

# PARTY CANDIDATE INSTRUCTIONS FOR FILING

A candidate who represents a recognized political party in Alaska files a *Declaration of Candidacy* form by the filing deadline, Monday, June 2, 2014. Below is a checklist provided as a convenience to the candidate. Candidates are free to declare candidacy in another format provided it complies with the provisions of AS 15.25.030.

## YOUR CHECKLIST for FILING FOR OFFICE

- \_\_\_ 1. **Complete your *Declaration of Candidacy*:** Forms are provided. AS 15.25.030
- \_\_\_ 2. **Sign your *Declaration of Candidacy* before a Notary:** A Notary is available at all Division of Elections offices. AS 15.25.030(a)
- \_\_\_ 3. **Determine filing fee:** The fees are non-refundable. AS 15.25.050
  - a. \$100 for the office of U.S. Representative
  - b. \$30 for offices of State Senate or State Representative
- \_\_\_ 4. **Complete *Financial Disclosure Statement*:**

*-Non-incumbent candidates for State Senate or State Representative need to complete and **simultaneously** file a *Public Official's Financial Disclosure Statement* with their *Declaration of Candidacy* unless a current statement is on file with the Alaska Public Offices Commission (APOC) that would satisfy the requirements when filing as a state candidate.*

*-Incumbent candidates for State Senate or State Representative need to complete and **simultaneously** file a *Legislative Financial Disclosure Statement* with their *Declaration of Candidacy* unless a current statement is on file with the Alaska Public Offices Commission that would satisfy the requirements when filing as a state candidate.*

**NOTE:** A *Public Official's Financial Disclosure Statement* on file with a municipal clerk for a municipal office may not satisfy this requirement.

A "*current statement on file with APOC*" is a *financial disclosure statement that was filed timely with APOC that covers the reporting period of the prior year.*

*-Candidates for U.S. Representative must contact the Federal Election Commission for campaign reporting requirements. These candidates are not subject to the Alaska Public Offices Commission requirements. Contact information for the FEC is listed on page 1 of the Filing for Office Handbook. AS 15.25.030(b), AS 15.25.030(c), AS 39.50*
- \_\_\_ 5. **File completed forms no later than 5:00 p.m. on the filing deadline, MONDAY, JUNE 2, 2014:** The *Declaration of Candidacy*, required filing fees, and appropriate *Financial Disclosure Statement* are **simultaneously** filed with the Director of Elections or any Division of Elections Office. Offices open 8:00 a.m. to 5:00 p.m. (Addresses are on page 1 of the Filing for Office Handbook.) AS 15.25.040