



Texas Secretary of State  
ELECTIONS DIVISION



# County and Precinct Chair Candidate Filing

September 2025



Texas Secretary of State  
ELECTIONS DIVISION



# Review of Candidate Applications



# Texas Secretary of State

## ELECTIONS DIVISION



2-3  
Prescribed by Secretary of State  
Sections 141.031, 141.039, 161.005, 172.021, 172.022, 172.0222, 172.0223, 172.023, Texas Election Code  
88/2025

**APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT FOR A PRECINCT OR COUNTY CHAIR**  
ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL!  
Failure to provide required information may result in rejection of application.

| APPLICATION FOR  |  |       | CHAIR ON THE               |                                       |  | PARTY GENERAL PRIMARY BALLOT  |  |  |  |     |  |
|--|--|-------|----------------------------|---------------------------------------|--|---|--|--|--|-----|--|
| (Precinct or County)   |  |       | (Democratic or Republican) |                                       |  |   |  |  |  |     |  |
| To: County Chair<br>I request that my name be placed on the above-named official primary ballot as a candidate for election to the office indicated below.   |  |       |                            |                                       |  | INCUMBENT DECLARATION:<br>(Check this box if you are the incumbent.)<br><input type="checkbox"/> INCUMBENT      |  |  |  |     |  |
| OFFICE SOUGHT (check one) (Include any place number or other distinguishing number, if any.)<br>County Chair <input type="checkbox"/> Precinct Chair <input type="checkbox"/> Precinct # _____   |  |       |                            |                                       |  |   |  |  |  |     |  |
| FULL NAME (First, Middle, Last)  |  |       |                            |                                       |  | PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*  |  |  |  |     |  |
| PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)  |  |       |                            |                                       |  | PUBLIC MAILING ADDRESS (Optional) (Address at which you receive campaign related correspondence, if available.) |  |  |  |     |  |
| CITY   |  | STATE |                            | ZIP                                   |  | CITY  |  | STATE  |  | ZIP |  |
| PUBLIC EMAIL ADDRESS AND TELEPHONE CONTACT INFORMATION (This information is Required for Candidates for Precinct Chair but Optional for Candidates for County Chair. For Precinct Chair Candidates only one Phone Number is Required).<br>Home: _____<br>Work: _____<br>Cell: _____<br>Email Address: _____  |  |       |                            | OCCUPATION (Do not leave blank) _____ |  | DATE OF BIRTH<br>/ /  |  | VOTER REGISTRATION VOID NUMBER* (Optional) _____ |  |     |  |
| LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN   |  |       |                            |                                       |  |   |  |  |  |     |  |
| IN THE STATE OF TEXAS (Optional)<br>_____ year (s)<br>_____ month(s)   |  |       |                            |                                       |  | IN PRECINCT/COUNTY FROM WHICH THE OFFICE SOUGHT IS ELECTED (Optional)<br>_____ year (s)<br>_____ month(s)       |  |  |  |     |  |
| <p>*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review Sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.</p> <p>Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:</p> <p>"I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."</p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;">SIGNATURE OF CANDIDATE</p> <p>Sworn to and subscribed before me this the _____ day of _____, _____, by _____, _____ (day) (month) (year) (name of candidate)</p> <p>Signature of Officer Authorized to Administer Oath<sup>1</sup> _____ Printed Name of Officer Authorized to Administer Oath _____</p> <p>Title of Officer Authorized to Administer Oath _____ Notarial or Official Seal _____</p> |  |       |                            |                                       |  |   |  |  |  |     |  |
| <b>TO BE COMPLETED BY COUNTY CHAIR OR SECRETARY OF THE COUNTY EXECUTIVE COMMITTEE: (See Section 1.007)</b>   |  |       |                            |                                       |  |   |  |  |  |     |  |
| <input type="checkbox"/> Voter Registration Status Verified  |  |       |                            |                                       |  |   |  |  |  |     |  |
| Date Filed _____   |  |       |                            |                                       |  | Signature of Chair or Designee Receiving Filed Application _____  |  |  |  |     |  |
| Date Accepted _____ or _____   |  |       |                            |                                       |  | Signature of Chair or Secretary Upon Determination of Application _____   |  |  |  |     |  |
| Date Rejected _____  |  |       |                            |                                       |  |   |  |  |  |     |  |

