No later than the **80th day before an election**, a governing body that has referred a measure must prepare and file with the local elections official the text of the referral for ballot title preparation or the ballot title for publication of notice of receipt of ballot title. This form may be used to file the text of the referral and request the elections official begin the ballot title drafting process or file a ballot title and request the elections official publish notice of receipt of ballot title.

Filing Information		
Election Date	Authorized Official	
Contact Phone		Email Address
Referral Information		
Title, Number or other Identifier		
This Filing is For		
This Filing is For		
Drafting of Ballot Title Attach referral	text.	Publication of Notice Ballot title below.
Ballot Title Additional requirements may apply		
Caption 10 words which reasonably identifies the subject of the measure.		
Question 20 words which plainly phrases the chief purpose of the measure.		
Summary 175 words which concisely and impartially summarizes the measure and its major effect.		
By signing this document:		
→ I hereby state that I am authorized by the county or city governing body, or district elections authority to submit this Request for Ballot Title – Preparation or Publication of Notice.		