

# Spokane County Election Guide for Candidates

Includes Local Voters' Pamphlet Administrative Rules

Updated March 2025



## Spokane County

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### ELECTIONS

**Candidate Filing Week**  
**May 5-9, 2025**

#### **Spokane County Elections Office**

1033 West Gardner Avenue  
Spokane, WA 99260

[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections)  
[elections@spokanecounty.gov](mailto:elections@spokanecounty.gov)  
509-477-2320

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### About This Guide

This guide should be used in conjunction with state and local laws, not in place of them. The Revised Code of Washington (RCW), Washington Administrative Code (WAC) and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determination, or rule changes.

# 2025 Elections Calendar

## Candidate Filing

- April 21 First day candidate declarations may be received by mail
- May 5 **Candidate Filing Week**  
Online candidate filing opens at 8:00 a.m.  
First day for in person candidate filing during office hours, 8:00 a.m. - 5:00 p.m.
- May 9 Last day for in person, online, and mail-in candidate filing - 5:00 p.m. deadline  
Lot draw for ballot position - approximately 5:15 p.m.
- May 12 Last day for candidates to withdraw - 5:00 p.m. deadline
- May 20 Deadline for local voters' pamphlet submission of statements/photos - 5:00 p.m. deadline

## August Primary Election

- June 21 Deadline for service and overseas ballots to be mailed
- July 16 Begin mailing of August Primary Election ballots  
Ballot drop boxes open
- July 17 Last day to file a Write-in Declaration of Candidacy and avoid paying a filing fee
- July 18 Accessible Voting Units available for the August Primary Election
- July 28 Deadline to receive new registrations and voter updates online and by mail
- Aug 5 **August Primary Election**  
Last day for in person registration and voter updates - 8:00 p.m. deadline  
Last day to file as a write-in candidate - 8:00 p.m. deadline  
First posting of unofficial elections results online - approximately 8:15 p.m.
- Aug 19 County Canvassing Board Certification of the August Primary Election

## November General Election

- Sept 20 Deadline for service and overseas ballots to be mailed
- Oct 15 Begin mailing of November General Election ballots  
Ballot drop boxes open
- Oct 16 Last day to file a Write-in Declaration of Candidacy and avoid paying a filing fee
- Oct 17 Accessible Voting Units available for the November General Election
- Oct 27 Deadline to receive new registrations and voter updates online and by mail
- Nov 4 **November General Election**  
Last day for in person voter registration and updates - 8:00 p.m. deadline  
Last day to file as a write-in candidate - 8:00 p.m. deadline  
First posting of unofficial election results online - approximately 8:15 p.m.
- Nov 25 County Canvassing Board Certification of the November General Election

For other important dates, visit  
[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections):

- Observer training classes
- Logic & Accuracy Tests
- Ballot processing dates & times
- Random check of counting equipment
- Canvassing Board meetings

**\*Guide and dates may be subject to change.  
Washington State Codes are currently under review\***

# Complete Your Declaration of Candidacy

## Candidate information

Enter your name and address exactly as it appears on your voter registration. Provide a candidate email and phone number for direct communication with the filing office. We will use this email address to send confirmations of receipt, notice of approval, voters' pamphlet submission links, and direct emails from our office.

## Campaign contact information

All candidate information is public information and will be publicly available. For publication on official candidate lists and voters' guides, you may choose to display a campaign mailing address instead of your voter registration address. It is strongly recommended that you also provide a campaign telephone number, website, and email address.

Government offices, email addresses and telephone numbers may not be used for campaign contact information.

## Ballot information

Choose the jurisdiction, office name, and position or district number for which you want to be a candidate. The list of offices open for election is available online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

You are responsible for contacting the jurisdiction to clarify and understand additional qualifications.

## Ballot name

Enter your name exactly as you want it to appear on the ballot. Nicknames are acceptable, but the last name must be the name under which you are registered to vote. (RCW 29A.24.060)

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable and will be removed prior to placement on the ballot or in voters' guides.

## Party preference

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

If you are filing for a partisan office, you may state the party preference you prefer using 18 characters or less. The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will be printed in all caps with or without periods. No changes to party preference will be accepted after the deadline for withdrawal of candidacy (May 12, 2025).

Your party preference will appear on the ballot and in voters' guides. If left blank, "States No Party Preference" will be printed.

Party preference plays no role in determining how candidates are elected to public office. Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

## Filing fee

Your declaration will not be approved until the required filing fee is paid. A current list of offices open for election along with the office filing fee is available on the Spokane County Elections website. More information on filing fees can be found on the next page.

