

**CANDIDATE GUIDANCE AND
ACKNOWLEDGEMENT FOR ELECTRONIC
ISSUANCE OF
CANDIDATE DOCUMENTS
November 3, 2020 General Municipal Election**



Instructions for candidates:

1. Indicate acknowledgement of the guidance and requirements by signing and dating the form. Your original, handwritten signature is required. Electronic signatures are not accepted.
2. Return the signed acknowledgement to the City Clerk prior to your appointment to take out nomination papers. You may send it electronically by email to amann@cityofventura.ca.gov and cityclerk@cityofventura.ca.gov PLUS return the original signed form with all of your nomination paperwork.

Pursuant to official guidance issued by the Secretary State on May 5, 2020, elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official.

Candidates must submit the original candidate documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the deadline for filing (postmark is not accepted, must be physically received in the office prior to 5:00 p.m. on the deadline). The electronically submitted documents will allow the City and County to review and begin the verification process.

Required candidate documents with original signatures received by the election official after the deadline for filing will not be accepted.

In order to make any edits or changes when the required documents are filed, the candidate or a designated agent of the candidate (authorized in writing by the candidate) must be physically present in the City Clerk Department at the return appointment.

I hereby acknowledge receipt of this information regarding required candidate documents and due dates/regulations for receiving and submitting nomination paperwork electronically and that all completed documents, with original signatures, must be received by the City Clerks Office by the close on nomination period (5 pm on Friday, August 7) in order to be a qualified candidate for the office seeking.

Printed Name of Candidate

Candidate's Signature

Date