



The Town of  
**Millville**  
*a beautiful way of life*

36404 Club House Road  
Millville, DE 19967  
Phone: 302.539.0449  
Fax: 302.539.0879  
[www.millville.delaware.gov](http://www.millville.delaware.gov)

### Candidate Filing Instructions

Candidates shall notify the Town Manager or designee in writing of his or her candidacy for the office of Town Council member. At that time, the candidate shall fill out, submit, and file with the Town Manager or designee the following documents.

1. The Ethics Form in Appendix B
2. Candidate filing form
3. Proof of residency
4. \*Certificate of Intention
5. Background check (see information below)

**All the above-mentioned documents are required to run for the office of the Town Council in the Town of Millville. All must be received by 4:30 p.m. on Friday, February 7, 2025, at the Town Hall Office, located at 36404 Club House Rd., Millville, DE.** Forms are available at Town Hall, or on our website at [www.millville.delaware.gov](http://www.millville.delaware.gov). No Forms will be accepted after that deadline.

\*The State Election Commissioner's Office requires candidates filing to run in a municipal election to complete a Certificate of Intention online. The Certificate of Intention can be found at <https://cfrs.elections.delaware.gov/Public/CertofIntentHelp>. You can follow the instructions online to complete this form electronically. A copy of the filed Certificate of Intention or Statement of Organization must be printed and filed with the Town Manager or Administrative Assistant. Failure to file a Certificate of Intention with the State may result in you being deemed ineligible to run for office.

**The State requires the Candidate filing form to either be filled out in the Town office or be notarized.**

#### **Eligibility Requirements (in effect throughout the term):**

- A citizen of the United States of America and bona fide resident of the Town of Millville for the period of at least ninety (90) days preceding the next Annual Municipal Election.
- At least twenty-one (21) years of age on or before the date of the election.
- Non-delinquent in taxes, utilities, or any other debt to the Town.
- Not convicted of felony; and
- Not being judged mentally incompetent.
- **IMPORTANT:** The background check must be obtained by the candidate and provided to the Town Manager or designee no later than **February 21, 2025**. The costs of the criminal background check shall be paid by the candidate.