



NORTH CAROLINA

STATE BOARD OF ELECTIONS

2026 Candidate Filing Reminders

Soil & Water Conservation District Board Supervisors (all counties)
The candidate filing period begins at noon on June 8, 2026, and ends at county board's regular business hours on July 6, 2026

Even-Numbered Years Municipal Candidate Filing (some counties)
The candidate filing period for nonpartisan plurality municipal contests begins at the start of regular business hours on Monday, July 6, 2026, and ends at noon on Friday, July 17, 2026

General Candidacy Requirements

- Candidate must be 21 years old by the general election [N.C. Const. Art VI. Sec. 6.](#)
- Candidate must be a registered voter at the time they file for office. If the candidate is not already registered to vote, he or she must register to vote prior to filing a notice of candidacy for any contest.
- The notice of candidacy includes a question about any previous felony convictions that must be completed at time of filing the notice. If the question is left blank, the candidate has 48 hours to complete the question.
- A candidate may not file for more than one office in the same election.

Soil & Water Conservation District Board of Supervisors Additional Candidacy Requirements

- Must be a resident of the county where the notice of candidacy is filed
- Must file the notice of candidacy and pay filing fee at the appropriate county board of elections office
- Filing Fee is \$ 5 as outlined in N.C.G.S. 139-6

Municipal Office Additional Candidacy Requirements

- A candidate must be a registered voter of the municipality at the time they file for office.
- A candidate must reside within the municipal corporate limits.
- For an office that is elected by district or ward, the candidate must reside within the district or ward as well within the municipal corporate limits.
- Candidates must file a notice of candidacy with the county board of elections office in the county of their residence and pay a filing fee set by the municipal governing board during the filing period.

Filing Fees

Office	Filing Fee
Soil & Water Conservation	\$5
Municipal Offices	Minimum is \$5 with a maximum of 1% of the annual base salary

*** If over \$50, only a personal check, money order, campaign check, or certified check is acceptable. As a reminder, if the filing fee is paid by the candidate out of their personal account this is considered as an in-kind contribution and should be listed on the CRO-1210 & CRO-1510 on the next report due.**

Petition in lieu of Filing Fee

[N.C.G.S. § 163-107.1\(d\)](#)

Any qualified voter who seeks to be a candidate in a nonpartisan election may, in lieu of payment of any filing fee for the office they seek, file a written petition requesting to be a candidate for a specified office with the appropriate board of elections. The deadline for a nonpartisan candidate to submit the petition signature sheets to the county board of elections office is 60 days prior to the filing deadline for the election.

[Petition Request Form](#)

Only File for One Office per Election

[NC G.S. 163-291\(2\)](#) & [NC G.S. 163-294.2\(f\)](#)

No person may file a notice of candidacy for more than one municipal office at the same election. If a person has filed a notice of candidacy for one office with the county board of elections, then a notice of candidacy may not later be filed for any other municipal office for that election unless the notice of candidacy for the first office is withdrawn.

Pre-Preparation for Candidate Filing

- Review your Geocode jurisdiction data and make sure it is correct in the database
- Check with your municipalities regarding any annexation change.
- Review Municipal Charters and make sure you have the current version, as well as municipal resolutions providing for absentee voting
- Verify with the appropriate municipal governing bodies the filing fee for each municipal contest
- Please make sure that you have a correct listing of filing fees for each contest in your county prior the start of the candidate filing period
- Review the North Carolina General Statutes, local acts of the General Assembly, municipal charters, and any guidance provided by the SBE related to the candidate filing period
- Create a room layout for where candidate filing will be held. The layout should consist of accessible entrance and exit logistics, which implements standard safety measures. Ensure the layout has ample space for multiple people to complete paperwork if needed
- Make sure that you have the current candidacy forms available for handouts and to post on your website and display around the room
- Create a filing packet including the appropriate candidate paperwork, election deadlines, and other helpful information
- Train staff who will be assisting with candidate filing. Please make sure that you train in the Training module in Election Setup
- Ensure notary commission has not expired for staff members who will be assisting with candidate filling
- Meet with your county's Finance Department to review the county's policy regarding handling monetary transactions

- Obtain a receipt book for filing fee transactions from your county's Finance Department
- Review with staff your county's policy on handling monetary transactions during the filing period
- Prepare information on how to obtain voter statistics, election data, or Geographic Information System (GIS) Maps information
- Send a reminder to your board members about the filing period
- Publicize the candidate filing periods on your county's website
- Release a public notice about the candidate filing period

During Candidate Filing Reminders

- Do not process a notice of candidacy form outside of the filing period as prescribed in N.C.G.S. 139-6, N.C.G.S. 163- 291 & 163-294.2(c).
- A candidate does not need to show a Photo ID for filing purposes like a voter will for voting purposes. A photo ID is only needed when the county staff member is notarizing the notice of candidacy form.
- Filing Fees: If over \$50, only a personal check, money order, campaign check, or certified check is acceptable. **As a reminder, if the filing fee is paid by the candidate out of his or her personal account this is considered as an in-kind contribution and should be listed on the CRO-1210 & CRO-1510 on the next report due.**
- The notice of candidacy can **only** be filed in-person by the candidate. Alternatively, a candidate may mail or deliver by commercial courier service the candidate's notice of candidacy to the appropriate board of elections. However, the notice of candidacy form must be received before the filing deadline.
- For in person and mailed-in notice of candidacy forms, please check to see whether the candidate is qualified by using Election Setup or VoterView.
- If the notice of candidacy is mailed, once it has been filed, send a copy to the candidate along with a receipt of the filing fee. Please make sure that you include information on Campaign Finance forms and deadlines.
- If the notice of candidacy is filed in-person by the candidate, after you have entered the candidate information in Election Setup, provide a copy of the filed form to the candidate along with receipt of the filing fee. Provide candidate with the Campaign Finance forms, deadlines and other helpful information.
- Check the committee's campaign finance status. Is the Statement of Organization the most up to date? If not, there will be forms to fill out and update on site.
- If the candidate is filing for multi-county contests, the county in which the voter resides (the county receiving the *Notice of Candidacy*) must provide the other counties with a copy of the notice and those counties must also enter the candidate's information into their election setup, although they will not be able to link the filing to a voter record if the voter does not reside in their county. The candidate information in each county must be uniformly entered into Election Setup.
- Any previous felony convictions, with certain exceptions, must be disclosed when filing the notice of candidacy by also completing the Felony Disclosure Form. If an individual does not complete the statement on the notice of candidacy that is required when filing the notice of candidacy form, the board of elections accepting the filing shall notify the individual of the omission, and the individual shall have 48 hours after notice to complete the statement. If the individual does not complete the statement at the time of filing or within 48 hours after the notice, the individual's filing is not complete, the individual's name shall not appear on the ballot as a candidate, and votes for the individual will not be counted. If that occurs, please initiate the refund of the filing fee in accordance with your county's Finance Department return policy and processes.
- Proofread the Candidate Detail Report and post the candidate filing list on your county's website daily.
- Candidates might not be registered to vote in the respective county when they come to file. In these


