STATE OF UTAH

2016 CANDIDATE GUIDE

A Guide for Partisan U.S. Senate, U.S. House, Statewide, and Legislative Candidates

Prepared by the Office of the Lieutenant Governor, Spencer J. Cox

Published: January 8, 2016 (Version 1)
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A guide for U.S. Senate, U.S. House, Statewide, and Legislative Candidates

Prepared by the Office of the Utah Lieutenant Governor, Spencer J. Cox

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Cover Photo Credit: Ashlee Buchholz

DISCLAIMER: This guide is not a substitute for Utah State Code, and it is not intended to be comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. The contents of this guide are subject to change by legislative or judicial action. Additionally, the contents of this guide are exclusively for the use of Qualified Political Party (QPP) candidates. As of January 8, 2016, all political parties in Utah are classified as a Qualified Political Party.

OFFICE OF THE LIEUTENANT GOVERNOR
SPENCER J. COX

Dear Candidate,

Congratulations on your decision to run for political office. The privilege of serving the citizens of Utah is a very rewarding job.

Running for office is exhilarating but can also be complicated and difficult to navigate - particularly if you are new to the political process. Therefore, we have created this guide to assist you in managing the steps you will need to complete in order to run a successful campaign.

If you have any questions, my office can be reached by calling (801) 538-1041 or emailing elections@utah.gov.

Good luck on the campaign trail!

Sincerely,

Spencer J. Cox
Lieutenant Governor

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REQUIREMENTS TO BECOME A CANDIDATE

Before you begin campaigning, meeting voters, or collecting campaign donations, it is a good idea to make sure you meet certain requirements to become a candidate. Take a look at the table below to determine whether you meet the requirements of the office you plan to seek.

Office	Age	Residency	Citizenship	Other Qualifications	Office Term
U.S. Senate	30	Resident of the U.S. for 14 years; resident of Utah when elected	U.S. citizen for 9 years	-	6 years
U.S. House of Representatives	25	Resident of Utah when elected	U.S. citizen for 7 years	-	2 years
Governor	30	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	4 years
Lieutenant Governor	30	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	4 years
Attorney General	25	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]; admitted to practice before the Utah Supreme Court; has good standing with the Utah Bar Association	4 years
State Auditor	25	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	4 years
State Treasurer	25	Resident of Utah for 5 years	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	4 years
State Senate[3]	25	Resident of Utah for 3 years, 6 months living in the Senate district prior to the last day of filing	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	4 years
State House of Representatives[3]	25	Resident of Utah for 3 years; 6 months living in the House district prior to the last day of filing	U.S. Citizen	Qualified voter[1]; never convicted of a felony[2]	2 years

1. A qualified voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election: be at least 18 years old and have been a resident of Utah for 30 days immediately before that election; (4) and has registered to vote.

2. A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.

3. No person holding any public office of profit or trust under authority of the United States, or of this State, shall be a member of the Legislature: provided that appointments in the State Militia, and the offices of notary public, justice of the peace, United States commissioner, and postmaster of the fourth class, shall not, within the meaning of this section, be considered offices of profit or trust.

DECIDE WHICH PRIMARY ELECTION PATH TO FOLLOW

Beginning in 2016, partisan candidates running for a Qualified Political Party's nomination have ***THREE*** paths to get on the primary election ballot:

1) Gather signatures from voters
2) Go through the party's caucus and convention system
3) Gather signatures from voters **AND** go through the party's caucus & convention system

Below is a simple chart that illustrates the different requirements of each path. Turn to pages 6-9 for more information on the caucus and convention system and pages 10-18 for information on gathering signatures. If you plan on pursuing both paths, be sure to read both sections. If you pursue both paths, your name will only appear on the primary election ballot once.

CAUCUS & CONVENTION PATH

1. Get to know the caucus & convention system
2. Declare candidacy
3. Attend your party's convention
4. Party certifies your name for the primary election ballot
5. PRIMARY ELECTION

MORE INFO: PAGES 6 - 9

BOTH PATHS

1. Get to know the caucus & convention system
2. Determine your signature requirements
3. Declare intent to gather signatures
4. Begin gathering signatures
5. Declare candidacy
6. Submit required number of signatures
7. Attend your party's convention
8. PRIMARY ELECTION

MORE INFO: PAGES 6 - 18

GATHERING SIGNATURES PATH

1. Determine your signature requirements
2. Declare intent to gather signatures
3. Begin gathering signatures
4. Declare candidacy
5. Submit required number of signatures
6. PRIMARY ELECTION

MORE INFO: PAGES 10 - 18

CAUCUS & CONVENTION PATH

The caucus and convention system is one path you can take to get your name on the primary election ballot. If you select this path, you must complete these steps:

Step 1

Get to know the caucus & convention system (page 7)

Step 2

Declare candidacy between March 11, 2016 and 5:00 p.m. on March 17, 2016 (page 8)

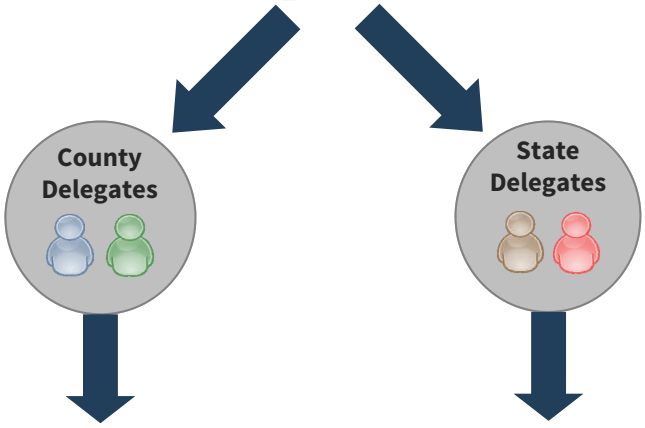
Step 3

Attend your party's convention (page 9)

STEP 1 GET TO KNOW THE CAUCUS & CONVENTION SYSTEM

1: CAUCUS MEETINGS

A caucus is a neighborhood meeting of a political party's members. During the meeting, the caucus members choose representatives for the caucus to attend either the county or state convention. These representatives are known as delegates.

