

REQUEST FOR ELECTRONIC FILING PASSWORD

FORM PASS

Please print or type everything other than your signature.
See back for additional information about completing this document.

OFFICE USE ONLY

1	NAME OF FILER REQUESTING PASSWORD (see instructions)	FIRST	MIDDLE INITIAL	LAST	FILER ACCOUNT #
2	NAME OF FILER'S COMMITTEE/ CAUCUS (if applicable)				Date Hand-delivered or Postmarked
3	MAILING ADDRESS	ADDRESS		APT / SUITE#	
		ADDRESS (Cont.)			
		CITY	STATE	ZIP CODE	
4	TELEPHONE NUMBER	AREA CODE	PHONE NUMBER	EXTENSION	
		()			
5	EMAIL ADDRESS				
6	FILER TYPE	PLEASE CHECK ONE:			
		<input type="checkbox"/> Candidate/Officeholder		<input type="checkbox"/> Specific-Purpose Committee	
7	OFFICE HELD (if any)				
8	OFFICE SOUGHT (if known)				
9	FILER SIGNATURE	<p>I swear that I am the person required by Title 15, Texas Election Code, to file campaign finance reports with the City Secretary. This document is my official password request for the purpose of filing electronic campaign finance reports with the City of Houston.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Filer</p>			
10	IF APPLICABLE, CHECK HERE	<p>I authorize the City Secretary to release my password to:</p> <p>_____</p> <p>Email address of person I release my password to:</p> <p>_____</p>			
		<input type="checkbox"/>			

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Passwords are used to enable you to file Texas Ethics Commission campaign finance reports electronically regardless of what method of transfer you have selected. The City of Houston electronic filing software uses your unique password to sign your electronic campaign finance reports. To receive a password, the person responsible for filing reports must complete this form and return it by mail to the City Secretary, P.O. Box 1562, Houston, TX 77251, or by hand-delivery to the office of the City Secretary, 900 Bagby, City Hall Annex RM P101, Houston, TX 77002.

It is your responsibility to protect your password. If you forget your password, go to the login page of the City of Houston's Campaign Finance Reports Electronic Filing System, and click on "Forgot your password?", or contact the City Secretary at 713-247-1840.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Filer Requesting Password.** Person who requests a password must be the campaign treasurer of a political committee or a candidate/officeholder.
- 2. Name of Filer's Committee.** If you are a candidate/officeholder, **SKIP** this section. If you are a campaign treasurer of a political committee, enter the name of the political committee for which you are requesting a password. (You must submit one Form PASS for each committee filing electronic reports for which you are a treasurer.)
- 3. Mailing Address.** Enter the complete address of the filer requesting the password. The City of Houston will mail or email the official password to the address provided.
- 4. Telephone Number.** Enter the telephone number of the filer requesting the password, including the area code and, if applicable, the extension number.
- 5. Email Address.** Enter the email address of the filer requesting the password.
- 6. Filer Type.** Check the appropriate box.
- 7. Office Held.** If you are an officeholder, enter the office you currently hold.
- 8. Office Sought.** If you are a candidate, enter the office you seek, if known.
- 9. Filer Signature.** Sign after reading the statement.
- 10. If Applicable, Check Here.** If you will not be available to obtain your password from the City Secretary, you may authorize the release of your password to the person you name. Please provide the email address of the person to whom you release your password.