate circle. Refer to the online list of offices open for election to learn the applicable fee (see page 8 for more details).

7. Oath

Sign the oath. Your Declaration of Candidacy will not be approved without your signature.



SAMPLE

of the printed candidate filing declaration

Washington State Declaration of Candidacy

office
City of Olympia Councilman — jurisdiction and office name
POS. 4 — position number

personal information (as registered to vote)
Elizabeth — first name
Christina — middle
Brown — last
08/30/1970 — date of birth (mm / dd / yyyy)
(360) 555- — phone number
1500 Capitol Way S — residential address
Olympia 9 — city / zip

ballot information
Liz C. Brown — exact name I would like printed on the ballot
political party I prefer, if filing for partisan office:
✓ (Prefers Democratic)
○ (States No Party Preference)

campaign information
campaign address (if different from residential address) — city / zip
liz.c.brown@campaign.com — email address
(360) 555- — phone number
www.lizforcouncil.com — website

filing fee
○ The office has no fixed annual salary: no filing fee
○ The office has a fixed annual salary of $1,000 or less: $10
✓ The office has a fixed annual salary over $1,000: 1% of salary
○ I am submitting a filing fee petition instead of a filing fee

oath
I declare that the above information is true, that I am a registered voter residing at the ad
that I am a candidate for the office listed above, and that, at the time of filing this declara
qualified to assume office.
I swear, or affirm, that I will support the Constitution and laws of the United States, an
and laws of the State of Washington.
sign here — date here

for office use only
date — voter registration number
office code — fee

Washington State Declaration of Candidacy

office

jurisdiction and office name | position number

personal information

as registered to vote

first name | middle | last

date of birth (mm / dd / yyyy) | phone number

residential address | city / zip

ballot information

exact name I would like printed on the ballot

political party I prefer, if filing for partisan office:

○ (Prefers ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Party)

○ (States No Party Preference)

campaign information

campaign address (if different from residential address) | city / zip

email address | phone number

website

filing fee

○ The office has no fixed annual salary: no filing fee

○ The office has a fixed annual salary of $1,000 or less: $10

○ The office has a fixed annual salary over $1,000: 1% of salary

○ I am submitting a filing fee petition instead of a filing fee

oath

I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.

I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington.

sign here | date here

for office use only

date | voter registration number

office code | fee

Your filing fee must be submitted with your Declaration of Candidacy.

Cost of filing

Your filing fee is based on the salary of the office. For offices without a fixed annual salary, candidates pay no filing fee.

For any office with a fixed annual salary of $1,000 or less, candidates pay a filing fee of $10.

For all offices with salaries exceeding $1,000, candidates pay a fee equal to one percent of the office's fixed annual salary.

Specific filing fees are available in the list of offices open for election at **www.vote.wa.gov**. Filing fees are also available from your county elections department (page 14).

Accepted forms of payment

Online filing requires a credit card, either Visa or MasterCard.

Candidates who file in person or by mail with the Office of the Secretary of State may pay via:

- check
- cash
- credit / debit card (Visa or MasterCard)
- money order
- valid filing fee petition

If you will file with your county elections department, contact its office to determine payment methods.

Filing fees are nonrefundable, even if you withdraw or file for the wrong office.

Filing fee petitions

Candidates without sufficient assets or income to pay the filing fee may instead submit a filing fee petition.

Petitions must include a total number of valid signatures equal to the dollar amount of the filing fee. Without the required number of signatures, the petition is insufficient and the Declaration of Candidacy is invalid. Filing fees may not be paid by combining petition signatures and currency.

Valid signatures are those of voters registered in the same jurisdiction as the office of filing. No additional signatures are accepted after initial submission with the Declaration of Candidacy. Petition sheets are not returned to the candidate. Each petition page must:

- be printed on uniform color and size paper
- include a place for each voter's registration name, address, city, and county
- provide 20 numbered lines or less
- display the required warning and statement found in RCW 29A.24.101

SAMPLE

of the petition statement found in RCW 29A.24.101

Warning: Every person who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment or both.

We, the undersigned registered voters of (jurisdiction's name) , hereby petition that the name of (candidate's name) be printed on the official primary ballot for the office of (office name).

A sample filing fee petition page is available at www.vote.wa.gov/candidates

Submit your statement online

The deadline is **5 p.m.** on **May 23, 2014.** Late or incorrect submissions will not be accepted.

