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## Candidate Filing Checklist

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Effective August 27, 2019, candidates are now required to file a Statement of Interest prior to gathering signatures.

**All of the following filed documents must be the original documents. Copies will not be accepted.**

**1. Nomination Paper/ Declaration of Qualification**

The form must include the candidate's actual residence address, name of the district for the office sought, and the manner in which the candidate wishes his/her name to appear on the ballot. The candidate's name will appear on the ballot as such: **LAST NAME, FIRST NAME** (printed in **ALL CAPS**.) Nicknames are acceptable as long as they do not suggest a professional, fraternal, religious, or military title.

Examples: SMITH, JOHN J. or SMITH, JOHN "J.J." or SMITH, J.J.

**NOTE:** 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 paper.**

**2. Petition Signatures**

*(The minimum number of required signatures varies by district and party, where applicable.)*

The petition form must be printed on letter size paper (8 1/2 x 11). The candidate must file at least the minimum number of signatures required for the office sought and not more than the maximum number allowed (where applicable). If there are too few signatures, nominating papers/petitions cannot be accepted. A temporary receipt containing the number of pages and signatures filed is provided at the time of acceptance. Supplemental signatures may be filed up until the closing of the filing period. The signature count on the temporary receipt is face value and is subject to challenge of petition validity.

**3. Personal Financial Disclosure Statement – County Specific Form**

*(This form only applies to Primary & A.R.S. § 16-341 Candidates.)*

This form covers the previous 12 months from the date of filing. MCED cannot offer assistance with the completion of the Personal Financial Disclosure Statement. Please refer to the instruction booklet provided by the AZ Secretary of State: [https://azsos.gov/sites/default/files/2020.12.08-Financial\\_Disclosure\\_Handbook.pdf](https://azsos.gov/sites/default/files/2020.12.08-Financial_Disclosure_Handbook.pdf)