

CITY OF DALLAS
INSTRUCTIONS FOR CANDIDATES FILING AN APPLICATION/ PETITION FOR A PLACE ON THE BALLOT
DURING THE COVID-19 PANDEMIC

1. The ballot application/petition filing period is January 13, 2021 through February 12, 2021. A ballot application/petition must be **received** by the City Secretary's Office by 5:00 PM on February 12, 2021.
2. A Candidate Packet with instructions and required forms for candidates can be found at: <https://dallascityhall.com/government/citysecretary/elections/Pages/candidate-packet2019.aspx>
3. Ballot applications/petitions may be filed in-person or mailed:
 - a. The City Secretary's Office will be open for walk in and curbside service by appointment starting January 13, 2021 through February 12, 2021. **Curbside hours will be 10:00 AM – 2:00 PM, Monday through Friday. Candidates are encouraged to schedule an appointment to file in-person by emailing elections@dallascityhall.com or calling (214) 670-3742.** Candidates needing to file outside our walk in and curbside hours, between the hours of 10:00 AM and 2:00 PM, will need to schedule an appointment. To allow for social distancing only two visitors will be allowed in the Office at the same time and a mask is required. A notary will be available if needed, to notarize the ballot application/petition.
 - b. Ballot applications/petitions may be mailed to the City Secretary's Office at the address below. The ballot application/petition **must be notarized** prior to mailing. Once the application has been notarized, please mail the ballot application/petition to:

City Secretary's Office
Elections
1500 Marilla St. Rm 5DS
Dallas, TX 75201

PLEASE NOTE: The ballot application/petition must be received (not postmarked) prior to 5:00 PM on February 12, 2021 to be valid. Filers selecting this option should allot additional time for the application/petition to be received prior to the deadline.

The City Secretary's Office operating hours will be 8:15 AM-5:00 PM on February 12, 2021.

4. The ballot application/petition will be verified by the City Secretary's Office and the candidate will be notified by phone regarding the validity of the application. Once verified, the ballot results will be posted to the City Secretary's Office website.
5. Drawing for place on the ballot will be conducted virtually at 10:00 AM on Monday, February 22, 2021. Candidates will be notified by phone of the results of the drawing. In addition, the drawing will be posted and can be viewed online at: <https://dallastx.swagit.com/city-council>

NOTE: In accordance with Ninth Amended Emergency Regulations Ordinance (31648), states the following in regard to our mask requirement, "... because an infected person can transmit the COVID-19 virus to others before showing any symptoms, all persons over the age of two must, to the greatest extent possible, wear some form of covering over their nose and mouth, such as a homemade mask, scarf, bandana, handkerchief, when providing or obtaining services.