To submit online, you must provide an email address with your candidate filing. Once you have been approved as a candidate for office, a confirmation email will invite you to submit your Voters' Pamphlet information. Please prepare the following in advance:

- ☐ photograph
- ☐ biography
- ☐ statement
- ☐ campaign contact information

1. Photograph

You may submit one self-portrait of your head and shoulders. Use a light-colored background, but not white. Photos must be no more than five years old. A color photo is required.

Digital photos must be at minimum 300 dpi resolution and no smaller than 4 x 5 inches (1200 x 1500 pixels). Your photo may not be digitally altered.

Clothing or insignia that suggest a public office are banned. Examples: judicial robes, law enforcement or military uniforms.

2. Biography

In addition to your statement, you may provide a 100-word biography. You must use the following headings, which do not count toward the word limit. "No information submitted" will be inserted next to each heading left blank.

Elected Experience*
Other Professional Experience
Education
Community Service

** Judicial candidates, use* **Legal/Judicial Experience** *instead.*

SAMPLE

of the printed voters' pamphlet

1

Warren G. Magnuson

(Prefers Democratic Party)

2

Elected Experience: Clerked for U.S. Supreme Court Justice Antonin Scalia for two years.

Other Professional Experience: Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Director, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

Education: Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

Community Service: Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

Statement: Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users and dealers have been the subject of his legislative efforts to increase penalties and protect victims.

District growth has been more than 30% over the past two years, creating a strain on schools and other services. He helped make difficult choices to balance needs and restrain the budget, working to secure funding for the Pierce County Skills Center in Frederickson, the Yelm Loop, the Cross Base Highway, the Orting Bridge for kids, the Nisqually-Mashel State Park, an upgraded early warning system and work to keep transportation dollars here at home.

Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled. He worked to extend the property tax deferral program – helping people whose homes have increased in value, but have not had an increase in income.

He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

Contact: (509) 123-4567; warren@magnuson.net
www.magnuson.com

3. Statement

Only candidates for the offices listed below will be included in the state Voters' Pamphlet. If you are running for a local office not listed here, contact your county elections department (page 14).

You may *not* submit a new statement for the general election. The statement you submit will be displayed online through the Primary and printed in the state Voters' Pamphlet if you advance to the general election.

State law sets maximum word limits. Hyphenated words count as two words. Statements exceeding the word limit will be shortened by deleting full sentences from the end.

300 words - 6 paragraphs

U.S. Representative

100 words - 2 paragraphs

State Representative

200 words - 4 paragraphs

State Senator
Supreme Court Justice*
Court of Appeals Judge*
Superior Court Judge*

** Judicial candidates' statements must comply with the Judicial Code of Conduct. The Administrative Office of the Courts can review judicial statements prior to submission. Contact Nan Sullins at (360) 357-2124.*

Proofread carefully. Your statement and biography will be printed exactly as submitted. Changes are not allowed unless requested by the Office of the Secretary of State or required by court order.

Use only *italics* to emphasize words or phrases. Bolding, underlining, and all caps are not allowed. Tables, lists, and bullets are not allowed. Text must be written in paragraphs.

Correct

I approve of justice for all, fairness of the law, and rehabilitation.

Incorrect

I approve of:
- JUSTICE for all
- **Fairness** of the law
- Rehabilitation

Naming people, such as an opponent or endorsement, delays processing and could result in court-ordered changes to your statement. Obscene, profane, libelous, and defamatory language will be rejected.

SAMPLE

of the printed voters' pamphlet

Warren G. Magnuson

(Prefers Democratic Party)

Elected Experience: Clerked for U.S. Supreme Court Justice Antonin Scalia for two years.

Other Professional Experience: Farmer/Rancher, Owner of Hailey Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Director, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

Education: Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

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3 **Statement:** Senator Magnuson has always given the highest priority to advocating for children and families, including veterans, the elderly and disabled. Scourges such as identity theft, methamphetamine users and dealers have been the subject of his legislative efforts to increase penalties and protect victims.

District growth has been more than 30% over the past two years, creating a strain on schools and other services. He helped make difficult choices to balance needs and restrain the budget, working to secure funding for the Pierce County Skills Center in Frederickson, the Yelm Loop, the Cross Base Highway, the Orting Bridge for kids, the Nisqually-Mashel State Park, an upgraded early warning system and work to keep transportation dollars here at home.

