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# **FILING FOR OFFICE**

## **PARTY CANDIDATES U.S SENATOR OR REPRESENTATIVE CANDIDATE PACKET**

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**State of Alaska  
Office of the Lieutenant Governor  
Division of Elections  
2018**



# PARTY CANDIDATE FILING REQUIREMENTS

A candidate who represents a recognized political party in Alaska files a Declaration of Candidacy form by the filing deadline, **FRIDAY, JUNE 1, 2018**. 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 (A23).** 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
  - \$100 for the office of U.S. Senator or U.S. Representative
- Contact the Federal Election Commission for federal reporting deadlines.** Candidates for U.S. Senator or 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. AS 15.25.030(b), AS 15.25.030(c), AS 39.50
- File completed forms no later than 5:00 p.m. on the filing deadline, FRIDAY, JUNE 1, 2018.** All Division of Elections Offices will be open 8:00 a.m. to 5:00 p.m. AS 15.25.040

DEADLINE	DESCRIPTION	OFFICE
Fri., 06/01/18	Simultaneous filing of: <ul style="list-style-type: none"> <li>• Declaration of Candidacy (A23)</li> <li>• Filing Fee</li> <li>• Federal Election Commission reporting requirements (Contact the FEC to ensure current requirements are met.)</li> </ul>	Division of Elections
Mon., 07/02/18	Last day to submit letter of withdraw from the Primary Election ballot.	Division of Elections
Mon., 07/23/18	Last day to submit materials for the Official Election Pamphlet.	Division of Elections
Tues., 09/04/18	Last day to submit letter of withdrawal from the General Election ballot.	Division of Elections
<i>For federal reporting deadlines, federal candidates may contact the Federal Election Commission toll free at 1-800-424-9530 or online at <a href="http://www.fec.gov">www.fec.gov</a>.</i>		

**STATE OF ALASKA DECLARATION OF CANDIDACY  
U.S. CONGRESS**

**Please check:** \_\_\_ My **\$100 filing fee** accompanies this Declaration of Candidacy

**Please check:** \_\_\_ I acknowledge that I am responsible for contacting the Federal Election Commission for federal reporting requirements: 999 E St. NW, Washington, DC 20463.

**GENERAL INFORMATION** (Please print or type)

I, \_\_\_\_\_, declare myself to be a candidate for the office of (*check one*):

**UNITED STATES SENATOR**                      **OR**                       **UNITED STATES REPRESENTATIVE**

I am registered under and am a candidate of the \_\_\_\_\_ political party. I request that my name be placed on the **2018 Primary Election** ballot.

**RESIDENCY INFORMATION**

My current residence address is: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Use street #, mile post, or other physical location description)                      (City)                      (State)                      (Zip)

My mailing address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Mailing Address)                      (City)                      (State)                      (Zip)

**Mailing address and phone number for correspondence and the Division of Elections' website listing:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Candidate's Official Mailing Address)                      (City)                      (State)                      (Zip)                      (Phone)

\_\_\_\_\_, \_\_\_\_\_  
(Candidate's Website)                      (Candidate's Email Address)

**I request that my name appear on the ballot in the following manner:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Last Name)                      (First Name)                      (MI)                      (\*Nickname and/or Suffix)

\*The Director of Elections may not include on the ballot as part of candidate's name, any honorary or assumed title or prefix but may include in the candidate's name any nickname or familiar form of a proper name of the candidate. [AS 15.15.030(4)]

**CERTIFICATION**

I, the undersigned, certify that the information in this *Declaration of Candidacy* is true and complete and that I meet the specific citizenship requirements of this office. I certify that, if elected, I shall be an inhabitant of the state of Alaska. I further certify that, if elected, I will meet the age requirements upon taking the oath of office. I am not a candidate for any other office to be voted upon at the Primary election, nor am I a candidate for this office under any other *Declaration of Candidacy* or *Nominating Petition*. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be received by the Director of Elections in writing over my signature at least 52 days before the election.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Primary Phone)                      (Alternate Phone)

My commission expires: \_\_\_\_\_

To assist staff in verifying candidate/voter identification, please provide one of the following:  
(SSN, ADL, Voter # or DOB) \_\_\_\_\_

NOTARY SEAL

**Privacy Disclaimer**

Unless otherwise made confidential or protected from disclosure by law, information provided on this form may be subject to disclosure under the Alaska Public Records Act (AS 40.25.100—40.25.295). Failure to provide requested personal information may result in the Division's inability to process relevant portions of this form. Requested information will be used only for purposes directly associated with the processing of this form. For information on how to challenge the accuracy or completeness of personal information maintained by the Division, please send the Division a written request that the personal information be changed. The request must comply with AS 40.25.310 and be sent to the Division of Elections at the following address: Division of Elections, Director's Office, PO Box 110017, Juneau, AK 99811-0017.