cases, you must first register the prospective candidate (process the registration application). Once the candidate is in VoterView, then you can process the notice of candidacy form in Election Setup. *There is no 30-day residency requirement for candidate filing—that is only for voting in the election.*

- Verify candidate resides at current address within the municipality's corporate limits and if a district or ward is associated with the office that he or she resides within the district or ward as well.
- Your county's municipalities may be considering referenda contests; please make sure the information is entered in Election Setup by the close of the candidate filing period and handle any received after this timeframe on a one-on-one basis.

Candidacy Forms

General Notice of Candidacy Form

The General Notice of Candidacy form is used to file candidates for federal, state, and local contests except for municipal offices during a candidate filing period at the appropriate board of elections. **Please note this form will be used for any candidate who is interested in filing for the Soil & Water Conservation contest.**



North Carolina Notice of Candidacy

G.S. 163-106

Election information

1 Title of the office sought _____
 District or ward (if applicable) _____ Seat (judicial contest) _____
 Election _____ Election date (mm/dd/yyyy) _____

Candidate information
 You must provide your **full legal name** in this section. This information will be public.

2 Last name _____ Suffix (Jr, Sr., II, III, IV) _____
 First name _____ Middle name _____
 Name to appear on ballot _____
 Campaign phone number _____ Campaign email _____
 NC State Bar number (Judicial and District Attorney candidates only) _____

Residential address
 This information will be public.

3 Address (not P.O. Box) _____
 City _____ State _____ Zip _____
 County _____

Mailing address
 This information will be public.

Same as above

4 Address or P.O. Box _____
 City _____ State _____ Zip _____

Candidate's pledge

Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.

I am filing for a partisan contest:

I hereby file notice as a candidate for nomination as _____
 in the _____ party primary election to be held on (mm/dd/yyyy) _____.
 I affiliate with the _____ party (and I certify that I am now registered on the registration records of the precinct in which I reside as an affiliate of the _____ party).

5 I pledge that I have been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy. I pledge that if I am defeated in the primary, I will not run for the same office as a write-in candidate in the next general election.

I am filing for a non-partisan contest:

I hereby file notice that I am a candidate for election to the office of _____
 (District/Ward) _____ for the governing body of _____
 in the regular election to be held on (mm/dd/yyyy) _____.

Felony disclosure


6 **Have you ever been convicted of a felony?** Yes No

If you have been convicted of a felony, you must complete a **Candidate Felony Disclosure** form within **48 hours** of submitting this notice (G.S. 163-106). The required form can be obtained from any election office or from the NC State Board of Elections website at www.NCSBE.gov. A prior felony conviction does not preclude you from holding elected office if your rights of citizenship have been restored or if you are seeking federal office. (Candidates who are running for Sheriff must have no previous or current felony convictions. If there are any felony convictions, the candidate is not eligible to file for this office.) Felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement.

2024.05

Municipal Notice of Candidacy Form

Each person seeking municipal office must file a Municipal Notice of Candidacy form with the appropriate county board of elections.

