



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

# How to Run for Senate of Virginia 32<sup>nd</sup> District

Ballot Access Requirements for the  
**January 7, 2025, Special Election**

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## Definitions and Key Icons

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**Political party** – an organization that, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election (currently only Democratic and Republican)

**Non-primary party candidate** – an individual who is seeking the nomination of a political party by a means other than a primary; speak with the party

**Independent** – an individual who is seeking to run in a General Election without the nomination from the Republican or Democratic party (may include a recognized party or no party)

**Qualified voter** – a person who is entitled to vote under the Virginia Constitution and is properly registered to vote (see [definition here](#))

**Va. Code** – Virginia Code

**VAC** – Virginia Administrative Code

**Writ of election** – a legal document issued by a judge ordering an election

**COMET** – Database for candidates to file, and the Department of Elections to track, campaign finance



- Notes where to find information in the Code of Virginia or Virginia Administrative Code.



- Indicates beginning and/or ending deadlines for filing documents.



- Indicates information on where to file documents.



- Indicates additional information that may be helpful.

## **How candidates get on the ballot in Virginia**

**Follow these instructions to get on the ballot for the Senate of Virginia Special Election in the 32<sup>nd</sup> District on January 7, 2025.**

### **Do you fulfill the basic qualifications to be a candidate?**

- You are a citizen of the United States.
- You are at least 21 years of age or will be on or before January 7, 2025.
- You have been a resident of Virginia for one year immediately preceding the election.
- You are a resident of, and registered voter in the Senate of Virginia district in which you are seeking office.

## What, when, and where do I file?

[This table is a summary. Find more information below.](#)

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
1	<a href="#">Certificate of Candidate Qualifications</a> = <a href="#">General Assembly</a>  <a href="#">§§ 24.2-501 or 24.2-503</a> <a href="#">SBE Policy 2019-001</a>	Deemed to be filed by the deadline if mailed to ELECT on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed.	The Department of Elections 1100 Bank St, 1 <sup>st</sup> Floor Richmond, VA 23219	Non-primary party and independent candidates:  Monday, November 11, 2024	Monday, November 18, 2024
2	<a href="#">Statement of Economic Interest – General Assembly</a>  <a href="#">§§ 24.2-502 and 24.2-503</a>	Deemed to be filed by the deadline if mailed to ELECT on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed.	The Department of Elections	Non-primary party and independent candidates:  Monday, November 11, 2024	Monday, November 18, 2024
3	<a href="#">Declaration of Candidacy</a>  <a href="#">§§ 24.2-505, 24.2-507, 24.2-520, and 24.2-522</a>	Submit with the Petitions of Qualified Voters (3b).	Non-primary party candidates do not need to file this document.  With the <a href="#">General Registrar</a> of your locality.  Document must be delivered by the deadline to be considered timely.	Independent candidates  Monday, November 11, 2024	Monday, November 18, 2024

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<b>4</b>	<p><a href="#">Petitions of Qualified Voters</a></p> <p>§§ <a href="#">24.2-505</a>, <a href="#">24.2-506</a>, <a href="#">24.2-507</a>, <a href="#">24.2-521</a>, and <a href="#">24.2-522</a></p> <p>Administrative Code <a href="#">1 VAC 20-50-20</a> and <a href="#">1 VAC 20-50-30</a></p>	<p>Submit with the Declaration of Candidacy (3a). You do not need to submit all signature pages at once.</p>	<p>Non-primary party candidates do not need to file this document.</p> <p>With the <a href="#">General Registrar</a> of your locality.</p> <p>Document must be delivered by the deadline to be considered timely</p>	<p>Independent candidates</p> <p>Monday, November 11, 2024</p>	<p>Monday, November 18, 2024</p>
<b>5a</b>	<p><a href="#">Statement of Organization</a></p> <p>Va. Code §§ 24.2 Chapter 9.3 24.2-947.1</p>		<p>Virginia Department of Elections electronically through <a href="#">COMET</a>.</p> <p>AND</p> <p>With the <a href="#">General Registrar</a> of your locality.</p>		<p>Within 10 days of meeting specific conditions. <a href="#">See conditions listed below</a> and in <a href="#">Va. Code § 24.2-947.1</a>.</p>
<b>5b</b>	<p><a href="#">Campaign Finance Reports</a></p> <p>§§ 24.2 Chapter 9.3</p>		<p>Virginia Department of Elections electronically through <a href="#">COMET</a>.</p>		<p>According to the <a href="#">schedule</a> published by the Department of Elections.</p>

## Follow these steps to file your candidacy:

- 1 Fill out and submit the [Certificate of Candidate Qualifications – General Assembly](#).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).

Find in [SBE Policy 2019-001](#).



**Non-primary party and independent candidates**

File starting **November 11, 2024**.

File ending **November 18, 2024**.

This form is deemed to be filed by the deadline if mailed to ELECT on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed. ELECT may request a scanned copy of the receipt.



Mail this form to: Virginia Department of Elections.  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219



The campaign contact information provided on this form will be included in the candidate lists ELECT posts on our [website](#).

## 2 Fill out and submit the [Statement of Economic Interest – General Assembly](#)



Find in Virginia Code §§ [24.2-502](#) and [24.2-503](#).  
Find in [SBE Policy 2019-001](#).



**Non-primary party and independent candidates**  
File starting **November 11, 2024**.  
File ending **November 18, 2024**.

This form is deemed to be filed by the deadline if mailed to ELECT on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed. ELECT may request a scanned copy of the receipt.



Mail this form to: Virginia Department of Elections.  
1100 Bank Street, 1<sup>st</sup> Floor  
Richmond, VA 23219



If you need help completing this form, please contact the [Virginia Conflict of Interest and Ethics Advisory Council](#).

