

# ARIZONA

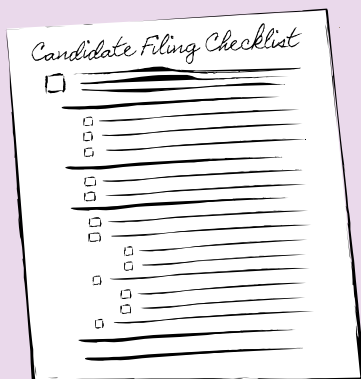
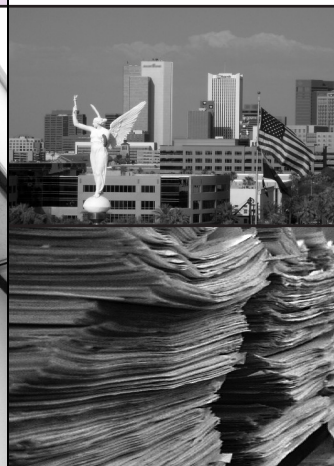
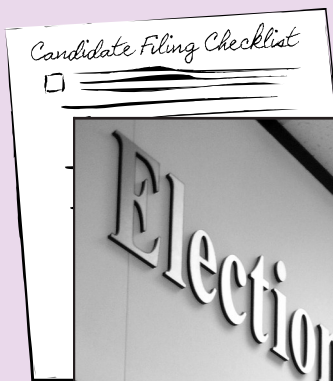


DEPARTMENT OF STATE  
Office of Secretary of State  
AN ELECTION SERVICES DIVISION PUBLICATION

A Handbook For  
**Candidates &  
Political Committees**

Your guide to:  
Candidate Information  
Candidate Qualifications  
Voter Registration  
Early Voting

October 2011



## About this publication:

This publication explains requirements for federal and state candidates as well as political committee requirements. Important filing dates and deadlines are included.

Contact us if you have any questions about the information in this handbook.



A handwritten signature of Ken Bennett.

**Ken Bennett - Secretary of State**

# CANDIDATE AND POLITICAL COMMITTEE HANDBOOK

A PUBLICATION OF  
THE ARIZONA SECRETARY OF STATE'S OFFICE  
ELECTION SERVICES DIVISION

## INTRODUCTION

As the Secretary of State, I encourage all citizens to get involved in the political process. This Candidate and Political Committee handbook will aid in your understanding of the requirements for running for statewide or legislative office in Arizona. Topics covered include voting, candidate information, and candidate qualifications.

I hope you find this handbook helpful as you consider becoming more involved in Arizona's political process. If you have any questions please visit our website at [www.azsos.gov](http://www.azsos.gov), or call our office at (602) 542-VOTE (8683), or (877) THE-VOTE (843-8683).

Sincerely,



KEN BENNETT  
Arizona Secretary of State

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If the user finds a misprint or error, please contact our office at (602) 542-8683.

**TABLE OF CONTENTS**

**CHAPTER 1 - 2012 ELECTION INFORMATION ..... 4**  
 FEDERAL AND STATE OFFICES TO BE ELECTED IN 2012..... 4  
 CANDIDATE QUALIFICATIONS..... 4  
 IMPORTANT DATES..... 5

**CHAPTER 2 - IMPORTANT REQUIREMENTS/INFORMATION ..... 8**  
 ORGANIZING ..... 8  
 REDISTRICTING..... 9

**CHAPTER 3 - CANDIDATE FILINGS ..... 9**  
 NOMINATION PAPERS..... 9  
 PRESIDENTIAL ELECTORS..... 12  
 DEADLINE TO FILE NOMINATION PAPERS..... 12  
 JUSTICES OF THE SUPREME COURT AND JUDGES OF THE COURT OF APPEALS DEADLINE TO FILE FOR RETENTION ..... 12  
 WRITE-IN CANDIDATES ..... 13  
 WHERE TO FILE NOMINATION PAPERS..... 14

**CHAPTER 4 - SIGNATURE REQUIREMENTS FOR CANDIDATES ..... 14**

**CHAPTER 5 - VOTER REGISTRATION ..... 15**  
 QUALIFICATIONS..... 15  
 VOTER REGISTRATION ..... 15  
 VOTER INFORMATION CHANGES..... 17

**CHAPTER 6 - VOTING ..... 18**  
 PROOF OF IDENTIFICATION AT THE POLLS..... 18  
 EARLY VOTING ..... 19  
 UNIFORMED SERVICES AND OVERSEAS VOTERS..... 20

**CHAPTER 7 - ADDITIONAL INFORMATION..... 21**  
 OPEN PRIMARY SYSTEM..... 21  
 ELECTIONEERING ..... 22  
 VOTER ASSISTANCE..... 22  
 REQUIREMENTS FOR CANDIDATE CAMPAIGN ADVERTISEMENTS, LITERATURE AND SIGNS ..... 22

**COUNTY RECORDERS ..... 24**

**COUNTY ELECTION OFFICIALS ..... 25**

**CANDIDATE CHECKLIST ..... 26**

## CHAPTER 1 - 2012 ELECTION INFORMATION

### Federal and State Offices to be Elected In 2012

Office	Term of Office	Number of Seats
United States Senator	6 years	1
United States Representative in Congress	2 years	9
Corporation Commissioner	4 years	3
State Senator	2 years	30
State Representative	2 years	60

