



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.

ELECTION DIVISION
SUITE 148, STATE CAPITOL
700 CAPITAL AVENUE
FRANKFORT, KY 40601-3493



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(502) 782-7416
(502) 782-7426
FAX: (502) 564-5687
WEBSITE: www.sos.ky.gov

**MAYOR
NONPARTISAN MAYOR CANDIDATES
PRIMARY/GENERAL ELECTION**

The Nonpartisan Office of Mayor (if applicable) will appear on the 2018 ballot.

**Procedures for candidates seeking a nonpartisan city office when the city has
NOT enacted an ordinance WAIVING Primary**

Signatures Required:	Candidate's signature and two (2) registered voters who reside in the city from which the candidate seeks nomination. (Filing form information listed below)	
Earliest date to affix signatures and file Nominating Petition	November 8, 2017	
Latest date to file Nominating Petition (4:00 p.m., local time)	January 30, 2018	

Mayoral candidates in a city that by ordinance conducts nonpartisan city elections and **does NOT** by ordinance waive the primary attain ballot access by filing a Nominating Petition with the county clerk in the candidate's county of residence.

**Procedures for candidates seeking a nonpartisan city office when the city HAS
enacted an ordinance WAIVING Primary**

Signatures Required:	Candidate's signature and two (2) registered voters who reside in the city from which the candidate seeks nomination. (Filing form information listed below)	
Earliest date to affix signatures and file Nominating Petition	November 8, 2017	
Latest date to file Nominating Petition (4:00 p.m., local time)	August 14, 2018	

Mayoral candidates in a city that by ordinance conducts nonpartisan city elections and by ordinance **DOES** waive the primary attain ballot access by filing a Nominating Petition with the county clerk in the candidate's county of residence.

Filing Form SBE 60A		Nominating Petition
Filing Form KREF-001	Appointment of Campaign Treasurer and	Optional Request for
		Reporting Exemption
Filing Fee		\$50.00
Filing Official		County Clerk

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 INTENT AND APPOINTMENT OF CAMPAIGN TREASURER INSTRUCTIONS

FILING OFFICER INSTRUCTIONS – The Filing Officer should date/stamp the form in the space provided at the top of the form. If a date/stamp device is not used, the 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 1) retain the original form to be filed with the Candidate’s filing papers, 2) send a copy to the Registry immediately, and 3) provide the Candidate with a copy.

REGISTRY USE ONLY BOX - 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 their 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.

SPECIFIC INSTRUCTIONS -

SECTION 1. CANDIDATE INFORMATION - This section of the form contains information relating to the candidate. An entry in each field is required. Do not leave any fields blank. Enter the name of the candidate as it will appear on the ballot.

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. Enter the date of the election for which the candidate is filing this form.

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. If candidate is serving as his or her own treasurer, “Self” may be entered in this field.

SECTION 4. STATEMENT OF SPENDING INTENT AND REQUEST FOR EXEMPTION, AMENDED INFORMATION, REVOCATION OR CHANGE IN REPORTING EXEMPTION - Pursuant to KRS 121.180(1), this section of the form contains options for spending intent and requesting a reporting exemption 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.

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. 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. All other candidates who fail to revoke or change the reporting exemption chosen, and then exceed the threshold, may be subject to penalties, including civil penalties for late reporting or possible criminal penalties for knowing violations. A candidate who intends to raise or spend over \$3,000 is not entitled to a reporting exemption, and is therefore required to file all reports for the primary election, for the general election, or for both elections, or for a special or unexpired term election, as indicated by checking the appropriate boxes. 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. 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- and post-election reporting. When choosing this option, indicate whether the exemption is being requested for the primary election, the general election, or both, or for a special or unexpired term election.

AMENDMENT - 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 candidate, election, treasurer, or depository information, complete a new Form KREF 001 in its entirety. In Section 4, 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 must 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.

SECTION 5. CANDIDATE’S AND TREASURER’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. After reading the verification statement, the treasurer should sign and date the form. By signing the form the treasurer acknowledges that he or she has read and understands the verification statement.