Candidate and Ballot Certification

Important Dates

- **Monday, December 8, 2025 (6 PM)**
  - Regular Candidate Filing Deadline

- **Tuesday, December 9, 2025**
  - Deadline for withdrawal, death, or ineligibility to occur in time for candidate to be removed from primary ballot

- **Monday, December 15, 2025 (6 PM)**
  - Extended Filing Deadline (specific offices)

Important Dates

- **Tuesday, December 16, 2025**
  - Deadline to submit candidate information through TEAM to SOS

- **Wednesday, December 17, 2025**
  - Date that SOS anticipates posting public list of candidates
  - Deadline for county chair to post notice of ballot drawing on website if drawing will occur on December 18, 2025

- **Thursday, December 18, 2025**
  - Deadline for county chair / designee to conduct ballot drawing

Candidate Filing and Review Deadlines

- Regular candidate filing deadline was Monday, December 8, 2025 at 6 PM
  - Some offices may be subject to an extended filing deadline (Monday, December 15, 2025) in very specific circumstances.
    - Consult with legal team if you have questions about your situation.
- Deadline to review candidate applications is 5th business day after receipt
  - Except: Applications received on Monday, December 8 must be reviewed by Friday, December 12
- If petition is submitted with application, then chair must perform a facial review of petition to determine if it is valid
  - If petition is challenged, then chair will need to do a more detailed review of the items identified in the challenge

Death, Withdrawal, and Ineligibility

- If a candidate died, withdrew, or was declared ineligible **on or before Tuesday, December 9, 2025**, then the candidate's name will be **removed** from the primary election ballot.

- If a candidate died, withdrew, or was declared ineligible **after Tuesday, December 9, 2025**, then the candidate's name will **remain** on the primary election ballot.

Form, Content, and Procedure Rejections

- If a candidate's application is rejected on form, content, and procedure grounds, then the candidate's name will be removed from the ballot.

- Form, content, and procedure rejections involve situations where the application is incomplete or improperly filed, or where the petition is invalid.

- Declarations of ineligibility involve situations where the candidate does not satisfy the eligibility requirements for office, based on the information on the application or a conclusive public record.

- The deadline for an application to be challenged on form, content, and procedure grounds is Monday, January 12, 2026.

Candidate Information Submission Deadlines

- Candidate information must be submitted into the TEAM system within 24 hours of the chair's determination to accept / reject the application

- Deadline to submit candidate information is Tuesday, December 16, 2025

- Candidate information will be posted on SOS website by Wednesday, December 17, 2025

Ballot Drawing Requirements and Deadlines

- County Chair is responsible for conducting ballot drawing for **all races** on the primary ballot
  - This includes federal, state, and district level races as well as county and precinct races
  - Every county has a different ballot order for all races in the primary election, so each county chair will conduct a drawing for every race
- Drawing is performed by the chair or the chair's designee
- Ballot drawing must be conducted after candidate information is available on SOS website, but no later than Thursday, December 18, 2025
- Notice of ballot drawing must be posted on the party's website (or commissioners court bulletin board) at least 24 hours before the drawing
  - Must include date, hour, and place of ballot drawing
  - Must send email notice to any candidate who provided an email address on their application

Texas Secretary of State
ELECTIONS DIVISION

TEAM: Candidate & Ballot Certification

TEAM

Overview

1 **Candidate Certification**

2 **Ballot Order Certification**

3 **Candidate Portal**

Important Dates

- **Tuesday, December 16th 2025:** Deadline for County and State Chairs to submit all certified candidates for posting on the Secretary of State's website.

- **Thursday, December 18th 2025:** Deadline for submitting and certifying the county's **ballot order** to our office.

1. Candidate Certification

Candidate Certification

Reminders

- <u>**Declaration Status**</u> All candidates that will be on the ballot for the primary election should have a **Declaration Status** of **Accepted**.
  - **Declared ineligible** and **withdrawn** candidates will also be included on the Candidate Certification screen. The County Chair must determine if they need to be included per the date they were declared ineligible or withdrew.
  - **IMPORTANT NOTE:** No candidate entry should remain in **Pending** status.
- <u>**Candidate Status**</u> All candidates that will be on the ballot for the primary election must have a Candidate Status of **In Primary**.

Candidate Certification

Reminders continued

- **Duplicate Entries** You may delete duplicate entries by selecting the delete option under Actions to the left of the candidate entry. If you need assistance with this issue, please email our office with candidate details including the candidate filing application number.

- **Corrections** Once you have certified your candidate list, you will not be able to make additional corrections. You can contact your state party chair or our office to unlock the county candidate listing. Please keep in mind that you will be required to **certify** your county candidates again once all corrections have been applied.

Candidate Certification

Search

1. Navigate to Election Management > Candidates > **Certify Candidates**.

2. Select the **Election** from the dropdown and click **Search.**

3. All candidates for that election will be displayed by **Office/Race** for review.

   - Those with **Declaration Status** of Accepted, Withdrew, and Declared Ineligible are automatically selected. The County Chair must determine if those candidates should be selected per the date they were declared ineligible or withdrew. Make sure that if the candidate should not be certified that you unselect the box.

Candidate Certification

Candidate Selection

1. Check the box next to each appropriate candidate.

2. Once all desired candidates are selected, select **Save.**

3. Once all desired candidates have been saved, select **Certify.**

4. After selecting **Certify** you will receive a message that candidates certified successfully

Note: Once you have submitted the certified list of county candidates, you will be locked from further action. If changes are needed, you may contact your state party chair or our office.

2. Ballot Order Certification

Ballot Order Certification

Search

1. Navigate to Election Management > Candidates > **Certify Ballot**.

2. Select the **Election** from the dropdown and click **Search.**

3. All certified candidates will be displayed by **Office/Race**.

Ballot Order Certification

Candidate Selection

1. Select the Candidate and use the arrows, to the right of the office, to adjust the ballot order number for each candidate for all **Offices/Races** (*The candidates should be listed in numerical order as determined by your county ballot drawing.*)

2. Once all races reflect the determined ballot order, select **Save**.

3. Select **Certify**. After selecting **Certify** you will receive a message that ballot order certified successfully

Note: Once you have submitted the final ballot order for your county, you will be **locked** from further action. If changes are needed, you may contact your state party chair or our office.

3. Candidate Portal

Candidate Portal

Available Support

WEBINARS

TRAINING

RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov