

CANDIDATE FILING: MAIL-IN PROCEDURES

In addition to accepting filings in person, we will also be accepting filings by mail. If you wish to file your nomination packet by mail, please follow the below steps.

The statutory deadline to file candidate nomination materials is 5:00 p.m. on April 6, 2020. If you are filing by mail, we must **receive** your filing by 5:00 p.m. on April 6.

1. *Consider how you will mail your filing.* We strongly recommend mailing filings using certified mail to ensure delivery. Our office can take no responsibility over the timeliness or delivery of candidate filings by mail.
2. *Ensure you have filed the required documents online in the Candidate Portal.* Before you mail us your filing, you must confirm that you have electronically filed your: Nomination Paper, Statement of Interest, and Financial Disclosure Statement (for statewide and legislative candidates only). Federal candidates may also submit the Optional Statement on Recall. We will not accept your mailed materials if you have not submitted these documents electronically.
3. *Prepare your petition sheets.* Petition sheets must be sorted by county. Any foreign objects, such as staples and whiteout, must be removed. The circulator statement must be affixed to the back of the petition signature sheet. If the sheets are not double-sided, you may tape sheets together. We cannot process sheets that are stapled. Any signature page that is not attached to a circulator statement will be struck.
4. *Complete the **Filing by Mail** form.* This form is required to accompany your filing by mail. Please provide current contact information where our office can reach the candidate or designated representative if any questions arise during processing.
5. *Mailing Address.* Address your filing to:

Elections Division
1700 W. Washington St. 7th Floor
Phoenix, AZ 85007-2808

Remember: Our office must receive your filing by 5:00 p.m. on April 6, 2020.

6. *Participating Clean Elections Candidates.* We are not accepting Qualifying Contribution slips (“QCs”) and CCEC paperwork by mail at this time. Participating candidates can file nomination paperwork before filing Clean Elections paperwork. Any candidate participating in Clean Elections may collect QCs until July 28, 2020 and may file those until August 4, 2020. Please contact us if you have any questions about this process.
7. *Supplemental Filings.* We will accept supplemental filings by mail. All filings—including supplemental filings—must be **received** by our office by 5:00 p.m. on April 6, 2020. Please attach the “Filing by Mail” form and select the box marked “Supplemental Filing.”
8. *Processing a filing received by mail.* Our office will process filings in the order received. If you elect to file by mail, you are acknowledging that you will not be present while our office processes your petition sheets. After our office processes your filing, we will call the candidate or designate representative with the results. We will also email a copy of the filing receipt.
9. *Questions.* Please contact us at 602-542-8683 or candidate@azsos.gov with any questions.