

NO-PARTY CANDIDATE FILING INSTRUCTIONS

A candidate, who is not representing a recognized political party, files a *Filing Notification* form by the filing deadline, Wednesday, June 1, 2016. Candidates filing in this manner are also required to collect signatures of registered voters who support their candidacy. The number of signatures required is set out in AS 15.25.160, AS 15.25.170, and varies for each office. A form with the required number of signatures is provided. In addition to the *Filing Notification*, the candidate or representative of the candidate or candidate's political group, must also file the *Nominating Petition* form with the required signatures by 5:00 p.m. on the date of the Primary Election, Tuesday, August 16, 2016. Alaska's Primary Election is a partially closed primary. Candidates who file for office that do not represent a recognized political party will appear only on the General Election ballot. No filing fee is required.

Below is a checklist provided as a convenience to the candidate. Candidates are free to declare their candidacy in another format provided it complies with the provisions of AS 15.25.150 and AS 15.25.180.

CHECKLIST for FILING FOR OFFICE

- ___ 1. **Complete the *Filing Notification* form:** Identify the name of the political group you are affiliated with, if applicable. The name of your political group will follow the candidate's name on the ballot. If you have not provided a political group's name, the space on the ballot that indicates party or political group affiliation will be listed as "Non Affiliated." AS 15.15.030(5), AS 15.25.140, AS 15.25.150
- ___ 2. **Sign the *Filing Notification* form before a Notary:** A Notary is available at all Division of Elections offices. AS 15.25.150
- ___ 3. **Complete a *Financial Disclosure Statement with APOC* on or before the June 1, 2016 Filing Deadline:**

-Non-incumbent candidates for State Senator or State Representative need to complete a Public Official's Financial Disclosure Statement with the Alaska Public Offices Commission (contact APOC to ensure that a current statement is on file).

-Incumbent candidates for State Senator or State Representative need to complete a Legislative Financial Disclosure Statement with APOC (contact APOC to ensure that a current statement is on file).

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 means 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

- ___ 4. **File completed *Filing Notification* form no later than 5:00 p.m. on the filing deadline, WEDNESDAY, JUNE 1, 2016:** The *Filing Notification* must be 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 15.25.150, AS 15.25.180(b), AS 15.25.180(c), AS 39.50

- ___ 5. **Collect Signatures:** Collect the appropriate number of signatures needed for the particular office for which the candidate is filing. See handout for the number of signatures needed. A *Subscribers'* form, which can be duplicated as needed, is provided for use in collecting signatures. AS 15.25.160-170

- ___ 6. **Complete the *Nominating Petition*:** The candidate, representative of the candidate, or representative of the candidate's political group completes and files the *Nominating Petition* form. The *Nominating Petition* form is filed **simultaneously** with the *signature pages* supporting this candidate. The forms are provided. AS 15.25.180

- ___ 7. **File completed *Nominating Petition* and signatures no later than 5:00 p.m. on the date of the Primary Election, TUESDAY, AUGUST 16, 2016:** The candidate, representative of the candidate, or representative of the candidate's political group completes and files the *Nominating Petition* form with the *signature pages* supporting this candidate with the Director of Elections or any Regional Election Supervisor. Offices open 8:00 a.m. to 5:00 p.m. (Addresses are on page 1 of the Filing for Office Handbook.) AS 15.25.150