Filing fees are not refundable, even in the event of a withdrawal. If a candidate withdraws and re-files for a different position, a second filing fee must be paid for the new position. (RCW 29A.24.131)

## Oath

You need to read and affirm the oath on your Declaration of Candidacy.

### Filing Deadlines

#### Mail

April 21 - May 9, 5:00 p.m., regardless of postmark

#### Online

May 5, 8:00 a.m. - May 9, 5:00 p.m.

#### In-Person

May 5 - May 9, 8:00 a.m. - 5:00 p.m.

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## Filing Fees

You must submit your filing fee (if applicable) when you file for office. Your Declaration of Candidacy will not be approved until the required filing fee is paid. Filing fees are nonrefundable, including if you withdraw or file for the wrong office. (RCW 29A.24.131)

### Cost of filing

The filing fee is based upon the salary of the office. Specific filing fees for each office are displayed on the Offices Open for Election list at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

- Offices without a fixed annual salary have 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 1% of the office's fixed annual salary.

### Accepted forms of payment

Filing online requires a credit card.

Filing in person or by mail with the Office of the Secretary of State or Spokane County Elections Office requires a check, cash, money order, or a valid filing fee petition.

### Filing fee petitions

Candidates without sufficient assets or income may submit a filing fee petition in place of the filing fee.

Candidates submitting a petition may not file electronically. Filing fees may not be paid by combining petition signatures and currency.

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.

No additional signatures are accepted after initial submission at time of filing.

Only signatures of registered voters in the same jurisdiction as the office are valid. Each petition sheet must:

- Be printed on uniform paper size and color
- Include a place for each voter's registration name, signature, address, city, and county
- Provide 20 numbered lines or less
- Display the required warning and statement found in RCW 29A.24.101 and 29A.72.140

A reproducible filing fee petition form is available online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections) or at the Spokane County Elections Office.

Petition sheets are not returned to the candidate.

## Write-in Candidates

Write-in candidates who file 19 or more days before election day are not required to pay a filing fee.

Write-in candidates who file on or after 18 days before election day pay a filing fee. Filing fees must accompany the declaration. The amount depends on the office and annual salary:

- Fee equal to 1% of the office's annual salary if salary is greater than \$1000.
- Fee is \$25 for offices with an annual salary of \$1000 or less.

No person may file as a write-in candidate for precinct committee officer.

See RCW 29A.24.311 for more information.

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## Where to File for Office

The Office of the Secretary of State accepts candidate filings for federal and statewide offices and for all Legislative, Superior Court and Court of Appeals positions. For more information, visit [www.sos.wa.gov](http://www.sos.wa.gov). The Spokane County Elections Office accepts filings for all other offices. If you have questions about where to file, contact our office.

### File for office

There are three ways to file a Declaration of Candidacy:

#### 1. **Online**

File online at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections). Online filing begins Monday, May 5, 2025, at 8:00 a.m. and is available 24 hours a day until Friday, May 9, 2025, at 5:00 p.m. You will need an email address and a credit card for your filing fee (if applicable) to file online.

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 an opportunity to submit your local voters' pamphlet information.

#### 2. **By mail**

Filings through the mail may be received beginning April 21, 2025. Any Declaration of Candidacy received prior to that date cannot be accepted. Declaration of Candidacy and filing fee (if applicable) must be received no later than 5:00 p.m. on May 9, 2025, regardless of postmark.

If you file with the Spokane County Elections Office, you may mail your declaration and filing fee (if applicable) to:

Candidate Filing  
Spokane County Elections Office  
1033 W Gardner Ave  
Spokane, WA 99260

#### 3. **In person**

File in person at the Spokane County Elections Office from Monday, May 5, 2025, through 5:00 p.m. Friday, May 9, 2025. The Elections Office is located at 1033 West Gardner Avenue in Spokane. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday during filing week.

### Approval

Once filed, a Declaration of Candidacy may not be altered. If you decide during the filing period to change the Declaration of Candidacy, you must first withdraw and then re-file for office. All filing fees are non-refundable and non-transferable including if you file for the wrong office. (RCW 29A.24.131)

After your filing fee is paid and your Declaration of Candidacy has been approved, an email will confirm your candidacy and your name will appear on an official list as a candidate for office.

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

## Precinct Committee Officers (PCOs)

Precinct Committee Officers (PCOs) are elected to two year terms in even-year Primary Elections. The next candidate filing for Precinct Committee Officers will take place in 2026. Political parties may fill vacant PCO positions by appointment.