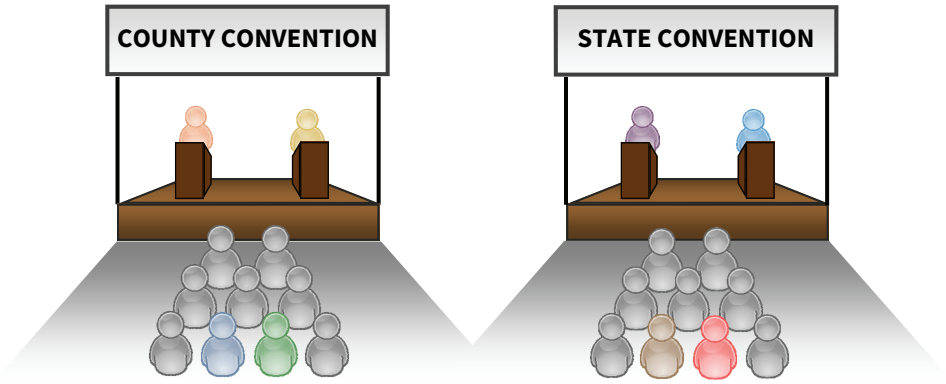


2: COUNTY & STATE CONVENTIONS

Delegates gather at the party's conventions to vote for candidates.

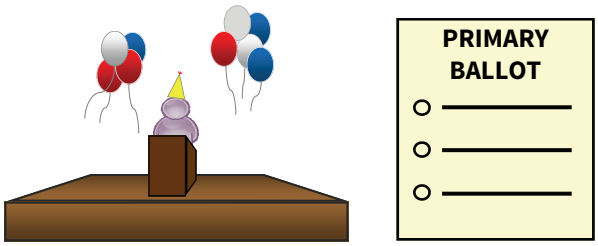
Delegates at the county convention vote for candidates for county offices and legislative districts that are located entirely within the county.

Delegates at the state convention vote for candidates for federal office, statewide office (e.g., governor), and legislative districts that are located in multiple counties.



3: PRIMARY ELECTION

Candidates that receive a certain percentage of delegates' votes will be nominated and their name will be placed on the primary election ballot. The primary election will be held on Tuesday, June 28, 2016.



STEP 2 DECLARE CANDIDACY

All candidates must declare candidacy with their filing officer. If you choose to gather signatures in addition to participating in your party's convention, you do not need to declare candidacy twice.

WHEN DO I DECLARE CANDIDACY?

You must declare candidacy sometime between Friday, March 11, 2016 and 5:00 p.m. on Thursday, March 17, 2016. Late declarations cannot be accepted.

WHERE DO I DECLARE CANDIDACY?

You must declare candidacy in person with the filing officer. Refer to the table below to determine your filing officer. Legislative candidates should note that they no longer can declare candidacy with the Lieutenant Governor.

Candidate	Filing Officer
Federal Office	Lieutenant Governor
Statewide Office	Lieutenant Governor
Multi-County Legislative Office	County Clerk of the county in which you reside
Single-County Legislative Office	County Clerk of the county in which you reside

HOW DO I DECLARE CANDIDACY?

You must submit the forms listed below to declare candidacy. Your filing officer will have these forms available during the filing period. Once you declare candidacy, your declaration forms will be publicly posted on elections.utah.gov.

1. **Declaration of Candidacy Form.** This form requires your name, contact information, party, and a statement of which path(s) to the primary election ballot you intend to take. You will also be required to write your name exactly as you would like it printed on the ballot. You may also provide your campaign's email address, campaign website, and Twitter handle on the declaration form.
2. **Financial Disclosure/Conflict of Interest Form.** This form is required for candidates for statewide and legislative offices. It requires information about your employment, business activity, and financial interests. It may take some time to complete, so you may want to review or fill out this form beforehand.
3. **Pledge of Fair Campaign Practices (Optional).** This form is a pledge to conduct your campaign according to the statements outlined in the pledge. It is entirely optional.

(Continued on the next page.)

HOW DO I DECLARE CANDIDACY? *(Continued)*

You must also pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay, you can file an affidavit of impecuniosity and the filing officer will determine whether the fee will be waived. You may be required to provide evidence that you are unable to pay.

Candidate	Filing Fee
U.S. Senate	$1,355.00
U.S. House of Representatives	$485.00
Governor	$800.00
Attorney General	$762.50
Lt. Governor, State Auditor, & State Treasurer	$725.00
State Senate	$111.43
State House of Representatives	$80.71

WHAT IF I CAN'T DECLARE CANDIDACY IN PERSON?

Utah law makes it clear that you must declare your candidacy in person; however, it does allow you to designate another person to file on your behalf if you are located outside of Utah during the entire declaration period due to:

- Employment with the State of Utah or the United States, or
- Active duty status with the military, National Guard, the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the NOAA.

If you meet any of these requirements, you must use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, FaceTime). Candidates with family emergencies, vacations, or other reasons cannot declare candidacy this way.

STEP 3 ATTEND YOUR PARTY'S CONVENTION

If you are a candidate for a legislative office that is located entirely within a single county, you will attend the county convention. County conventions are typically held sometime between late March and mid-April.

If you are a candidate for federal office, statewide office, or a legislative district that is located in multiple counties, you will attend the statewide convention. Parties typically hold their statewide convention in late April after the county conventions.

Contact your party to determine the exact date of your convention (see page 36 for your party's contact information).

Your party's constitution or bylaws may require you to perform additional steps to qualify for the convention. You should contact your party to determine if any such steps exist, and, if so, how to complete these steps.

GATHERING SIGNATURES PATH

Gathering voters' signatures is one path you can take to get your name on the primary election ballot. If you select this path, you must complete these steps:

Step 1

Determine your signature requirements (page 11)

Step 2

Declare intent to gather signatures between January 4, 2016 and 5:00 p.m. on March 17, 2016 (page 11)

Step 3

Begin gathering signatures (page 12)

Step 4

Declare candidacy between March 11, 2016 and 5:00 p.m. on March 17, 2016 (page 15)

Step 5

Submit your petition signatures at least 2 weeks before your party's convention (page 16)

STEP 1 DETERMINE YOUR SIGNATURE REQUIREMENTS

The number of signatures you need to gather depends on the office you are seeking. The table below outlines signature requirements:

Candidate	Signatures
U.S. Senate	28,000 signature
U.S. House of Representatives	7,000 signatures
Statewide Office	28,000 signatures
Utah State Senate	2,000 signatures
Utah State House of Representatives	1,000 signatures

A good rule of thumb is to collect more signatures than what is required because not every signature you will collect will be valid.

