



Candidate Filing Checklist

1. \$1200 Political Committee Statement of Organization

A candidate for election or retention shall register as a candidate committee if the candidate receives contributions or makes expenditures, in any combination, of at least one thousand dollars in connection with that candidacy. (A.R.S. § 16-905 (A) & (I)). The dollar amounts prescribed by subsections A and C of this section shall be increased every two years pursuant to section 16-931.

The filing period for Candidate documents begins **March 7, 2020 and ends April 6, 2020 at 5:00p.m.** Candidates (or their representative) must present ALL of the necessary paper work at one time. Partial filings will not be accepted. Candidates will be taken on a first-come basis. The Election Department staff processes all completed paper work presented before 5:00p.m. the same day it is presented. Please be prepared to wait into the evening, if necessary. To avoid any waiting, file paper work early in the filing period. Be aware that all forms and other documents submitted to the County Election Office are public record and available for viewing by the public immediately upon filing.

2. Nomination Paper, Affidavit of Qualification & Campaign Finance Laws Statement (All three (3) of these are on the same one (1) page form)

- Make sure to answer every question and fill in every blank.
- Write the candidates name exactly how he/she wants it to be printed on the ballot. Refer to A.R.S. § 16-311 (G) for instruction on the permissible format of names on the ballot.
- The candidate must sign the form (Notary is no longer required)

3. Financial Disclosure Statement

- Make sure to answer every applicable question and fill in every applicable blank. Refer to the "Instructions for Financial Disclosure Statements" provided by the Arizona Sec. of State's office.
- This Statement covers the 12-month period preceding the filing (This is a different time period from the public officer filing in January).
- The candidate must sign the form (Notary is no longer required)

4. Nomination Petitions (Each circulator is responsible for witnessing ALL of the signatures on their petitions (A.R.S. § 16-321))

- The candidate must file at least the minimum number of signatures required for the office sought. If there are too few, the Election Department staff cannot accept the Nomination papers.
- Ensure that the circulator portion on the back of each petition is complete.
 - Did the circulator print his/her name, county, and complete actual residence address on each petition?
 - Did the circulator sign each petition?
- Ensure that the signature portion of each petition is complete.
 - Is there a printed name, actual residence address, description or P.O. Box and date, for each signature?

5. Termination Statement

Termination Statement shall be filed at the end of the election cycle in which the committee was formed.