**Print** **Reset**

## NEW PRECINCT AND COUNTY CHAIR APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT

- Things to Look for:
  - 8/2025 Revision Date
  - Chair E-Mail/Telephone Number Box



# 2026 Candidate's Guide

## Candidate Information

### Current Election Information

- [Current Election Information](#)

### Procedures for Candidates, 2023-2024

- [2026 Candidate's Guide - Running for Federal, State, District or County Office.](#)
- [2024 Candidate's Guide - Running for Federal, State, District or County Office.](#)





# Review of Application

- **Form, Content and Procedure**
  - Was the candidate application submitted timely?
  - Was it filled out properly?
- **Eligibility**
  - On the face of the application, does the candidate meet the eligibility requirements associated with the office of precinct or county chair?



## Review of Application (cont.)

- **Form, Content and Procedure**
  - Review must be completed no later than the 5<sup>th</sup> day after application is received
    - If application is submitted fewer than five business days before the filing deadline, the review must be completed no later than the first Friday after the filing deadline.
  - Accepting application does not preclude a later determination that there is a deficiency in the application.
  - If rejecting the application, must do so **immediately** and deliver to candidate a **written notice of rejection**.
  - Cannot challenge after the 50<sup>th</sup> day before election day.



# Candidate Eligibility

- To be eligible to be a candidate for or to serve as a county or precinct chair of a political party, a person must:
  - Be a qualified voter of the county
  - Not be a candidate for nomination or election to, or be the holder of, an elective office of the federal, state or county government [Texas Election Code Section 161.005]
- Additionally, to be eligible to be a candidate for or to serve as a **precinct chair**, a person must reside in the election precinct in addition to satisfying other eligibility requirements. [Texas Election Code Section 171.023]



## Effects of Redistricting on Precinct Chair Applications

- House Bill 4 (89<sup>th</sup> Second Called Special Session) becomes effective December 4, 2025
- County election officials for affected counties will begin implementation of redistricting changes locally, which may result in changes to voter registration precincts before the 2026 primary election.
- Secretary of State recommends that precinct chair candidates take this process into account before submitting an application.
  - Precinct chair candidate may have an application rejected later because the applicable precinct boundaries changed due to redistricting.
    - Precinct chair candidates may also withdraw their application if precinct boundaries changed
  - Precinct chair candidates should file an application for the precinct in which they reside under the new boundaries.





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### APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT FOR A PRECINCT OR COUNTY CHAIR

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL<sup>1</sup>

Failure to provide required information may result in rejection of application.

|  |                  |  |
|--|------------------|--|
| APPLICATION FOR _____ CHAIR ON THE _____ PARTY GENERAL PRIMARY BALLOT  |                  |  |
| (Precinct or County)   |                  | (Democratic or Republican) <b>Box 1</b>    |
| To: County Chair   |                  |  |
| I request that my name be placed on the above-named official primary ballot as a candidate for election to the office indicated below. |                  |  |
| <b>OFFICE SOUGHT (circle one)</b> (Include any place number or other distinguishing number, if any.) <b>Box 2</b>                      |                  | <b>INCUMBENT DECLARATION:</b> <b>Box 3</b> |
| County Chair   | Precinct Chair   | (Check this box if you are the incumbent.) |
|  | Precinct # _____ | <input type="checkbox"/> INCUMBENT         |

**Box 1:** If left blank, not necessarily fatal to the application.

**Box 2:** Must indicate if the application is for precinct or county chair. Precinct chairs must include the precinct number.

**Box 3:** Must indicate status as incumbent county or precinct chair, if applicable. If left blank, this is not fatal to the application.



