

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, Wednesday, June 1, 2016. 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 with APOC on or before the June 1, 2016 Filing Deadline*:**
 - Non-incumbent candidates for State Senate or State Representative need to file a *Public Official's Financial Disclosure Statement* with the Alaska Public Offices Commission (contact APOC to ensure a current statement is on file).
 - Incumbent candidates for State Senate or State Representative need to file a *Legislative Financial Disclosure Statement* with APOC (contact APOC to ensure 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 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, WEDNESDAY, JUNE 1, 2016:** The *Declaration of Candidacy* and required filing fees 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 15.25.040