

Candidate Qualifying Checklist and Information

Information:

- FCPA Election Calendar/Deadlines
www.alabamavotes.gov (Under “Candidates” tab, click “2016 Filing Calendar”)
- Statement of Economic Interest Instructions
http://ethics.alabama.gov (Under “Forms & FAQ”, click “Statement of Economic Interests”)
- Candidate Filing Guidelines Summary
http://www.alabamavotes.gov/downloads/election/fcpa/cfg-13th-edition.pdf
- Campaign Advertising Disclaimer Guidelines
http://www.alabamavotes.gov/downloads/election/fcpa/glad-2016.pdf

Forms:

- Declaration of Candidacy Form (Triplicate Form)
www.algop.org (Under “Elections” tab, click “Resource Page”)
- Appointment of Principle Campaign Committee Form
www.alabamavotes.gov/downloads/election/fcpa/apcc.pdf
- Statement of Economic Interest Form
www.ethics.alabama.gov (Under “Forms & FAQ”, click “Statement of Economic Interests”)
- Dissolution of Campaign Committee Form
www.sos.state.al.us (Under “Candidates” tab, click “Forms”, and download the third form from the bottom titled: “FCPA – PAC/Candidate – Statement of Dissolution”)
- Campaign Financial Filings Form
www.alabamavotes.gov (Under the “Candidates” tab, click “View new Campaign Finance System”)

Checklist:

- Thoroughly read all qualifying materials.
- Complete and return Declaration of Candidacy form any qualifying fee to ALGOP **no later than 5:00 p.m. on Thursday, July 14, 2016, papers must be in the ALGOP office (3505 Lorna Road, Birmingham, AL 35216) by this time; papers received via mail or in-person after this date by state law cannot be accepted.**
- Complete and return the Statement of Economic Interests form to the Alabama Ethics Commission or complete online, **immediate after qualifying** as candidate. Deadline: **This must be completed five (5) days following qualifying with county chairman or ALGOP.**

www.ethics.alabama.gov/forms-ecint2.aspx

Alabama Ethics Commission
P.O. Box 302300
Montgomery, AL 36130-2300
334-242-2997

- Complete and return Appointment of Principle Campaign Committee form to the Secretary of State’s office or your local probate judge (list of probate judges can be found on www.sos.state.al.us/vb/election/all.aspx?trgtooffice=Judge%20of%20probate) **within five calendar days** of qualifying with ALGOP or county chairman.

Office of the Secretary of State
ATTN: Elections Division
P.O. Box 5616
Montgomery, AL 36103-5616
334-242-7210/1-800-274-VOTE

Candidate Qualifying Checklist and Information (Continued)

- Be sure to confer with legal counsel to ensure correct compliance with all election laws.
- Be aware of all pre-election report deadlines and submit financial reports to the Secretary of State, or probate judge if you qualify with the county chairman, as required once fundraising thresholds have been met (see Candidate Filing Guide for details). A copy of the Alabama Fair Campaign Practices Act is available from either the ALGOP Headquarters (3505 Lorna Road, Birmingham, AL 35216) or the Secretary of State's office (600 Dexter Ave, Montgomery, AL 36104).
- Complete and return Financial Committee Filing forms found on:
<http://www.alabamavotes.gov/downloads/election/fcpa/glcan-2016.pdf>
- Note these forms can be filed daily, weekly, monthly, or annually depending on filing calendar and when you hit specific thresholds. Please check candidate 2016 Filing Calendar (<http://www.alabamavotes.gov/downloads/election/2016/2016fcpafilingcalendar.pdf>) to be sure you do not miss any dates.
- **Democrats and media will be watching, and if you do not fill these out on time you can be disqualified.**
- If you have any questions on how to fill out the forms contact the Secretary of State office.
- Upon dissolution of the campaign commit, the chairman or treasurer of the committee should provide the Secretary of State's office with a Statement of Dissolution Form, a record of unreported contributions and expenditures, and a statement of how excess campaign funds will be distributed.