### Candidate Qualifications

#### Federal Candidates

Offices	Qualifications
United States Senator	United States citizen for at least 9 years At least 30 years of age Inhabitant of Arizona when elected
United States Representative in Congress	United States citizen for at least 7 years At least 25 years of age Inhabitant of Arizona when elected

#### Statewide and Legislative Candidates

Offices	Qualifications
State Senator State Representative	United States citizen Arizona resident for 3 years County of candidacy resident for 1 year At least 25 years of age
Corporation Commissioner	United States citizen Arizona resident At least 18 years of age <b>See also A.R.S. § 40-101 prohibiting interests in corporations subject to regulation</b>

### Important Dates

<b>Presidential Preference Election</b>	<b>February 28, 2012</b>
<i>New Party Petitions – Presidential Preference Election Qualification</i>	
Number of signatures required	23,041
Last day to submit to County Recorder for signature verification:	November 5, 2011 at 5:00 p.m.
First day to file verified petition signatures with Secretary of State	November 15, 2011 at 5:00 p.m.
Last day to file verified petition signatures with Secretary of State	December 15, 2011 at 5:00 p.m.
<i>Partisan Candidate Filing</i>	
First day to file:	December 20, 2011
Last day to file:	January 9, 2012 at 5:00 p.m.
Voter Registration closes	January 30, 2012 at midnight
Early Voting Begins	February 2, 2012
Official Canvass of Presidential Preference	March 12, 2012

<b>Primary Election</b>	<b>August 28, 2012</b>
<i>Candidate Nomination Petitions - Partisan</i>	
First day to file:	April 30, 2012
Last day to file:	May 30, 2012 at 5:00 p.m.
Write-in Candidates	Must file not later than: July 19, 2012 at 5:00 p.m.
Voter Registration closes	July 30, 2012 at midnight
Early Voting Begins	August 2, 2012
Official Canvass of Primary Election	September 10, 2012

<b>General Election</b>	<b>November 6, 2012</b>
<i>New Party Petitions - General Election Qualifications</i> Number of signatures required: Last day to submit to County Recorder for signature verification: Last day to file verified petition signatures with Secretary of State:	23,041 March 1, 2012 at 5:00 p.m.  April 10, 2012 at 5:00 p.m.
<i>Candidate Nomination Petitions - "Nomination Other Than By Primary" "Independent"</i> First day to file: Last day to file:	April 30, 2012 May 30, 2012 at 5:00 p.m.
<i>Constitutional &amp; Initiative Petitions</i> Last day to file petitions: <i>Signatures required for:</i> Initiative Measures: Constitutional Amendments: Referendum Petitions:	July 5, 2012 at 5:00 p.m.  172, 809 259, 213 86, 405
Arguments For or Against Ballot Measures	July 11, 2012 at 5:00 p.m.
<i>Presidential Elector Nomination Petitions - "Nomination Other Than By Primary" "Independent"</i> First day to file: Last day to file:	August 8, 2012 September 7, 2012 at 5:00 p.m.
<i>Justices and Judges</i> First day to file for retention Last day to file for retention	August 8, 2012 September 7, 2012 at 5:00 p.m.
Write-in Candidates	<i>Must file not later than:</i> September 27, 2012 at 5:00 p.m.
Voter Registration closes	October 8, 2012 at midnight
Early Voting Begins	October 11, 2012
Official Canvass of General Election	December 3, 2012

Campaign Finance Reporting Dates  
2011 - 2012  
Revised 01/05/2011

*Pursuant to A.R.S. §§ 16-913(B), (C) and 16-916(D) and 16-916.01*

<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
January 31 report	Nov 23, 2010 through Dec 31, 2011	Jan 1 and Jan 31, 2012
June 30 report	Jan 1, 2012 through May 31, 2012	June 1 and July 2, 2012
Pre-Primary report	June 1, 2012 through Aug 8, 2012	Aug 9 and Aug 16, 2012
Post-Primary report	Aug 9, 2012 through Sept 17, 2012	Sept 18 and Sept 27, 2012
Pre-General report	Sept 18, 2012 through Oct 17, 2012	Oct 18 and Oct 25, 2012
Post-General report	Oct 18, 2012 through Nov 26, 2012	Nov 27 and Dec 6, 2012

Standing Political Committee Campaign Finance Reporting Dates  
2011 - 2012

*Pursuant to A.R.S. §§ 16-913(B),(C),(K), 16-916(D), 16-916.01, 16-201 and 16-204*

<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
January 31 Report	Jan 1, 2011 through Dec 31, 2011	Jan 1 and Jan 31, 2012
<b>March 13 Election</b>		
March Pre-Election Report	Jan 1, 2012 through Feb 22, 2012	Feb 23 and March 1, 2012
March Post-Election Report	Feb 23, 2012 through April 2, 2012	April 3 and April 12, 2012
<b>May 15 Election</b>		
May Pre-Election Report	April 3, 2012 through April 25, 2012	April 26 and May 3, 2012
May Post-Election Report	April 26, 2012 through June 4, 2012	June 5 and June 14, 2012
<b>August 28 Election</b>		
Pre-Primary Report	June 5, 2012 through Aug 8, 2012	Aug 9 and Aug 16, 2012
Post-Primary Report	Aug 9, 2012 through Sep 17, 2012	Sep 18 and Sep 27, 2012
<b>November 6 Election</b>		
Pre-General Report	Sep 18, 2012 through Oct 17, 2012	Oct 18 and Oct 25, 2012
Post-General Report	Oct 18, 2012 through Nov 26, 2012	Nov 27 and Dec 6, 2012

## CHAPTER 2 - IMPORTANT REQUIREMENTS/INFORMATION

### Organizing

Any political committee that intends to accept contributions or make expenditures of **more than \$500** shall file a **Statement of Organization** with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

**OR**

Any political committee that intends to accept contributions or make expenditures of **\$500 or less** shall file a **\$500 Threshold Exemption Statement** with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Statement of Organization with the filing officer within five business days after exceeding the \$500 limit.