View WAC 434-230-100 or contact your political party for more information:

- Spokane County Democrats - <https://spokanedemocrats.org> 509-324-8525
- Spokane County Republicans - <https://www.spokanegop.com> 509-838-6162

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## Additional Filing Information

### Qualifications

At the time the declaration of candidacy is filed, you must be a registered voter in the geographic area represented by the office and possess the qualifications specified by law. You may verify your voter registration information online at [VoteWA.gov](http://VoteWA.gov).

If a candidate must be selected by voters from a geographic subdivision of a jurisdiction in the primary, the candidate must be registered to vote within that subdivision. (RCW 29A.24.075)

Contact the jurisdiction of the office to learn if there are additional qualifications.

### Order of appearance on ballots

The order of candidates on the Primary Election ballot will be determined by a random lot drawing. The random lot draw will take place following the close of candidate filing. (RCW 29A.36.131)

In the General Election, the candidate with the most votes in the Primary Election will be listed first on the ballot.

If no Primary Election is held for an office, candidates will appear in lot draw order on the General Election ballot.

### Withdrawal of candidacy

If you decide you no longer want your name on the ballot, submit a *Withdrawal of Candidacy* form with the office where you filed for candidacy. This form must be received by the end of business on the Monday immediately following Candidate Filing Week (May 12, 2025).

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

There shall be no withdrawal period for declarations of candidacy filed during special filing periods.

### Special filing periods & vacated offices

If no candidates filed for an open office during the regular filing period, a special filing period will open for three business days after the August Primary Election. Filings during special filing periods are conducted in the same manner as regular candidate filing periods.

If an office is open for a special filing period, the race skips the Primary and appears on the General Election ballot. There shall be no withdrawal period for declarations of candidacy filed during special filing periods. (RCW 29A.24.131)

### Campaign finance information

The Public Disclosure Commission (PDC) provides public access to information about the financing of political campaigns, lobbyist expenditures, and the financial affairs of public officials and candidates. The commission ensures compliance and enforcement of Washington's disclosure and campaign finance laws.

Your campaign finance information is public information. A link to your campaign finance information will appear on your page on the Online Voters' Guide.

Candidates for state or local office should refer to the Washington State Public Disclosure Commission for reporting requirements. Visit the PDC website at [pdc.wa.gov](http://pdc.wa.gov) for public disclosure information and forms. Call PDC at (360) 753-1111 or 1-877- 601-2828.

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](http://www.fec.gov).

### Use of public office or agency facilities in campaigns (RCW 42.17A.555)

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

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# Local Voters' Pamphlet

## Administrative Rules

These rules establish submission guidelines for when candidates appear on the ballot. RCW 29A.32.230 requires the Auditor to adopt and publish administrative rules governing the format and content of the local voters' pamphlet. These rules must include: (a) Limits on the length and deadlines for submission of candidates' statements; (b) the basis for rejecting all or any part of a candidate's statement; and (c) an administrative appeal process in the case of such rejection.

Each candidate, with the exception of candidates running for Precinct Committee Officer, will have the opportunity to submit a biography, statement, contact information and a photograph for publication in the local voters' pamphlet. Precinct Committee Officer candidates do not appear in the local voters' pamphlet.

Only local candidates in Spokane County submit their information to Spokane County. Candidates filing for any federal, state, legislative, court of appeals, superior court, or offices serving more than one county need to submit their information to the Washington Secretary of State's Office.

Candidates that file with the Washington Secretary of State's Office will utilize the State Online Voters' Pamphlet submission tools where word counts are specified in RCW 29A.32.121.

## Local voters' pamphlet publication

Spokane County publishes an official local voters' pamphlet for all elections. It is available in both printed and electronic form on the Spokane County Elections website. RCW 29A.32.220 sets deadlines and rules regarding participation.

The Office of the Secretary of State is responsible for accepting and approving voters' pamphlet information for state offices, congressional offices, legislative offices and certain judicial offices. The requirements and rules for these statements may differ from the laws and local rules for Spokane County candidates.

## General provisions applicable to all submissions

No changes will be allowed after the submission of the candidate's pamphlet information. The same statement, biography, and photograph will be used in both the Primary and General Election pamphlets (if the candidate advances to the General Election).

Italics may be used to emphasize specific words or sentences. Other formatting such as all caps, bolding, underlining, lists, and bullets are not allowed and will be printed as italics.

The Elections Office is not responsible for candidates submitting a biography and/or statement that exceeds the word limit. Candidates must check their word count before submission. Submissions exceeding the word limit will be shortened by deleting full sentences from the end.

Microsoft Word will be used to verify word counts. Each part of a hyphenated or slashed word will be counted as a separate word. Examples: "Around-the-corner" = 3 words; "and/or" = 2 words.