 North Carolina Municipal Notice of Candidacy		Use this form to place your name on ballot as a candidate in a municipal election.
Election information	1	Title of the office sought _____ District or ward (if applicable) _____ Election _____ Election date (mm/dd/yyyy) _____
Candidate information You must provide your full legal name in this section. This information will be public.	2	Last name _____ Suffix (Jr., Sr., K, III, IV) _____ First name _____ Middle name _____ Name to appear on ballot _____ Campaign phone number _____ Campaign email _____
Residential address This information will be public.	3	Address (not P.O. Box) _____ City _____ State _____ Zip _____ County _____
Mailing address This information will be public.	4	<input type="checkbox"/> Same as above Address or P.O. Box _____ City _____ State _____ Zip _____
Candidate's pledge Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.	5	<input type="checkbox"/> I am filing for a partisan contest: I hereby file notice as a candidate for nomination as _____ in the _____ party primary election to be held on (mm/dd/yyyy) _____ I affiliate with the _____ party (and I certify that I am now registered on the registration records of the precinct in which I reside as an affiliate of the _____ party). I pledge that I have been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy. I pledge that if I am defeated in the primary, I will not run for the same office as a write-in candidate in the next general election.
		<input type="checkbox"/> I am filing for a non-partisan contest: I hereby file notice that I am a candidate for election to the office of _____ (at large) (or the _____ Ward) in the regular municipal election to be held in _____ (municipality) on (mm/dd/yyyy) _____.
Felony disclosure	6	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have been convicted of a felony, you must complete a Candidate Felony Disclosure form within 48 hours of submitting this notice (G.S. 163-100). The required form can be obtained from any election office or from the NC State Board of Elections website at www.ncsbe.gov . A prior felony conviction does not preclude holding elected office if rights of citizenship have been restored. Felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement.
Affidavit attesting to nickname Complete only if you would like an acceptable nickname to appear on the ballot in lieu of your legal name. Even if your nickname is accepted, your legal last name will still appear on the ballot.	7	_____, have been duly sworn, hereby state under oath that I have been commonly known by the nickname _____ for at least five years and request that my name be placed on the ballot as follows: _____ in the event that another candidate with the same last name as mine files notice of candidacy for the same office for which I am a candidate, my name should be listed as: _____ I hereby certify that _____ the candidate who signed this Affidavit attesting to nickname, personally appeared before me on this day and signed this document in my presence. Sworn to and subscribed before me this _____ day of _____ Name of notary _____ My commission expires (mm/dd/yyyy) _____ Notary, sign here <input checked="" type="checkbox"/>
Acknowledgment of notice of candidacy This section must be completed by the chair, secretary, or director of the board of elections, or by a notary. See G.S. 163-204.2(a)	8	The notice of candidacy shall be either signed in the presence of the chairman or secretary of the board of elections or the director of elections of that county, or signed and acknowledged before an officer authorized to take acknowledgments who shall certify the notice under seal. An acknowledged and certified notice may be mailed to the board of elections. State of North Carolina _____ County _____ I hereby certify that _____ the candidate who signed this notice of candidacy, personally appeared before me this day and signed this document in my presence or acknowledged his/her signature to be the same. Sworn to and subscribed before me this _____ day of _____ Name of certifying officer or notary _____ Title of certifying officer _____ My commission expires (mm/dd/yyyy) _____ Certifying officer or notary, sign here <input checked="" type="checkbox"/>
Candidate's certification I swear or affirm that the statements on this form are true, correct and complete to the best of my knowledge or belief. Candidate, sign and date here (Required)	9	<input checked="" type="checkbox"/> _____ Date (mm/dd/yyyy) _____ Sign and date this section in the presence of the chair, secretary, or director of the board of elections, or the notary from section 8. Submit this form to the board of elections in the county in which you plan to be a candidate.

Notice of Candidacy Cannot be Delivered by Surrogates

During the candidate filing period, the boards of elections must only accept notices of candidacy that are signed and submitted in-person by the candidate, or which are certified and delivered via mail or commercial courier service prior to the candidate filing deadline, per [N.C.G.S. §163-106\(a\)](#) and [N.C.G.S. § 163-294.2](#).

Checking the Candidate's Registration and Jurisdiction

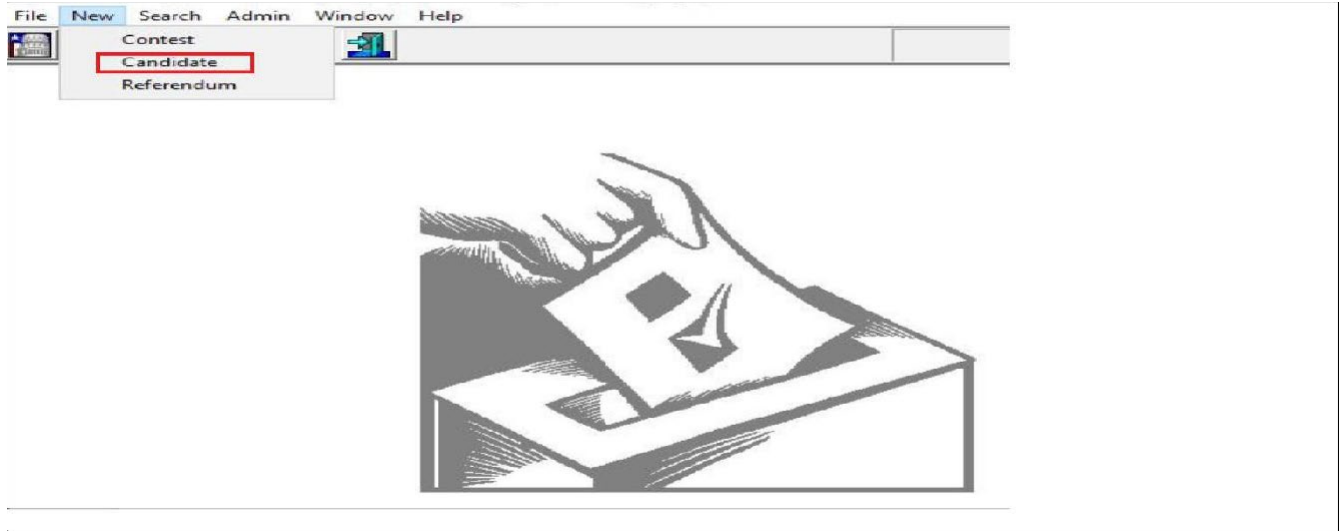
Verify the candidate is eligible to run for the office he or she is seeking before filing the notice of candidacy form. This can be done in Election Setup or VoterView. In Election Setup, once you have entered the candidate's name, select the registration that matches the candidate's information, and then click the View Jurisdiction button in order to view the Jurisdiction information. In VoterView, enter the candidate's name and then click the search button to find the candidate's voter registration record. At the top of screen, click on the View Jurisdiction tab. Please note: If the candidate indicates they are a confidential voter, then the county needs to make a note of that, so their address is not made public.

If a candidate is not registered to vote in the county, you must first register them (process the registration through to VoterView), and then file the candidate's notice of candidacy information into Election Setup.

