

# 2023 MUNICIPAL DECLARATION OF CANDIDACY

(print name exactly as it is to be printed on the official ballot – no amendments or modifications after 5:00 p.m. on June 7, 2023)

for the office of \_\_\_\_\_ for the \_\_\_\_\_ (two or four-year) term  
for the city/town of \_\_\_\_\_.

State of Utah }  
County of \_\_\_\_\_ } ss.

I, \_\_\_\_\_, being first sworn and under penalty of perjury, say that I reside at \_\_\_\_\_ Street, City of \_\_\_\_\_, County of \_\_\_\_\_, state of Utah, Zip Code \_\_\_\_\_, Telephone Number (if any) \_\_\_\_\_; that I am a registered voter; and that I am a candidate for the office of \_\_\_\_\_ (stating the term). I will meet the legal qualifications required of candidates for this office. If filing via a designated agent, I attest that I will be out of the state of Utah during the entire candidate filing period. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

(Optional) I wish to classify my addresses listed above as a protected record. By doing so, you must provide an alternative address or phone number.

Alternative Address OR Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Website

\_\_\_\_\_  
Signature of Candidate

(Must be notarized or be signed in the presence of the filing officer. A designated agent may not sign on behalf of the candidate.)

Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this \_\_\_\_\_ (month/day/year).

\_\_\_\_\_  
Filing officer or subject to 20A-9-203(3)(b)

(Seal)

(City or town)

(Date Received)

# QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

\_\_\_\_\_ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

\_\_\_\_\_ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

\_\_\_\_\_ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

\_\_\_\_\_ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

\_\_\_\_\_ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

\_\_\_\_\_ I understand I will receive all financial disclosure notices by email.

\_\_\_\_\_ I prefer to also receive financial disclosure notices by mail at the following address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 7, 2023.

\_\_\_\_\_ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Filing Officer

\_\_\_\_\_  
Date

## QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

### MUNICIPAL CANDIDATE

*Utah Code §10-3-301*

*Utah Code §20A-9-203*

- Registered voter in the municipality in which the individual is elected\*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance
- Not convicted of a felony, treason, or crime relating to elections\*\*
- Cannot have been declared mentally incompetent

\* *Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

\*\* *Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*



## PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

**I SHALL** conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

**I SHALL NOT** use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

**I SHALL NOT** use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

**I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

**I SHALL** immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

**I SHALL** defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

**\*This document is considered a public record and will be retained for public inspection until 30 days following the election.**

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## Voter Information Website

*Effective 5/5/2021*

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
  - (a) the offices and candidates up for election;
  - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
  - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
  - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
  - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](http://judges.utah.gov);
  - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
  - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
  - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
  - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
  - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
  - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
    - (i) when a ballot has been mailed to the voter;
    - (ii) when an election official has received the voter's ballot; and
    - (iii) when the voter's ballot has been counted.
- (4)
  - (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
    - (i) a list of all candidates for each office;
    - (ii) if submitted by the candidate to the election official's office before 5 p.m. no later than 45 days before the primary election or before 5 p.m. no later than 60 days before the general election:
      - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
      - (B) the following current biographical information if desired by the candidate, current:
        - (I) age;
        - (II) occupation;
        - (III) city of residence;
        - (IV) years of residence in current city; and
        - (V) email address; and
      - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
    - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
      - (A) a copy of the number and ballot title of each ballot proposition;
      - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;

- (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
  - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
  - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
  - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
  - (ii) public decency; or
  - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
  - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
  - (ii) who is running for what office and who is the incumbent, if any;
  - (iii) what address each candidate may be reached at and how the candidate may be contacted;
  - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
  - (v) what qualifications have been submitted by each candidate;
  - (vi) where additional information on each candidate may be obtained;
  - (vii) what ballot propositions will be on the ballot; and
  - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Amended by Chapter [100](#), 2021 General Session

## **Campaign Finance Statutes: Municipal Candidates**

*Effective 5/4/2022*

10-3-208. Campaign finance disclosure in municipal election.

(1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:

- (a) "Agent of a candidate" means:
  - (i) a person acting on behalf of a candidate at the direction of the reporting entity;
  - (ii) a person employed by a candidate in the candidate's capacity as a candidate;
  - (iii) the personal campaign committee of a candidate;
  - (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
  - (v) a political consultant of a candidate.
- (b) "Anonymous contribution limit" means for each calendar year:
  - (i) \$50; or
  - (ii) an amount less than \$50 that is specified in an ordinance of the municipality.
- (c) (i) "Candidate" means a person who:
  - (A) files a declaration of candidacy for municipal office; or
  - (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.
  - (ii) "Candidate" does not mean a person who files for the office of judge.
- (d) (i) "Contribution" means any of the following when done for political purposes:
  - (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
  - (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;
  - (C) any transfer of funds from another reporting entity to the candidate;
  - (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
  - (E) a loan made by a candidate deposited to the candidate's own campaign; and
  - (F) an in-kind contribution.
  - (ii) "Contribution" does not include:
    - (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
    - (B) money lent to the candidate by a financial institution in the ordinary course of business; or
    - (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.
- (e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:
  - (i) with the candidate's prior knowledge, if the candidate does not object;
  - (ii) by agreement with the candidate;
  - (iii) in coordination with the candidate; or
  - (iv) using official logos, slogans, and similar elements belonging to a candidate.
- (f) (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
  - (A) any disbursement from contributions, receipts, or from an account described in Subsection [\(3\)\(a\)](#);