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He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

Contact: (509) 123-4567; warren@magnuson.net
www.magnuson.com

Tips from voters

- Treat this as a resume and edit carefully.
- Offer your vision. Be positive.
- What do you want to accomplish, if elected?
- Describe what sets you apart from your opponent.
- Avoid criticism of your opponent.
- Who endorses your candidacy?
- Avoid technical terms and abbreviations.

4. Campaign contact info

The following campaign contact information will be published with your statement. Contact information does not count toward the word limits, but long web addresses such as Facebook or blogs are not allowed. You may update your contact information at any time.

Campaign phone number
Campaign email
Campaign website

NEW! Campaign finance info

As of 2013, your campaign finance information will be provided to voters by the Public Disclosure Commission. A link to your campaign finance information will be published in the online voters' guide and in the printed voters' pamphlet.

Questions?

1-800-448-4881
voterspamphlet@sos.wa.gov

SAMPLE

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(Prefers Democratic Party)

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4 **Contact:** (509) 123-4567; warren@magnuson.net
www.magnuson.com

Washington State Voters' Pamphlet Submission

Only complete this form if you are submitting by mail.

office	jurisdiction and office name		position number
personal contact information *not for publication*	first name	middle	last
	date of birth (mm / dd / yyyy)		phone number
	residential address		city / zip
voters' pamphlet information	phone number		email address
	website		

Checklist

Mail to

Voters' Pamphlet
Office of the Secretary of State
PO Box 40229
Olympia, WA 98504-0229

- ☐ Voters' Pamphlet Submission form, printed
- ☐ Statement, printed and on CD
- ☐ Biography, printed and on CD
- ☐ Photograph, professionally printed or on CD

other information

Qualifications

When filing for office, you must be a registered voter and possess the qualifications specified by law.

If a candidate must be selected by voters from a geographic subdivision of the jurisdiction in the primary, the candidate must be properly registered to vote within that subdivision. RCW 29A.20.021

Contact the jurisdiction of the office to learn if there are specific qualifications for that office.

Withdrawal of candidacy

If you decide you do not want your name on the ballot, your signed withdrawal form must be received by the filing officer by the end of business on the Monday immediately following Candidate Filing Week. Print a candidate withdrawal form at **www.vote.wa.gov/candidates**.

Filing fees are nonrefundable, even if you filed for the wrong office. RCW 29A.24.131

No withdrawal is permitted if you filed during a special filing period.

Write-in candidates

A Declaration of Write-in Candidacy may be submitted to the filing officer no later than 18 days before the primary or general election.

You may not file as a write-in candidate if you were a candidate for the same office in the preceding primary or you are already a candidate for a different office.

Write-in candidates must meet the same qualifications as any other candidate for that office.

Declaration of Write-in Candidacy filing forms are available at **www.vote.wa.gov/candidates**.

Special filing period & vacated offices

If there is no viable candidate in a race after the close of the regular filing period and before the primary, a special filing period opens for three business days.

Online filing begins at 9 a.m. the first day of the special filing and continues until 4 p.m. on the final day of the special filing period. Special filings are accepted by mail and in-person until the close of business on the final day.

If candidates file in a special filing period, all candidates skip the primary to appear on the general election ballot. RCW 29A.24.181

Campaign finance reporting

Depending on the office, candidates may be required to report campaign financing.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements.

All forms and information are available from the Public Disclosure Commission at **www.pdc.wa.gov**.

Candidates for U.S. Senate or U.S. House of Representatives must report campaign finance information to the Federal Election Commission at **www.fec.gov**.

contact your county elections department

Adams County
210 W Broadway, Ste 200
Ritzville, WA 99169
(509) 659-3249
heidih@co.adams.wa.us

Asotin County
PO Box 129
Asotin, WA 99402
(509) 243-2084
dmckay@co.asotin.wa.us

Benton County
PO Box 470
Prosser, WA 99350
(509) 736-3085
elections@co.benton.wa.us

Chelan County
PO Box 4760
Wenatchee, WA 98807
(509) 667-6808
elections.ballots@co.chelan.wa.us

Clallam County
223 E 4th St, Ste 1
Port Angeles, WA 98362
(360) 417-2221
jmaxion@co.clallam.wa.us

Clark County
PO Box 8815
Vancouver, WA 98666-8815
(360) 397-2345
elections@clark.wa.gov

Columbia County
341 E Main St, Ste 3
Dayton, WA 99328
(509) 382-4541
sharon_richter@co.columbia.wa.us

Cowlitz County
207 4th Ave N, Rm 107
Kelso, WA 98626-4124
(360) 577-3005
elections@co.cowlitz.wa.us

Douglas County
PO Box 456
Waterville, WA 98858
(509) 745-8527
elections@co.douglas.wa.us

Ferry County
350 E Delaware Ave, Ste 2
Republic, WA 99166
(509) 775-5200
elections@co.ferry.wa.us

Franklin County
PO Box 1451
Pasco, WA 99301
(509) 545-3538
elections@co.franklin.wa.us

Garfield County
PO Box 278
Pomeroy, WA 99347-0278
(509) 843-1411
ddeal@co.garfield.wa.us

Grant County
PO Box 37
Ephrata, WA 98823
(509) 754-2011 ext 377
elections@co.grant.wa.us

Grays Harbor County
100 W Broadway, Ste 2
Montesano, WA 98563
(360) 964-1556
emailballot@co.grays-harbor.wa.us

Island County
PO Box 1410
Coupeville, WA 98239
(360) 679-7366
elections@co.island.wa.us

Jefferson County
PO Box 563
Port Townsend, WA 98368-0563
(360) 385-9119
elections@co.jefferson.wa.us

King County
919 SW Grady Way
Renton, WA 98057
(206) 296-8683
elections@kingcounty.gov

Kitsap County
614 Division St, MS 31
Port Orchard, WA 98366
(360) 337-7128
auditor@co.kitsap.wa.us

Kittitas County
205 W 5th Ave, Ste 105
Ellensburg, WA 98926-2891
(509) 962-7503
elections@co.kittitas.wa.us

Klickitat County
205 S Columbus, Stop 2
Goldendale, WA 98620
(509) 773-4001
voting@co.klickitat.wa.us

Lewis County
PO Box 29
Chehalis, WA 98532-0029
(360) 740-1278
heather.boyer@lewiscountywa.gov

Lincoln County
PO Box 28
Davenport, WA 99122-0028
(509) 725-4971
sjohnston@co.lincoln.wa.us

Mason County
PO Box 400
Shelton, WA 98584
(360) 427-9670 ext 470
elections@co.mason.wa.us

Okanogan County
PO Box 1010
Okanogan, WA 98840-1010
(509) 422-7240
elections@co.okanogan.wa.us

Pacific County
PO Box 97
South Bend, WA 98586-0097
(360) 875-9317
pgardner@co.pacific.wa.us

Pend Oreille County
PO Box 5015
Newport, WA 99156
(509) 447-6472
elections@pendoreille.org

Pierce County
2501 S 35th St, Ste C
Tacoma, WA 98409
(253) 798-VOTE (8683)
pcelections@co.pierce.wa.us

San Juan County
PO Box 638
Friday Harbor, WA 98250-0638
(360) 378-3357
elections@sanjuanco.com

Skagit County
PO Box 1306
Mount Vernon, WA 98273-1306
(360) 336-9305
scelections@co.skagit.wa.us

Skamania County
PO Box 790
Stevenson, WA 98648-0790
(509) 427-3730
elections@co.skamania.wa.us

Snohomish County
3000 Rockefeller Ave, MS 505
Everett, WA 98201-4060
(425) 388-3444
elections@snoco.org

Spokane County
1033 W Gardner Ave
Spokane, WA 99260
(509) 477-2320
elections@spokanecounty.org

Stevens County
215 S Oak St, Rm 106
Colville, WA 99114-2836
(509) 684-7514
elections@co.stevens.wa.us

Thurston County
2000 Lakeridge Dr SW
Olympia, WA 98502-6090
(360) 786-5408
elections@co.thurston.wa.us

Wahkiakum County
PO Box 543
Cathlamet, WA 98612
(360) 795-3219
tischerd@co.wahkiakum.wa.us

Walla Walla County
PO Box 2176
Walla Walla, WA 99362-0356
(509) 524-2530
elections@co.walla-walla.wa.us

Whatcom County
PO Box 398
Bellingham, WA 98227-0398
(360) 676-6742
elections@co.whatcom.wa.us

Whitman County
PO Box 191
Colfax, WA 99111
(509) 397-5284
elections@co.whitman.wa.us

Yakima County
PO Box 12570
Yakima, WA 98909-2570
(509) 574-1340
iVote@co.yakima.wa.us

Ask your county elections department...

- is online filing available to candidates running for local offices?
- will a local primary or general election voters' pamphlet will be published?
- when and where can local candidates file in person?