A.R.S. § 16-902.01

At the end of the election cycle for which the political committee filed a \$500 Threshold Exemption Statement, the committee shall file a termination statement pursuant to A.R.S. § 16-914 and dispose of any surplus monies as provided by law. If the committee fails to file a termination statement, they shall be terminated by operation of law 90 days after the election and shall pay a civil penalty of one hundred dollars.

A.R.S. § 16-904.F

**IMPORTANT:** Federal candidates file with the Federal Election Commission: [www.fec.gov](http://www.fec.gov)

## Redistricting

### For candidates for election in 2012 to the legislature:

The nomination paper and nomination petition of a person that designates a legislative district for that person's candidacy shall be accepted as valid, if otherwise in compliance with law, that use any or all of the following:

- (a) A legislative district number as used in the 2010 elections.
- (b) A legislative district as denominated in a redistricting plan adopted by the Independent Redistricting Commission.
- (c) A legislative district as denominated in a redistricting plan that is precleared by the United States Department of Justice.

The nomination petition and petition signers, if otherwise in compliance with law, shall be accepted as valid if the petition signers are registered voters who are residents of any or all of the following districts that the candidate proposes to represent:

- (a) A legislative district as used in the 2010 elections.
- (b) A legislative district as denominated in a redistricting plan adopted by the Independent Redistricting Commission.
- (c) A legislative district as denominated in a redistricting plan that is precleared by the United States Department of Justice.

2011 Ariz. Sess. Laws, Ch. 332 Sec. 30 (1st Reg. Sess.), HB 2304

## CHAPTER 3 - CANDIDATE FILINGS

### Nomination Papers

Candidates must file required documents on time or their names will not appear on the ballot. A.R.S. §§ 16-311(H), 16-341(I)

Candidates are prohibited from filing documents to run for more than one office at the same election if they cannot serve in both positions. A.R.S. § 38-296.01

#### 1. Candidate Nomination Petition

The nomination petition form is prescribed by statute and is available from the Secretary of State's office and at [www.azsos.gov](http://www.azsos.gov). The nomination petition caption must be in substantially the same language as the Secretary of State's sample petition forms. A photograph of the candidate may appear on the nomination petition. The signature portion, circulator instructions, and statement must be in the form provided by law. A.R.S. §§ 16-314, 16-315.

Nomination petitions may be circulated at any time during the election cycle after a Political Committee Statement of Organization or \$500 Threshold Exemption Statement is filed. Signature requirements for candidates are based on the number of registered voters on March 1, 2012. A.R.S. § 16-322(B). The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Secretary of State cannot accept the nomination papers. See Chapter 4 for Signature Requirements.

### a. Circulators

A petition circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state. Non-resident circulators must register as a circulator with the Secretary of State and indicate an address at which he agrees to accept service of process. Circulators are not required to be a member of the candidate's political party or a voter in the district the candidate proposes to represent.

### b. Signers

Individuals who sign partisan nomination petitions must be qualified to vote for the candidate. A.R.S. § 16-322. Individuals who are eligible to vote for the candidate include voters who are registered as:

- members of the candidate's political party
- independents
- no party preference
- members of political parties that are not qualified for representation on the ballot

Each signer of a nomination petition shall be a registered voter in the electoral district of the office the candidate is seeking at the time of signing the petition. A.R.S. § 16-321(B)

## 2. Nomination Paper

**The candidate's nomination paper, affidavit of qualification, and campaign finance laws statement are combined in one document, which is available at the Secretary of State's office and at [www.azsos.gov](http://www.azsos.gov). A similar form for federal candidates is available from the Secretary of State's office.**

A Primary Election candidate must file a nomination paper at the time of filing nomination petitions. See Chapter 1 for filing dates. The nomination paper must state the candidate's actual residence address or description of location, mailing address, political party, the office and district or precinct, the exact manner in which the candidate's name is to be printed on the official ballot, and the date of the Primary and General Elections. A candidate at the Primary Election for a political party must be a qualified elector of the political party. A.R.S. § 16-311(A), (B)

At the time of filing, a candidate for public office must be a qualified elector and must reside in the county, district or precinct that the candidate proposes to represent. Ariz. Const., Art. VII, § 15; A.R.S. § 16-311(A)

A candidate's name, as it appears on the official ballot, is limited to the candidate's surname (last name) and given name or names (first name). Abbreviated versions of names, initials, or nicknames are permissible. Quotation marks are permitted. A nickname may not suggest reference to professional, fraternal, religious or military titles. The candidate's last name is printed first. A.R.S. § 16-311(G)

### **3. Affidavit of Qualification**

A candidate must file an affidavit of qualification that includes facts sufficient to show that, other than the residency requirement, the candidate will be qualified at the time of election to hold the office sought. A.R.S. § 16-311(D)

### **4. Campaign Finance Laws Statement**

Candidates must sign and file a statement that they have read all applicable laws relating to campaign financing and reporting. This requirement does not apply to candidates for federal office. A.R.S. § 16-905 (I) (5)

The campaign finance requirements for federal candidates are governed by federal law. More information can be found at [www.fec.gov](http://www.fec.gov).