# 2018 IMPORTANT DATES

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

- Fri., 06/01/18 **Filing deadline for both party and no-party candidates.** Party candidates must file a "Declaration of Candidacy" and appropriate Financial Disclosure Statement for any office appearing on the Primary Election ballot. No-party candidates must file a "Filing Notification" and Financial Disclosure Statement by this date. Election offices will be open 8:00 a.m. - 5:00 p.m. AS 15.25.040, AS 15.25.150
- Mon., 06/11/18 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
- Sat., 06/16/18 Candidates who faxed filing materials to the Division of Elections by the June 1<sup>st</sup> deadline must have their mailed documents received by the Division of Elections by this date. AS 15.25.040(a)(2)
- Mon., 07/02/18 Last day for candidates to withdraw their names from Primary Election ballot.  
AS 15.25.055
- Mon., 07/23/18 **Candidate deadline for Official Election Pamphlet information material.** Candidates submit materials to the Division of Elections for the state's 2018 General Election voter pamphlet. *(Since the 22nd of July falls on a Sunday, the deadline is moved to the next business day.)* AS 15.58.030
- Wed., 08/01/18 **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
- Tues., 08/07/18 **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 2018 General Election voter pamphlet. AS 15.58.030(g), AS 15.58.050
- Tues., 08/21/18 **PRIMARY ELECTION DAY.** AS 15.25.020
- Tues., 08/21/18 **Filing deadline for no-party candidates to submit petition signatures.** No-party candidates must submit petition signatures by this date by 5:00 p.m. Alaska time. AS 15.25.150
- Tues., 09/04/18 Last day for candidates to withdraw their names from the General Election ballot. AS 15.25.200, AS 15.35.135
- Tues., 09/04/18 Deadline for filling vacancies by party petition. AS 15.25.110
- Thur., 11/01/18 **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., 11/06/18 **GENERAL ELECTION DAY.** AS 15.15.020

# OFFICIAL ELECTION PAMPHLET INFORMATION

Prior to the General Election, the Division of Elections distributes the Official Election Pamphlet (OEP) to registered voter households. The pamphlet contains information about candidates and issues appearing on the 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.

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 under the candidate section 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
  - b. \$150.00 – Superior Court Judge, District Court Judge
  - c. \$100.00 – State Senator, State Representative

## STATUTORY DEADLINES

- State/Federal Candidates: **MONDAY, JULY 23, 2018** AS 15.58.030(b)  
*(the statutory deadline falls on Sunday, July 22<sup>nd</sup>, so submission deadline is extended to following Monday)*
- Judicial Retention Candidates: **TUESDAY, AUGUST 7, 2018** AS 15.58.030(g)

**NOTE:** Translated Materials - If you are a candidate for a federal or statewide office, a candidate for State Senate in Districts C, S, or T, a candidate for State Representative in House Districts 06, 37 – 40, or a judicial retention candidate for Supreme Court, Court of Appeals or judicial districts 2, 3 or 4 and would like your statement translated into appropriate Alaska Native languages, you must submit your material at least 30 days prior to the statutory deadline. 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.

# POLITICAL PARTIES IN ALASKA

Candidates representing a recognized political party must file their Declaration of Candidacy on or before 5:00 p.m. Friday, June 1, 2018 for the August 21, 2018 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.

Candidates representing a recognized political party participate in the Primary Election. The successful candidate from each recognized political party in each race will move on to the General Election. Candidates representing political groups that are not recognized in Alaska (no-party candidates) will only participate in the General Election and will not appear on the Primary Election ballot.

## **RECOGNIZED POLITICAL PARTIES IN ALASKA – AS 15.80.010 (27)**

A "political party" means an organized group of voters that represents a political program and:

- a) that nominated a candidate for governor who received at least three percent of the total votes cast for governor at the preceding general election or has registered voters in the state equal in number to at least three percent of the total votes cast for governor at the preceding general election;
- b) if the office of governor was not on the ballot at the preceding general election but the office of United States senator was on that ballot, that nominated a candidate for United States senator who received at least three percent of the total votes cast for United States senator at that general election or has registered voters in the state equal in number to at least three percent of the total votes cast for United States senator at that general election; or
- c) if neither the office of governor nor the office of United States senator was on the ballot at the preceding general election, that nominated a candidate for United States representative who received at least three percent of the total votes cast for United States representative at that general election or has registered voters in the state equal in number to at least three percent of the total votes cast for United States representative at that general election.

The 2016 General Election did not include the gubernatorial race. Therefore, political groups will be recognized as a political party if they received three percent of the total votes cast for U.S. Senator or if they have registered voters in the state equal in number to at least three percent of the total votes cast for U.S. Senator (9343 until the 2018 General Election).

The current contact information for recognized political parties in Alaska can be found on the Division of Elections website at: <http://elections.alaska.gov/Core/recognizedparties.php>

# METHODS FOR FILING YOUR PARTY CANDIDATE PAPERWORK

Candidates may file a Declaration of Candidacy with the Division of Elections for the **August 21, 2018** Primary Election on or before 5:00 p.m. **FRIDAY, JUNE 1, 2018** using one of the methods listed below:

- In person: A Declaration of Candidacy may be delivered in person to any Division of Elections Office.
- 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 the filing deadline. 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 the filing deadline. 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.).**