All voters must meet the following requirements to sign a petition:

- ✓ Registered to vote (or will be registered before the signature is verified by the filing officer)
- ✓ Live in the district or area of the office you are seeking
- ✓ Allowed to vote in your party's primary election
- ✓ Did not sign a petition for another candidate running for the same office

If an individual does not meet these requirements, their signature will not be counted. For example, if you are running in a legislative district, signatures from voters living in other legislative districts will not count.

Utah law prohibits voters from signing a petition for more than one candidate per office. If a voter signs your petition and another petition of a candidate running for the same office, the signature will only count for the candidate that submits the voter's signature for verification first.

STEP 2 DECLARE INTENT TO GATHER SIGNATURES

Before you begin to gather signatures, you must file a notice of intent to gather signatures. **You cannot collect any signatures before filing this notice.**

WHEN DO I DECLARE MY INTENT TO GATHER SIGNATURES?

You must declare your notice of intent to gather signatures sometime between Monday, January 4, 2016 and 5:00 p.m. on Thursday, March 17, 2016. Late submissions cannot be accepted.

WHERE DO I DECLARE MY INTENT TO GATHER SIGNATURES?

You must declare your intent to gather signatures in person with the filing officer. Refer to the table below to determine your filing officer. Legislative candidates should note that they cannot declare intent to gather signatures at the Lieutenant Governor's office.

Candidate	Filing Officer
Federal Office	Lieutenant Governor
Statewide Office	Lieutenant Governor
Multi-County Legislative Office	County Clerk of the county in which you reside
Single-County Legislative Office	County Clerk of the county in which you reside

HOW DO I DECLARE MY INTENT TO GATHER SIGNATURES?

You need to submit one form to declare your intent to gather signatures. The form is simple and it should only take a few minutes to complete. Your filing officer will have this form available during the filing period, but if you would like to fill out the form beforehand, you may find a printable version on the Lieutenant Governor's website, elections.utah.gov. Your form will be publicly posted on this website as well. There is no fee to declare your intent to gather signatures.

Once you submit your form, the filing officer will provide you with four documents:

- Instructions on the signature gathering process
- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)

Continue to Step 3 for instructions on how to print and compile petition packets using the petition cover, signature, and verification sheets.

STEP 3 BEGIN GATHERING SIGNATURES

You may begin gathering signatures after you file your declaration of intent to gather signatures. Steps 3.1 and 3.2 provide useful information on how to compile and circulate your petition packets.

STEP 3.1: Compile your petition packets (page 13).

STEP 3.2: Circulate your petition packets (page 14).

STEP 3.1 COMPILE YOUR PETITION PACKETS

ARRANGEMENT: Petition packets must include the sheets displayed below and arranged in the same order:

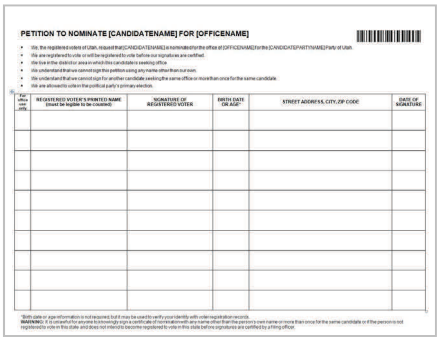
1
Cover Sheet

CANDIDATE NOMINATION PETITION
[CANDIDATE NAME]
[CANDIDATEPARTYNAME]
[OFFICENAME]
CANDIDATE PHOTO HERE
Address: [CANDIDATEADDRESS]
[CANDIDATECITY]
[CANDIDATEZIP]
Packet Number (For Office Use ONLY)

This sheet includes the office you are seeking, your name, party affiliation, and address. It will provide a space to insert your photograph.

Each petition packet needs 1 cover sheet.

2
Signature Sheet


PETITION TO NOMINATE [CANDIDATENAME] FOR [OFFICENAME]

This sheet is where voters will sign your petition. Voters provide their name, signature, birth date or age, address, and the date.

Each petition packet may have up to 50 signature sheets.

3
Verification Sheet

CIRCULATOR VERIFICATION
(TO BE COMPLETED BY THE PETITION CIRCULATOR ONLY)

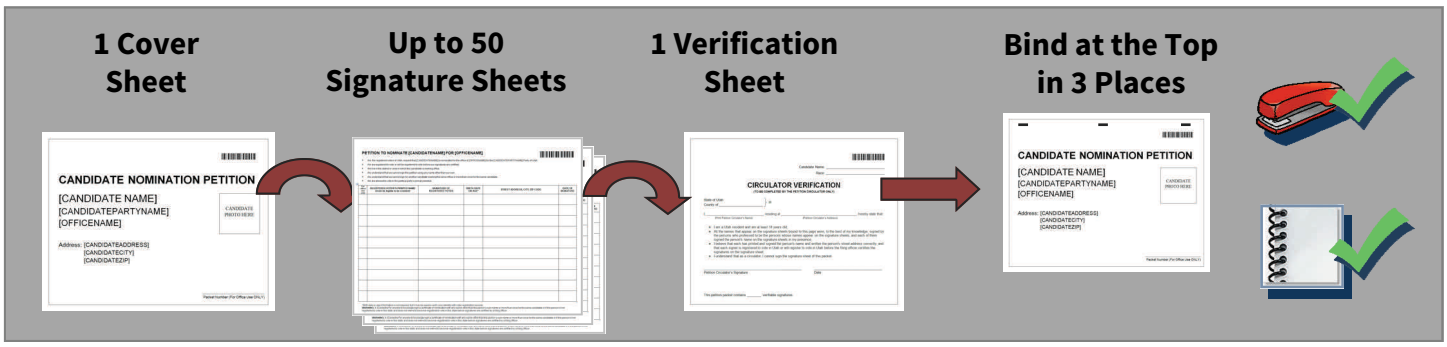
The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person, and the circulator may not sign a signature sheet in a packet they circulate.

Each petition packet needs 1 verification sheet.

PRINTING & BINDING: You are responsible for printing and binding your petition packets. Petition packets must be bound across the top in at least 3 places. You may use staples or spiral binding. Packets must be bound before it is circulated, and they cannot be taken apart or rearranged once bound; your packets will be rejected if you do so.