### **5. Financial Disclosure Statement**

At the time the nomination papers are filed, a candidate for public office must file a personal financial disclosure statement on a form prescribed by the Secretary of State. The form is available at the Secretary of State's office and at [www.azsos.gov](http://www.azsos.gov). A.R.S. § 38-542

Candidates for federal offices are exempt from compliance with Arizona's campaign finance and personal financial disclosure requirements. A.R.S. § 38-541(8)

### **6. Optional Statement on Recall (Federal Candidates Only)**

Prior to a Primary or other election, candidates for the office of United States Senator or Representative in Congress have the option of filing with the Secretary of State a statement addressed to the people of the state agreeing to resign if not re-elected on a recall vote. The Secretary of State shall give the statement to the public press. A.R.S. § 19-221

## Presidential Electors

The state chairman of each recognized political party appoints candidates for the office of Presidential Elector equal to the number of United States Senators and Representatives in Congress from Arizona. Each candidate for the office of Presidential Elector shall file a nomination paper and affidavit of qualification at the same time other partisan candidates file their nomination papers.

### 1. Nomination Paper

Presidential Elector candidates must file a nomination paper giving the candidate's residence address, mailing address, political party, and stating their candidacy for the office of Presidential Elector. The nomination paper should include the exact manner in which the candidate's name is to be printed on the official ballot and the date of the General Election. A.R.S. §§ 16-311, 16-344.

### 2. Affidavit of Qualification

Presidential Electors file an affidavit of qualification including facts sufficient to show that the candidate resides in the state and will be qualified at the time of the election to hold the office of Presidential Elector. A.R.S. § 16-344

**The Nomination paper and Affidavit of Qualification are combined in one document, which is available at the Secretary of State's office.**

## Deadline to File Nomination Papers

**All candidates who desire to have their names printed on the Primary and/or General Election ballots must file the required forms between April 30, 2012 and May 30, 2012 at 5:00 p.m.** This deadline applies to candidates who are registered members of parties that hold Primary Elections and candidates who run under the provisions of A.R.S. § 16-341 on the General Election ballot. A.R.S. §§ 16-311, 16-341

## Justices of the Supreme Court and Judges of the Court Of Appeals Deadline to File For Retention

**Justices and judges who desire to have their names placed on the General Election ballot to be retained in office must file a declaration of their intent to be retained with the Secretary of State's office between August 8, 2012 and September 7, 2012 at 5:00 p.m.** Justices and judges must also file a personal financial disclosure statement, available at the Secretary of State's office and at [www.azsos.gov](http://www.azsos.gov). Candidates for Superior Court in counties having a population of less than 250,000 persons must also file a statement that they have read Arizona's campaign finance laws. Ariz. Const. Art. VI, § 38; A.R.S. § 38-542

## Write-In Candidates

### 1. Filing Requirements

Except for elections subject to cancellation, no later than 40 days prior to the Primary or General Election, a write-in candidate must file all the documents that are required for other candidates, except nomination petitions. Candidates for federal offices are exempt from compliance with Arizona's campaign finance and personal financial disclosure requirements. A.R.S. §§ 16-312, 38-541(8)

Write-in candidates for elections subject to cancellation [A.R.S. § 16-410] must be filed 76 days before the election. A.R.S. § 16-312(B) (2)

Only candidates who file complete, timely documents will be considered "official write-in candidates." Only official write-in candidates will have their names posted in the polling places and their votes counted. A.R.S. § 16-312(C)

### 2. Number of Votes Required For Election

A write-in candidate for a party entitled to continued representation on the ballot will not be issued a certificate of nomination to be a candidate on the General Election ballot unless the candidate receives a number of votes equivalent to at least the same number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office. A.R.S. § 16-645(E)

A write-in candidate of a party which has not qualified for continued representation will not be issued a certificate of nomination to be a candidate on the General Election ballot unless the candidate receives a plurality of the votes of the party for the office sought. A.R.S. § 16-645(D)

### 3. Ineligibility

A person cannot run as a write-in candidate in the General Election if the person ran for the same office in the Primary Election and failed to be nominated. A.R.S. § 16-312

A candidate whose nomination petitions are successfully challenged for lack of a sufficient number of signatures cannot run as a write-in candidate for the same office in the Primary or General Election in the same year. A.R.S. § 16-312

A candidate in the General Election who filed a nomination petition for Nomination Other Than by Primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-341 cannot run as a write-in candidate. A.R.S. § 16-312

**Primary Election Deadline for Write-in Candidates July 19, 2012 at 5:00 p.m.**

**General Election Deadline for Write-in Candidates September 27, 2012 at 5:00 p.m.**

## Where to File Nomination Papers

Candidates for the offices of United States Senator, United States Representative in Congress, Corporation Commissioner, State Senator, and State Representative file their nomination papers with the office of the Secretary of State. A.R.S. § 16-311

Candidates for Superior Court Judge, county, district, and precinct offices file with the County Election Official in the appropriate county. County Election Officials are listed on page 22 of this booklet

Candidates for city or town offices file with the City or Town Clerk.

