



City of Tualatin Candidate Filing Instructions

The Secretary of State's Election Division produces a [County, City, and District Candidate Manual](#) which provides full instruction to help you through the process. The City of Tualatin uses the "Filing by Petition" option.

All filings are done by appointment only. To schedule contact the Deputy City Recorder, Nicole Morris, at 503.691.3011 or by email at nmorris@tualatin.gov

Step 1: File Prospective Petition

The following forms must be completed and filed with the city:

[SEL 101 Candidate Filing – Major Political Party or Nonpartisan](#)

[SEL 121 Candidate Signature Sheet- Nonpartisan](#)

Receive written *Approval to Circulate* the prospective petition from the city.

Step 2: Collect Signatures

Candidate must collect at least ten (10) qualified signatures from Tualatin active registered voters.

- *It is advised to gather more than 10 to ensure that enough valid signatures are collected.*
- *Do not sign and date the petition sheets until all signatures have been gathered.*

Step 3: Complete Filing

1. Ensure each signature sheet certification is signed and dated by circulator
2. Make an appointment with Washington County Elections Division for verification of signatures

Allow sufficient time for the verification process to be completed prior to filing deadline

3. Complete the [City of Tualatin Form 10-01 Affidavit](#) by listing the names of the registered voters (taken from each SEL 121-signature sheet) and have it notarized
4. File the following forms with the city elections office:

[SEL 338 Petition Submission – Candidate](#)

SEL 121-signature sheets and Washington County verification letter

City of Tualatin Form 10-01 Affidavit

5. After filing the city elections official will provide an Acceptance of Nomination form to be signed in office