BARCODES: When you receive your petition packet materials from the filing officer, you will notice that there is a barcode on each sheet. These barcodes are unique to each candidate; therefore, <u>you may not use petition materials from other candidates or campaigns.</u>

Take a look at the graphic below that illustrates how packets should be arranged and bound:



STEP 3.2 CIRCULATE YOUR PETITION PACKETS

After you print and bind your petition packets you are ready to gather signatures! Below are some useful tips and rules regarding signature gathering:

WHO CAN CIRCULATE PETITIONS?

Any resident of Utah that is over 18 years of age may circulate a petition. They do not need to be a registered voter; however, if they are registered the county clerk or Lieutenant Governor's office can easily verify the circulator's age. If a circulator does not meet these requirements, the signatures they gathered cannot be counted.

A circulator must fill out and sign the verification sheet (the back sheet) of every petition packet they use to gather signatures, but a circulator cannot sign their packets' signature sheets. If a circulator wants to sign a petition, they must sign the petition packet of another circulator.

Additionally, each individual packet must be used by only one circulator. If you have multiple circulators, they will each need a packet.

VOLUNTEERS & PAID SIGNATURE GATHERERS

You can use volunteers to gather signatures, but you can also pay or hire signature gatherers. If you choose to pay or hire signature circulators, keep these rules in mind:

- Circulators cannot be paid based on the total number of signatures they collect
- Circulators can be paid based on the total number of valid signatures they collect
- Circulators can be paid based on an hourly rate or by any other legal method

$ CAMPAIGN FINANCE NOTE

Volunteer time to gather signatures does not qualify as campaign contributions. If volunteers are paid by a third entity (e.g., a political action committee or corporation), this is considered an in-kind donation. Refer to page 21 for more information on in-kind donations.

REGISTERING PETITION SIGNERS TO VOTE

If an individual wishes to sign your petition but is not registered to vote or affiliated with your party, they may sign the petition if they also complete a voter registration form. You may provide them with a voter registration form. Quickly submit the form to the county clerk for processing to ensure that the individual's voter registration form is processed before their petition signature.

STEP 4 DECLARE CANDIDACY

All candidates must declare candidacy with their filing officer. Declaring candidacy is ***not*** the same as declaring your intent to gather signatures. If you choose to participate in your party's convention in addition to gathering signatures, you do not need to declare candidacy twice.

WHEN DO I DECLARE CANDIDACY?

You must declare candidacy sometime between Friday, March 11, 2016 and 5:00 p.m. on Thursday, March 17, 2016. Late declarations cannot be accepted.

WHERE DO I DECLARE CANDIDACY?

You must declare candidacy in person with your filing officer. Refer to the table below to determine your filing officer. Legislative candidates should note that they no longer can declare candidacy at the Lieutenant Governor's office.

Candidate	Filing Officer
Federal Office	Lieutenant Governor
Statewide Office	Lieutenant Governor
Multi-County Legislative Office	County Clerk of the county in which you reside
Single-County Legislative Office	County Clerk of the county in which you reside

HOW DO I DECLARE CANDIDACY?

You must submit the forms listed below to declare candidacy. Your filing officer will have these forms available during the filing period. Once you declare candidacy, your declaration forms will be publicly posted on elections.utah.gov.

1. **Declaration of Candidacy Form.** This form requires your name, contact information, party, and a statement of which path(s) to the primary election ballot you intend to take. You will also be required to write your name exactly as you would like it printed on the ballot. You may also provide your campaign's email address, campaign website, and Twitter handle on the declaration form.
2. **Financial Disclosure/Conflict of Interest Form.** This form is required for candidates for statewide and legislative offices. It requires information about your employment, business activity, and financial interests. It may take some time to complete, so you may want to review or fill out this form beforehand.
3. **Pledge of Fair Campaign Practices (Optional).** This form is a pledge to conduct your campaign according to the statements outlined in the pledge. It is entirely optional.

(Continued on the next page.)

HOW DO I DECLARE CANDIDACY? *(Continued)*

You must also pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay, you can file an affidavit of impecuniosity and the filing officer will determine whether the fee will be waived. You may be required to provide evidence that you are unable to pay.

Candidate	Filing Fee
U.S. Senate	$1,355.00
U.S. House of Representatives	$485.00
Governor	$800.00
Attorney General	$762.50
Lt. Governor, State Auditor, & State Treasurer	$725.00
State Senate	$111.43
State House of Representatives	$80.71

WHAT IF I CAN'T DECLARE CANDIDACY IN PERSON?

Utah law makes it clear that you must declare your candidacy in person; however, it does allow you to designate another person to file on your behalf if you are located outside of Utah during the entire declaration period due to:

- Employment with the State of Utah or the United States, or
- Active duty status with the military, National Guard, the Merchant Marine, the commissioned corps of the Public Health Service, or the commissioned corps of the NOAA.

If you meet any of these requirements, you must use an electronic device that allows you and the filing officer to hear and see each other (e.g., Skype, FaceTime). Candidates with family emergencies, vacations, or other reasons cannot declare candidacy this way.

STEP 5 SUBMIT YOUR PETITION SIGNATURES

In order to verify the signatures on your petitions, you will need to submit the signatures to the appropriate election official (which may differ from your filing officer). Follow the guidelines below to submit your signatures.

WHEN DO I SUBMIT PETITION SIGNATURES?

You may submit your petition signatures after you gather the required amount of signatures anytime before the deadline. For example, if you are required to collect 1,000 signatures, you cannot submit any petition signatures until you have collected at least 1,000 signatures.

The deadline to submit your petition signatures is 2 weeks prior to your party's nominating convention. The deadline will be extended to the following business day if the 2 week deadline falls on a weekend or holiday.

(Continued on the next page.)

WHEN DO I SUBMIT PETITION SIGNATURES? *(Continued)*

This deadline applies even if you are not participating in the convention. Contact your party (page 36) to determine your convention's exact date.

You are encouraged to submit your petition signatures earlier than the deadline. Submitting your petition signatures early will allow you to gather and submit more signatures if you fail to reach the required amount of signatures with your first submission.

WHERE DO I SUBMIT PETITION SIGNATURES?