## CHAPTER 4 - SIGNATURE REQUIREMENTS FOR CANDIDATES

Signature requirements for candidates are based upon the number of registered voters on March 1, 2012. A.R.S. § 16-322(B). **Signature requirements will be posted on the Secretary of State's website, [www.azsos.gov](http://www.azsos.gov), before the end of March, 2012.**

### 1. Recognized Parties' Candidates

The signature requirement is based on a percentage of active voters registered in the applicable district in the candidate's party as reported pursuant to A.R.S. § 16-168(G), A.R.S. § 16-322.

- Candidates for the offices of United States Senator or for a statewide office must submit signatures equal to not less than one-half of one per cent nor more than 10 per cent of the voter registration of the candidate's party in the state. In addition, these candidates must qualify in at least three counties, by submitting signatures of at least one-half of one per cent of the qualified registered voters of the candidate's party in those counties. The number of qualifying signatures from the three counties are included in the total counted at the time of filing. Signature requirements for each of the 15 counties covered by this section will be available before the end of March 2012 and will be posted on the Secretary of State's website [www.azsos.gov](http://www.azsos.gov).
- Candidates for United States Representative in Congress must submit signatures equal to at least one-half of one per cent of the qualified registered voters, but not more than 10 per cent of the total voter registration of the candidate's party in the congressional district.
- Candidates for the office of State Representative or State Senator must submit signatures equal to at least one per cent of eligible voters, but not more than three per cent of the voter registration of the candidate's party in the legislative district.
- Candidates may obtain signatures from qualified registered voters who are registered as no party preference or independent, or who are registered with a party that is not qualified for representation on the ballot.

Signature requirements for other offices are found in A.R.S. § 16-322.

## 2. New Parties' Candidates

The signature requirement for new party candidates is at least 1/10 of 1% (.01%) of the total vote for the winning candidate for Governor or winning candidates for Presidential Electors at the last General Election within the district. A.R.S. § 16-322(C).

## 3. Independent or Nomination Other Than By Primary Candidates

The signature requirement for Independent or Nomination Other Than by Primary Candidates is three per cent of the qualified electors of the state, county, subdivision or district for which the candidate is nominated who are not members of a political party that is qualified to be represented by an official party ballot at the next ensuing primary election and accorded representation on the general election ballot. These signature requirements are based on March 1 voter registration statistics. A.R.S. § 16-341(E)

The petition may be signed by any qualified elector — regardless of political party affiliation — who has not signed a nomination petition of another candidate for the office to be voted for at the Primary Election.

# CHAPTER 5 - VOTER REGISTRATION

## Qualifications

Every resident of the state is qualified to register to vote if the resident:

1. Is a citizen of the United States.
2. Will be eighteen years of age or more on or before the date of the regular general election next following his registration.
3. Will have been a resident of the state 29 days next preceding the election except as provided in A.R.S. § 16-126.
4. Is able to write the person's name or mark, unless prevented from so doing by physical disability.
5. Has not been convicted of treason or a felony, unless restored to civil rights.
6. Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

A.R.S. § 16-101

## Voter Registration

### 1. How to Register to Vote

Arizona residents may register to vote (1) online through EZVoter at [www.servicearizona.com](http://www.servicearizona.com) (2) in person at their County Recorder's office, or (3) by mail. Forms are available at government offices and public locations throughout the state or may be requested from County Recorders' offices (see page 24) or can be downloaded from the Secretary of State's office at [www.azsos.gov](http://www.azsos.gov). Voters can also request a voter registration form from the Secretary of State's office by calling the Voter Registration Hotline at **1-877-THE VOTE** (843-8683).

If this is the first time a person is registering to vote in Arizona, or has moved to another county in Arizona, the voter registration form must also include proof of citizenship or the voter registration form will be rejected. If the applicant completing the form has an Arizona driver license or nonoperating identification license issued after October 1, 1996, this will serve as proof of citizenship and no additional documents are needed. If not, the applicant completing the voter registration form must include proof of citizenship with the form. Only one acceptable form for proof of citizenship is needed to register to vote.

The following is a list of acceptable documents for establishing proof of citizenship:

- (a) A legible photocopy of a birth certificate that verifies citizenship and supporting legal documentation (i.e. marriage certificate) if the name on the birth certificate is not the same as the registrant's current legal name.
- (b) A legible photocopy of pertinent pages of a United States passport identifying the applicant.
- (c) Presentation to the County Recorder of United States naturalization documents or the applicant's alien registration number.
- (d) The applicant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.
- (e) A legible photocopy of a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship.
- (f) A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

If the applicant needs to include a photocopy of proof of citizenship, please fold the proof of citizenship along with the voter registration form and place both items in an envelope for mail or delivery to the County Recorder. **Send legible photocopies and not the originals. Photocopies will not be returned to the applicant.**

If a person is unable to complete a registration form, another person may assist in completing the form. The person assisting must also sign the registration form on the line provided at the bottom of the form.

