

**CONGRESSIONAL DISTRICT 8
SPECIAL PRIMARY AND SPECIAL GENERAL ELECTION
CANDIDATE FILING CHECKLIST**

1. FEDERAL CANDIDATES REGISTER THEIR CANDIDATE POLITICAL COMMITTEES WITH THE FEDERAL ELECTION COMMISSION

2. CANDIDATE FILING PERIOD

- The candidate filing period for original nomination documents begins **January 27, 2012** and ends **February 27, 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.

3. NOMINATION PAPER AND AFFIDAVIT OF QUALIFICATION (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.*

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.

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.