



KATIE HOBBS
SECRETARY OF STATE

Candidate Filing Checklist

Please visit <https://azsos.gov/elections/running-office/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*) - Should be filed no later than one week prior to your filing appointment
- **Application for Funding** in Beacon (*Clean Elections Participating Candidates only*)
- **District Updated** in Candidate Portal— available after 2022 Maps are approved by Independent Redistricting Commission (*Congressional and Legislative Offices 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
 - ⇒ Circulator affidavit **must** be printed on or taped to the back of a petition sheet —*no staples or paper clips*
- E-Equal signatures: (1) Close your electronic petition in Candidate Portal (2) Print (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
 - All Qualifying Contributions (QC) collected by paper and/or E-Equal must be entered into Beacon to generate and print an Application for Funding that lists all QCs by county.
- **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