- (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
  - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
  - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
  - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section [20A-11-101](#); or
  - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
- (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or
  - (B) money lent to a candidate by a financial institution in the ordinary course of business.
- (g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.
- (h) (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.
- (ii) "Political consultant" includes a circumstance described in Subsection [\(1\)\(h\)\(i\)](#), where the person:
- (A) has already been paid, with money or other consideration;
  - (B) expects to be paid in the future, with money or other consideration; or
  - (C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.
- (i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.
- (j) "Reporting entity" means:
- (i) a candidate;
  - (ii) a committee appointed by a candidate to act for the candidate;
  - (iii) a person who holds an elected municipal office;
  - (iv) a party committee as defined in Section [20A-11-101](#);
  - (v) a political action committee as defined in Section [20A-11-101](#);
  - (vi) a political issues committee as defined in Section [20A-11-101](#);
  - (vii) a corporation as defined in Section [20A-11-101](#); or
  - (viii) a labor organization as defined in Section [20A-11-1501](#).
- (2) (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections [\(3\)](#) through [\(7\)](#).
- (b) The municipality may adopt definitions that are more stringent than those provided in Subsection [\(1\)](#).
- (c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection [\(2\)\(a\)](#), a candidate shall comply with financial reporting requirements contained in Subsections [\(3\)](#) through [\(7\)](#).
- (3) Each candidate:
- (a) shall deposit a contribution in a separate campaign account in a financial institution; and
  - (b) may not deposit or mingle any campaign contributions received into a personal or business account.



- (4) (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection [20A-1-201.5\(2\)](#).
- (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (i) 28 days before the day on which the municipal general election is held;
  - (ii) seven days before the day on which the municipal general election is held; and
  - (iii) 30 days after the day on which the municipal general election is held.
- (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.
- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
  - (b) seven days before the day on which the municipal general election is held; and
  - (c) 30 days after the day on which the municipal general election is held.
- (6) Each campaign finance statement described in Subsection [\(4\)](#) or [\(5\)](#) shall:
- (a) except as provided in Subsection [\(6\)\(b\)](#):
    - (i) report all of the candidate's itemized and total:
      - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
      - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
    - (ii) identify:
      - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
      - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
  - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.
- (7) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
  - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (8) (a) A municipality may, by ordinance:
- (i) provide an anonymous contribution limit less than \$50;
  - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
  - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection [\(8\)\(a\)](#) if:
- (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
  - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection [\(9\)](#).

- (9) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
  - (b) the dates when the candidate's campaign finance statement is required to be filed; and
  - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (10) Notwithstanding any provision of [Title 63G, Chapter 2, Government Records Access and Management Act](#), the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
  - (b) make the campaign finance statement filed by a candidate available for public inspection by:
    - (i) (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
    - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection [20A-11-103\(5\)](#); or
    - (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section [20A-11-103](#) no later than two business days after the statement is filed.
- (11) (a) If a candidate fails to timely file a campaign finance statement required under Subsection [\(4\)](#) or [\(5\)](#), the municipal clerk or recorder:
- (i) may send an electronic notice to the candidate that states:
    - (A) that the candidate failed to timely file the campaign finance statement; and
    - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
  - (ii) may impose a fine of \$50 on the candidate.
- (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection [\(4\)](#) or [\(5\)](#) within 24 hours after the deadline for filing the report.
- (c) If a candidate is disqualified under Subsection [\(11\)\(b\)](#), the election official:
- (i) (A) shall, if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
  - (B) shall, if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
  - (ii) may not count any votes for that candidate.
- (d) Notwithstanding Subsection [\(11\)\(b\)](#), a candidate who timely files each campaign finance statement required under Subsection [\(4\)](#) or [\(5\)](#) is not disqualified if:
- (i) the statement details accurately and completely the information required under Subsection [\(6\)](#), except for inadvertent omissions or insignificant errors or inaccuracies; and
  - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (e) A candidate for municipal office who is disqualified under Subsection [\(11\)\(b\)](#) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (12) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.

(13) (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.

(b) In a civil action under Subsection [\(13\)](#)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter [151](#), 2022 General Session

# How to Submit Your Candidate Profile

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The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website, [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. The candidate profile portal may timeout during the submission process; it is recommended that candidates write out their profile details in a separate document to save their work.

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## HOW DO I SUBMIT MY PROFILE?

1. Visit the website [VOTE.UTAH.GOV](https://vote.utah.gov). Select the button "Resources for Candidates, Political Groups & Parties" at the bottom of the page.
  2. After being directed to a new page, select the option "Submit candidate profile."
  3. You will be directed to the UtahID portal. If you do not have a UtahID account, you must create one to proceed. If you already have a UtahID account, simply log into your account.
  4. After creating your UtahID account, you will be prompted for a PIN number. To obtain a PIN number, select your name in the dropdown menu then check your email.
  5. After selecting your name in the dropdown menu, you will receive an email with your PIN number. Your PIN number will be sent to the email address that you provided on your declaration of candidacy. It will not be sent to the email address of your UtahID account.
  6. After receiving your PIN number, enter it into the website and click "Submit."
  7. After entering your PIN number, the website will prompt you to enter your candidate profile. After you are completed, click "Submit for Approval." You have the ability to save and edit your profile *before* the deadline.
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## WHEN CAN I SUBMIT MY PROFILE?

- **Primary Election Candidates**  
**July 1<sup>st</sup>, 2023 at 5:00 p.m. (Mountain Time)**
- **General Election Candidates:**  
**September 8<sup>th</sup>, 2023 at 5:00 p.m. (Mountain Time)**

Please note that these deadlines are established by law (see 20A-7-801(4)). As a result, late submissions and edits cannot be accepted.

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Do you need assistance with your candidate profile? Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or [elections@utah.gov](mailto:elections@utah.gov). Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)