

**Incorporation Election of the Proposed Second Class City of Big Lake
October 27, 2015**

Candidate information for City Council

Candidate Filing Deadline is 5:00 p.m. August 28, 2015

How do you file for office?

Nominations for city council members are made by petition. If you want your name placed on the ballot for city council you must:

<p>1. Gather signatures and residence addresses of at least 10 registered voters in the proposed area who support your candidacy. (AS 29.05.120(2)(c))</p> <ul style="list-style-type: none">❖ Fill in your name and address at the top of each subscribers' page.❖ <u>Each signer MUST provide their signature, residence address, city and date they signed.</u> Petition signers should also print their name and provide at least one identifier such as: Last 4 digits of SSN, AK Driver's License No., AK State ID No., AK Voter No., or Date of Birth. <i>(Failure to provide the printed name and identifier of the subscriber on the signature page may result in the division's inability to clearly identify and process the individual's subscription to the petition.)</i>❖ It is important that each signer provides a full and descriptive residence address so that it can be determined if the voter is registered within the proposed city limits.❖ It is important to gather more than the required number of signatures in case there are signatures that cannot be qualified.
<p>2. Complete the Nominating Petition Form. Fill out all sections on the attached Nominating Petition Form. Sign and date the form and provide at least one identifier.</p>
<p>3. Complete the Public Officials Financial Disclosure Statement (POFD). All candidates must file a current Public Officials Financial Disclosure Statement at the time they file for office with the Division of Elections. POFDs can be filed by paper or electronically. Contact the Alaska Public Offices Commission (APOC) for a paper POFD or print a copy of the form from the Division of Elections website. For instructions on how to file your POFD electronically, read through the attached pages from APOC. If you file your POFD electronically, please print a copy of your electronic POFD to include with your candidacy filing. If you have questions or need more information about the POFD, please contact APOC at: (907) 276-4176 or www.doa.alaska.gov/apoc/.</p>
<p>4. Completed filing MUST include the following:</p> <ol style="list-style-type: none">1. Subscribers' Page(s)2. Completed Nomination Petition Form3. Completed Public Officials Financial Disclosure Statement (by paper or copy of electronic filing)
<p>5. Submit all filing materials to the Division of Elections. You may return your completed filing materials by mail, in person or by fax.</p> <p>Returned By Mail: Completed materials returned by mail must be postmarked no later than 5:00 p.m. on August 28, 2015 and received in our office by September 4, 2015. Mail to: Division of Elections, PO Box 110017, Juneau, AK 99811-0017</p> <p>Returned In Person: Completed materials returned in person must be hand delivered to the Mat-Su Elections Office or any other Regional Elections office no later than 5:00 p.m. on August 28, 2015.</p> <p>Returned By Fax: Completed materials returned by fax must be received by fax in our office no later than 5:00 p.m. on August 28, 2015. The originals must be postmarked by 5:00 p.m. on August 28, 2015 and physically received in our office by September 4, 2015. Fax number: (907) 465-3203</p>

**Incorporation Election of the Proposed Second Class City of Big Lake
Candidate for City Council Member
Candidacy paperwork MUST be received no later than 5:00 p.m. on August 28, 2015**

If you have questions about becoming a candidate, you may contact the Mat-Su Elections office at (907) 373-8952.

GENERAL INFORMATION

I, _____, request that my name be placed on the October 27, 2015 ballot for the office of City Council Member of the proposed City of Big Lake.

RESIDENCY INFORMATION

My current Alaska residence address is: _____
House # Street Name City

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

FOR CORRESPONDENCE AND THE DIVISION OF ELECTIONS' WEB SITE:

_____, _____, _____, _____, _____
(Official Candidate Mailing Address) (City) (State) (Zip) (Phone)

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 I am a qualified voter under the provisions of the Alaska Statutes and reside within the boundaries of the proposed City of Big Lake. I will serve if elected. My Public Official's Financial Disclosure Statement (POFD) is enclosed.

Candidate Signature: _____ Date: _____

Candidate Identifier

Provide ONE: _____, _____, _____
(Last 4 digits of SSN, ADL #, Voter #, AK ID # or DOB) (Home Phone) (Work Phone)

Please attach all subscribers' pages (signature pages) to this form. The Division of Elections MUST receive this form, all signature pages and POFD by 5:00 p.m., Tuesday, August 28, 2015.