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|   |   |
|---|---|
| <b>FULL NAME</b> ( <u>First</u> , <u>Middle</u> , <u>Last</u> )<br><br><b>Box 4</b> | <b>PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*</b><br><br><b>Box 5</b> |
|---|---|

### **Box 4: Full Name**

- Legal name, but does not have to exactly match legal documents.
  - EX: John Michael Smith, John M. Smith, John Smith

### **Box 5: Name as you want it to appear on ballot**

- Nickname rules apply.
- Candidate may use any surname acquired by law or marriage.



# Texas Secretary of State

## ELECTIONS DIVISION



|  |              |            |  |              |            |
|--|--------------|------------|--|--------------|------------|
| <b>PERMANENT RESIDENCE ADDRESS</b> (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)<br><b>Box 6</b> |              |            | <b>PUBLIC MAILING ADDRESS (Optional)</b> (Address at which you receive campaign related correspondence, if available.)<br><b>Box 7</b> |              |            |
| <b>CITY</b>  | <b>STATE</b> | <b>ZIP</b> | <b>CITY</b>  | <b>STATE</b> | <b>ZIP</b> |
|  |              |            |  |              |            |

### Box 6: Permanent Residence Address

- MUST be completed by all candidates
- Even candidates subject to confidentiality (judges and peace officers) must complete this box.

### Box 7: Public Mailing Address (Optional)



# Candidate Eligibility (cont.)

## Residency

- Is the candidate a resident of the county or precinct, as applicable?
- Is the address on their application located within that territory?

**NOTE:** Eligibility verification by the filing authority does NOT include whether the candidates actually live at the address provided. This is left up to the courts.

**NOTE:** Texas law does not allow a filing authority to make a conclusive determination about the location of a person's residence. Only a court of law may make such a determination.



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|  |  |  |   |
|--|--|--|---|
| <b>PUBLIC EMAIL ADDRESS AND TELEPHONE CONTACT INFORMATION</b> (This Information is Required for Candidates for Precinct Chair but Optional for Candidates for County Chair. For Precinct Chair Candidates only one Phone Number is Required).<br>Home: _____<br>Work: _____<br>Cell: _____<br>Email Address: _____<br><b>Box 8</b> | <b>OCCUPATION (Do not leave blank)</b><br><b>Box 9</b> | <b>DATE OF BIRTH</b><br>/ /<br><b>Box 10</b> | <b>VOTER REGISTRATION VOID NUMBER<sup>2</sup> (Optional)</b><br><b>Box 11</b> |
|--|--|--|---|

### **Box 8 (NEW): Public Email Address and Telephone Contact Information**

- This is what they should use to receive campaign email.
- One is required for candidates for precinct chair. Optional for county chair candidates.

### **Box 9: Occupation**

### **Box 10: Date of Birth**

### **Box 11: VR Number (VUID) (Optional)**

- Not required, but very helpful as it can help you validate their VR status.
- Also puts the candidate on notice that they need to think about their current VR status



# Candidate Eligibility (cont.)

## Voter Registration

- Is the candidate a registered voter of the territory from which they are seeking office?
- Is the candidate's registration effective?
- A candidate's registration must be **EFFECTIVE**. It is not enough to have submitted a registration application.



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## ELECTIONS DIVISION



| LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN |   |
|--|---|
| IN THE STATE OF TEXAS (Optional)                                     | IN PRECINCT/COUNTY FROM WHICH THE OFFICE SOUGHT IS ELECTED (Optional) |
| <b>Box 12</b>  |   |
| _____ year (s)   | _____ year (s)  |
| _____ month(s)   | _____ month(s)  |

### Box 12: Length of Continuous Residence (Optional)

- Although candidates for county and precinct chair must be a resident of the county or precinct, a particular length of continuous residence is not required.





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\*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) \_\_\_\_\_, who being by me here and now duly sworn, upon oath says:  
"I, (name of candidate) \_\_\_\_\_, of \_\_\_\_\_ County, Texas, being a candidate for the office of \_\_\_\_\_, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."

