COMMONWEALTH OF KENTUCKY
OFFICE OF THE SECRETARY OF STATE
ALISON LUNDERGAN GRIMES

TO: Potential Candidates
FROM: Alison Lundergan Grimes, Secretary of State

To avoid any delays in the filing of candidate documents to attain ballot access required to file with the county clerk, candidates should directly contact the county clerk in their county of residence for filing procedures and requirements.

To avoid any delays in the filing of candidate documents to attain ballot access required to file with the Office of the Secretary of State, the following is provided:

1. Complete all applicable blanks on the filing form. The Office of the Secretary of State will make the necessary copies for distribution.
2. Candidates and signers must have their signatures acknowledged by a Notary Public, if applicable, and the expiration date of the notary's commission must be stated.
3. All copies of the Appointment of Campaign Treasurer and Optional Request for Reporting Exemption **(not applicable to Federal Candidates who must register with the Federal Election Commission)** should accompany the filing form. The Office of the Secretary of State provides a duplicate copy to the Registry of Election Finance.
4. Checks should be payable to the Kentucky State Treasurer.

Questions relating to campaign finance procedures and requirements should be directed to the Registry of Election Finance at 502-573-2226. In addition, the Registry's website, http://www.kref.ky.gov, provides for the downloading of required reporting forms and a book titled Guide to Campaign Finance. Questions relating to campaign finance matters for federal candidates should be directed to the Federal Election Commission at 1-800-424-9530.

Candidate filing forms may be filed in person or by mail at the following address:

Office of the Secretary of State
Election Division
Room 148, State Capitol
700 Capital Avenue
Frankfort, KY 40601-3493

If our office may be of further assistance to you, please contact our election staff at 502-564-3490 or by email at sos.electns@ky.gov.

STATE REPRESENTATIVE
INDEPENDENT and POLITICAL GROUP/ORGANIZATION CANDIDATES
GENERAL ELECTION

The Office of State Representative will appear on the 2016 general election ballot.

Signatures Required:	Candidate's signature and the signature of 100 registered voters from the district or jurisdiction in which candidate seeks nomination.

Earliest date to file Statement-of-Candidacy	**November 4, 2015**
Latest date to file Statement-of-Candidacy (4:00 p.m., local time)	**April 1, 2016**
Earliest date to affix signatures and file Nominating Petition	**November 4, 2015**
Latest date to file Nominating Petition (4:00 p.m., local time)	**August 9, 2016**

Filing Form SBE 59A	Statement-of-Candidacy
Filing Form SBE 59 and 59-2	Nominating Petition
Filing Form KREF-001	Appointment of Campaign Treasurer and Optional Request for Reporting Exemption
Filing Fee	$200.00
Filing Official	Secretary of State

Political Organization Definition: "Political organization" means a political group not constituting a political party within the meaning of subsection (1) of this section but whose candidate received two percent (2%) or more of the vote of the state at the last preceding election for presidential electors. KRS 118.015 (8).

Political Group Definition: "Political group" means a political group not constituting a political party or a political organization within the meaning of subsections (1) and (8) of this section. KRS 118.015 (9).

Independents and Political Group/Organization candidates attain general election ballot access for the office of State Representative by filing a Statement-of-Candidacy and a Nominating Petition with the Secretary of State. The filing of the Statement-of-Candidacy is a prerequisite to file the petition of nomination. All candidates except those candidates who have been nominated by any qualified political organization must file a Nominating Petition.

The Statement-of-Candidacy form must be filed with the Secretary of State not later than *April 1st preceding the general election. There is **NO** filing fee for the filing of the signed Statement-of-Candidacy. Failure to file the Statement-of-Candidacy form by the April 1st deadline shall result in rejection of the petition.

The Nominating Petition shall be filed with the Secretary of State not later that the second Tuesday in August at 4:00 p.m., local time.

Establishing Campaign Account: For information regarding campaign contribution and expenditure reporting requirements received or expended in the year before the year the candidate appears on the ballot, contact the **Registry of Election Finance** at (502) 573-2226.