Refer to the table below to determine where you should submit petition signatures. This table also shows who will verify your petition signatures.

Multi-county legislative candidates should note that although you declare your intent to gather signatures and candidacy with your county clerk, you must submit petition signatures to the Lieutenant Governor.

Candidate	Submit Petition Signatures To/Petitions Verified By
Federal Office	Lieutenant Governor
Statewide Office	Lieutenant Governor
Multi-County Legislative Office	Lieutenant Governor **(NOT your county clerk)**
Single-County Legislative Office	County Clerk of the county in which you reside

HOW DO I SUBMIT PETITION SIGNATURES?

You or a designated agent must submit the petition signatures *in person*. You or your designated agent then must complete a petition submission form that includes:

- Name and contact information
- An estimate of the number of petition packets being submitted
- An estimate of the number of signatures being submitted
- Your or your designated agent's signature

The election official will have this form available, but if you would like to fill out this form beforehand, you may find a printable version of the form on the Lieutenant Governor's website, elections.utah.gov.

After you complete the form and the election official accepts the submission, the election official will provide a copy of the form. Keep this copy for your records.

CAN I SUPPLEMENT MY PETITION SIGNATURES?

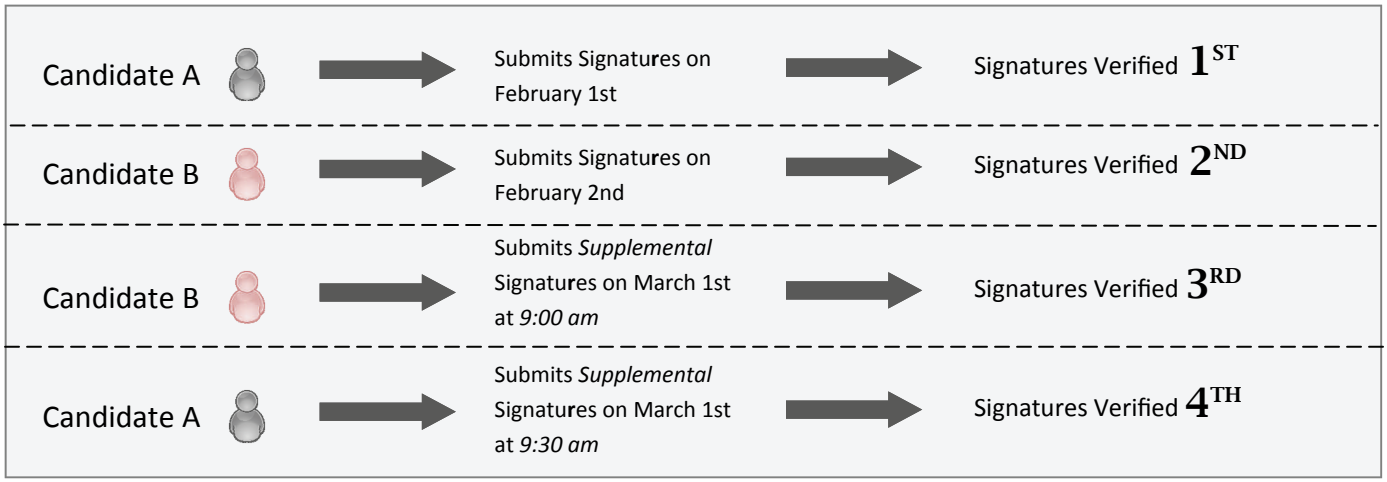
You may submit additional petition signatures if you have not met the signature threshold and you are submitting the supplemental signatures before the deadline. The process and requirements to submit these signatures will be identical to those of your first submission.

HOW WILL PETITION SIGNATURES BE VERIFIED?

Election officials will verify that each signer on your petition is qualified to sign your petition (refer to page 11 to read about these qualifications).

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition signatures days, hours, or even minutes before you, election officials will verify your opponent's petition signatures before yours.

A submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order. The graphic below illustrates this process:



As noted in Step 1, voters may only sign for one candidate per office. If a voter signs your petition and a petition of another candidate running for the same office, the signature will only count for the candidate who submits the signature for verification first. Therefore, it is advisable to submit your petition signatures early to ensure that these duplicate signatures count for your petition and not your opponent's.

Election officials will not continue to verify your petition signatures if you have met your signature requirement, or if you withdraw your candidacy or intent to gather signatures (see page 34 for more information on withdrawing).

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, the election official will complete verification of your petition signatures at least 1 day before your party's convention (about 13 days after the submission deadline).

HOW WILL I KNOW IF I MEET THE SIGNATURE REQUIREMENT?

Once your petition signatures are verified, the election official will notify you within 1 business day whether you met the signature requirement. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, elections.utah.gov.

CAMPAIGN FINANCE & REPORTING

Reporting your campaign finances is required by law; however, different types of candidates report with different government entities. Refer to the chart below:

CANDIDATE	FILE WITH
Federal Candidates	Federal Election Commission (fec.gov)
Statewide & Legislative Candidates	Lieutenant Governor's Office (disclosures.utah.gov)

If you are a federal candidate, contact the Federal Election Commission (fec.gov) for more information about federal campaign finance regulations and disclosing your campaign finances.

Failure to adhere to campaign finance requirements may lead to fines and disqualification. Continue reading the sections below find out how to follow these requirements.

OPENING A CAMPAIGN BANK ACCOUNT (PAGE 20)

CONTRIBUTIONS (PAGE 20)

EXPENDITURES (PAGE 22)

REPORTING SCHEDULE & DEADLINES (PAGE 23)

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1 OPENING A CAMPAIGN BANK ACCOUNT

If you are a statewide and legislative candidate, opening a bank account for your campaign is one of the first things you must do. Utah law does not allow statewide and legislative candidates to use personal or business banking accounts for a campaign — you must use a separate bank account that is only used for campaign purposes. You are, however, allowed to contribute money from your personal accounts to your campaign account.

Some banks require an employer identification number (EIN) to open an account for your campaign. The Lieutenant Governor's office or your county clerk cannot provide you with this number. Contact the IRS for more information (irs.gov).

2 CONTRIBUTIONS

WHAT IS A CONTRIBUTION?