How to File a Candidate in Election Setup

Log into Election Setup

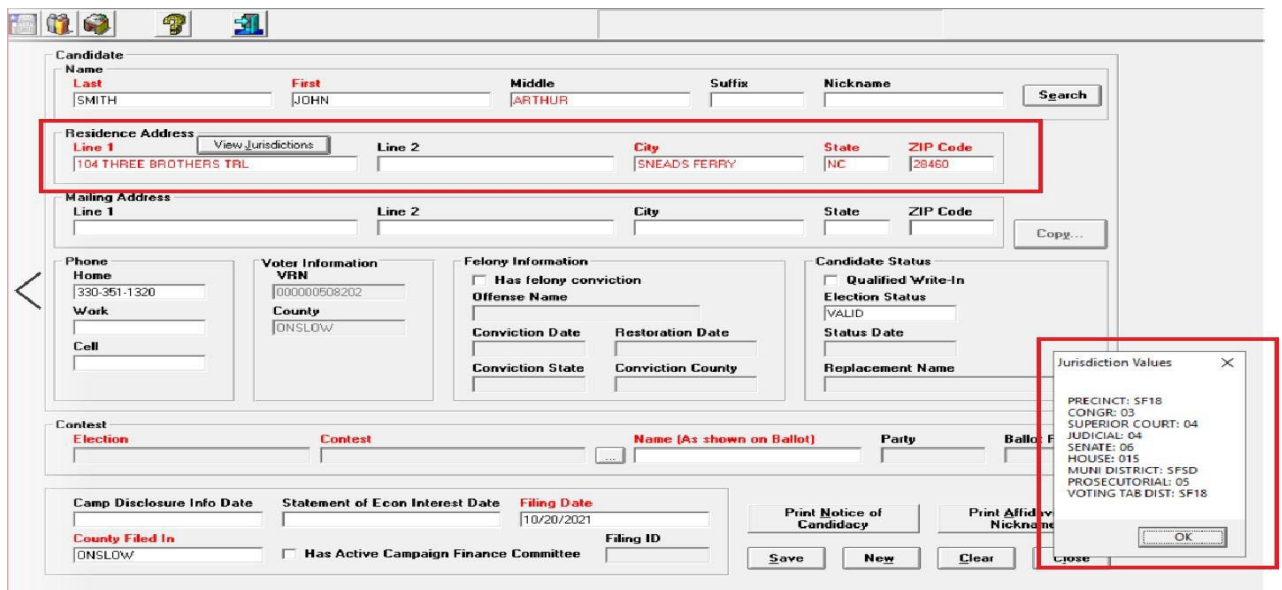
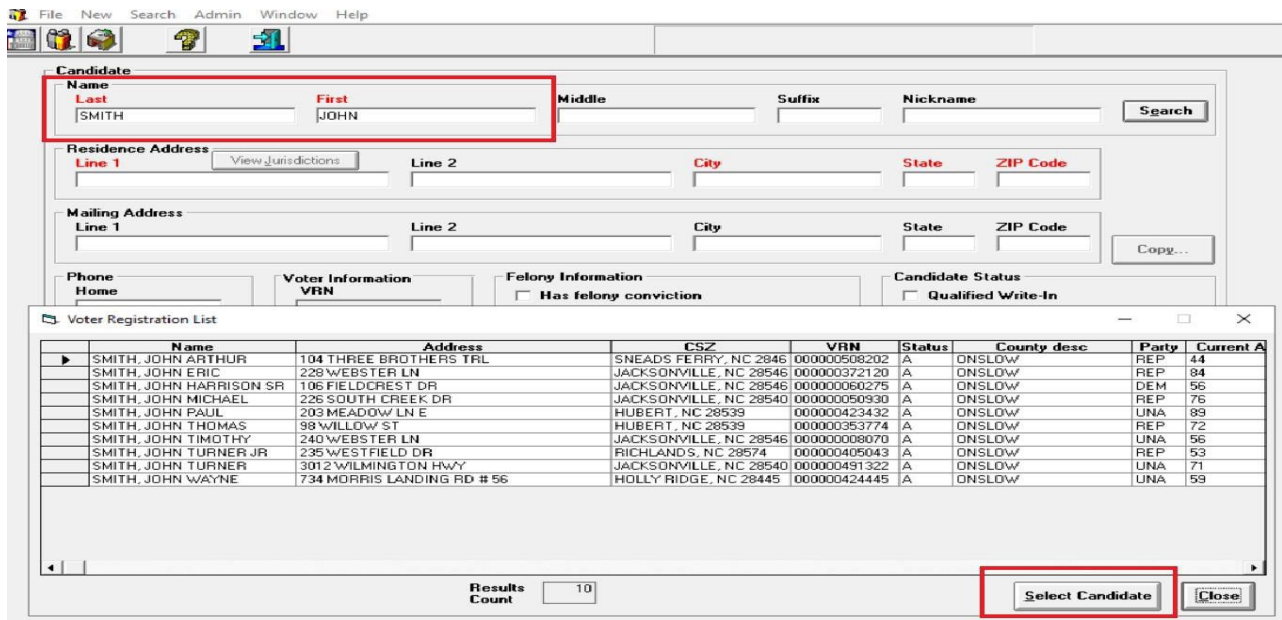
1. Click **New** located at the top left-hand side of the screen
2. **Select Candidate from the drop-down box.**



3. Type in first and last name only
4. Then click Search

A screenshot of a software application window titled 'Candidate'. The window contains a search form with the following fields: 'Last' (containing 'SMITH'), 'First' (containing 'JOHN'), 'Middle', 'Suffix', and 'Nickname'. A 'Search' button is located to the right of the name fields. Below the name fields are sections for 'Residence Address' and 'Mailing Address', each with 'Line 1', 'Line 2', 'City', 'State', and 'ZIP Code' fields. At the bottom, there are sections for 'Phone Home', 'Voter Information' (with a 'VBN' field), 'Felony Information' (with a 'Has felony conviction' checkbox), and 'Candidate Status' (with a 'Qualified Write-In' checkbox). A 'Copy...' button is located to the right of the mailing address fields. The 'Last' and 'First' fields, and the 'Search' button, are highlighted with red rectangular boxes.