STATEMENT-OF-CANDIDACY

(Independent candidates or candidates of political groups/organizations required to file with the Secretary of State or county clerk other than Governor/Lt. Governor)

I, _____
(Name of Candidate)

reside at _____
(Residential Address)

_____, do hereby state my desire
(City, State, Zip)

to become a candidate for the office of _____

district _____ of the political group/organization known as _____
(if applicable)

or as an independent candidate under the provisions of KRS 118.367.

I do further declare that I am aware that ballot access is obtained by filing a petition of nomination and that the filing of petitions of nominations for independent candidates shall not be accepted by the Secretary of State or the county clerk, if the candidate has not filed a Statement-of-Candidacy form. KRS 118.365(5)

_____
(Signature of Candidate)

The deadline for filing a Statement-of-Candidacy form is **not later than April 1** preceding the day fixed by law for holding of general elections for the offices sought and may be filed no earlier than the first Wednesday after the first Monday in November of the year preceding the year in which the office will appear on the ballot. KRS 118.367

Petitions of nomination shall be filed as required with the Secretary of State or county clerk **not later than the second Tuesday in August** preceding the day fixed by law for the holding of general elections for the offices sought and may be filed no earlier than the first Wednesday after the first Monday in November of the year preceding the year in which the offices will appear on the ballot. KRS 118.365(5)

SBE 59A (04/05)

Kentucky UNBRIDLED SPIRIT

White copy: Filing officer
Canary copy: State Board of Elections
Pink copy: Candidate

NOMINATING PETITION

(Independent candidates or candidates of political groups/organizations required to file with the Secretary of State or County Clerk other than Governor/Lieutenant Governor)

To _____ Commonwealth of Kentucky, _____County:
(County Clerk or Secretary of State, as case may be)

We, the undersigned petitioners, being voters of the same district or jurisdiction from which the candidate seeks nomination, and being at least _____ in number, hereby petition you to cause to be printed on the official ballot of said county/counties _____of the Commonwealth of Kentucky at the regular election to be held on November_____20___ the name of _____ who
(Day)
resides at _____ as a
(Residential Address) (City, State, Zip)
candidate for the office of _____ district _____ of the political group/organization known as _____ or as an independent candidate.

I, _____, hereby declare that I
(Name of candidate in full as desired on ballot as provided in KRS 118.129)
possess all the constitutional and statutory requirements for the office for which I have filed.

_____
(Signature of Candidate)

Petitioners desire that the above candidate be designated on the ballot under the following attached figure or device:

Petitioners shall include residential address, signature affixation date, and date of birth. Failure of a voter to include the signature affixation date, date of birth, and residential address shall result in the signature not being counted.

DATE	BIRTH DATE	SIGNATURE OF PETITIONER	RESIDENTIAL ADDRESS	CITY & ZIP

KRS 118.315
SBE 59 (06/09)

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White copy: Filing officer
Canary copy: State Board of Elections
Pink copy: Candidate

Name of Candidate	Office	(District if applicable)

Petitioners shall include residential address, signature affixation date, and date of birth. Failure of a voter to include the signature affixation date, date of birth, and residential address shall result in the signature not being counted.

DATE	BIRTH DATE	SIGNATURE OF PETITIONER	RESIDENTIAL ADDRESS	CITY & ZIP

KENTUCKY REGISTRY
OF ELECTION FINANCE
140 Walnut Street
Frankfort, Kentucky 40601
(502) 573-2226 / Fax (502) 573-5622
www.kref.ky.gov

APPOINTMENT OF CAMPAIGN TREASURER AND OPTIONAL REQUEST FOR REPORTING EXEMPTION

This Space for Filing Officer Use Only

If not date stamped, complete the following. Form filed with:

☐ Secretary of State **or**

☐ County Clerk _____
Name of County

on _____ (Date Filed)

This Space for Registry Use Only

FN_____By_____ Date_____

SECTION 1. CANDIDATE INFORMATION (Please type or print)

Name of Candidate (as will appear on ballot)	*County of Candidate's Residence*		
Candidate's Mailing Address: Street, P.O. Box, Rural Route	*City*	*State*	*Zip Code*
Candidate's Telephone Number	*Candidate's Alternate Telephone Number*		
Candidate's Date of Birth	*Optional - Additional Methods of Contact (Example: e-mail address, fax number, other telephone number)*		

