



Candidate Information Guide

Crowley County Clerk and Recorder's Office
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Basic Qualification for County Offices

This summary and table below provide a general overview of **candidate qualifications for County election offices** and should be used for reference only. Please review the Colorado Constitution and Colorado Revised Statutes for current applicable laws.

Please note that no person is eligible to be a candidate for more than one office at a time, except for special district boards

Office	Minimum Age	Residency Requirement	Citizenship	Length of Term	Educational Requirements	Other Requirements
County Assessor Colorado Revised Statutes Title 30, Article 10, Part 8	18 years	Registered elector and resident of the county for at least 1 year prior to the election.	U.S. Citizen	4 Years	N/A	N/A
County Clerk And Recorder Colorado Revised Statutes Title 30, Article 10, Part 4	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years	N/A	N/A
County Commissioner Colorado Revised Statutes Title 1, Article 4, Part 205 Colorado Revised Statutes Title 30, Article 10, Part 3	18 years	Registered elector and resident of the district for at least 1 year prior to the election	U.S. Citizen	4 Years	N/A	N/A
County Coroner Colorado Revised Statutes Title 30, Article 10, Part 6	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years	High School Diploma or its equivalent or a college degree	Complete set of fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing such fingerprinting at the time of filing his/her written acceptance or candidate affidavit.

Basic Qualification for County Offices-continued

Office	Minimum Age	Residency Requirement	Citizenship	Length of Term	Educational Requirements	Other Requirements
County Sheriff Colorado Revised Statutes Title30, Article10, Part 5	18 years	Registered elector and resident of the county for at least 1 year prior to the election.	U.S. Citizen	4 Years	High School Diploma or its equivalent or a college degree	Complete set of fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing such fingerprinting at the time of filing his/her written acceptance or candidate affidavit. 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 Treasurer Colorado Revised Statutes Title30, Article10, Part 7	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years	N/A	N/A
County Surveyor Colorado Revised Statutes Title 30, Article 10, Part 6	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years	Professional land surveyor.	N/A

Becoming a Candidate

There are three ways to get your name on the ballot, depending upon your party affiliation. These options include assembly nomination, petition, or write-in process. For detailed information, please see Colorado Revised Statutes Title 1, Article 4 on Access to the Ballot by Candidates at [Colorado Revised Statutes | Colorado General Assembly](#).

Certificate of Designation by Party Assembly

Major and minor party candidates may seek nomination to office at their political party's assembly, which is 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.**

At the assembly, the Party delegates vote on the candidates. The candidate must be registered as affiliated with that party no later than the first business day of January of the election year, unless party rules state otherwise.

- **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 (4) days after the adjournment of the assembly. (1-4-604(3) C.R.S.) Certificates of Designation may be transmitted by fax; however, the original certificate must also be filed and postmarked no later than ten days after the adjournment of the assembly.

Certificate of Designation by Petition

The petition process involves circulating a written petition to other registered electors who share your party affiliation and obtaining their signature in support of your candidacy.

- **Unaffiliated candidates** must get on the ballot through the petition process. Unaffiliated candidates nominated by petition are placed directly on the General election ballot; there is no primary election for unaffiliated candidates. An unaffiliated candidate must be registered as unaffiliated no later than the first business day of the election year to petition onto the ballot.
- **Affiliated candidates (major or minor party)** may use the petition option when they do not believe they have their party's support to get on the Primary or General election ballot through their party's assembly process, or do not wish to go through the assembly process. However, 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. 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.

The County Clerk must approve all petition formats prior to circulation. Each petition may contain only one candidate's name. The Clerk's Office also must verify signatures and notify the candidate of sufficiency or insufficiency. Please see **Title 1, Article 4, Part 8 of Colorado Revised Statutes** on nomination of Candidates by Petition for requirements.

Certificate of Designation by Write-In

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

Any person who wishes to be a write-in candidate must file an affidavit of intent with the County Clerk and Recorder by the 67th day before a Primary election or by the 110th day before any other election.

Candidate Petition Signers and Signatures for County Offices:

	Major Party	Minor Party	Unaffiliated
Requirements For Petition Circulators:	<ul style="list-style-type: none"> • Resident of the State • Citizen of the US • At least 18 years old • Registered to vote • Affiliated with the political party mentioned in the petition at the time the petition is circulated. 	<ul style="list-style-type: none"> • Resident of the State • Citizen of the US • At least 18 years old • Registered to vote • Affiliated with the political party mentioned in the petition at the time the petition is circulated. 	<ul style="list-style-type: none"> • Resident of the State • U.S. citizen • At least 18 years old
	Major Party	Minor Party	Unaffiliated
Petition Signers and Signatures:	<ul style="list-style-type: none"> • Only eligible electors from political subdivision may sign the petition • Signers must be affiliated with the political party named in the petition for at least 29 days prior to signing. • The petition signatures must equal at least 10% of the votes cast in the previous primary election for that office. (If there was no primary, 10% of the votes cast at most recent General Election where there was a candidate for that office.) 	<ul style="list-style-type: none"> • Only eligible electors from political subdivision may sign the petition • There are no party requirements • 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). 	<ul style="list-style-type: none"> • Only eligible electors in that district or political subdivision • Signers may be affiliated with a party or unaffiliated • Unaffiliated petitions may be amended once, no later than 3 p.m., 85 days before the General Election.

Frequently Asked Questions

Where do I file my candidate paperwork for County office?

The following forms need to be filed at the Crowley County Clerk's Office.

- Certificate of Designation by Assembly (provided by the political party at the assembly.
- Candidate Acceptance of Nomination by Designation (provided by the political party at the assembly)
- Major Party, Minor Party or Unaffiliated Designation Petition ?Forms (provided by the county)
- Candidate Acceptance of Nomination by Petition (provided by the county)
- Affidavit of Intent for Write-in (provided by the county)

The following forms will need to be filed electronically with the Secretary of State or at

www.sos.state.co.us

- Candidate Affidavit
- Campaign Finance Forms
- Committee Registration

Important! Candidate Affidavit and Campaign Finance Forms will need to be filed with the Secretary of State. <http://tracer.sos.colorado.gov/PublicSite/homepage.aspx>

Is there a timeline regarding when I file my Campaign finance paperwork?

Yes, refer to the Secretary of State website:

www.sos.state.co.us/pubs/elections/CampaignFinance/filingCalendar.html

How can I get a list of voters in the district for which I am a candidate?

Upon completion of a request form and payment you can contact the Crowley County Clerk's Office at (719) 267-5225.

