

Director's Office
240 Main Street Suite 400
P.O. Box 110017
Juneau, Alaska 99811-0017
☎ 907-465-4611 📠 907-465-3203
elections@alaska.gov



STATE OF ALASKA
Division of Elections
Office of the Lieutenant Governor

Elections Offices ☎
Absentee-Petition 907-270-2700
Anchorage 907-522-8683
Fairbanks 907-451-2835
Juneau 907-465-3021
Nome 907-443-5285
Mat-Su 907-373-8952

ADMINISTRATIVE COMPLAINT FILING PROCESS

Any person who believes that there is a violation of any provision of Title III of the Help America Vote Act of 2002, 42 U.S.C. §§ 15481-15485, including a violation that has occurred, is occurring, or is about to occur, may file a complaint.

Title III of the Help America Vote Act is available for viewing at the following web site:

<http://www.elections.alaska.gov/Core/helpamericavoteact.php>

The administrative complaint procedure is set out in Alaska Administrative Code, 6 AAC 25.400 - 6 AAC 25.490.

The Alaska Administrative code is available for viewing at the following web site:

<http://www.legis.state.ak.us/basis/folio.asp>

HOW TO FILE A COMPLAINT

A complaint must be in writing. An Alaska Division of Elections Administrative Complaint form is available online at <http://www.elections.alaska.gov>. Persons may also contact any of our Regional Offices to get a form, or call our statewide toll-free administrative complaint line: 1-888-465-5857.

The complaint must be:

- a) signed by the complainant
- b) notarized and sworn under oath by the complainant
- c) and contain the following:
 - (1) full name of the complainant;
 - (2) mailing address of the complainant;
 - (3) each provision of 42 U.S.C. 15481 - 15485 for which a violation is claimed;
 - (4) and a description of the facts constituting the claimed violation.

The complaint must set out a clear and concise description of the claimed violation that is sufficiently detailed to apprise both the respondent (an election official whose actions are asserted), in a complaint under 6 AAC 25.400 - 6 AAC 25.490, to be in violation of 42 U.S.C. 15481 – 15485) and the director of the claimed violation.

WHERE TO FILE A COMPLAINT

The original complaint must be filed with the Director and mailed to:

Division of Elections
Director's Office
P.O. Box 110017
Juneau, Alaska
99811-0017

A written complaint must be filed with the director, along with:

1. adequate proof of mailing or delivery of a copy of the complaint to each respondent; or
2. a request for mailing or delivery by the Director of the Division of Elections to each respondent.

A complaint must be filed within 60 days after the:

1. occurrence of the actions or events that form the basis for the complaint, including any actions or events that form the basis for the complainant's belief that a violation is about to occur; or
2. complainant knew or, with the exercise of reasonable diligence, should have known of actions or events described in (1) of this subsection.

The Director will examine each complaint, and will reject it for filing if:

1. it is not signed and notarized under oath;
2. it does not identify the complainant or include an adequate mailing address;
3. it does not, on its face, allege a violation of 15 U.S.C. 15481 - 15485 with regard to a federal election; or
4. more than 90 days have elapsed since the final certification of the federal election at issue.

You may contact any of our State of Alaska Election Offices for further information:

Director's Office

PO Box 110017
Juneau, Alaska 99811-0017
907.465.4611 phone
907.465.3203 fax

Regional Offices

Anchorage 907.522.8683
Fairbanks 907.451.2835
Juneau 907.465.3021
Nome 907.443.5285

Call our toll-free phone number: 1-866-952-8683

TTY call toll-free 1-888-622-3020