## Biography

Biographical information should be organized in accordance with the four subsection headings listed below. The biographical information must be a combined 100 words or less allocated between four subsection headings. Subsection headings are not included in the word count.

- Elected Experience (Judges use Legal/Judicial Experience)

- Other Professional Experience

- Education

- Community Service

When a candidate doesn't submit information for a particular subsection heading, "No information submitted" will appear in that subsection area.

## Statement

Candidate statements are limited to 100 words or less. Up to two paragraphs may be used in the candidate statement.

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## Local Voters' Pamphlet (Continued)

### Photograph

- You may submit one portrait photograph of your head and shoulders.
- For best results, use a light-colored background, but not white.
- Photographs should be no more than five years old.

Photographs may not:

- Show clothing or insignia suggesting that you hold a public office (e.g. judicial robes, law enforcement, fire, or military uniforms)
- Be an informal candid photograph, cartoon, caricature or any other image that does not accurately portray the candidate
- Be a group photograph

Photographs that do not meet the criteria outlined above may be rejected. The Elections Office has discretion to accept updated photographs and crop or adjust photographs. Photographs will appear in black and white in the printed local voters' pamphlet.

The Elections Office will not be responsible if a candidate photograph appears in publications other than the local voters' pamphlet.

### Candidate contact information

A candidate's campaign mailing address, email address, website, and phone number may be printed in the local voters' pamphlet or appear in the online voters' guide. If the candidate does not submit campaign contact information with their statement, the information from their Declaration of Candidacy will be used as contact information. Contact information is not part of the word limit for local candidate statements; however, long web addresses such as blogs or Facebook pages may not be printed in the local voters' pamphlet due to space limitations.

Be certain that mail, email, web addresses, and phone numbers are accurate, functional, and not confidential or private. Changes to contact information are subject to the discretion of the Elections Office.

You may not use government offices, email addresses or phone numbers for campaign or candidate information.

### How and when to submit statements, photographs and contact information

After your candidate filing has been approved, you will be sent an email with a link to submit your pamphlet information. Statements, photographs, and campaign contact information must be submitted electronically using this link. An email will confirm receipt of voter pamphlet materials.

The contents of candidate statements, photograph, and contact information are the sole responsibility of the authors. Candidates are responsible for ensuring their statements and photographs are received in the Elections Office by the deadline.

Submissions for inclusion in the Primary and General Local Voters' Pamphlets are due by 5:00 p.m. eleven days immediately following the deadline for filing declarations of candidacy: May 20, 2025. (RCW 29A.32.125)

If a submission is not received by the deadline, the text "No photo submitted", "No information submitted", and/or "No statement submitted" may be printed in the applicable sections.

Tip: Begin the upload process as early as possible after you file for office. There is no benefit to delaying. Your submission will not be released until the deadline for all statements has passed.

Contact the Spokane County Elections immediately if you experience technical problems. Technical difficulties will not excuse candidates from meeting the submission deadline.

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# Local Voters' Pamphlet (Continued)

## Disclaimer

Submissions do not represent the position of the Spokane County Auditor or Spokane County. Neither the Spokane County Auditor nor Spokane County is responsible for the validity or accuracy of the submissions.

Submissions should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar and punctuation errors **will not** be corrected. Statement content will be printed exactly as received, as long as it complies with format and content rules.

## Public inspection of statements (RCW 29A.32.100)

Statements submitted for publication in the local voters' pamphlet will be available for release to the public once the submission deadline has passed and all statements received have been approved.

Requests for public inspection of statements shall be made in the same manner as requests for public records.

## Content rejection and appeal process (RCW 29A.32.230)

### Rejection

The Elections Office reserves the right to reject any submission to the local voters' pamphlet if it does not meet submission requirements or is deemed to be libelous or otherwise inappropriate. Material submitted for publication in the local voters' pamphlet may be rejected if:

- It is obscene;
- It is libelous;
- Contains a commercial advertisement;
- Contains matter prohibited by law from distribution through the mail;
- Contains matter not limited to the candidate themselves or to the political office for which the candidate is filing;
- Contains matter that is otherwise inappropriate or that does not comply with applicable law;
- Photograph does not meet statutory or administrative criteria;
- Was received after the submittal deadline.

If a statement, photograph or contact information is rejected by the Elections Manager, a written notice of rejection shall be sent to the candidate by email not more than five business days after the deadline for the local voters' pamphlet submittal and shall set forth specific grounds for the rejection.

The candidate will have 24 hours from the time of notification to submit an adjusted statement, photograph or contact information as long as their rejected material was submitted on time.

