



KATIE HOBBS
SECRETARY OF STATE

Candidate Filing Checklist

Please visit www.azsos.gov/elections/candidate-filing to schedule your appointment.
Any missing or incorrectly prepared documents will delay your filing.

Must Complete **before** Filing Appointment:

- **Statement of Interest** in Candidate Portal
- **Financial Disclosure Statement** in Candidate Portal (*Statewide and Legislative Offices only*)
- **Candidate Nomination Paper** in Candidate Portal
- **Optional Statement on Recall** available at azsos.gov/elections/running-office (*Federal Offices only*)
- **Application for Certification** in Beacon (*Clean Elections Participating Candidates only*)
- **Application for Funding** in Beacon (*Clean Elections Participating Candidates only*)

Prepare your Nomination Petition Sheets for Filing:

- Sheets **must** be sorted by county
- Sheet heading **must** clearly identify the candidate
- Circulator Affidavit **must** be completed on every sheet
 - ⇒ Sheets **must** be double sided—*no staples or paper clips*
 - ⇒ Circulator affidavit **must** be printed on or taped to the back of a petition sheet
 - ⇒ The entire signature sheet will be struck if the circulator statement is not attached or not signed
- E-Equal signatures: 1) close your electronic petition in Candidate Portal, 2) print, and 3) sign the circulator statement

Statute requires our Office to strike signature lines:

- ◆ Not containing a printed name or signature
- ◆ Not containing an address or description of residence
- ◆ Without a date

Candidates Participating in Clean Elections must bring the following:

- **Application for Funding** printed from Beacon, completed, and signed
 - Must include list of Qualifying Contribution (QC) names by county and alphabetical order
- **QC slips** sorted by county
 - ⇒ Best Practice: Alphabetize slips within each county
- **Electronic QCs** closed in Candidate Portal and printed with all text visible
- **Check** made out to Citizens Clean Elections Commission
 - ⇒ **Leave blank until report and QCs are reconciled**