The registration form must also contain the person's Arizona driver license number, the nonoperating identification license number, or the last four digits of the applicant's social security number. If the person has none of the above, a unique identifying number will be assigned by the Secretary of State.

Any qualified person temporarily absent from the state may register by filling out a voter registration form and sending it to the County Recorder of the voter's county of residence.

A voter registration returned to a County Recorder or the Secretary of State by mail is valid if it complies with either of the following:

- (a) The registration form is postmarked 29 days or more before an election and is received by the County Recorder by 7:00 p.m. on the day of that election; or
- (b) The registration form is dated 29 days or more before an election and is received by the County Recorder by first class mail within five days after the last day to register to vote in that election

Note: The date of registration entered for registration forms that are received by the County Recorder from persons, groups, or agencies that are not authorized to accept registrations and do not bear a legible postmark date or an otherwise reliable date shall be the date that those forms are received by the County Recorder.

## 2. Uniformed Services and Overseas Voters

Arizona residents in the military, their spouses and eligible dependents *stationed outside the state* may register up until Election Day. Their registrations must be returned to the County Recorder's office of their county of residence by 7:00 p.m. on Election Day.

A person who was an overseas voter immediately before being domiciled in this state, and who has been discharged or separated from that service or employment in the 90 days before Election Day, may register and is eligible to vote in that election if the registration is received by 5:00 p.m. on the Friday before Election Day.

Any United States citizen who has never resided in the United States and whose parent is a United States citizen who is registered to vote in this state is eligible to register to vote and may vote in this state using a Federal Write-In Absentee Ballot.

The Secretary of State's office allows Federal Post Card Application forms, early ballot requests, and early ballots to be faxed to and from uniformed services and overseas voters. Voted early ballots may be faxed from uniformed services and overseas voters or submitted through Arizona's secured ballot upload system.

More information regarding uniformed services and overseas voters can be obtained at [www.azsos.gov/election/Military.htm](http://www.azsos.gov/election/Military.htm).

County Recorders are listed at the end of this booklet.

## Voter Information Changes

Voters that have a name change, address change, or change of political party must fill out a new voter registration form and file it with their County Recorder or update online at [www.servicearizona.com](http://www.servicearizona.com) before the registration deadline.

## CHAPTER 6 - VOTING

### Proof of Identification at the Polls

According to A.R.S. § 16-579(A), every qualified elector shall show proof of identity at the polling place before receiving a ballot.

List 1 - Acceptable forms of identification with photograph, name, and address of the elector:

- Valid Arizona driver license
- Valid Arizona nonoperating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is “valid” unless it can be determined on its face that it has expired.

List 2 - Acceptable forms of identification without a photograph that bear the name and address of the elector (two required):

- Utility bill of the elector that is dated within 90 days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Valid Arizona vehicle insurance card
- Indian census card
- Property tax statement of the elector’s residence
- Tribal enrollment card or other form of tribal identification
- Recorder’s Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the County Recorder
- Any mailing to the elector’s residence marked “Official Election Material”

An identification is “valid” unless it can be determined on its face that it has expired.

List 3 - Acceptable forms of identification, one identification with name and photo of the elector accompanied by one non-photo identification with name and address:

- Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register.
- U.S. passport without address and one valid item from List 2
- U.S. military identification without address and one valid item from List 2

An identification is “valid” unless it can be determined on its face that it has expired.

**NOTE:** Acceptable forms of tribal identification include (but are not limited to): a tribal identification or enrollment card issued under the authority of a federally recognized Indian tribe, nation, community, or band (“tribe”), a tribal subdivision or the Bureau of Indian Affairs; or a Certificate of Indian Blood issued to a tribal member under the authority of a tribe or by the Bureau of Indian Affairs; or a voter registration card for tribal elections issued under the authority of a tribe; or a home site assignment lease, permit or allotment issued under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs; or a grazing permit or allotment issued to a tribal member under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs.

For more information on the requirement for showing proof of identity at the polls, please visit the Secretary of State’s website at [www.azsos.gov](http://www.azsos.gov).

## Early Voting

### 1. On-Site Early Voting

Any voter may vote early in Arizona elections. Beginning 26 days before the Primary and General Elections up until 5:00 p.m. on the Friday before the election, a voter may vote early in person at the County Recorder’s office or on-site voting locations designated by the County Recorder. A.R.S. § 16-542(E).

### 2. Early Voting By Mail

A voter may also vote early by mail. An elector may make a request by telephone, mail, or email to the County Recorder for an official early ballot beginning 93 days before an election. Early ballots are mailed to voters requesting an early mail-in ballot beginning 26 days before the Primary and General Elections. The deadline for requesting an early ballot to be mailed is 5:00 p.m. on the second Friday before the election. If the request is oral (in person or by telephone), the requesting elector shall provide the date of birth and state or country of birth or other information that if compared to the voter registration information on file will confirm the identity of the elector. Requests in writing should include the voter’s name and address as registered, birth date, election for which the ballot is requested, address where the ballot is to be mailed, and signature.

The voter’s signature on the early ballot affidavit is compared to the voter’s signature on the voter’s registration form.

Early ballots will be counted if returned to the County Recorder or other officer in charge of elections by 7:00 p.m. on Election Day. County Recorders’ offices will remain open until 7:00 p.m. on Election Day to accept early ballots. Early ballots may also be dropped off at *any* polling place in the voter’s county of residence no later than 7:00 p.m. on Election Day.