SECTION 2. ELECTION INFORMATION

Date of Election	*Type of Election (Check One)* *___ Primary Nomination ___General Election* *___ Special Election or Election to Fill Unexpired Term*	*Is Candidate the Incumbent for This Office?* *___Yes ___No*	*Is Candidate Filing as a Write-In Candidate?* *___Yes ___No*
Office Sought	*Jurisdiction of Office Sought, Including District, Circuit, or Division Number, if Applicable*		
This Race is: (Check One) *___Partisan ___Non-Partisan*	*If Partisan Race, Indicate Candidate's Designation on the Ballot: (Check One)* *___Democrat ___Republican ___Independent ___Other (Specify) _____*		

SECTION 3. TREASURER AND DEPOSITORY INFORMATION

Name of Treasurer - Required Designation Even if Candidate is Serving as Own Treasurer			
Treasurer's Mailing Address: Street, P.O. Box, Rural Route	*City*	*State*	*Zip Code*
Treasurer's Telephone Number	*Treasurer's Alternate Telephone Number*		
Name of Financial Institution Intended for Use as Campaign Depository	*Address of Financial Institution Intended for Use as Campaign Depository*		

SECTION 4. OPTIONAL REQUEST FOR REPORTING EXEMPTION PURSUANT TO KRS 121.180(1)

I am not requesting a reporting exemption. I intend to file all campaign finance reports. I understand that I will have campaign finance reports due 32 and 15 days before the election(s) and 30 days after the election(s). This is my intent for the: (Check One)

___ Primary and General Elections ___Primary Election Only ___ General Election Only

EXEMPTION OPTION A. **I expect to raise and spend $3,000 or less** during each election as indicated below which entitles me to request an exemption from all pre-election reporting. I understand that I will have one campaign finance report due no later than 30 days after the election indicated unless my campaign exceeds the $3,000 threshold at which time I will immediately begin filing the required campaign finance reports. This is my intent for the: (Check One)

___ Primary and General Elections ___Primary Election Only ___ General Election Only

EXEMPTION OPTION B. I expect to raise and spend $1,000 or less during each election as indicated below which entitles me to request a reporting exemption. I understand that I will have no campaign finance reports due for the election(s) indicated unless my campaign exceeds the $1,000 threshold at which time I will immediately begin filing the required campaign finance reports. This is my intent for the: (Check One)

___ Primary and General Elections ___Primary Election Only ___ General Election Only

SECTION 5. AMENDED INFORMATION, REVOCATION OR CHANGE OF REPORTING EXEMPTION

If using this form to amend candidate, election, treasurer, or depository information, check this box..... ☐

If using this form to revoke a prior request for exemption and/or to exercise a different option, check this box ..... ☐

Briefly describe reason for amendment, revocation, or change:

SECTION 6. VERIFICATION

I certify that I have examined this Appointment of Campaign Treasurer and Optional Request for Reporting Exemption form and to the best of my knowledge and belief it is true, correct, and complete. I understand that submission of false, erroneous, or incomplete information may subject me to the penalties of KRS 121.990.

Candidate's Signature_____ ***Date***_____/_____/_____

Kentucky UNBRIDLED SPIRIT

APPOINTMENT OF CAMPAIGN TREASURER AND OPTIONAL REQUEST FOR REPORTING EXEMPTION- INSTRUCTIONS

FILING OFFICER INSTRUCTIONS - Filing Officer should date/stamp the form in the space provided in the center of the heading on the front of the form. If date/stamp device is not used, Filing Officer must complete the information requested by hand in the spaces provided. State the name of the office where form was filed, including the name of the county, and indicate the date on which the filing was accepted. The Filing Officer should distribute the copies of the form as follows: Original (White) - Retained by Filing Officer to be filed with candidate's filing papers; Canary - To be sent to the Registry immediately; Pink - Candidate copy.

REGISTRY USE ONLY - This space is reserved for use by the Registry of Election Finance. Do not make any marks or enter any information in this space.

GENERAL INSTRUCTIONS - Type or print all entries and provide all information requested.

Candidates are advised that, with very limited exceptions, they may not file this form directly with the Registry. It must be filed with the Secretary of State or County Clerk only, who will forward the appropriate copy to the Registry.

This form does not constitute the registration of a campaign committee. To register a campaign committee, obtain Form KREF-010 from the Registry and file it with the Registry.