### Appeal

Any candidate whose submission is rejected may appeal the Elections Manager's decision to the Spokane County Auditor. A written notice of appeal shall be submitted by email to [pamphlet@spokanecounty.gov](mailto:pamphlet@spokanecounty.gov) not more than 48 hours after notice of rejection was sent and shall set forth the specific grounds for appeal. The Auditor shall issue a written decision granting or denying the appeal by email not more than 48 hours after receiving the notice of appeal. The decision of the Auditor to grant or deny an appeal shall be final.

If material is rejected, the local voters' pamphlet will be printed with the rejected material omitted and the appropriate space left blank.

# Election Information

## Primary Election

The State of Washington has a Top 2 Primary system. This allows voters to choose among all candidates running for each office regardless of their party preference. The top two candidates who receive the most votes in the Primary Election qualify for the General Election. Candidates need at least 1% of the votes cast in that race to advance to the General Election.

Each candidate for a partisan office may state a political party that he or she prefers. A candidate's preference does not imply that they are nominated or endorsed by the party, or that the party approves of or associates with that candidate.

The order of candidates on the Primary Election ballot is determined by a lot draw. The lot draw is held after the close of candidate filing.

## General Election

Appearance on the ballot is determined by the most votes received in the Primary Election (RCW 29A.36.170). The top two vote getters proceed to the General Election. The candidate with the greatest number of votes appears first and the candidate with the next greatest number of votes appears second.

For partisan races, each candidate will retain his or her party preference from the Primary Election to the General Election.

If there is no primary, appearance on the General Election ballot is determined by the outcome of the lot drawing (RCW 29A.36.131).

## Mailing of the ballots

For the Primary and General Elections, ballots for service and overseas voters are mailed at least 45 days prior to the election. All other ballots are mailed to voters at least 18 days prior to the election.

Ballot drop boxes are located throughout the county. A current list of ballot drop box locations can be found on the Spokane County Elections website. The opening date for the drop boxes is 20 days prior to the election.

## Election observers

Official observers are required to be appointed by the County chair of a major party or by a candidate. Appointed observers must attend an observer training class before observing election activities during the election period. Contact the Spokane County Elections Office or a Spokane County major party for more information:

- Spokane County Democrats - <https://spokanedemocrats.org> 509-324-8525
- Spokane County Republicans - <https://www.spokanegop.com> 509-838-6162

## Logic and Accuracy Test

Before every election, counties conduct a Logic and Accuracy test of their voting tabulation systems to make sure the machines are correctly set up and accurately counting votes. Election officials scan test ballots with a known outcome to make sure the voting system reports the same answer.

The date and time of the Logic and Accuracy Test will be posted on the Spokane County Elections website and is open to observation.

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## Election Information (Continued)

### Election results

Unofficial election results may be obtained beginning at approximately 8:15 p.m. election night on the Spokane County Elections website and at the Spokane County Elections office. The Office of the Secretary of State's website, [www.sos.wa.gov](http://www.sos.wa.gov), lists state-wide results.

### After election day

Spokane County Elections staff will continue to process ballots until certification. Under RCW 29A.60.160, interim ballot tabulations are normally scheduled after a Primary or General Election excluding weekends and holidays. Exact tabulation dates are determined by voter turnout and will be posted on the Spokane County Elections website.

### Spokane County Canvassing Board

The Spokane County Canvassing Board is comprised of the County Auditor, chair of the Board of County Commissioners and the County Prosecuting Attorney or their designated representatives. One of the official duties of the Canvassing Board is to accept or reject ballots submitted by voters whose validity or intent is in question.

Ballots that require review by the Canvassing Board are brought before the Board prior to the official certification of the election. Canvassing Board meetings are open public meetings. Notice of Canvassing Board meetings are published in the Spokesman Review newspaper and are posted on the Spokane County Elections website.

### Certification

All elections must be certified by the Spokane County Canvassing Board. The process of certification includes a review of the final election tabulation report and the signing by each board member of the election certification oath. The Spokane County Canvassing Board shall complete the canvass and certify the results fourteen days after a primary and twenty-one days after a general election. (RCW 29A.60.190)

## Post-Election Audits

The date and time of post-election audits will be posted on the Spokane County Elections website and are open to observation.

### Random batch audit

A random check of ballot counting equipment, commonly known as a random batch audit, compares a hand count of ballots to the voting system count in selected batches or precincts. This check occurs within 48 hours of election day. (RCW 29A.60.170)

### Risk-limiting audit

A random ballot audit, also known as a risk-limiting audit (RLA), uses statistics to confirm election outcomes. This check helps verify that the apparent winner of an election actually won.