### 3. Permanent Early Voting

The permanent early voting list (PEVL) allows a voter to receive an early ballot for every election they qualify for without having to submit an early ballot request.

To be placed on the PEVL, the voter must contact their County Recorder. Once placed on the PEVL, a ballot shall automatically be mailed to the voter unless the voter has notified the County Recorder that they do not wish to receive an early ballot for the election.

### 4. Emergency Voting

Emergency early voting is permitted if an unforeseen circumstance occurs that would prevent an elector from voting at the polling place. Voters who encounter an emergency occurring after 5:00 p.m. on the second Friday before the election should contact their County Recorder for the procedure for emergency early voting.

### 5. Requesting a Primary Election Early Ballot — Open Primary

If a registered voter is unaffiliated with a recognized political party, the voter shall identify in their early ballot request the recognized political party primary election in which the voter would like to participate. Pursuant to a federal court order, only registered members of the Arizona Libertarian Party may vote in the Libertarian Party Primary Election.

See Chapter 7 for information on “**Open Primary System**”.

## Uniformed Services and Overseas Voters

Any absent uniformed services or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (P.L. 99-410; 42 United States Code Section 1973ff) may request an early ballot with a Federal Post Card Application that contains both an early voter registration application and an early ballot application.

An Arizona driver license number or nonoperating identification license number or the last four digits of a military or overseas voter’s Social Security number is required for voter registration. If the voter does not possess any of these identifications, the State shall assign a unique number that will serve to identify the individual for voter registration purposes.

A completed voter registration form must also contain proof of citizenship or the FPCA will be rejected. An Arizona driver license or nonoperating identification license issued after October 1, 1996 will serve as proof of citizenship and no additional documents are needed. The following is a list of acceptable documents to establish citizenship:

- A legible photocopy of a birth certificate that verifies citizenship and supporting legal documentation (i.e. marriage certificate) if the name on the birth certificate is not the same as the registrant’s current legal name
- A legible photocopy of pertinent pages of a United States passport identifying the applicant

- Presentation to the County Recorder of United States naturalization documents or the alien registration number of the certificate of naturalization
- The applicant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number, or Tribal Enrollment Number
- A legible photocopy of a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship
- A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

To include a photocopy of proof of citizenship, the applicant should fold the proof along with the FPCA, place both items in an envelope, and mail them to the appropriate County Recorder, or the applicant may fax these materials to their County Recorder. The applicant should **send legible photocopies and not the originals. Photocopies will not be returned.** If the applicant is registered in Arizona and uses the FPCA because they have moved within a county, changed their name, or changed their political party affiliation, they do not need to provide photocopies of proof of citizenship. If the applicant moves to a different Arizona county, they will need to provide proof of citizenship.

The FPCA must be signed and dated. The signature is a sworn statement or affirmation that the information is true and correct. It is not necessary to have a witness or notary sign the FPCA.

A request for an official early ballot from an absent uniformed services or overseas voter, as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (P.L. 99-410; 42 United States Code Section 1973ff), is valid if it is received by the County Recorder or other officer in charge of elections anytime during the calendar year. This request will be valid through the next regularly scheduled federal election, unless a different period of time, which does not exceed the next two regularly scheduled federal elections, is designated by the voter.

## CHAPTER 7 - ADDITIONAL INFORMATION

### Open Primary System

Arizona's Open Primary Law allows voters registered as independent, no party preference or members of a party without ballot recognition to vote in the partisan Primary Election of their choice of one of the recognized political parties [Ariz. Const. Art. VII, § 10]. Only names of candidates of "recognized" parties appear on a Primary Election ballot. Voters registered in a recognized political party may vote only the Primary Election ballot for their political party. A.R.S. § 16-467(B).

Recognized parties are parties which have achieved Primary ballot status through the petition process pursuant to A.R.S. §§ 16-244, 16-801, 16-802, and 16-803 or by qualifying for continued representation on the Primary Election ballot through ballots cast or voter registration, as provided in A.R.S. § 16-804. New political parties seeking statewide General Election ballot status must submit new party petitions to the Secretary of State by April 10, 2012.

Pursuant to a federal court order, only registered members of the Arizona Libertarian Party may vote in the Libertarian Party Primary Election.

## Electioneering

It is a class 2 misdemeanor for any person to attempt to influence a person's votes within 75 feet of a polling place or early voting site. A person shall not be allowed to remain inside the 75 foot limit while the polls are open, except for the purpose of voting, and no political or electioneering materials may be displayed and no electioneering may occur within the 75 foot limit. Except in the case of an emergency, electioneering is permitted outside the 75 foot limit at any facility designated as a polling place or early voting site. A list and the reasons in which an emergency exemption is granted may be found on the county recorders' website.

*"Electioneering"* means a demonstration of express support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election, and includes any use of a candidate's or political party's name or a ballot measure's name or numeric designation and any verbal expressions of opposition or support.

*"Electioneering materials"* means written or printed material or items, including articles of clothing, that express support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

A.R.S. §§ 16-515, 16-1018

## Voter Assistance

Any registered voter may be accompanied and assisted by a person of their own choice in the voting booth or be assisted by two election officials, one from each major political party. A person who is a candidate for an office in that election, other than the office of precinct committeeman, is not eligible to assist any voter.

