

# Memo

**To:** Candidates running for office  
**From:** Navajo County Elections Office  
**Date:** 03/18/2020  
**Re:** Candidate Filing by Mail-in Procedures

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In addition to accepting filings in person by appointment only, 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 via email.* You must confirm that you have electronically filed your: Nomination Paper, Statement of Interest, and Financial Disclosure Statement (for County Seat candidates only).
3. *Prepare your petition sheets.* 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. Any signature page that does not have circulator statement on the back 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:

Navajo County Elections  
PO Box 668  
Holbrook, AZ 86025

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

6. *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.
7. *Questions.* Please contact us at 928-524-4062 or [elections@navajocountyaz.gov](mailto:elections@navajocountyaz.gov) with any questions.