5. A new pop-up window will appear for you to select the correct voter.
6. Click Select Candidate box (below is a sample screenshot). This will auto populate the candidate's residential address in the designated fields on the screen.



7. Enter the candidate's phone number in the **Campaign/Public Phone** field. If the candidate provides more than one phone number, please ask which number he or she would like to be publicly disclosed (enter this number in the 'Campaign/Public Phone' field). Then enter the other numbers in the Home Phone or Cell Phone field. The only number that will be listed on the Candidate Details Report is the number entered in the Campaign/Public Phone field.

File New Search Admin Window Help

Candidate Name: Last First Middle Suffix Nickname Search

Residence Address: Line 1 Line 2 City State ZIP Code View Jurisdictions

Mailing Address: Line 1 Line 2 City State ZIP Code Copy...

Contact Information Campaign/Public Phone +
 Home Phone
 Cell Phone
 Email *

Voter Information VRN
 County

Felony Information
 Has felony conviction
 Offense Name
 Conviction Date Restoration Date
 Conviction State Conviction County

Candidate Status
 Qualified Write-In
 Election Status
 VALID
 Status Date
 Replacement Name

Contest Election Contest Name (As shown on Ballot) Party Ballot Position

Camp Disclosure Info Date Statement of Econ Interest Date Filing Date 07/09/2021
 County Filed In ONSLOW Has Active Campaign Finance Committee Filing ID

Print Notice of Candidacy Print Affidavit of Nickname
 Save New Clear Close

- Ask whether the candidate has previously been convicted of a Felony. Check the Box in accordance with the candidate's answer.

File New Search Admin Window Help

Candidate Name: Last First Middle Suffix Nickname Search

Residence Address: Line 1 Line 2 City State ZIP Code View Jurisdictions

Mailing Address: Line 1 Line 2 City State ZIP Code Copy...

Contact Information Campaign/Public Phone +
 Home Phone
 Cell Phone
 Email *

Voter Information VRN
 County

Felony Information
 Has felony conviction
 Offense Name
 Conviction Date Restoration Date
 Conviction State Conviction County

Candidate Status
 Qualified Write-In
 Election Status
 VALID
 Status Date
 Replacement Name

Contest Election Contest Name (As shown on Ballot) Party Ballot Position

Camp Disclosure Info Date Statement of Econ Interest Date Filing Date 07/09/2021
 County Filed In ONSLOW Has Active Campaign Finance Committee Filing ID

Print Notice of Candidacy Print Affidavit of Nickname
 Save New Clear Close

- If the 'Yes' box is checked, have the candidate complete the Felony Disclosure Form. Candidates must provide the name of the offense, date of conviction, date of restoration of citizenship rights, and the county and state of conviction. A candidate is not required to disclose a felony conviction if the conviction was dismissed because of reversal on appeal or resulted in a pardon of innocence or expungement. A prior felony conviction does not preclude holding elective office if the candidate's rights of citizenship have been restored.

If a candidate fails to complete the felony disclosure statement, the board of elections that accepted the filing will notify the candidate of the omission at which point the candidate has **48 hours** to complete the statement.

10. In order to select the contest that the candidate is interested in seeking, click the ‘...’ three dots box to pick the election date and the contest (refer to screenshot below). Then click Ok.

The screenshot shows a software interface for candidate filing. The main window has several sections: 'Candidate' (Name, Residence Address, Mailing Address, Phone, Voter Information, Felony Information), 'Candidate Status' (Qualified Write-In, Election Status), and 'Contest' (Election, Contest, Name (As shown on Ballot)). A red box highlights a three-dot menu icon in the 'Contest' section. An 'Election/Contest Assignment' dialog box is open, showing a list of contests with 'TOWN OF HOLLY RIDGE COUNCIL MEMBER' selected. The dialog box also shows 'Election' as '11/02/2021 MUNICIPAL' and 'Party' as blank.

Candidate's Name on the Ballot

[N.C.G.S. §163-106\(b\) and §163-294.2\(b\)](#)

The names of the candidates will appear on the official ballots as they appear on the Notice of Candidacy form. No title, appendage, or appellation indicating rank, status, or position shall be printed on the official ballot in connection with a candidate's name. However, candidates may use the titles Mr., Mrs., Miss, or Ms.

The “Name on ballot” field must be entered in mixed case, not ALL CAPS. Be mindful that capitalization should follow the name as listed in the voter’s registration. Pay particular attention to capitalization in the middle of a last name (e.g., McCue). Legitimate nicknames may be permitted on an official ballot, but only if listed on the Notice of Candidacy form. The nickname, which will appear in parentheses (instead of double quotes) on the ballot, may not mislead voters or unduly advertise the candidacy. If a candidate is providing an affidavit to permit the use of a nickname with his or her legal last name, the affidavit shall include the way the ballot shall list the candidate’s name (as permitted by law) in the event that another candidate with the same last name files for the same office.

11. Enter the name to be shown on the ballot exactly as the candidate indicates (this field is case sensitive)
Note: Reference the SBOE Nickname Guide-located on the following page and complete the NICKNAME field, if applicable.