Ballots are randomly selected for review, then compared to the voting system record until enough have been sampled to confirm that the correct winner was found. If the winner won by a lot of votes, the sample needed to confirm the outcome may be quite small; if the race was close, the audit will examine more ballots. (RCW 29A.60.185)

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# Information Requests

## Voter information requests

Voter registration database exports are available free of charge from the Office of the Secretary of State's website at [www.sos.wa.gov/elections](http://www.sos.wa.gov/elections).

Spokane County voter registration information may be requested for a fee using the data request form available at the Spokane County Elections Office and at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

Per RCW 29A.08.710 (2) The following information contained in voter registration records or files regarding a voter or a group of voters is available for public inspection and copying, except as provided in RCW 40.24.060: The voter's name, address, political jurisdiction, gender, year of birth, voting record, date of registration, and registration number. No other information from voter registration records or files is available for public inspection or copying.

For further information, please contact the Spokane County Elections Office at [elections@spokanecounty.gov](mailto:elections@spokanecounty.gov) or (509) 477-2320.

## Election matchbacks

Election matchbacks, also known as Ballot Status Reports, include a list of ballots that have been received for the current election. Statewide matchbacks are available free of charge on the Office of the Secretary of State's website at [www.sos.wa.gov/elections](http://www.sos.wa.gov/elections).

Spokane County matchbacks can be requested for a fee by using the *Request for Voter Information* form. This form is available at the Spokane County Elections Office and at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections).

## Precinct maps

Precinct map files are available on the Spokane County Elections website at [www.spokanecounty.org/321/precinct-maps](http://www.spokanecounty.org/321/precinct-maps). Available maps include: Countywide, County Commissioner Districts, Legislative Districts, City of Spokane Council Districts, School Districts, Fire Districts, Cemetery Districts, Water Districts, Public Transportation Benefit Area, Precincts with Zip Codes, and Aquifer Protection Area.

Select prepared printed maps are available for purchase at the Spokane County Elections Office. Please contact our office for pricing and availability.

## Additional Campaign Information

Additional Information and printable forms are available under the Candidates and Campaigns tab on the Spokane County Elections Website at [www.spokanecounty.org/elections](http://www.spokanecounty.org/elections):

### Filing Information

Offices Open for Election  
Online Candidate Filing  
Candidates Who Have Filed  
Spokane County Election Guide for Candidates

### Printable Forms

Declaration of Candidacy  
Declaration of Write-in Candidacy  
Withdrawal of Candidacy

Filing Fee Petition  
Request for Election Matchbacks  
Request for Voter Information  
Voter Registration Forms

### Additional Information

Campaign Finance Reporting  
Campaign Sign Regulations  
Election Calendar  
Political Party Contact Information  
Precinct Maps  
Registration Drives  
Washington 811 - Call Before You Dig



**Spokane County Elections Office**  
1033 West Gardner Avenue  
Spokane, WA 99260

[www.spokanecounty.org/elections](http://www.spokanecounty.org/elections)  
[elections@spokanecounty.gov](mailto:elections@spokanecounty.gov)  
(509) 477-2320  
[twitter.com/SpoCoElections](https://twitter.com/SpoCoElections)  
[facebook.com/SpokaneCountyElections](https://facebook.com/SpokaneCountyElections)

**Washington Secretary of State**  
PO Box 40229  
Olympia, WA 98504

[www.sos.wa.gov](http://www.sos.wa.gov)  
[elections@sos.wa.gov](mailto:elections@sos.wa.gov)  
(360) 902-4180  
(800) 448-4881

**Washington Public Disclosure Commission**  
711 Capitol Way, Room 206  
PO Box 40908  
Olympia, WA 98504

[www.pdc.wa.gov](http://www.pdc.wa.gov)  
[pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)  
(360) 753-1111

# Washington State Declaration of Candidacy

## how to file for elective office

### when to file

The five day filing period begins the first Monday in May. All candidates must file no later than the Friday of that week.

All declarations of candidacy must be received before 5 p.m. on the last day of the filing period. Declarations of candidacy received after this date, regardless of the postmark, are invalid.

Mailed declarations of candidacy may be submitted in advance up to 10 business days before the filing period begins. Declarations of candidacy filed in person must be during business hours.

### where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide, state legislative, court of appeals, or superior court. You may file in person, by mail, or online at [www.sos.wa.gov/elections](http://www.sos.wa.gov/elections).
- File with the County Elections Office for all other offices.