A contribution is anything of value that your campaign receives. Utah Code §20A-11-101(6) provides a thorough definition of a contribution, but here are some common types:

- MONEY DONATIONS
- GIFTS
- LOANS
- SERVICES

Every contribution your campaign receives must be reported. When reporting contributions you must include the contribution's value, the contributor's name, the contributor's address, and the date.

Contributions do not include unpaid volunteering or goods or services that your campaign did not authorize or coordinate.

WHO CAN CONTRIBUTE TO MY CAMPAIGN?

Any individual, corporation, PAC, or political party may contribute to your campaign. Utah law does not limit how much a contributor may contribute to your campaign.

If you receive a contribution from a PAC or political party, they may be required to file financial disclosure reports as well. It is recommended you notify these entities of this possible requirement to ensure they comply with the law and avoid fines.

IN-KIND CONTRIBUTIONS

You may be asking yourself: how can I report a contribution when it isn't a monetary donation? If your campaign receives anything of value that isn't monetary, this is considered an **in-kind contribution**. Just like monetary donations, you must report all in-kind contributions.

If your campaign receives an in-kind contribution, you need to determine its value in order to report it. Doing this is often as simple as asking the contributor. For example, if a farmers' market usually charges $100 for booth space and gave the space to your campaign for free, you received a $100 in-kind donation from the farmers' market.

Please note that while the in-kind amount is displayed in your ledger and on your reports, it will not be included in the running totals or the balances. For example, if you have a $0 balance and receive a $200 in-kind contribution of internet services on July 4, 2016, you will simply add a $200 contribution to your ledger, check the in-kind box, and add a comment regarding the internet services. Your balance will remain $0 (the original amount). (For more information about your ledger, refer to page 25).

AGGREGATING CONTRIBUTIONS

Utah law states that you do not need to report a contributor's name or address if they donate less than $50 to your campaign *throughout the calendar year*. If you receive contributions less than $50 from multiple contributors, you may report those contributions as an "Aggregated Contribution."

For example, if you receive 20 contributions of $10 from different contributors at a fundraiser, you may report those contributions as an aggregated contribution of $200.

You are required to report a contributor's name and address once they contribute more than $50 to your campaign in the calendar year. If you aggregate contributions, it may be difficult to determine when your contributors meet this $50 threshold. You are encouraged to obtain and track the name and address of every contributor, no matter how small the contribution, to ensure compliance with the law and prevent an accounting headache for your campaign in the future.

EXAMPLE: AGGREGATING DONATIONS

John Doe is a loyal supporter of your campaign. Let's see how you can report his contributions.

1ST CONTRIBUTION - $10

This donation may be reported as part of an aggregated contribution.

2ND CONTRIBUTION - $20 ($30 Total)

This donation may be reported as part of an aggregated contribution.

3RD CONTRIBUTION - $25 ($55 Total)

Because John Doe's third contribution makes the sum of his contributions greater than $50, you must report his third contribution individually. Future contributions in the calendar year must be reported individually as well.

ANONYMOUS CONTRIBUTIONS

You cannot use a campaign contribution if it is from an anonymous source and greater than $50. If you receive an anonymous contribution greater than $50, you must gift the money to the state, county, city, or a non-profit 501(c)(3) organization within 30 days of receiving the contribution.

3 EXPENDITURES

WHAT IS AN EXPENDITURE?

An expenditure is anything of value that your campaign spends. Utah Code §20A-11-101(15) provides an extensive definition of an expenditure, but here are some common types:

- PURCHASES OR PAYMENTS
- COMPENSATION FOR STAFF OR SERVICES
- CAMPAIGN LOAN REPAYMENTS

Every expenditure that your campaign makes must be reported. When you report expenditures you must include the amount, date, and clear purpose of each expenditure.

PROHIBITED EXPENDITURES

Utah law prohibits using your campaign funds for you or your family's personal use. Generally, if an expenditure is not related to your campaign or officeholder duties and benefits you or your family, the expenditure is prohibited. Below is a non-inclusive list of prohibited expenditures:

- Rent, mortgage, or utilities for your *personal* property (campaign office space is exempt)
- Household food items or supplies
- Clothing (except clothes that have your campaign's logo and are used in the campaign)
- Admission to events
- Dues or fees to clubs or gyms
- Salary for anyone who does not work for your campaign
- Vehicle payment
- Personal debt
- Personal service (attorney & physician fees)
- Membership fee to a professional organization
- Travel expenses unrelated to the campaign
- Meal expenses unrelated to the campaign
- Vacation expenses

4 REPORTING SCHEDULE & DEADLINES

30-DAY & 3-BUSINESS DAY CONTRIBUTION REPORTING REQUIREMENTS

You must regularly report your campaign contributions—including in-kind contributions. You must report each contribution within **30 calendar days** of receiving it (see box to the right).

If you have an opponent for the convention, primary election, or general election, you must report all campaign contributions within **3 business days** beginning 30 days before the convention, primary election, or general election. If the office you are seeking is contested, refer to the table below to determine when the 3 business day reporting requirement begins:

Convention/Election	3-Business Day Requirement Begins:
30 Days Prior to Convention	Contact your party to determine your convention date
30 Days Prior to Primary Election	Monday, May 30, 2016
30 Days Prior to General Election	Monday, October 9, 2016

What, exactly is "Received?"

A contribution is considered received when you:

- Deposit the check
- Have the cash in hand
- Benefit from an in-kind contribution

AVOID FINES:

Because several months have 31 days, reporting your contributions on the same day of each month can lead to late reporting. For example, if you receive a contribution on January 1st but report it on February 1st, the contribution was reported after the 30 day deadline because there are 31 days in January.

FINANCIAL DISCLOSURE REPORT DEADLINES

In addition to regular contribution reporting (see above), state and legislative candidates are required to submit 5 reports to the Lieutenant Governor's office throughout the 2016 election year.

REPORT NAME	DUE DATE	DATES INCLUDED IN THE REPORT
Convention	7 days before convention (5:00 p.m.)	January 1, 2016 - 5 days before convention report is due
Primary Election	June 21, 2016 (5:00 p.m.)	4 days before convention report due - June 16, 2016
September 30th	September 30, 2016 (5:00 p.m.)	June 17, 2016 - September 25, 2016
General Election	November 1, 2016 (5:00 p.m.)	September 26, 2016 - October 27, 2016
Year-End	January 10, 2017 (5:00 p.m.)	October 28, 2016 - December 31, 2016

When filing reports you must include all campaign contributions received and expenditures made between the dates included in each report. Turn to the next page to learn how to file these reports.