A.R.S. § 16-580(G)

## Requirements for Candidate Campaign Advertisements, Literature and Signs

*Please refer to the Campaign Finance Handbook available online, [www.azsos.gov](http://www.azsos.gov), or at the Secretary of State's Office, for more information on Campaign Finance.*

**"Disclosure"** means disclosing who paid for the advertisement, literature, or signs. For written materials, the disclosure must be printed "clearly and legibly in a conspicuous manner." For broadcast advertisements, the disclosure must be spoken A.R.S. § 16-912(D). For advertisements broadcast on a telecommunications system, the written disclosure statement shall be printed in letters equal to or larger than four per cent of vertical picture height. A.R.S. § 16-912.01(E)

## 1. When Disclosure is Required

Campaign literature or advertisements paid for by any political committee must disclose in the literature or advertisement:

- the words “paid for by” followed by the name of the committee as noted on its:
  - Statement of Organization or
  - \$500 Threshold Exemption Statement

*[See exceptions for candidate’s signs and small items, discussed below]*

A.R.S. § 16-912(A)

If the literature or advertisements were paid for by a political committee as an *independent expenditure* [see A.R.S. § 16-901(14) for definition], the following must be disclosed:

- the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure
- if an acronym is used as the name of any of the three largest contributors, the name of the acronym committee’s sponsoring organization must be printed or spoken.

A.R.S. § 16-912(B)

## 2. When Disclosure is Not Required

Signs paid for by a *candidate’s* own campaign committee are not required to include a disclosure statement. A.R.S. § 16-912(C) **IMPORTANT:** A county, city or town may remove a political sign from the public right-of-way if it does not contain the name and telephone number of the candidate or campaign committee contact person. A.R.S. § 16-1019 (C)

Bumper stickers, pins, buttons, pens and similar small items that are too small to contain a disclosure of who paid for them are also exempt from the disclosure requirement. A.R.S. § 16-912(C)

The organizers of a separate segregated fund, set up pursuant to A.R.S. §§ 16-920 and 16-921, may solicit contributions from its members, employees, stockholders, etc., without a disclosure of who paid for the solicitation. A.R.S. § 16-912(C)

➔ Disclosure laws differ for ballot measure committees. A.R.S. § 16-912.01

## 3. Criminal Penalties

It is a Class 2 misdemeanor to remove, alter, deface or cover any candidate’s political signs from 45 days before the Primary Election to seven days after the General Election. Exception: If a sign is posted on private property, the property owner or an agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given to post the signs. A.R.S. § 16-1019.

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**CANDIDATE CHECKLIST****1. STATEMENT OF ORGANIZATION OR \$500 THRESHOLD EXEMPTION STATEMENT.**

- A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.
  - Statewide or Legislative candidate's political committees use the Secretary of State web-based campaign finance reporting system to create and file their Statement of Organization or \$500 Threshold Exemption Statement.
  - Federal candidates register their candidate political committees with the Federal Election Commission.
- The candidate filing period for original nomination documents begins **April 30, 2012, at 8:00 a.m.** and ends **May 30, 2012, at 5:00 p.m.**
  - Candidates (or their representatives) must present ALL nomination documents at one time.
  - Candidates will be taken on a first-come, first-served basis.
  - The Secretary of State's staff processes all nominating documents presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary.
  - Avoid the wait by filing early in the candidate filing period.

**2. NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION AND CAMPAIGN FINANCE LAWS STATEMENT** (All three of these are on the same one-page form)

- Make sure to answer every question and fill in every blank.
- Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- The candidate must sign the form and their signature notarized.\*

**3. CANDIDATE FINANCIAL DISCLOSURE STATEMENT**

- Covers 12-month period preceding the filing (this is a different time period from the public officer filing in January).
- The candidate must sign the form and have their signature notarized.\*
- Candidates for federal offices are exempt from compliance with Arizona's personal financial disclosure requirements. A.R.S. § 38-541(8)

**4. NOMINATION PETITIONS**

- The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Secretary of State cannot accept the nomination documents.
- Check to see that the circulator portion on the back of each petition is complete:
  - Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
  - Did the circulator sign the back of each petition?
- Check to see that the signature portion of each petition is complete:
  - Is there a date for each signature?
  - Is there an actual residence address including city or town, or a description of the residence location, or Arizona post office box for each signature?
- Please sort the petitions by county. Statewide candidates must file the minimum number of signatures required statewide, AND the minimum number of signatures required in at least three counties.

**5. OPTIONAL PAPERWORK – STATEMENT ON RECALL**

- This is an optional form that federal candidates may file.

\* The Secretary of State's staff will notarize forms free of charge, if the signer presents valid picture identification. Blank forms are available at the Secretary of State's office.



The Honorable Ken Bennett  
Arizona Secretary of State  
1700 W. Washington Street, Fl. 7  
Phoenix, Arizona 85007-2808

TO:



**SAVE THE DATE.**  
**LET'S CELEBRATE!**  
**FEBRUARY 14, 2012**

For more information visit: [www.arizona100.org](http://www.arizona100.org)

# ARIZONA



**CANDIDATES & POLITICAL  
COMMITTEES HANDBOOK**  
An Election Services Division Publication

Updated October 2011