SECTION 1. CANDIDATE INFORMATION - This section of the form contains information relating to the candidate. All fields are required unless designated "Optional". Do not leave any required fields blank.

NAME OF CANDIDATE - Enter the name of the candidate as it will appear on the ballot.

COUNTY OF CANDIDATE'S RESIDENCE - Enter the name of the candidate's county of residence.

CANDIDATE'S MAILING ADDRESS - CITY - STATE - ZIP - Enter the complete address of the location where all correspondence with the candidate will be mailed. Include street number and name, rural route, post office box, and apartment number, as applicable.

CANDIDATE'S TELEPHONE NUMBER - Enter the telephone number where the candidate can be reached during the daytime hours.

CANDIDATE'S ALTERNATE TELEPHONE NUMBER - Enter an alternate telephone number where the candidate can be reached, either in person, or by voice mail or other answering device.

CANDIDATE'S DATE OF BIRTH - Enter the candidate's date of birth. Include month, day, and year.

OPTIONAL METHOD OF CONTACT - The candidate may enter another method of contact in addition to the two telephone numbers requested. Optional methods of contact include, but are not limited to, cellular telephone number, pager, fax machine, e-mail address, and candidate's web page.

SECTION 2. ELECTION INFORMATION - This section contains information relating to the election. An entry in each field is required. Do not leave any fields blank.

DATE OF ELECTION - Enter the date of the election for which the candidate is filing this form.

TYPE OF ELECTION - Check the appropriate type of election: primary, general, special, or unexpired.

IS CANDIDATE THE INCUMBENT? - If candidate presently holds the office for which he or she is seeking re-election, check "Yes"; otherwise, check "No".

IS CANDIDATE FILING AS A WRITE-IN? - If filing as a write-in candidate, check "Yes", otherwise, check "No".

OFFICE SOUGHT - Enter the name of the office the candidate is seeking.

JURISDICTION OF OFFICE SOUGHT - Enter the district, circuit, or division number of office sought. Enter the name of the community served if not included in title of office sought above. Candidate for state offices shall enter "Statewide" in this field.

THIS RACE IS PARTISAN/NON-PARTISAN - If race is partisan, check "Yes", otherwise, check "No".

IF PARTISAN RACE - INDICATE CANDIDATE'S DESIGNATION ON BALLOT - If race is partisan, check or designate candidate's political party or political organization with which the candidate will be affiliated on the ballot. If running as an independent, regardless of party, check "Independent."

SECTION 3. TREASURER AND DEPOSITORY INFORMATION - This section of the form contains information relating to the campaign treasurer and campaign depository bank account. An entry in each field is required. Note that a candidate is required to notify the Registry of the death, resignation, or removal of a treasurer and appoint a successor by using this form or be accountable as his or her own treasurer.

NAME OF TREASURER - Enter the full name of the individual the candidate is appointing to serve as campaign treasurer. If candidate is serving as his or her own treasurer, "Self" may be entered in this field. A judicial candidate is advised to contact the Judicial Conduct Commission of the Kentucky Judiciary before designating himself or herself as campaign treasurer.

TREASURER'S MAILING ADDRESS - CITY - STATE - ZIP - Enter the complete address of the location where all correspondence with the treasurer will be mailed. Include street number and name, rural route, post office box, and apartment number, if applicable.

TREASURER'S TELEPHONE NUMBER - Enter the telephone number where the treasurer can be reached during the daytime hours.

TREASURER'S ALTERNATE TELEPHONE NUMBER - Enter an alternate telephone number where the treasurer can be reached, either in person, or by voice mail or other answering device.

NAME OF FINANCIAL INSTITUTION - Enter the name of the bank where the campaign depository is to be maintained. It is necessary to designate a depository even if the candidate is serving as his or her own treasurer.

ADDRESS OF FINANCIAL INSTITUTION - Enter the complete mailing address of the bank designated as the campaign depository above.

SECTION 4. OPTIONAL REQUEST FOR REPORTING EXEMPTION Pursuant to KRS 121.180(1) - This section of the form contains options for requesting reporting exemptions based on the amount of money the candidate plans to raise or spend in each election. This section of the instructions contains important information regarding deadlines for filing reporting exemptions and possible penalties for exceeding the threshold for the exemption chosen.