The screenshot shows a web-based form for candidate registration. The interface includes a menu bar (File, New, Search, Admin, Window, Help) and a toolbar with icons. The main form is divided into several sections:

- Candidate Name:** Fields for Last (SMITH), First (JOHN), Middle (ARTHUR), Suffix, and Nickname. A Search button is present.
- Residence Address:** Fields for Line 1 (104 THREE BROTHERS TRL), Line 2, City (SNEADS FERRY), State (NC), and ZIP Code (29460). A View Jurisdictions button is also present.
- Mailing Address:** Fields for Line 1, Line 2, City, State, and ZIP Code. A Copy... button is present.
- Phone:** Fields for Home (330-351-1320), Work, and Cell.
- Voter Information:** Fields for VRN (000000508202) and County (ONSLow).
- Felony Information:** A checkbox for "Has felony conviction" and fields for Offense Name, Conviction Date, Restoration Date, Conviction State, and Conviction County.
- Candidate Status:** A checkbox for "Qualified Write-In", Election Status (VALID), Status Date, and Replacement Name.
- Contest:** Fields for Election (11/02/2021 MUNICIPAL), Contest (TOWN OF HOLLY RIDGE COUNCIL MEMBE), Name (As shown on Ballot) (John Smith), Party, and Ballot Position. The "Name (As shown on Ballot)" field is highlighted with a red box.
- Financial Information:** Fields for Camp Disclosure Info Date, Statement of Econ Interest Date, Filing Date (10/20/2021), County Filed In (ONSLow), and Filing ID. A checkbox for "Has Active Campaign Finance Committee" is also present.

At the bottom right, there are buttons for "Print Notice of Candidacy", "Print Affidavit of Nickname", "Save", "New", "Clear", and "Close".

SBOE NICKNAME GUIDE

No title, appendage, or appellation indicating rank, status, or position shall be printed on the official ballot in connection with a candidate’s name, though candidates may use the title Mr., Mrs., Miss, or Ms. Legitimate nicknames may be permitted on official ballots, but only if listed on the notice of candidacy. The nickname, which appears in parentheses on the ballot, may not mislead voters or unduly advertise the candidacy. If a candidate is providing an affidavit to permit the use of a nickname with his or her legal last name, the affidavit shall include the way the ballot shall list the candidate’s name (as permitted by law) in the event that another candidate with the same last name files for the same office.

The table below provides examples of what is and what is not acceptable for the candidate’s name on ballot if the candidate’s name is George Eugene Smith.

Candidate Name on Ballots		Candidate Name on Ballot Examples:	
		Allowed	Not Allowed
①	A candidate may use either first or middle name before the last name (no nickname affidavit necessary)	George Smith Eugene Smith	
②	A candidate may abbreviate using the first letter of either his first or middle name (but not last name) (no nickname affidavit necessary).	G. Smith G.E. Smith George E. Smith G. Eugene Smith	George S. G.E.S.
③	A candidate may choose to include a suffix (no nickname affidavit necessary)	George Smith George Smith, Jr. George Smith III	George Smith, Esq. George Smith, MD
④	The ONLY title allowed along with a name is Mr./Mrs./Miss/Ms.	Mr. George Smith	General George Smith Judge George Smith Hon. George Smith
⑤	If a nickname affidavit is completed, the nickname must either be used in place of the first or middle name, or following the first or middle name in parentheses. Nicknames that indicate rank, status, or position, are prohibited. Any shortening of a proper name as it appears in the voter record, other than abbreviation to the first letter, requires a nickname affidavit (such as “Dave” if the voter registration lists the first name as “David”)	George (Joey)Smith George E. (Joey) Smith George Eugene (Joey) Smith Eugene (Joey) Smith Joey Smith	George (Da Bomb) Smith George (Vote For Me) Smith George (The Judge) Smith George (Winner) Smith
⑥	Hyphenated Surname as listed on the candidate’s voter registration record-Unless the candidate’s voter registration has been updated, his or her surname to appear on the ballot must match the voter registration record.	George Eugene-Smith (how candidate’s name appear on the voter registration record)	George Eugene Smith (not allowed unless voter registration has been updated)

12. Once the Filing ID populates in this box, click Ok, then the filing number will appear in the **Filing ID** field (see screen below).

The screenshot shows a web-based form for candidate registration. The form includes sections for Candidate Name, Residence Address, Mailing Address, Phone, Voter Information, Felony Information, and Candidate Status. A pop-up box titled "New Filing ID" is overlaid on the right side of the form, displaying the text: "New Candidate Filing ID: RHC124. Please be sure to write this ID down." with an "OK" button.

This screenshot shows the same candidate registration form, but the "Filing ID" field is now populated with the value "RHC124". The "Filing ID" field is highlighted with a red box. The "Save" button is also visible at the bottom right of the form.

13. Click 'Save' box again.

Note: You will not be able to print the Notice of Candidacy unless you save the record.

14. Click 'Ok' in the pop-up box. The Candidate ID number will populate. If the candidate has an active committee, check the 'Has an Active Campaign Finance Committee' box.

Contest		Election	Contest	Name (As shown on Ballot)	Party	Ballot Position
[11/02/2021 MUNICIPAL]		[TOWN OF HOLLY RIDGE COUNCIL MEMBE	[...]	[John Smith		
Camp Disclosure Info Date	Statement of Econ Interest Date	Filing Date				
		[10/20/2021]				
County Filed In	<input checked="" type="checkbox"/> Has Active Campaign Finance Committee		Filing ID			
[ONSLOW]						
		Print Notice of Candidacy		Print Affidavit of Nickname		
		[Save]		[New]		
		[Clear]		[Close]		

15. Print Notice of Candidacy for the candidate to proof and sign under the Candidate Certification and Pledge. **Click the Notice of Candidacy- this will automatically print the Affidavit of Nickname but only use that affidavit if applicable.**

Note: You will not be able to print the Notice of Candidacy unless you first save the record

The screenshot shows a software application window with a menu bar (File, New, Search, Admin, Window, Help) and a toolbar. The main area is divided into several sections:

- Candidate Information:** Name (Last: SMITH), Residence (Line 1: T04 THRI), Mailing Address (Line 1), Phone (Home: 330-351-1, Work, Cell), Conviction Date, Restoration Date, Conviction State, Conviction County.
- Personal Information:** Suffix, Nickname (JOHNNIE), State (NC), ZIP Code (28460).
- Candidate Status:** Qualified Write-In, Election Status (VALID), Status Date, Replacement Name.
- Contest Information:** Election (11/02/2021 MUNICIPAL), Contest (TOWN OF HOLLY RIDGE COUNCIL MEMBE), Name (As shown on Ballot) (John Smith), Party, Ballot Position (22).
- Filing Information:** Camp Disclosure Info Date, Statement of Econ Interest Date, Filing Date (10/20/2021), County Filed In (ONSLOW), Has Active Campaign Finance Committee, Filing ID (RHC124).
- Buttons:** Print Notice of Candidacy (highlighted with a red box), Print Affidavit of Nickname, Save, New, Clear, Close.

