

## 2025 Ballot Access Checklist for Municipal Candidates

Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 18, 2025 Spring Primary** and the **April 1, 2025 Spring Election**.

In the City of Glendale, the filing officer is the City Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and Submit a Registration Statement (Form [CF-1](#))** to the filing officer prior to raising or spending any funds, and no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is emailed, the original document must follow postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.

- New Candidates

- **File** a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Continuing Candidates

- **Amend** your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).

- Complete and Submit a Declaration of Candidacy (Form [EL-162](#))** to the filing officer no later than **5:00p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is emailed, the original document must follow, postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

- Circulate and Submit Nomination Papers for Nonpartisan Office (Form [EL-169](#))** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2024 Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of valid elector signatures required on nomination papers is as follows:

Aldersperson, Districts 1 to 6:	20 – 40
Citywide Office (Mayor):	200 – 400

*A candidate's name will not be placed on the ballot if all forms, CF-1, EL-162, and a sufficient number of valid nomination signatures are not submitted by the designated due dates.*

For more information, please visit our website: <https://www.glendale-wi.org/901/Run-for-Public-Office>