Deadlines

For candidates with a January filing deadline - The request for exemption for the primary nomination must be filed with the filing officer who receives the candidate's filing papers no later than the filing deadline for the primary. To revoke or change the request for exemption for the primary, the candidate must file an amended Form KREF 001 no later than 15 days after the filing deadline for the primary.

For candidates winning the primary nomination - If the candidate has not already filed a request for exemption for the general election, it must be filed with the officer who receives the candidate's filing papers no later than 25 days after the date of the primary. To revoke the request for exemption, the candidate must file an amended Form KREF 001 no later than 25 days after the date of the primary.

For candidates with an August filing deadline - The request for exemption must be filed with the officer who receives the candidate's filing papers no later than the filing deadline for the general election. To revoke or change the request for reporting exemption, the candidate must complete Form KREF 001 no later than 15 days after the filing deadline for the general election.

Exceeding the Threshold for Exemption

Candidates for county offices, city offices, or school board races - May exceed the threshold chosen without filing an amended Form KREF 001. However, the candidate must begin filing all applicable financial reports due, or be subject to civil penalties for late reporting.

For all other candidates - A candidate who fails to revoke or change the reporting exemption chosen, and then exceeds the threshold, may be subject to penalties, including civil penalties for late reporting or possible criminal penalities for knowing violations.

NO EXEMPTION OPTION - A candidate may choose to indicate that he or she is not requesting a reporting exemption, and is therefore required to file all reports for the primary election only, for the general election only, or for both elections, as indicated by checking the appropriate box. If a candidate chooses this option, all reports are required, even if no campaign activity has taken place during the reporting period.

Whether a candidate is opposed or unopposed in an election does not affect the reporting requirements.

EXEMPTION OPTION A - A candidate who intends to raise or spend $3,000 or less (including the candidate's own money) during each election may request an exemption from all pre-election reporting. To choose this exemption option, check one box to indicate whether the exemption is being requested for the primary election only, the general election only, or both the primary and general elections.

EXEMPTION OPTION B - A candidate who intends to raise or spend $1,000 or less (including the candidate's own money) during each election may request an exemption from all pre- and post-election reporting. To choose this exemption option, check one box to indicate whether the exemption is being requested for the primary election only, the general election only, or both the primary and general elections.

SECTION 5. AMENDED INFORMATION, REVOCATION OR CHANGE IN REPORTING EXEMPTION - This section of the form is used to indicate that information as previously filed on a Form KREF-001 has changed.

IF USING THIS FORM TO AMEND - If using this form to amend candidate, election, treasurer, or depository information, complete a new Form KREF-001 in its entirety. In Section 5, check the appropriate box to indicate that the form contains information which is different from that which was originally filed. Briefly describe the reason for the amendment. (Note: For this type of change the amended Form KREF-001 may be filed directly with the Registry.)

For example, to name a new campaign treasurer in the event of the resignation of the former treasurer, complete the entire form, include the new treasurer's name, address, and telephone numbers in the appropriate fields. Check the box in Section 5 to indicate that the form contains amended information, and in the space provided for a description of the amendment, indicate "due to resignation of treasurer, new treasurer appointed."

IF USING THIS FORM TO REVOKE - Prior to the deadline, this form may be used to revoke a prior exemption option and/or to exercise a different option by completing a new KREF Form 001 in its entirety. In Section 4, check the new exemption option chosen. In Section 5, check the appropriate box to indicate that the form contains a new exemption option selection, and briefly describe the reason for the revocation and/or new selection.

For example, if the candidate did not exercise an exemption option, and planned to file all campaign finance reports, but prior to the deadline to revoke determined that he or she would not raise or spend in excess of $1,000, the candidate could file a revocation of his or her original option and then exercise a new option. To exercise the new option, the candidate would complete the form in its entirety, select Option 2 in Section 4, and check the appropriate box in Section 5 to indicate that a change has occurred. In the space provided for a description, the candidate would indicate "due to no opposition in this race, planned spending will not exceed $1,000."

CANDIDATE'S SIGNATURE - After reading the verification statement, the candidate should sign and date the form. By signing the form the candidate acknowledges that he or she has read and understands the verification statement.