

Candidate Filing Checklists

Partisan and Nonpartisan Nomination OR Independent*

**Independent candidates will file at the same time as other candidates, but will only appear on the General Election ballot.*

- 1. A **Candidate Committee** must submit a **Statement of Interest** prior to collecting any signatures.
- 2. A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,200.
- 3. The candidate filing period for all other required documents (listed below) is **not less than 120 nor more than 150 days before the primary election by 5:00 p.m.** Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. Partial filings **WILL NOT BE** accepted!
- A. **Nomination Paper, Affidavit of Qualification and Campaign Finance Law Statement** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
- B. **Financial Disclosure Statement**
 - For the 12-month period preceding the filing (This is a different time period from the public office filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.
- C. **Nomination Petitions**
 - The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Elections Office cannot accept the nomination papers if the minimum numbers of signatures have not been obtained. Signatures in excess of maximum will not be counted.
 - Check to see that the circulator portion on the back of each petition is complete:
 - ✓ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ✓ Did the circulator sign the back of each petition?
 - Check to see that signature portion of each petition is complete:
 - ✓ Is there a date for each signature?
 - ✓ Is there an actual residence address including city or town, or a description of the residence address location, for each signature?

- Check to see that there are no more than 10 signatures on each petition.
- Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.

Write-In Candidate (Except for Precinct Committeemen)

- 1. A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,200.
- 2. The candidate filing period for all other required documents (listed below) **ends 40 days prior to the election**. Write-in candidates for precinct committeemen, school districts or special districts must file a Write-in Nomination Paper no later than 5:00 p.m. on the **76th day** before the election. A.R.S. §16-312 (B) (2) Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. Partial filings **WILL NOT BE** accepted!
 - A. **Write-In Candidate Nomination Paper, Affidavit of Qualification and Campaign Finance Law Statement** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form.
 - B. **Financial Disclosure Statement**
 - For the 12-month period preceding the filing (This is a different time period from the public office filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.