### cost to file

The filing fee is nonrefundable even in the event of withdrawal.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing. The filing fee, described on the Declaration of Candidacy form, is based on the salary in effect at the time of filing.

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 no fewer than the dollar amount of the filing fee.

### withdrawals

The deadline for withdrawing from office is the Monday following filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.



### other requirements:

#### **public disclosure and campaign finance reporting with the Public Disclosure Commission**

Reporting requirements are based on the office, campaign revenues, and size of jurisdiction.

State law requires most campaigns to complete a Financial Affairs Disclosure of the candidate's personal finances, and many also need to register and submit detailed reporting of campaign finances.

More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov).



# Washington State Declaration of Candidacy

## how to complete the form

### 1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

### 2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns.

### 3. ballot information

Print the jurisdiction, the office name, and any position or district number (if applicable) defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

Print your name exactly as you wish 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.

#### party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

### Example

Washington State Declaration of Candidacy			
1 candidate information as registered to vote	James	Noothername	Doe
	first name	middle	last
	100 Main Steet Apt Q		Anywhere, 99999
	residential address	city / zip	
2 campaign contact information for publication	201-555-5555	jimmy4office@anywhere.com	
	campaign phone number	campaign email	
	PO Box 123	Anywhere, 99999	
	mailing address (if different from residential address)	city / zip	
3 ballot information	Legislative Dist 40	Representative	2
	jurisdiction	office name	position number
	Jimmy (James) Doe		
	exact name I would like printed on the ballot		
4 filing fee	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	Jimmy Doe	date here 5/08/2024
	for office use only		
5 oath	The office has no filing fee		
	A filing fee of \$ 454.74 accompanies the declaration of candidacy		
	I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091		
	submission date voter registration number		
party preference information:	office code fee		
	3/2024		

Your party preference will appear in parenthesis below your name. The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms appear in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted between the primary and the general election.

### 4. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy. See a list of offices open for election for current filing fees.

If you lack sufficient funds at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

### 5. oath

Read, sign, and date the oath. The declaration of candidacy is not complete and ready for submission until signed.

# Washington State Declaration of Candidacy

**candidate  
information**  
*as registered  
to vote*

first name	middle	last
residential address		city / zip
date of birth	email address	phone number

**campaign  
contact  
information**  
*for  
publication*

campaign phone number	campaign email
mailing address (if different from residential address)	city / zip
campaign website	

**ballot  
information**

jurisdiction	office name	position number
--------------	-------------	-----------------

exact name I would like printed on the ballot

political party I prefer to be printed on the ballot, if filing for partisan office:

☐ (Prefers 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Party)

☐ (States No Party Preference)

**filing fee**

- ☐ The office has no filing fee
- ☐ A filing fee of \$ \_\_\_\_\_ accompanies the declaration of candidacy
- ☐ I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091

**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**

submission date	voter registration number
office code	fee

# Washington State Declaration of Write-in Candidacy

## how to file as a write-in candidate

### when to file

All declarations of candidacy must be received by the filing officer before 8 p.m. on election day.

Declarations of candidacy received after this time and date, regardless of the postmark, are invalid.

### where to file

- File with the Office of the Secretary of State if the office sought is federal, statewide, or is a legislative, court of appeals, or superior court office that includes more than one county. You may file in person, by mail, or email at [elections@sos.wa.gov](mailto:elections@sos.wa.gov).
- File with the County Elections Office for all other offices.

### cost to file

The filing fee is nonrefundable, even in the event of withdrawal.

If the declaration is filed 19+ days before the election, no filing fee is required.

If the declaration is filed 18 days or less before the election a fee will be required. The filing fee is based on the salary for that office at the time of the official filing period.

Filing fees or filing fee petitions must accompany the declaration of candidacy at the time of filing.

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 no fewer than the dollar amount of the filing fee.

### voters' pamphlet

A statement and photograph will be published only when a write-in candidate qualifies as a top two finisher in the primary.

Only write-in candidates whose names are printed on the general election ballot will appear in the general election voters' pamphlet/guide.

Write-in candidates declaring for a primary should submit a voters' pamphlet statement and photograph when filing. Doing so will meet publication deadlines if the candidate continues on to the general election ballot.

Write-in candidates for the general election do not appear on the ballot or in the voters' pamphlet/guide.



### other requirements:

#### **public disclosure and campaign finance reporting with the Public Disclosure Commission**

Reporting requirements are based on the office, campaign revenues, and size of jurisdiction.

State law requires most campaigns to complete a Financial Affairs Disclosure of the candidate's personal finances, and many also need to register and submit detailed reporting of campaign finances.