**Box 13**

**X**

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_.  
(day) (month) (year) (name of candidate)

Signature of Officer Authorized to Administer Oath<sup>3</sup>

Printed Name of Officer Authorized to Administer Oath

Title of Officer Authorized to Administer Oath

Notarial or Official Seal

### Box 13: Oath and Notary

- Must be completed and signed and sworn to by candidate.
- If they leave blanks in statement of oath, it is not fatal if the application contains the applicable information.
- Oath must be administered by someone authorized to administer oaths under Chapter 602, Government Code.
- Mistakes by notary are not always fatal. Please call SOS for additional guidance if needed.





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TO BE COMPLETED BY COUNTY CHAIR OR SECRETARY OF THE COUNTY EXECUTIVE COMMITTEE: (See Section 1.007)

☐ Voter Registration Status Verified

\_\_\_\_/\_\_\_\_/\_\_\_\_ **Box 14** \_\_\_\_\_  
Date Filed Signature of Chair or Designee Receiving Filed Application

\_\_\_\_/\_\_\_\_/\_\_\_\_ or \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
Date Accepted Date Rejected Signature of Chair or Designee Upon Determination of Application

### Box 14: Completed by Filing Authority or Designee Who Received Application

- Failure to complete this box is not fatal to an application!
- Part of this box should be completed at the time the application has been received by the person who takes the application.
- The remainder should be filled in after it has been reviewed and a disposition has been made on the application.
- This contains information to help you know what actions have been taken and when on an application.



# 1. Introduction to New TEAM



# Introduction to New TEAM

- Welcome to the **Texas Election Administration Management System (TEAM)**.
- TEAM allows county users to manage critical election information as it pertains to:
  - Managing voter registration data,
  - County district information,
  - Candidate management, and
  - Election results and reporting.





## 2. Election Security



# Election Security

## County Cybersecurity Training Requirements

1. Prior to being added to TEAM, all users must complete **annual** cybersecurity training.
2. After completion of training, please allow 24 to 48 hours to receive TEAM log-in credentials from our SOS team.



