COCHISE COUNTY
ELECTIONS DEPARTMENT

CANDIDATE CHECK-LIST / NOMINATION OTHER THAN BY PRIMARY [A.R.S. §16-341]

ID#_____ PARTY _____

(Independent, Party Not Designated, or any other party candidate other than Democrat or Republican)

FIRST FILING : *A $500 Threshold Exemption Statement* ***OR*** *Statement of Organization must be filed BEFORE accepting contributions, making expenditures, distributing campaign literature or circulating petitions (A.R.S. §16-902.01(A)).*

☐ $500 Threshold Exemption Statement

OR

☐ Statement of Organization

☐ Candidate Information Sheet

☐ Entered Information on Master Candidate Sheet

SECOND FILING: *The candidate filing period for all other required documents (listed below) begins* ***May 2, 2016*** *at 8:00 a.m. and ends* ***June 1, 2016*** *at 5:00 p.m. Candidates (or their representatives) must file* ***ALL*** *of the following documents at the same time. Candidates will be assisted on a first-come, first-served basis. The Election Office staff processes all documents presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period. Partial filing* ***WILL NOT BE*** *accepted!*

☐ **1. Nomination Other Than By Primary: Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** (All three of these are on the same one-page form).

- ☐ Answer every question and fill in every blank.
- ☐ Write your name exactly how you wish 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.
- ☐ Candidate must sign the form and have the signature notarized.*

☐ **2. Financial Disclosure Statement & Conflict of Interest Statement**

- ☐ For the 12-month period preceding the filing (This is a different time period from the public officer filing in January).

- [ ] Candidate must sign the Financial Disclosure Statement and have the signature notarized.* The Conflict of Interest Statement does not need to be notarized.

- [ ] Check the second box "I am a Candidate…"

- [ ] **3. Nomination Petitions (8 ½" x11" – New size due to law change)** (A.R.S. § 16-315)

  - [ ] Candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Election Office cannot accept the nomination papers if the minimum number of signatures have not been obtained.

  - [ ] 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 the signature portion of each petition is complete:

    - [ ] Is there a date for each signature?

    - [ ] Is there an actual address including city or town, a description of the residence location, or post office box including city or town, for each signature?

    - [ ] No more than 10 signatures on each petition.

<u>FINAL FILING:</u> ***Termination Statement*** *(A.R.S. §16-914)*

This form will close out an active political committee, and must be filed with a campaign finance report, with a balance of zero. This form may also be used to transfer funds to a subsequent election committee. This form will terminate a $500 Threshold Exemption Statement or State of Organization Committee and is to be filed within ***90 days*** *after the election for which it was formed. Failure to terminate will result in a $100 penalty fee. (A.R.S. §16-904F (2) & A.R.S. §16-904F (3)).*

**The Cochise County Election's staff will notarize forms free of charge, if the signer is present and signs in the presence of the notary. The signer must present valid and current picture identification.*