More information can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov).

# Washington State Declaration of Write-in Candidacy

## how to complete the form

### 1. candidate information

Your name and address must match your voter registration.

Update your voter information prior to submitting a declaration of candidacy.

You are responsible for ensuring that you meet all qualifications of the office.

### 2. campaign information

If you do not provide campaign information, your information as a registered voter will be used.

A telephone number, email address, or website is not required, but recommended.

Government office addresses may not be used for campaigns

### 3. ballot information

Print the jurisdiction, the office name and any position or district number defining the office for which you are a candidate.

The responsibility for filing for the correct office is yours.

Print your name exactly as you wish 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.

#### party preference information:

For a partisan office, you may choose to state a political party that you personally prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters).

### Example

Washington State Declaration of Write-in Candidacy			
<b>1</b> candidate information as registered to vote	James	Noothername	Doe
	first name	middle	last
	100 Main Street Apt Q		Anywhere, 99999
	residential address	city / zip	
<b>2</b> campaign contact information for publication	201-555-5555	jimmy4office@anywhere.com	
	campaign phone	campaign email	
	PO Box 123	Anywhere, 99999	
	mailing address (if different from residential address)	city / zip	
<b>3</b> ballot information if qualifying	I am a write-in candidate for: <input checked="" type="radio"/> Primary <input type="radio"/> General		
	Legislative Dist 40	Representative	2
	jurisdiction	office name	position number
	Jimmy (James) Doe		
<b>4</b> filing fee	exact name I would like printed on the ballot if I qualify		
	political party I prefer to be printed on the ballot, if filing for partisan office:		
	<input checked="" type="checkbox"/> (Prefers) H a p p y V o t i n g Party)		
	<input type="checkbox"/> (States No Party Preference)		
<b>5</b> oath	<input type="radio"/> The office has no filing fee		
	<input checked="" type="radio"/> A filing fee of \$ 454.74 accompanies the declaration of candidacy		
	<input type="radio"/> I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091		
	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.		
<b>for office use only</b>	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	Jimmy Doe	date here 8/2/2021
	submission date voter registration number		
	office code fee		

Only the top two candidates from the primary will be printed on the ballot for the general election.

The first letter of each word or abbreviation will be capitalized (e.g., Democratic or Ind.). Acronyms appear in all capital letters.

If you do not choose to state a party preference, "(States No Party Preference)" will be printed on the ballot.

No changes to party preference will be accepted once filed.

### 4. filing fee

Fill in the appropriate circle.

Applicable filing fees must accompany the declaration of candidacy. See a list of offices open for election for current filing fees.

If you lack sufficient resources at the time of filing, you may petition per RCW 29A.24.091 / RCW 29A.24.101.

### 5. oath

Read, sign, and date the oath.

The declaration of candidacy is not complete and ready for submission until signed.

# Washington State Declaration of Write-in Candidacy

**candidate  
information**  
*as registered  
to vote*

first name	middle	last
residential address		city / zip
date of birth	email address	phone number

**campaign  
contact  
information**  
*for  
publication*

campaign phone	campaign email
mailing address (if different from residential address)	city / zip
campaign website	

**ballot  
information**  
*if qualifying*

I am a write-in candidate for: ☐ Primary ☐ General

jurisdiction	office name	position number
--------------	-------------	-----------------

exact name I would like printed on the ballot if I qualify

political party I prefer to be printed on the ballot, if filing for partisan office:

☐ (Prefers 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Party)

☐ (States No Party Preference)

**filing fee**

- ☐ The office has no filing fee
- ☐ A filing fee of \$ \_\_\_\_\_ accompanies the declaration of candidacy
- ☐ I lack sufficient funds and submit a filing fee petition in lieu of the filing fee under RCW 29A.24.091

**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**

submission date	voter registration number
office code	fee

# Withdrawal of Candidacy

RCW 29A.24.131

## important information

The deadline for withdrawing is the Monday following candidate filing week.

Once filed, a declaration of candidacy may not be altered. If the candidate decides during the filing period to change the declaration of candidacy, the candidate must first withdraw and then re-file.

**Note:** Filing fees are nonrefundable.

## office information

jurisdiction and office name

position number *(if applicable)*

## personal information

first name

middle

last

## signature

I withdraw my candidacy for the office listed above and understand that the filing fee is nonrefundable.

sign  
here

date  
here

Return form to Spokane County Elections by 5:00 p.m. Monday, May 12, 2025. You may return the form in person, by fax 509-477-6607 or email to [elections@spokanecounty.gov](mailto:elections@spokanecounty.gov)