### 3. Okta Introduction



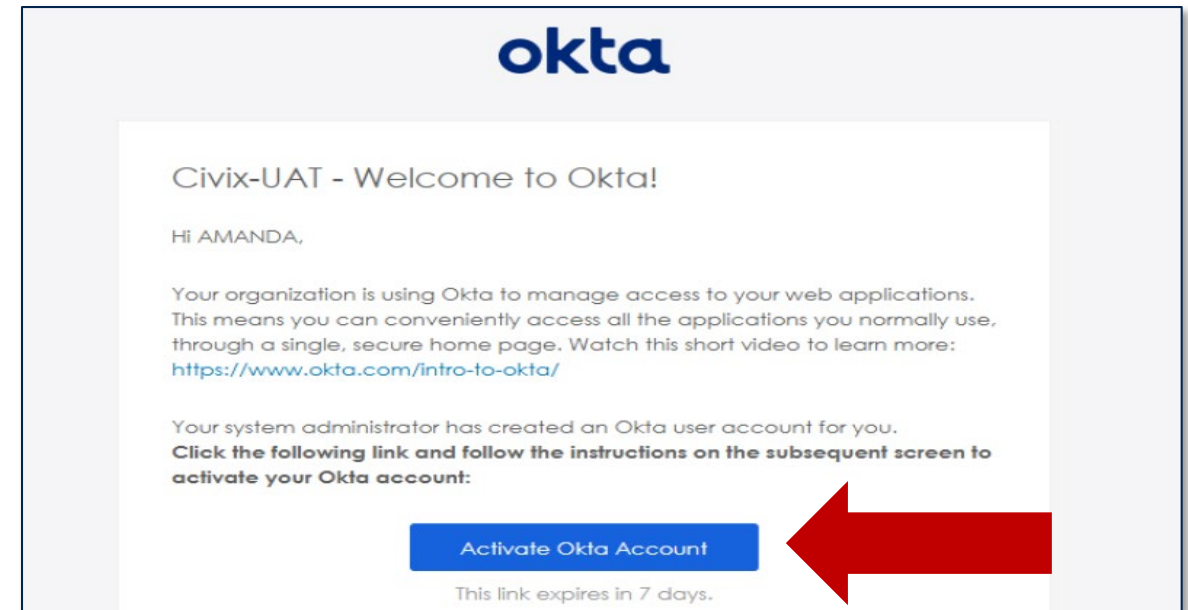
## Okta Introduction

*NEW USER: Setting up Okta Account*

### STEP 1

**Activate your Okta account  
by clicking on the link in  
the Activation email.**

- We recommend that you add the following e-mail address to your Safe Recipients list: [noreply@okta.com](mailto:noreply@okta.com)





## Setting Up Your Password

### STEP 2

Follow the on-screen prompts to complete your password and security method set up.

- Password requirements:
  - At least 14 characters;
  - A lowercase letter;
  - An uppercase letter;
  - A number;
  - A symbol;
  - No part of your password should include your first or last name; and
  - Password cannot be the same as your last 24 passwords.







## Okta Verify

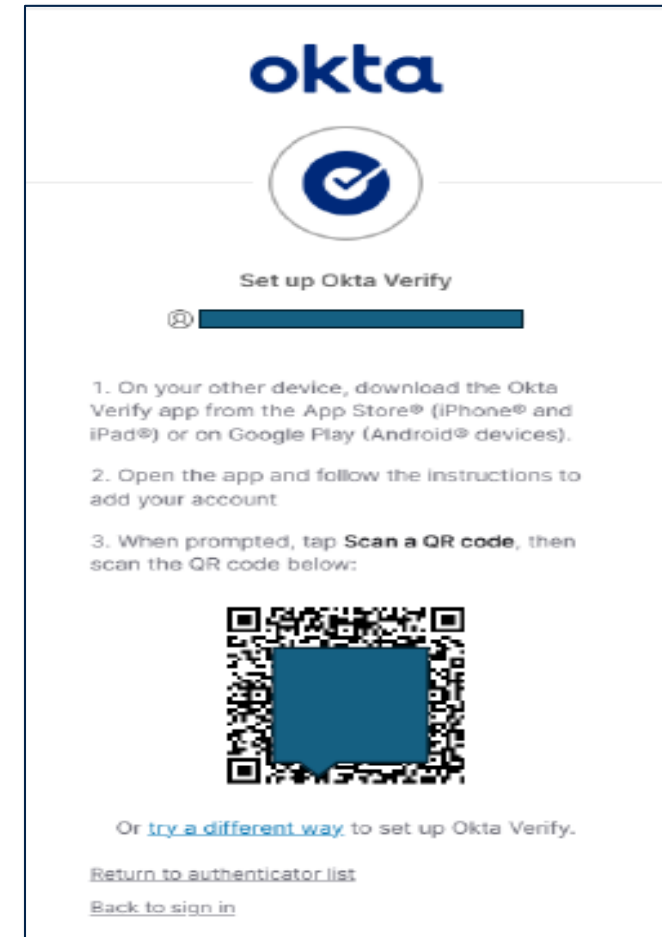
- Once your password has been created you will be given the option to set-up Okta Verify.
- To set up Okta Verify on your smartphone, click the set-up link and follow the on-screen prompts.

A screenshot of the Okta Verify setup screen. At the top is the "okta" logo. Below it is a circular icon with a checkmark. The text "Set up Okta Verify" is displayed. There is a redacted area (black bar) below the text. Below that, it says "Click 'Open Okta Verify' on the browser prompt to set up Okta Verify." and "Didn't get a prompt?". A large blue button labeled "Set up Okta Verify" is prominent. Below the button, there are links: "Don't have Okta Verify? [Download here](#)" and "Or [set up Okta Verify on a mobile device](#)". At the bottom, there are links: "[Return to authenticator list](#)" and "[Back to sign in](#)".



