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# **FILING FOR OFFICE**

## **STATE SENATOR OR REPRESENTATIVE CANDIDATE PACKET**

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**State of Alaska  
Office of the Lieutenant Governor  
Division of Elections  
2022**



# CANDIDATE FILING REQUIREMENTS

A candidate who wishes to appear on the Primary Election ballot must file a Declaration of Candidacy by the filing deadline of Wednesday, **JUNE 1, 2022**. Below is a checklist provided as a convenience to a candidate filing for office. Candidates are free to declare candidacy in another format provided it complies with the provisions of AS 15.25.030.

## CHECKLIST FOR FILING FOR OFFICE

- Complete your Declaration of Candidacy.** AS 15.25.030
- Sign your Declaration of Candidacy before a Notary.** A Notary is available at all Division of Elections offices. AS 15.25.030(a)
- Determine filing fee.** The fees are non-refundable. AS 15.25.050
  - a) \$30 for offices of State Senate or State Representative
- Complete a Financial Disclosure Statement with APOC on or before the JUNE 1, 2022 filing deadline.**
  - a) 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).
  - b) 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).
  - c) 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.
- File completed forms no later than 5:00 p.m. on the filing deadline, Wednesday, JUNE 1, 2022.** All Division of Elections Offices will be open 8:00 a.m. to 5:00 p.m. AS 15.25.040

| DEADLINE  | DESCRIPTION  | OFFICE                |
|---|--|-----------------------|
| Wed., 06/01/22  | Simultaneous filing of: <ul style="list-style-type: none"> <li>• Declaration of Candidacy</li> <li>• Filing Fee</li> <li>• Financial Disclosure Statement with APOC (Contact APOC to ensure current report is on file.)</li> </ul> | Division of Elections |
| Sat., 06/25/22  | Last day to submit letter of withdrawal from the Primary Election ballot.  | Division of Elections |
| Fri., 07/22/22  | Last day to submit materials for the Official Election Pamphlet.   | Division of Elections |
| Mon., 09/05/22  | Last day to submit letter of withdrawal from the General Election ballot.  | Division of Elections |
| For APOC reporting deadlines, state candidates may contact the Alaska Public Offices Commission Toll Free at 1-800-478-4176 or online at <a href="http://www.doa.alaska.gov/apoc/">www.doa.alaska.gov/apoc/</a> . |  |                       |



# 2022 IMPORTANT DATES

Check the Division of Elections website for a current calendar: [www.elections.alaska.gov](http://www.elections.alaska.gov)

- Wed., 06/01/22 **Filing deadline for candidates.** Candidates must file a "Declaration of Candidacy" and appropriate Financial Disclosure Statement for any office appearing on the Primary Election ballot. Election offices will be open 8:00 a.m. - 5:00 p.m. AS 15.25.040
- Sat., 06/11/22 Last day to file a complaint with the Division of Elections regarding the eligibility of a candidate. AS 15.25.042 and 6 AAC 25.260
- Thur., 06/16/22 Candidates who faxed filing materials to the Division of Elections by the June 1st deadline must have their mailed documents received by the Division of Elections by this date. AS 15.25.040(a)(2)
- Sat., 06/25/22 Last day for candidates to withdraw their names from Primary Election ballot. AS 15.25.055
- Fri., 07/22/22 **Candidate deadline for Official Election Pamphlet information material.** Candidates submit materials to the Division of Elections for the state's 2022 General Election voter pamphlet.
- Mon., 08/01/22 **Filing deadline for judges seeking retention.** Candidates for judicial retention must file a Declaration of Candidacy for Retention and Financial Disclosure Statement. AS 15.35.040, AS 15.35.055, AS 15.35.070, AS 15.35.110, AS 39.50.020
- Sun., 08/07/22 **Judicial retention deadline for Official Election Pamphlet information material.** Judges and the Judicial Council submit materials to the Division of Elections for the state's 2022 General Election voter pamphlet. AS 15.58.030(g), AS 15.58.050
- Tues., 08/16/22 **PRIMARY ELECTION DAY.** AS 15.25.020
- Mon., 09/05/22 Last day for candidates to withdraw their names from the General Election ballot. AS 15.35.135, 6 AAC 25.210(b)
- Thur., 11/03/22 **Filing deadline for write-in candidates.** Write-in candidates must submit Letter of Intent by this date prior to 5:00 p.m. Alaska Time. AS 15.25.105(13)(c)
- Tues., 11/08/22 **GENERAL ELECTION DAY.** AS 15.15.020

**\*\*IMPORTANT NOTICE\*\***  
**Official Election Pamphlet Information**

Prior to the General Election, the Division of Elections distributes the Official Election Pamphlet (OEP) to the households of registered voters. The pamphlet contains information about candidates and issues appearing on the General Election ballot. In addition, the information submitted by candidates for the OEP is posted to the division's website prior to the election in which the candidate will appear on the ballot.

