

PRECINCT COMMITTEE PERSON (P.C.) PARTISAN CANDIDATE FILING CHECKLIST

For the 8/24/10 Election, the candidate filing period for all other documents begins 4/26/10 at 8:00 a.m. and ends 5/26/10 at 5:00 p.m. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come basis. The Elections Department staff processes all nomination papers 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.

1. NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION, & CAMPAIGN FINANCE LAWS STATEMENT

(All three of these are on the same one-page form)

- Make sure to answer every question and fill in every blank.
- Print the candidate's name exactly how he or she wants 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.)
- The form must be signed by the candidate and notarized.

2. NOMINATION PETITIONS

(Each Circulator must be responsible for witnessing ALL of the signatures on their petitions that they circulate – Please read A.R.S. §16-321)

- The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number allowed. If there are too few, the Elections Director cannot accept the nomination papers.
- Before circulating any nomination petition, make sure that ALL the spaces on the top of the petition have been completed.
- Check to see that the signature portion of each petition is complete:
 - Is there a signature for each signer?
 - Is there a printed name for each signature?
 - Is there an actual residence address including city or town, or a description of the residence location for each signature?
 - Is there a date for each signature?
- Check to see that the circulator portion on the back of each petition is complete. Did the Circulator:
 - Print his or her name in **both** spaces provided?
 - Print the County in the space provided?
 - Sign his or her name in the space provided?
 - Print the circulator's actual residence address including city, town and zip code?

PLEASE BE AWARE of the disqualification of a candidate or the challenge of nomination petitions as defined in A.R.S. §16-351.