- Email: [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)
- Phone Number: 804-698-1848

**3** Fill out and submit the [Declaration of Candidacy](#).



Find in Virginia Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#).

Find in [SBE Policy 2019-001](#).



Independent candidates

(non-primary party candidates do not need to file)

File starting **November 11, 2024**.

File ending **November 18, 2024**.

Your general registrar must **receive** this form by the deadline listed above. A postmark or other mailing service timestamp does not qualify.



Submit this form along with the Petitions of Qualified Voters to your [General Registrar](#).



#### 4 Collect petition signatures and submit the [Petitions of Qualified Voters](#).



Find in Virginia Code §§ [24.2-505\(D\)](#), [24.2-506](#), [24.2-507](#), [24.2-521](#), and [24.2-522](#).  
 Find in [1 VAC 20-50-20](#) and [1 VAC 20-50-30](#).  
 Find in [SBE Policy 2019-001](#).

Non-primary party candidates	Independent Candidates
You do not need to submit this form.	Collect signatures and file pages: Monday, November 11, 2024 through Monday, November 18, 2024
	Submit this form along with the Declaration of Candidacy to your <a href="#">General Registrar</a>



#### Petition Signature Requirements

Office you seek	Number of petition signatures you need from qualified voters
For a candidate for the Senate of Virginia...	250 signatures

When an independent candidate files petition pages with the General Registrar for the first time, they must also file their Declaration of Candidacy.

Candidates running for the special election may file petition pages more than once.

Independent candidates will appear on the ballot in the order of time of filing for the office - the time at which the independent candidate files the required number of petition signatures. If no petition is required, the time of filing will be when the candidate files a completed Certificate of Candidate Qualification.

At the time of filing, you can request notification of any problems that can be corrected before the filing deadline. Make this request in writing and address it to the Secretary of the local electoral board. They will try to get back to you but cannot guarantee a timely response.

If you do not qualify as a candidate because you did not have enough signatures, then you can submit an appeal to the local electoral board regarding the petition signatures.

Submit your appeal **within 5 days** from when the disqualification notice was issued. You will need to prove that you have the correct number of signatures from qualified voters before the deadline.

## Things to remember about petitions:

### Petition Pages must...

- be on the form from the Department of Elections, and you cannot alter it in any way.
- be either letter or legal size. Both are available on the [Department of Elections website](#).
- be one page printed on the front and back. You can make as many copies as you need.
- contain the signature, printed full name, and full residence address of each qualified voter and the date the voter signed. The last four (4) digits of the qualified voter's Social Security number are helpful, but not required.

### The petition circulator...

- must be a legal resident of the United States and must sign the affidavit for each page in front of a notary.
- cannot be a minor.
- can be an individual who was convicted of a felony only if their voting rights are restored.
- cannot be the circulator of the page on which they sign the petition.

### When collecting your petition signatures, it is helpful to remember that...

- Because people who are not registered to vote often sign petitions for candidates, we recommended that you collect at least 1 ½ times the number of signatures required.
- [1VAC20-50-20](#) lists material omissions for petition signatures and pages. If your petition has a material omission, it may render the page or signature invalid.

The next two requirements relate to Campaign Finance accounts and reporting.

5a Fill out and submit the [Statement of Organization for a Candidate](#).



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Within 10 days of one of the following:

- you accept a contribution.
- you spend any funds.
- you pay a filing fee.
- you file a Certificate of Candidate Qualification.
- you appoint a campaign treasurer, campaign committee, or campaign depository.



Submit SOO **electronically using [COMET](#)**:

- Print PDF of SOO, sign, and send to the Department of Elections.
- Make a copy of the signed PDF and send to your General Registrar.



If you do not submit this form you may have to pay penalties.

Learn about the [Campaign Finance Disclosure Act](#).

5b Submit Campaign Finance Reports



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Submit SOO **electronically using [COMET](#)**

## Can I withdraw my candidacy?

### Fill out and submit the [Candidate Withdrawal Form](#)



Find in Virginia Code § [24.2-612.2](#).



A withdrawing candidate should submit his/her withdrawal notice with enough time before absentee voting commences in order to ensure his/her name is removed from the ballot.

If you submit your form after your local ballots are printed, your name will not be removed from the ballot, but you will no longer be a candidate.



Submit your written withdrawal to your [General Registrar](#). Electronic submissions of signed withdrawal notices are permissible.



To be withdrawn from the ballot you must submit a signed written notice declaring your intent to withdraw from the election.

## Qualified Independent Candidate that Wishes to use Third Party ID on the Ballot.

The following two letters must be filed:

1. A letter signed by the State Chair stating the following:
  - The group has been in existence for at least six months prior to the filing of its nominee.
  - The group has a state central committee composed of registered voters from each of Virginia's 11 congressional districts in continual existence for the six months prior to the filing of its nominee.
  - The group has a party plan and bylaws.
2. A letter signed by the State Chair and signed by the candidate stating the following:
  - The Chair certifies the candidate is the nominee of the party.
  - The candidate accepts the nomination of the party.



Find in Virginia Code § [24.2-613](#).



File starting **November 11, 2024**.  
File ending **November 18, 2024**.



Submit these letters to the Department of Elections. Electronic submission of these letters is permissible ([ea@elections.virginia.gov](mailto:ea@elections.virginia.gov)).



The Department of Elections recommends that the independent candidate provide this information to the State Chair of his/her party. This presumably will assure that the party will provide the nominee with what s/he needs to file with the Department of Elections by the appropriate deadline.

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### General Disclaimer

The electronic version of this Candidate Bulletin can be found on the Department of Elections website: <https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletin describes election law found in the Code of Virginia.

Applicable laws and regulations are subject to change in content and interpretation.