

CANDIDATE CHECKLIST

Filing Dates for Nomination Forms & Petitions

Partisan (Primary Election):	April 30, 2018 through <u>May 30, 2018 at 5:00 PM</u>
§ 16-341 (Independent/Other than by Primary):	April 30, 2018 through <u>May 30, 2018 at 5:00 PM</u>
Non-Partisan (General Election):	July 9, 2018 through <u>August 8, 2018 at 5:00 PM</u>

PROCEDURES: Candidates (or their representatives) must present **ALL** of the required documents at one time. *All documents must be the original documents. Copies will not be accepted.*

During the filing period, the Elections Department staff will process nominating papers presented before 5:00 PM.

** Maricopa County Elections Department will contact Primary & §16-341 candidates to schedule appointments for petition filing. Appointments will be for the last two weeks of the filing period. Candidates with appointments will be given priority. Candidates that do not schedule an appointment will be assisted on a first come, first served basis. If you would like to schedule an appointment to file earlier in the filing period, please contact Hope Olguin at (602) 372-2262 or by email: holguin@risc.maricopa.gov.

1. Nomination Paper / Declaration of Qualification (all in one form)

- Complete every blank.
- Provide proper designation of office sought. (include the district name and district number or division)
- The candidate must be a qualified elector at the time of filing. (residence must be located within the district/division, proper party affiliation is required)
- Print the candidate's name exactly how he or she wants it to appear on the ballot. The name will appear in ALL CAPS - last name first. Nicknames are acceptable as long as they do not suggest a title. (A.R.S. §16-311(G))
- The form must be signed*. (Except in the case where liability is being appealed, if a person is liable for an aggregation of \$1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, **the filing officer shall not accept the nomination papers.** (A.R.S. §16-311(I))

2. Nomination Petitions

The petition form must be printed on **WHITE LETTER SIZED** paper (8 ½" x 11") with 10 signature lines per page two sided – Circulator information on the back. *Helpful hint: To help expedite the filing process, organize your pages in descending order by the number of signatures on the page with the full pages on top. This is a suggestion, not a requirement.*

- File at least the minimum number of signatures required for the office sought and not more than the maximum number allowed. If there are too few signatures, the Elections Department cannot accept the nominating papers.
- Inspect the circulator information on the back of each petition for completeness:
 - Is the circulator name, residence address, city or town, and county printed?
 - Did the circulator sign the back of each petition?
- Review the front of each petition for completeness: *(cannot be altered after voters have signed)*
 - Check for proper designation of office sought (must include the district or division)
 - Is the Election Date correct?
 - Is there a signature and complete date for each voter?
 - Did the voter provide a residence address or description of the actual residence location or AZ post office box?

3. Personal Financial Disclosure Statement (Primary & §16-341 Candidates Only)

- Covers the previous 12 months from the date of filing.
- Must be signed and notarized*.
- MCED cannot offer assistance for the completion of the Financial Disclosure Statement. Please refer to the instruction booklet provided by the AZ Secretary of State:
https://www.azsos.gov/sites/azsos.gov/files/2018_financial_disclosure_statement_guide.pdf

* *The Elections Department's staff will notarize forms, free of charge, if the signer presents valid picture identification. Blank forms are available at the Elections Department. All documents must contain an original signature and notary.*