## Okta Verify

- If you do not have access to a smart phone, you can install the Google Chrome Browser plug-in.
  - This would be located in the browser plug-in options in the settings section of your browser.
- The image to the right will display on the computer for you to scan the QR code.
- Follow the on-screen prompts.





## 4. TEAM Login: Acknowledgement and Non-Disclosure Agreement



## Logging Into TEAM

1. To log into TEAM, first start by entering your user username. Select **“next”** once username is entered.
2. Enter password and select **“verify”** once entered.
3. Complete two-factor authentication by either:
  - a. **Getting a push notification to your Okta Verify app**  
This will send a notification to your smartphone, on most phones if you pull down on the screen, you will see the alert and have the ability to choose **“yes it’s me”** or **“no it’s not me”**.
  - b. **Verifying by email**  
Verify with verification link or enter a verification code provided in email. Go to your email inbox and select the email titled **“One-time verification code.”** The link and code will only be valid for 5 minutes.
  - c. **Entering code from Okta Verify app**  
This code can be obtained by opening the Okta Verify app on your smartphone.

A screenshot of the Okta login interface. At the top is the "okta" logo. Below it, the text "Verify it's you with a security method" is displayed. A masked email address "J\*\*\*S@SOS.TEXAS.GOV" is shown. Underneath, it says "Select from the following options". There are three options listed, each with a circular icon and a "Select" button:

- Email (envelope icon): J\*\*\*S@SOS.TEXAS.GOV
- Enter a code (checkmark icon): Okta Verify
- Get a push notification (checkmark icon): Okta Verify



## TEAM Security Acknowledgment and Nondisclosure Agreement

- Once authentication is complete, a **Security Acknowledgment** screen will appear.
  - Select **AGREE** to confirm acknowledgment and enter the TEAM system.
  - If you select **DISAGREE**, this will cancel the login process.

A screenshot of the "Security Acknowledgement" screen. The page title is "The Office of the Secretary of State of Texas TEAM Security Acknowledgement and Nondisclosure Agreement". Below the title, there is a paragraph stating: "As a user of the Texas Election Administration Management (TEAM) System maintained by the Texas Secretary of State (SOS), I may have access to information that is private in nature or classified as Confidential or High Risk." This is followed by a bulleted list of seven items: "I will not disclose private, Confidential, or High Risk information to unauthorized parties.", "Unless my job duties require, I will not access private, Confidential, or High Risk information.", "I will not share my password used to logon to the TEAM computer system or applications.", "I will not use a user identification code (System User ID) or password belonging to someone else.", "I will not enter any data or change any data that I do not have permission to enter or change.", "I agree to immediately notify the TEAM Team of the Elections Division if I know or suspect violations to the Information Security Policy for TEAM System Users.", and "I understand that any violations of the policy can result in revocation of computer access and may subject me to criminal penalties." Below the list, a paragraph states: "By clicking the Agree button, I acknowledge that I have read this Secretary of State Information [Security Policy for TEAM System Users](#) and agree to follow all established guidelines outlined in the Office of the Secretary of State of Texas TEAM Security Acknowledgement and Nondisclosure Agreement." At the bottom of the page, there are two buttons: "AGREE" and "DISAGREE". A large red arrow points from the left towards the "AGREE" button, which is also circled in red.



# ENTERING CANDIDATES IN TEAM



## Election Candidate Management

SEARCH CANDIDATES



Need help with your search? See our [Search Guide](#)

[Corporation Directory](#) [Other Frequently Requested Numbers](#)





## Available Support



**WEBINARS**



**TRAINING**



**RESOURCES**

[elections@sos.texas.gov](mailto:elections@sos.texas.gov)

800-252-VOTE • 512-463-5650

[sos.texas.gov](http://sos.texas.gov)