

GENERAL ELECTION - CANDIDATE FILING CHECK-LIST

The candidate filing period begins on **July 9, 2012 at 8:00 AM and ends on August 8, 2012 at 5:00 PM**. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. If you do not have an appointment, candidates will be taken on a first-come, first-served basis. The Elections Department staff will process all nominating papers presented before 5:00 PM on the last day to file. Please be prepared to wait into the evening, if necessary. If you would like to schedule an appointment to file earlier in the filing period, please contact Berta Ramirez at (602) 506-0938.

NECESSARY PAPERWORK

1. Statement of Organization or \$500 Threshold Exemption Statement

All candidates / candidate campaign committees shall have one of these two forms on file – current and specific to the 2012 election – **BEFORE** making any expenditures, accepting contributions, distributing campaign literature or **CIRCULATING PETITIONS**. (ARS §16-902.01) If the candidate has an exploratory committee, then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to a candidate's campaign committee.

2. Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement

- Be sure to answer each question and fill in every blank.
- The candidate's name should be listed exactly how he or she would like it to be printed on the ballot. The candidate's name will appear last name first and be printed in ALL CAPS. Nicknames are acceptable as long as they do not suggest a title. (ARS §16-311.G)
- Check proper designation of office sought. (must include the district or division)
- Check the candidate's voter registration to ensure all qualifications are met. (residence must be within the district/division, proper party affiliation is required)
- The form must be signed and notarized**where designated. (Two (2) signatures are required on this form)
- Check the notary stamp for expiration date.

3. Nomination Petitions

- The petition form must be printed on legal size paper (8 1/2 x 14)
- The candidate must 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. A temporary receipt is provided at the time of acceptance. A final receipt (sample ballot proof) will be mailed after acceptance.
- Check the circulator portion of each petition for completeness:
 - 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 the front of each petition for completeness:
 - Check for proper designation of office sought (must include the district or division)
 - Is there a signature and complete date for each signer?
 - Is there a residence address or description of the actual residence location for each signer?

**** 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. If the candidate is present, forms can be filled out at the time of filing. All documents must contain an original signature and notary.**