**\*\*Please note:** For the Primary Elections, a ballot measure only pamphlet is mailed to voters only if a ballot measure appears on the Primary Election ballot. Candidate information **does not** appear in a Primary Election pamphlet.

All candidates who wish to appear in the pamphlet must submit the materials listed below by the statutory deadline. **Late submissions will not be accepted.** The division recommends filing your materials as soon as possible. Materials should be submitted electronically. Forms for making the submission are available on the division's website at: <http://elections.alaska.gov/Core/oepinfocandidates.php>

1. **Candidate Statement:** A biographical statement of 150 words or less and a position statement of 250 words or less. AS 15.58.030(e)
2. **Photograph:** A 5" x 7" photograph (five inches wide by seven inches high) taken within the last five years and limited to the head, neck and shoulders of the candidate. All photographs will be printed in black and white. AS 15.58.030(f)
3. **Filing Fee:** Submit payment in the appropriate amount to the State of Alaska, Division of Elections. (cash, check, credit card accepted) AS 15.58.060(a)
  - a. \$300.00 – President of the United States, Vice President of the United States, United States Senator, United States Representative, Governor, Lieutenant Governor, Supreme Court Justice, Court of Appeals Judge (each)
  - b. \$150.00 – Superior Court Judge, District Court Judge (each)
  - c. \$100.00 – State Senator, State Representative (each)

**Statutory Deadlines:**

- State/Federal Candidates: **Friday, July 22, 2022** (AS 15.58.030(b))
- Judicial Retention Candidates: **Sunday, August 7, 2022** (AS 15.58.030(g))

**NOTE: Materials for Alaska Native language translation must be received 30 days before the statutory deadlines.** If submitted by this deadline, materials will be translated for a candidate for a federal or statewide office, a candidate for State Senate in Districts R, S, or T, a candidate for State Representative in House Districts 36 – 40, or a judicial retention candidate for Supreme Court, Court of Appeals or judicial districts 2, 3 or 4. We **strongly encourage** you to submit your pamphlet material following this requirement so that the division can have your information translated to assist limited English proficient Alaska Native voters. We cannot accept already translated submissions.

Translation deadlines: State/Federal Candidates: **Monday, June 20, 2022;**  
Judicial Retention Candidates: **Friday, July 8, 2022**

**THIS IS YOUR ONLY NOTICE REGARDING FILING MATERIALS**  
**FOR THE OFFICIAL ELECTION PAMPHLET**

# NONPARTISAN TOP 4 PRIMARY IN ALASKA

Candidates must file their Declaration of Candidacy on or before 5:00 p.m. **Wednesday, June 1, 2022** for the **August 16, 2022** Primary Election required by AS 15.25.030. When filing for office, candidates must have their Financial Disclosure Statement already on file with the Alaska Public Offices Commission or must submit it simultaneously with their Declaration of Candidacy.

Any registered voter who meets the requirements of AS 15.25.030(a) and seeks to become a candidate in the Primary Election can file a declaration of candidacy. A Nonpartisan Top 4 Primary is used to determine which candidates will advance to the General Election. All candidates will appear on one ballot and there is no limit to how many candidates can file for each race in the Primary Election.

In accordance to Alaska's laws, a Primary Election candidate does not have to be a member of a political party or group to run for office. If a candidate is registered as affiliated with a political party or group, it does not imply the candidate is nominated by, approved by, or associated with that particular party or group.

# METHODS FOR FILING YOUR CANDIDATE PAPERWORK

Candidates may file a Declaration of Candidacy for the **August 16, 2022** Primary Election to any Division of Elections office. The declaration and filing fee must be filed simultaneously on or before 5:00 p.m. **Wednesday, June 1, 2022** using one of the methods listed below:

- In person: A Declaration of Candidacy may be delivered in person to any Division of Elections office no later than 5:00 p.m. on June 1<sup>st</sup>.
- By mail: A Declaration of Candidacy sent by mail must be received by the Division of Elections on or before 5:00 p.m. on June 1<sup>st</sup>. If the postmark is illegible, a dated receipt from the post office where dispatched shall be acceptable evidence of mailing. Declarations may be mailed to any Division of Elections office.
- By reliable electronic transmission: A Declaration of Candidacy or a copy of the statements made in paragraphs (1) – (5) of the declaration as required by AS 15.25.030(a) may be electronically transmitted to any Division of Elections office and must be received by the division no later than 5:00 p.m. on June 1<sup>st</sup>. The original declaration containing paragraphs (1)-(16), as required by AS 15.25.040(a), must be received by the Division of Elections within 15 days of the filing deadline.

**If you have questions regarding filing for office, call the Director's Office at (907) 465-4611 or (866) 952-8683 (toll free within the U.S.).**