



City of San Antonio
May 6, 2023 General Election
Filing Checklist
 Required Documents to be submitted

The following documents shall be submitted by the Applicant in the order listed below. This form will be utilized for processing by the Office of the City Clerk.

Applicant Name: _____

Date: _____

Form Name	Applicant Initials	Office of City Clerk use Only	
		Date Received	Staff Initials
1. Campaign Treasurer Appointment (Form CTA) (fillable) https://www.ethics.state.tx.us/data/forms/coh/cta.pdf Office Sought: _____ Treasurer Name: _____			
2. Code of Fair Campaign Practices (Form CFCP) – submission voluntary https://www.ethics.state.tx.us/data/forms/coh/cfcp.pdf			
3. Campaign Finance Report System Password Request Form			
4. Application for a Place on the Ballot (fillable) https://www.sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf Office Sought: _____			
5. Supplemental residency documents – 2 required:			
Valid Texas Driver’s License or Identification Card			
Valid Bexar County Voter Registration Certificate with address matching that as noted on the Application for a Place on the Ballot			
Original or copy of current utility bill			
Original or copy of most recent personal bank statement			
Original or copy of most recent government check			
Original or copy of most recent paycheck			
Original or copy of most recent government document with name and address (original to be presented if it contains a photograph)			
6A. Submitted \$100 filing fee OR 6B. Petition signatures in lieu of filing fee https://www.sos.state.tx.us/elections/forms/pol-sub/2-16f.pdf			
All petition pages circulated by a single Circulator are considered as one packet. One petition page with a sworn, completed Affidavit of Circulator is required per packet.			
Petition signatures will be verified within 5 calendar days of receipt.			

< Filing Checklist form is continued on the following page. >

The Applicant has reviewed the below Campaign Finance Regulations which are located on the Office of the City Clerk website: <https://www.sanantonio.gov/ElectionsCampaignFinance/FormsResources>

City of San Antonio Pre -Election Contribution Cycle – list of campaign contribution and expenditure reports required to be submitted and respective deadlines
Regulating Political Funds and Campaigns – Title 15, Election Code
Texas Ethics Commission Rules
City of San Antonio 2018 Municipal Campaign Finance Code
Texas Ethics Commission Political Fundraising
Texas Ethics Commission Political Advertising
City of San Antonio, Chapter 28 - Placement of Political Signs
Department of Human Services Policy on Political Activity at Senior and Community Centers
San Antonio Public Library Policy on Posting Campaign Signs on Library Property

The Applicant has been informed that:

The deadline to submit hard copy originals of their Personal Financial Statement (PFS) and FDR Addendum is 5pm on Thursday, March 9, 2023. The financial documents require the disclosure of personal financial transactions that occurred from January 1, 2022 to December 31, 2022.

The Office of the City Clerk will email the forms to the email address provided on their Application for a Place on the Ballot, unless an alternate email address is provided.

The Drawing for a Place on the Ballot is scheduled for Monday, February 20, 2023 at 10:00 a.m. in the Council Briefing Room in City Hall. The Applicant or their authorized representative shall attend the Drawing for a Place on the Ballot in-person. Parking is available in City Tower.

Signature of this document is an acknowledgment of having read its terms and will serve as authority to access and use these records for the purpose of verifying the truth of the Affidavit of Residency. In signing this document, you are acknowledging that the documentation submitted is now a public record subject to the Texas Public Information Act. This form (Filing Checklist) shall be published with your Application for a Place on the Ballot on the Office of the City Clerk's Election Webpage.

Printed Name of Applicant: _____

Applicant Signature: _____

Date: _____

< Filing Checklist form end. >