Reporting deadlines are the same for all candidates except for the convention report. This report is due 7 days before your party's convention—even if you do not attend. Contact your party (page 36) to determine the exact date of the convention. If the 7-days-before-date falls on a weekend or holiday, your report will be due the following business day.

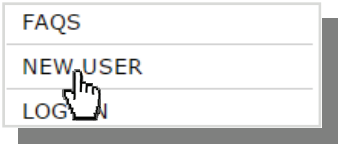
5 HOW TO REPORT YOUR CAMPAIGN FINANCES

All state and legislative candidates must file financial disclosure reports on the Lieutenant Governor's website, disclosures.utah.gov. Candidates should follow the steps below to report contributions, expenditures, and file reports.

STEP 1: CREATE A USERNAME & REGISTER YOUR CAMPAIGN

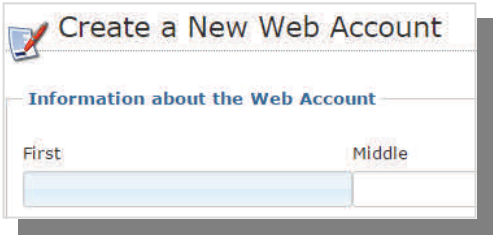
1. Using a web browser, go to disclosures.utah.gov.

2. Select "New User" on the toolbar located on the left of your screen. Skip this and the next item if you already have a username.



3. The "Create a New Web Account" screen will appear. Here you will create a username which allows you to log into the disclosures website. This is **NOT** the same as registering your campaign; that will be done in the next step.

   Fill out your personal information and create your username and password. Click "Register."

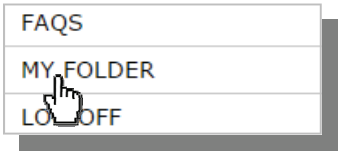


4. After you have created your username, call the Lieutenant Governor's office (801-538-1041) to register your campaign.

   You will be asked for your contact information as well as contact information for any campaign committee members you may have. This information will be available to the public.

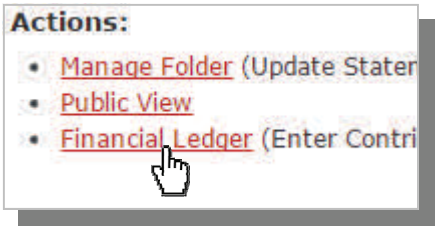
STEP 2: NAVIGATE YOUR FINANCIAL LEDGER

1. All contributions and expenditures are entered in your financial ledger. This is also where reports are filed. To access your ledger, log into disclosures.utah.gov with your username and then click on the "My Folder" tab on the left of your screen.



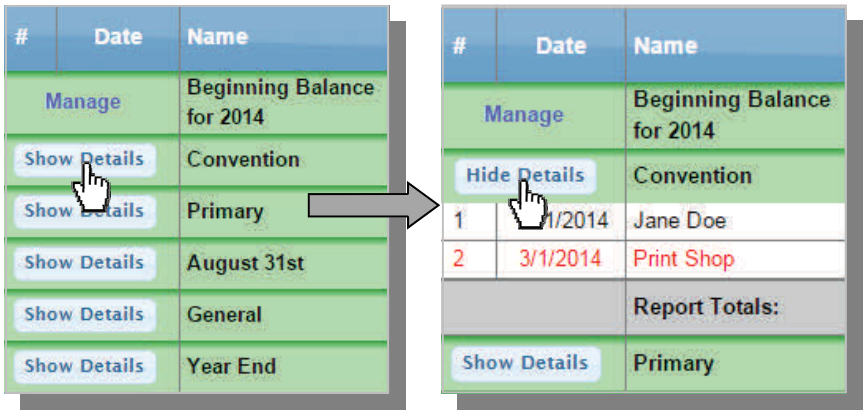
(Continued on the next page.)

2. On the "My Folder" screen, you will notice three red links in the middle of the screen under the bolded word "**Actions**." Select "Financial Ledger."



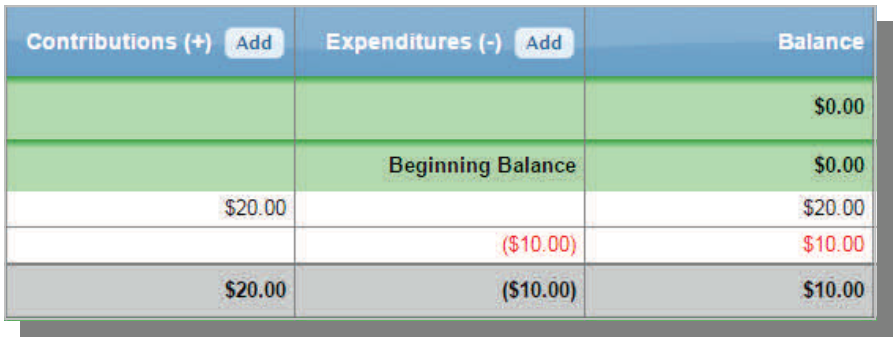
3. Familiarize yourself with the financial ledger:

- In the top left corner are the names of the required reports for a given year. When you enter a contribution or expenditure, the ledger automatically sorts them under the appropriate report based on date. You can view reporting period dates by hovering your cursor over a report name. To see all contributions and expenditures under a particular report, click "Show Details" next to the report's name.



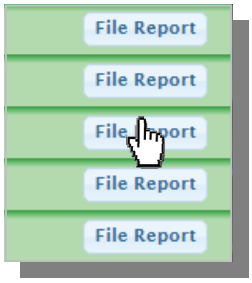
- At the top of the ledger are the columns for contributions, expenditures, and account balance.

  To add a contribution or expenditure, simply click "Add" in the appropriate column. Balance totals will be displayed in the column on the right and in the grey row.



- At the far right of the ledger are the "File Report" buttons. You only need to click "File Report" once you have entered all contributions and expenditures for a reporting period.

  You may make changes to a report once you submit it, but any changes will be publicly displayed as amendments.



(Continued on the next page.)

