

# Municipal Candidate

*Quick Guide*



Denver Elections Division  
*Office of the Clerk & Recorder*

 720-913-VOTE (8683)  DenverVotes.org  elections@denvergov.org

   #DenverVotes

200 West 14th Avenue • Suite 100 • Denver, Colorado 80204

# What You Need to Know First

This quick guide contains information needed to comply with the requirements to run for municipal office in Denver. Interested individuals are encouraged to familiarize themselves with **ALL** of the requirements referenced in this guide.

## Where to File Your Forms

### Municipal Candidate and campaign finance documents are filed here:

Denver Elections Division  
200 West 14<sup>th</sup> Avenue  
Denver, CO 80204

### Customer service contact for procedural questions:

Elections Division Communications Office  
[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)  
720-865-4872

## Disclaimer

Interested individuals are advised that legal provisions are subject to amendment from time to time. Therefore, it is incumbent on a person to determine if any new legislation or rules have been enacted. Information contained in this guide may not be either exclusive or all-inclusive of other information required to run for municipal office in Denver. It is the sole responsibility of a candidate committee to determine and comply with applicable state or local laws, statutes, ordinances, rules, regulations, and policies in order to run for municipal office. If you require advice or an interpretation concerning legal requirements, we suggest that you contact a private attorney. **The Office of the Clerk and Recorder cannot and will not provide legal advice.**

# Municipal Candidate Quick Guide

### **Step 1 – Verify that You are Qualified to Hold Office**

- Read qualifications for the offices of Mayor ([Charter § 2.1.1](#)), Auditor ([Charter § 5.1.1](#)), Clerk and Recorder ([Charter § 8.1.1](#)), or Councilmember. ([Charter § 3.1.3](#))
- Read residency requirements. ([D.R.M.C. § 15-7](#))

### **Step 2 – File Campaign Finance Paperwork**

- Read [Article 3, Section 15](#) of the Denver Revised Municipal Code and ([C&R Rule 3](#)).
- Visit the online [Campaign Finance System](#).

### **Step 3 – Use eSign or Obtain Printed Petitions**

- Use updated Denver Elections Division [Municipal Candidate Petition forms](#).
- Pay a deposit for Denver’s eSign tablets or use your own to gather signatures electronically. ([C&R Rule 12](#))

### **Step 4 – Circulate Petitions**

- Observe the ninety-one-day (91) deadline for gathering signatures. ([C&R Rule 4.3.3 A](#))
- Understand the petition circulator and signer requirements. ([C&R Rule 4.3.2 B. ii](#))
- Notarize, sign, and date the *Affidavit of Circulator* on each petition. ([C&R Rule 4.3.2 C](#))

### **Step 5 – File Completed Petitions and Candidate Acceptance of Nomination Form**

- Ensure petition sections are completely assembled.
- File all petitions with the Denver Elections Division (DED). ([C&R Rule 4.4.1 C](#))
  - Nominations must be filed no later than fifty-five (55) days before an election date. ([Charter § 8.2.7](#) & [C&R Rule 4.2.1](#))
- Submit *Candidate Acceptance of Nomination* form at the same time you submit your nomination petition. ([D.R.M.C. §15-1](#) & [C&R Rule 4.2.1](#))

### **Step 6 – Determination of Sufficiency**

- The DED will determine sufficiency of submitted petitions. ([C&R Rule 4.4](#))
  - Read the required number of signatures for offices. ([Charter § 8.2.7](#))
- DED will notify candidate about Insufficient petitions.
  - Candidates may cure insufficiency by filing an addendum before fifty-five-day (55) deadline. ([C&R Rule 4.5.2](#))

### **Step 7 – Protest of Nomination or Withdrawal**

- A candidate may withdraw by presenting a *Candidate Withdrawal* form to the DED up to forty-eight (48) days before election day. ([D.R.M.C §15-1](#) & [C&R Rule 4.2.3](#))

### **Step 8 – Determination of Ballot Order**

- Once sufficiency has been completed for all petitions, the order in which candidates' names appear on the ballot will be determined by lot. ([C&R Rule 4.7.1](#))

## Step 9 – Stay Informed

- Fill out [Candidate/Campaign Contact Sheet](#) and keep information up to date.
- Please keep your daytime phone number(s) and email address(es) current with the Elections Communications Office.
- Your customer service contact is the Elections Communications Office:



720-865-4872 | Elections Communications Office



[electionscomm@denvergov.org](mailto:electionscomm@denvergov.org)



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The Elections Division will provide the following services to candidates:

- [DenverVotes.org](http://DenverVotes.org) will contain important election information including:
  - Sample ballots
  - Historical election results
  - District maps
  - Voter data updated daily
  - Candidate campaign contact information
  - The [life cycle](#) of the mail ballot.
- An informational meeting for candidate committees will be held to explain election processes and procedures.