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.

DIVISION OF ELECTIONS - OFFICE USE ONLY

Number of signature pages attached _____ Approximate Number of signatures _____

Place of filing: DO RI RII MAT-SU RIII RIV Received by: MAIL IN PERSON BY FAX

Processed by: _____ (Rev 08/05/15)

STATE OF ALASKA SUBSCRIBERS' PAGE
CANDIDATE FOR CITY COUNCIL MEMBER: PROPOSED SECOND CLASS CITY OF BIG LAKE

CANDIDATE NAME: _____, certify that I am a qualified voter under the provisions of the Alaska Statutes and reside within the boundaries of the proposed City of Big Lake.

CANDIDATE ADDRESS: _____ **OFFICE:** **BIG LAKE CITY COUNCIL**

We the undersigned, pursuant to AS 29.05.120, declare that we are qualified voters residing within the boundaries of the proposed City of Big Lake and we request that this candidate's name be placed on the October 27, 2015 ballot.

	PRINTED NAME <i>(PLEASE PRINT CLEARLY)</i> *PLEASE PROVIDE*	ALASKA RESIDENCE ADDRESS (MUST PROVIDE) <i>(i.e., house number & street name or mile post & road name.)</i>	CITY (MUST PROVIDE)	IDENTIFIER: <i>(Last 4 SSN, Voter #, DOB, ADL # or AK State ID #)</i> *PLEASE PROVIDE*	SIGNATURE (MUST PROVIDE)	DATE SIGNED (MUST PROVIDE)
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*NOTE: Please attach all Signature pages to the "Nominating Petition" form. (In order for the Division to clearly identify subscribers, please provide all information listed above. Failure to do so may result in the Divisions inability to identify and process the individual's subscription to the petition.)

IMPORTANT INFORMATION ABOUT BIG LAKE AND THE APOC POFD

Big Lake is seeking to incorporate as a second class city. The election is run by the state and its candidates will need to file a Public Official Financial Disclosure (POFDS) with the Alaska Public Offices Commission (APOC). If incorporation passes, opting-out of the POFD requirement may be put to a vote by the people.

The POFD: All Big Lake municipal candidates seeking the office of city council member will need to file a POFD (AS 39.50.200 (10)). Municipal Officers are also subject to other POFD requirements, such as Annual, Initial and Final POFDs.

Filing the POFD: Please see the attachment "Creating a POFD" for instructions on filing electronically via myAlaska. APOC encourages electronic filing because of easier access, saving paper, legibility, and copy features which allow the user to duplicate their information for future filings. Because Big Lake has a population of less than 15,000, its candidates may file a paper POFD. Contact APOC for a paper POFD (see APOC contact information below).

Opting Out of the POFD: After incorporation, Big Lake may choose to put the APOC POFD opting-out question on a ballot to be voted on at a regular or special election. Please contact APOC for more information after incorporation.

Contact APOC for assistance

Alaska Public Offices Commission
2221 E. Northern Lights Blvd., Rm. 128
Anchorage, Alaska 99508-4149
Phone: (907) 276-4176
Fax (907) 276-7018
General email: apoc@alaska.gov

Instructions For Creating An Electronic POFD

1. Login to MyAlaska.

-Beside the first icon (a Star) you will see: Services

2. View Your Services **(SELECT THIS ONE)**

-Now, beside the second icon (blue globe) you should see: Services for Individuals

3. Public Official/Legislative Official Financial Disclosure Form (POFD/LFD)
(SELECT THIS LINK ↑)

If you are a:

- Public Official
- Candidate
- Member of a State Board or Commission
- Legislator

Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60

4. Now You Should See:

Actions

- **Start New Form**
- **Resume**
- **Copy**
- **Amend**
- **Delete**

Financial Disclosure Forms

Start New Form **(SELECT THIS ONE)**

Read the Instructions Carefully and Select: **Start**

Tips: If you cannot move to the next page look for an error message in red at the bottom. Until you go to page 19 and certify/submit your POFD, it will show as INCOMPLETE. The program times out after 20 minutes of inactivity.