

Name of Form:

Certificate of Appointment to Vacancy in Office.

Section Reference:

Prescribed by the Secretary of State.

Purpose:

To notify Secretary of State's office of filling a vacancy in office.

Number of Copies Required:

One.

Completed by:

County Clerk.

Filing Date:

Whenever applicable.

Filed with:

Secretary of State.

Comments:

This form states the reason for the vacancy.

Current form is 3/07.

VACANCIES FILLED BY COMMISSIONERS COURT INCLUDE: County Judge, County Clerk, Joint District-County Clerk, County Attorney, County Treasurer, County Surveyor, Sheriff, Tax Assessor-Collector, Justice of the Peace, Constable (also County School Superintendent if still in existence).

VACANCIES FILLED BY COUNTY JUDGE: County Commissioner.

VACANCIES FILLED BY DISTRICT JUDGE: District Clerk. (Where a vacancy occurs in a county having two or more district courts, the vacancy is to be filled by the judges of such courts. If they fail to agree, the governor, upon certificate of such judges, orders a special election to fill the vacancy for the unexpired terms.)

INSTRUCTIONS TO COUNTY CLERK: Mail one copy of this form to: Secretary of State, Elections Division, P.O. Box 12060, Austin, Texas 78711. A commission and identification card will be issued to the appointee.

**CERTIFICATE OF APPOINTMENT
TO FILL A VACANCY IN OFFICE**

I do hereby certify that the below mentioned person was appointed by the

_____ County Judge
_____ District Judge
_____ County Commissioners Court

to fill a vacancy in the office of _____ until the next general election or end of the term, as appropriate. This vacancy was created by _____ and occurred on _____¹ and effective on _____².

I further certify that the appointee's oath and bond (if bond required) were filed in my office and recorded in the Bond and Deputation records on _____.
(month/day/year)

COUNTY CLERK

COUNTY

BY: _____

SEAL

PRINTED NAME OF APPOINTEE

OFFICE TITLE (include precinct/place if applicable)

OFFICE ADDRESS (include street or P.O. Box, city and zip)

¹ For election purposes, the vacancy occurs on the date the authority accepts the resignation of the person resigning or eight days after filed, whichever occurs earliest.

² If the resignation is for a future date of the date the authority accepts the resignation, give the effective date of the resignation.