

WRITE-IN CANDIDATE FILING INSTRUCTIONS

This section is provided as a convenience to the candidate.

CHECKLIST for FILING FOR OFFICE

- ___ 1. **Complete a *Letter of Intent*:** Forms are provided. AS 15.25.105

- ___ 2. **Complete a *Financial Disclosure Statement with APOC on or before the November 3, 2016 Filing Deadline*:**
 - Non-incumbent candidates for State Senate 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 Senate 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*" 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

- ___ 3. **File completed forms no later than 5:00 p.m. THURSDAY, NOVEMBER 3, 2016:** The *Letter of Intent* 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 15.25.105, AS 15.25.040