An affidavit window is overlaid on the interface, displaying the text: "Affidavit Attesting (NCGS § 163-... I, JOHN SMITH, have been duly sworn..."

Candidate' Signature

[N.C.G.S. § 163-106\(c\) and §163-294.2\(a\)](#)

Each candidate must sign the notice of candidacy in the presence of the chair, secretary, or director of the relevant county board of elections. If a candidate is mailing their notice of candidacy, then they must have their signature on the notice of candidacy acknowledged and

certified by a Notary Public.

16. Have the candidate proofread and sign the Notice of Candidacy, then notarize and sign the form. Remember to notarize the Affidavit Nickname Section, if applicable.

In signing the notice of candidacy, the candidate shall either:

- a. use his or her legal name (an initial may be used for a middle name, if applicable) and in the candidate's discretion may also include any nickname by which he or she is commonly known; or
 - b. sign using the nickname in lieu of the legal first name and any middle name or initial, as long as the candidate has provided a signed nickname affidavit. A candidate may not use a last name other than his or her legal last name.
17. Please provide the candidate with a copy of Notice of Candidacy Form along with a receipt of the filing fee, and campaign finance information.

Withdrawal of a Notice Candidacy

[N.C. G.S. § 163-106.4, § 163-294.1, § 163-294.2\(d\)](#)

Any person who has filed a notice of candidacy for an office has the right to withdraw their notice and receive a refund at any time prior to the close of business on the third business day prior to the date on which the right to file for that office expires. Municipal and special district candidates can withdraw after this deadline, but will not receive a refund of their filing fee.

Once a candidate completes and submits a [Withdrawal of Notice of Candidacy Form](#) their name should be deleted from Election Setup.

As a reminder, the withdrawal of the candidate's notice of candidacy does not close his or her committee. The candidate's treasurer must continue to file disclosure reports until the candidate's committee is eligible to close under 08 NCAC 21 .0202 or to obtain inactive status under N.C.G.S. § 163-278.10.



North Carolina Withdrawal of Notice of Candidacy

Use this form to withdraw
your Notice of Candidacy

Election information

Please print.

1

Title of the office sought
Election Election date (mm/dd/yyyy)

Candidate information

Use the same information
that you used to complete
your notice of candidacy.

2

Last name Suffix (Jr, Sr., II, III, IV)
First name Middle name
Address
City State Zip
County
Phone number Email

Candidate's affirmation for withdrawal of candidacy

Fraudulently or falsely
completing this form is a
Class I felony under
Chapter 163 of the NC
General Statutes.

3

Any person who has filed notice of candidacy for an office shall have the right to withdraw it at any time prior to the close of business on the third business day prior to the date on which the right to file for that office expires.

If you withdraw within the deadline, you are entitled to a refund of the candidate's filing fee.

I hereby affirm that I have filed as a candidate for office and I am withdrawing my notice of candidacy.

Candidate, sign and date here (Required)

X	<input type="text"/>	Date (mm/dd/yyyy) <input type="text"/>
---	----------------------	---

Submit this form to the office where you filed. Find the contact information for your local board of elections at the NCSBE website (vt.ncsbe.gov/BOEInfo).

Please note: Withdrawal of your notice of candidacy does not close your candidate committee. Your treasurer must continue to file disclosure reports until your committee is eligible to close under 08 NCAC 21 .0202 or to obtain inactive status under N.C.G.S. § 163-278.10.

How to Delete a Candidate in Election Setup

On the Main Screen

- ✓ Click Search, then select Candidate.
- ✓ Enter the candidate's name in the Last Name and First Name fields, then click Search.

On the Candidate Search Screen

1. Select the candidate's record from the results list, then click Delete.

A message box will appear... "Are you sure you want to delete this candidate pop-up", click Yes to delete the candidate the delete process.

How to Search for a Candidate in Election Setup

On the Main Screen

- ✓ Click on the Search tab located at the top of the screen.
- ✓ Select Candidate from the drop-down box.
- ✓ Enter the candidate's name and then click the search button.

File New Search Admin Window Help

Candidate Search

Name
 Last First Middle Init. Suffix Nickname

Residence Address
 Line 1 Line 2 City State ZIP Code

Election Information
 Election Party Phone

11/02/2021 MUNICIPAL

Print Results List **Search** Results Count Copy Clear Add Open Delete Close

How to View the Candidate Detail Report

✓ Click on the Admin Tab, then select Contest/Candidate Reports

Election Setup (Maint_Onslow) Login (mpuffenberger@ncsbe-apps.gov)

File New Search **Admin** Window Help

- Lookup Table Management
- Reload LkUps
- Contest Ordering
- Candidate Ordering
- Candidacy Forms
- Contest / Candidate Reports**
- Copy Candidate(s)...

