



**TO:** Partisan Office Candidate  
**FROM:** Yavapai County Elections Department  
**SUBJECT:** PARTISAN CANDIDATE PACKET

The forms, petitions, booklets and laws contained in this packet are subject to change without notice, in accordance with changes in State and/or Federal law. It is the responsibility of the candidate/committee to obtain updated information before filing, collecting signatures, etc. Please note that everything you submit is subject to challenge by any elector. If you have questions on the legality of the forms, petitions, and booklets, please seek your own legal counsel. The Elections office does not give out legal advice.

### Candidate Filing Checklist

- ☐ **STEP 1 – VERIFY ACTIVE VOTER REGISTRATION AND PARTY AFFILIATION** – [AZ CONSTITUTION, ARTICLE 7 SECTION 15] Look up your registration online at <https://my.arizona.vote> or call 928-771-3248, ext. 9.
- ☐ **STEP 2 – FILE A STATEMENT OF INTEREST** – [A.R.S. §16-311 (H)] Can be submitted to the Elections Office at any time but **must be filed before any nomination petition signatures are collected.**
- ☐ **STEP 3 – NOMINATING PAPERS (File A, B & C together) - Candidate filing period begins 150 days and ends 120 days before the primary election date. Check the Elections website ([www.yavapaivotes.gov](http://www.yavapaivotes.gov)) for dates.**
  - ☐ **A. Nomination Paper**
    - Write 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 or profession.
    - The candidate must sign the form.
  - ☐ **B. Nomination Petitions**

The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Elections office cannot accept the nomination papers.

Candidates running for County Offices are now able to collect electronic nomination petition signatures through the Secretary of State's E-Qual system.

Visit <https://apps.azsos.gov/apps/election/eps/Portal> to create a candidate account.

- Nominating papers must be filed by 5:00 p.m. on the due date.
- Please file in the Elections Office at 1015 Fair St., Room 228, Prescott, AZ 86305.
- Forms **cannot** be accepted at Yavapai County's Cottonwood Annex building.
- Filers who choose to mail their paperwork must allow sufficient time for a possible delay in mail delivery.
- **Only nominating papers received by 5:00 p.m. on the last day to file will be accepted, regardless of postmark date. Nominating papers received after the filing deadline are not considered filed, and your name will not be placed on the ballot.**

(Continued on next page)

☐ **C. Financial Disclosure Statement**

- Covers the 12-month period preceding the filing.
- The candidate must sign the form.
- In addition to this Financial Disclosure Statement, current public officials are required to file their annual Financial Disclosure Statement with the Clerk of the Board of Supervisors in January of each year.

**FOR MORE INFORMATION ON FINANCIAL DISCLOSURE**

- A.R.S. Title 38 – Public Officers and Employees, Chapter 3.1 – Standards for Financial Disclosure: <http://www.azleg.gov/arsDetail/?title=38>
- Arizona Secretary of State Campaign Finance & Reporting webpage (includes *Financial Disclosure Handbook*): <https://www.azsos.gov/elections/campaign-finance-reporting>

☐ **STEP 4A – FORM A COMMITTEE (if required) – Can be submitted to the Election’s Office at any time.**

- ☐ Within 10 days after your campaign’s combined receipts and disbursements exceed \$1,400, your committee must file a **Statement of Organization**. As long as your campaign’s combined receipts and disbursements do not exceed \$1,400, you may skip this step.
- ☐ Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>

☐ **STEP 4B – CAMPAIGN FINANCE REPORTS** (Only required if a Statement of Organization was filed)

- Yavapai County accepts paper and electronic copies of Campaign Finance Reports.
- Paper forms must be filed in the Elections Office at 1015 Fair St., Room 228, Prescott, AZ by 5:00 p.m. on the last business day on or before the due date. Electronic filings must be filed on or before the due date by emailing to [elections@yavapaiaz.gov](mailto:elections@yavapaiaz.gov)
- Forms **cannot** be accepted at Yavapai County’s Cottonwood Annex building.
- Filers who choose to mail their paperwork must allow sufficient time for a possible delay in mail delivery.
- Please refer to the Yavapai County Elections website (<http://www.yavapaivotes.gov>) for Campaign Finance reporting deadlines.
- Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>

**PENALTIES FOR LATE FILING** (A.R.S. §16-937)

- Late filing penalties accrue daily; beginning the day after the report was due, including weekends and holidays.
- Late filing penalties of \$10 per day for the first 15 days, increasing to \$25 per day thereafter, will apply.

**FOR MORE INFORMATION ON CAMPAIGN FINANCE REPORTING REQUIREMENTS**

- A.R.S. Title 16 – Elections and Electors, Chapter 6 – Campaign Contributions and Expenses: <http://www.azleg.gov/arsDetail/?title=16>
- Arizona Secretary of State Campaign Finance & Reporting webpage (includes *Campaign Finance Handbook*): <https://www.azsos.gov/elections/campaign-finance-reporting>

☐ **STEP 4C – TERMINATION STATEMENT** (Only required if a Statement of Organization was filed)

- After the election cycle is complete, committees must terminate. Until terminated, committees are required to continue filing periodic Campaign Finance Reports. A final Campaign Finance Report is due upon termination.
- Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>

*All forms contained in this packet are subject to change without notice. It is the candidate’s responsibility to use the correct form when collecting signatures and filing paperwork.*

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**FOR ELECTION RESULTS VISIT OUR WEB PAGE:** <https://www.yavapaivotes.gov/Elections/Election-Results>

Hearing or speech disability? Call 7-1-1 and ask to be connected to 928.771.3250 ext:8 or e-mail [elections@yavapaiaz.gov](mailto:elections@yavapaiaz.gov)

**Toll Free Numbers:** Ash Fork \ Bagdad \ Seligman \ Yarnell Areas 1-800-771-2797  
Black Canyon City 602-495-8800 Cottonwood \ Camp Verde \ Sedona Areas 928-639-8100

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