

STATE OF MARYLAND

FILING INSTRUCTIONS

FOR

**REPUBLICAN AND DEMOCRATIC CANDIDATES TO APPEAR ON THE MARYLAND
2007 BALTIMORE CITY PRIMARY ELECTION BALLOT**

- **FILING BEGINS:** July 3, 2006
 - **FILING DEADLINE:** July 2, 2007 by 9:00 PM
 - **FILING LOCATION:** State – A candidate committee must be filed with the State Board of Elections, Located at 151 West Street, Suite 200, Annapolis, MD 21401. (410) 269-2880 or 1(800) 222-8683, Ext. 4
Maryland Relay Service: 1(800) 735-2258
8am – 5pm, Monday through Friday
- City – Candidates must file in person with the Baltimore City Board of Elections.

REQUIREMENTS

- **CERTIFICATE OF CANDIDACY** must be filed in person at the Baltimore City Board of Elections.
- **FILING FEES** must be paid by check, money order or cash at the time of filing a Certificate of Candidacy. The amount of the Filing Fees depends on the office sought.
- **IDENTIFICATION**, preferably a current and valid photo identification, is required at the time of filing the Certificate.
- **CANDIDATE COMMITTEE** must be filed with the State Board of Elections prior to filing a Certificate of Candidacy. A candidate committee is established by filing a Statement of Organization form with the State Board of Elections (SBE) before the occurrence of any financial activity. This form does not have to be filed in person, but does require the signature of a treasurer and a chairman. Both the treasurer and chairman must be registered voters in Maryland and in good standing with SBE. If the candidate committee's officers do not meet these requirements, the certificate of candidacy will not be accepted and the candidate will not appear on the ballot.

The Statement of Organization will be accepted at Baltimore City Board of Elections for convenience purposes only. Final approval and verification will occur at SBE. In addition, all campaign finance reports will be filed electronically to SBE, not Baltimore City.

- **FINANCIAL DISCLOSURE FORM or RECEIPT FOR PREVIOUS CALENDAR YEAR** (if required to be notarized, the election office will not charge a fee)
City: Prescribed by Baltimore City
- **FORMS** and additional information are obtainable from our website at www.electionsmaryland.com

STATE OF MARYLAND

**FILING INSTRUCTIONS
NON-PRINCIPAL POLITICAL PARTY CANDIDATES*
(GREEN AND LIBERTARIAN PARTIES)
TO APPEAR ON THE MARYLAND
2007 BALTIMORE CITY GENERAL ELECTION BALLOT**

- **IN PERSON FILING DEADLINE (PART I):** July 2, 2007 by 9:00 PM
- **NOMINATION DEADLINE (PART II):** August 6, 2007 by 5:00 PM
- **FILING LOCATION:** State – A candidate committee must be filed with the State Board of Elections, Located at 151 West Street, Suite 200, Annapolis, MD 21401. (410) 269-2880 or 1(800) 222-8683, Ext. 4
8am – 5pm, Monday through Friday

City – Candidates must file in person with the Baltimore City Board of Elections.
- Candidates that do not complete **Parts I & II** by the deadlines will not qualify for ballot access.

PART I - IN-PERSON FILING DEADLINE REQUIREMENTS – Deadline July 2, 2007

- **DECLARATION OF INTENT/CERTIFICATE OF CANDIDACY** must be filed in person at the Baltimore City Board of Elections. The Intent/Certificate will be generated for candidate's signature at the election office. Once PART II is completed, the Declaration of Intent will automatically become a Certificate of Candidacy.
- **IDENTIFICATION**, preferably current and valid photo identification, is required at the time of filing the Intent/Certificate.

**PART II - NOMINATION DEADLINE REQUIREMENTS – Deadline August 6, 2007
(May be filed by mail or in person but must be physically received by the deadline, no postmarks will be accepted.)**

- **PARTY NOMINATION**, executed pursuant to the party's Constitution and/or by-laws, indicating the candidate's nomination to the office sought. This must be an official document from the appropriate party officers.
- **FILING FEES** must be paid by check, cash or money order. Please do not send cash if filing by mail.
- **CANDIDATE COMMITTEE** must be filed with the State Board of Elections (SBE) prior to filing a Certificate of Candidacy. A candidate committee is established by filing a Statement of Organization form with the SBE **before the occurrence of any campaign finance activity**. This form does not have to be filed in person, but does require the signature of a treasurer and a chairman. Both the treasurer and chairman must be registered voters in Maryland and in good standing with SBE. If the candidate committee's officers do not meet the requisite requirements, the certificate of candidacy will not be accepted and the candidate will not appear on the ballot.

The Statement of Organization will be accepted at Baltimore City Board of Elections for convenience purposes only. Final approval and verification will occur at SBE. In addition, all campaign finance reports will be filed electronically to SBE, not Baltimore City.

- **FINANCIAL DISCLOSURE FORM FROM THE PREVIOUS CALENDAR YEAR** (if required to be notarized, the election office will not charge a fee)
City: Prescribed by Baltimore City

- **FORMS** and additional information are obtainable from our website at www.electionsmaryland.com

*Other recognized political parties may be added to this process once official party status is obtained.