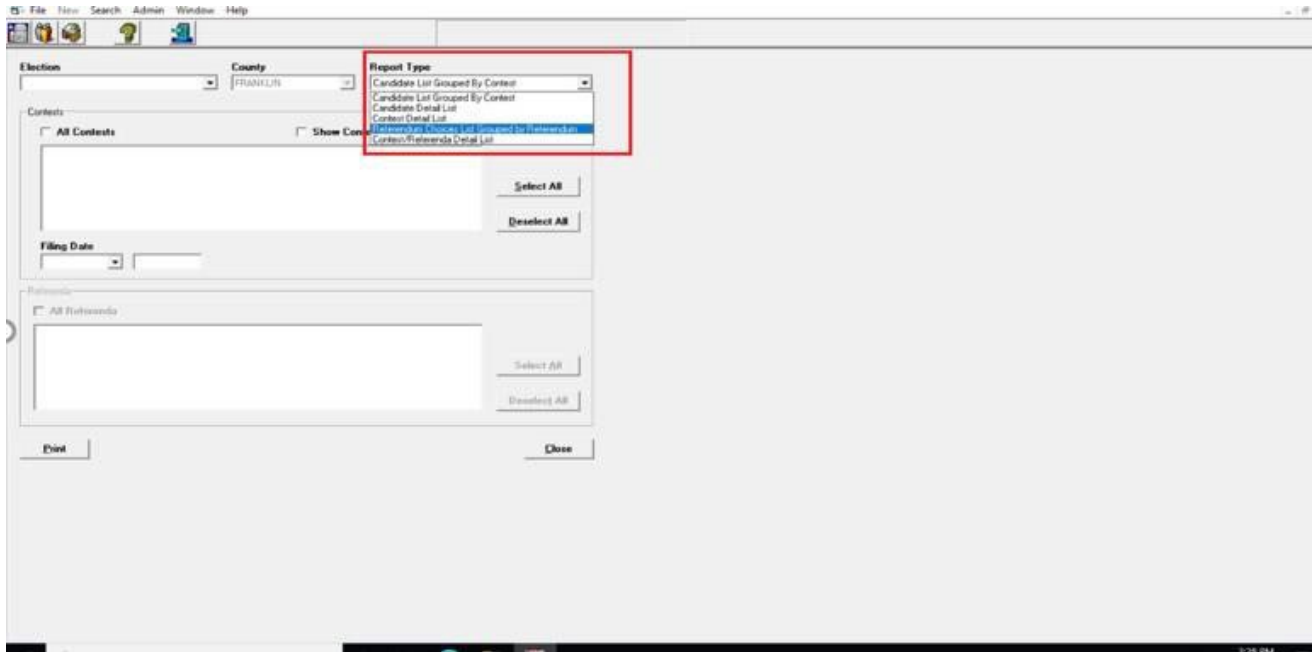
Referendum Name

Jurisdiction Type Jurisdiction Value

List of Referenda

Print Results List **Search** Results Count Clear Add Open Delete Close

✓ Highlight Contest/Candidate Reports



Notice of Candidacy Form

The following information will not print on the Municipal Notice of Candidacy form when a candidate's information is entered in Election Setup:

1. **Section 7-** Affidavit attesting to nickname- If applicable, the candidate's name would need to be handwritten on the line in the last sentence. This information will not populate from Election Setup.
2. **Section 5-**The ward information would need to be handwritten.

Candidate Helpful Resources

Elections Resource Center (ERC)

[For Candidates | NCSBE](#)



Registering ▾ Voting ▾ For Candidates ▾ Results & Data ▾ Campaign Finance ▾ About Elections ▾



Home > For Candidates > Running for Office

Overview

Find the upcoming candidate filing periods and filing location information on this page. To learn about the specific candidacy requirements, visit [Filing for Candidates](#).

Upcoming Filing Periods for 2025-26 Elections

Candidate Filing for Odd-Numbered Year Municipal Elections

The candidate filing period for the 2025 partisan and nonpartisan municipal elections begins at the opening of business on **Monday, July 7, 2025**, for county boards of elections, and ends at noon on **Friday, July 18, 2025**, unless otherwise stated in a municipal charter or session law. The deadline to withdraw a notice of candidacy and receive a refund is 5 p.m. Tuesday, July 15, 2025. Candidates should contact their [county board of elections](#) to determine the filing fee for their contest.

Note: All candidates filing a notice of candidacy in a municipal contest will file their form and filing fee at their [county board of elections](#). No notice of candidacy or filing fee should be mailed to the State Board of Elections.

2025 Municipal Election Dates

In 2025, there are three municipal election dates in North Carolina:

1. **Tuesday, Sept. 9, 2025** (Partisan primary if necessary):
 - **Forsyth County:** Detharia, Clemmons, Kernersville, Lewisville, Rural Hill, Tobaccoville, Wilkesboro
 - **Guilford County:** Kernersville
 - **Lee County:** Sanford
 - **Madison County:** Hot Springs, Marshall, Mars Hill
 - **Hicklenburg County:** Charlotte
2. **Tuesday, Oct. 7, 2025** (Second partisan primary if one is requested, nonpartisan primary, or general election if using the election and runoff method): Various municipalities
3. **Tuesday, Nov. 4, 2025** (Partisan and nonpartisan general elections, nonpartisan runoff if one is demanded): Various municipalities

For Candidates
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Candidate Challenges
Withdrawal of Candidacy
Ballots

2026 Candidate Filing Reminders

Candidate Challenge Guide

A person who files a notice of candidacy for any elected office may have his or her qualifications challenged by a formal complaint called a “candidate challenge.” State law allows any person qualified to vote for the office sought by the candidate to challenge the candidate’s eligibility based on the grounds that the candidate does not meet the constitutional or statutory qualifications for office, including residency. A person initiates a challenge by filing a challenge form with the county board of elections that received the notice of the candidacy. The form is available on the State Board’s website and must be notarized. A challenge to a candidate can only be filed between the date the candidate files his or her notice of candidacy or petition and 10 business days after the close of the candidate filing period. Alternatively, if a candidacy defect is discovered after the deadline, the reason for the challenge could be a ground for an election protest.

[Candidate Challenge Guide](#)

[Candidate Challenge Form](#)