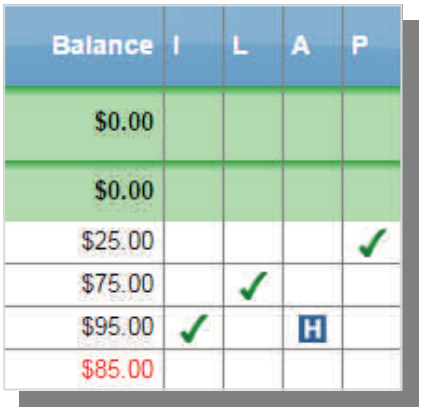
STEP 2: NAVIGATE YOUR FINANCIAL LEDGER *(Continued)*

- To the left of the "File Report" buttons are columns:

  I = In-Kind Contribution
  L = Loan
  A = Report Amendment
  P = Public Service Assistance

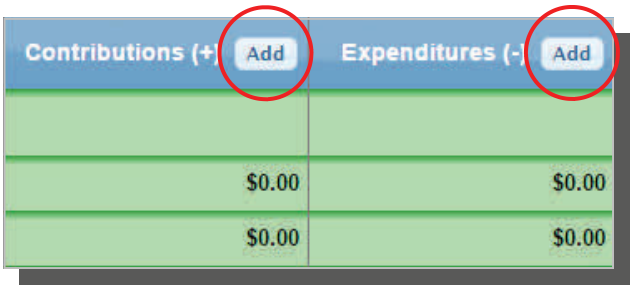
  If a contribution or expenditure falls into these categories, the ledger will note it in these columns.

  In-kind contributions will not affect the balance of your ledger.

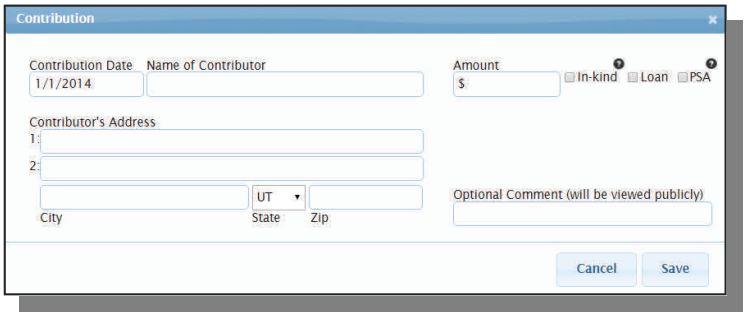


STEP 3: ADD A CONTRIBUTION OR EXPENDITURE

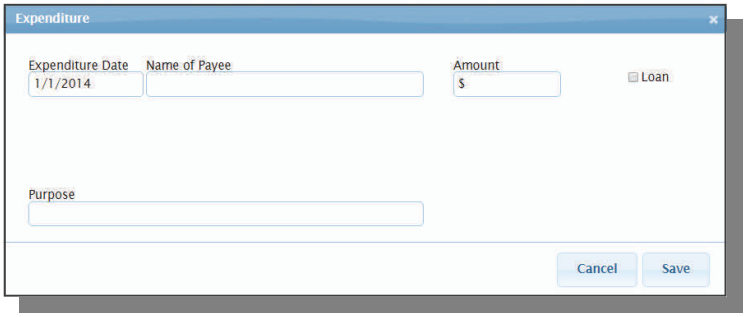
- To add a contribution or expenditure, simply click "Add" in the appropriate ledger column.



- **CONTRIBUTIONS**. Clicking the "Add" button in the contributions column will display the pop-up shown to the right. You must enter the date of the contribution, the contributor's name and address, and the contribution amount. There are also checkboxes to indicate whether the contribution was an in-kind, loan, or public service assistance. You may add a comment, but this is optional.

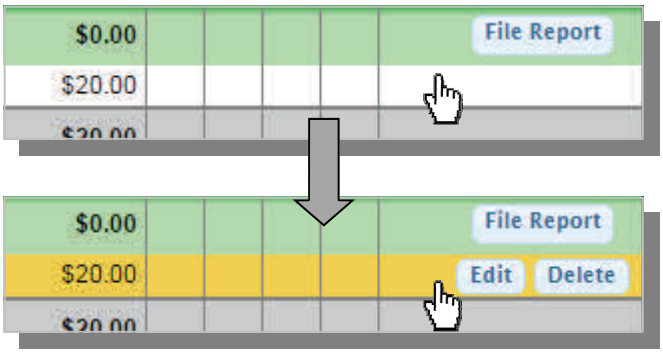


- **EXPENDITURES**. Clicking the "Add" button in the expenditure column will display the pop-up shown to the right. You must enter the date of the expenditure, the purpose of the expenditure, and the expenditure amount. The expenditure and purpose must be detailed and clear. There is a checkbox to indicate the expenditure is related to a loan.



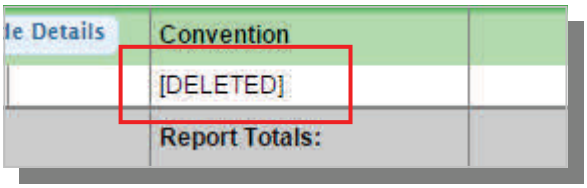
STEP 4: EDIT OR DELETE A CONTRIBUTION OR EXPENDITURE

- To edit or delete a contribution, click on the row of the contribution or expenditure. The row will highlight and the “Edit” and “Delete” buttons will appear. If the report is already filed, the “Amend” and “Delete” buttons will appear.



- To edit a contribution or expenditure, press the “Edit” button. After editing a transaction, it will be noted as an amendment.

- To delete a contribution or expenditure, press the “Delete” button. The transaction’s details will be deleted, but the transaction’s name will be change to [DELETED]. If you delete a transaction, it will no longer affect the balance.

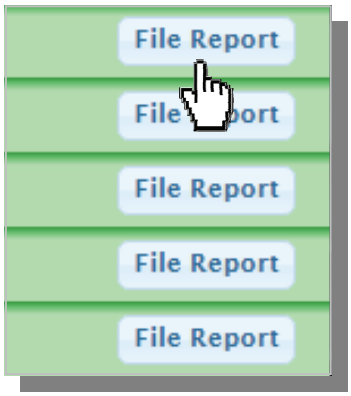


STEP 5: FILE YOUR REPORTS

- Before submitting your report, ensure that all of your contributions and expenditures have been entered into the ledger and are accurate.

  When you are ready to submit a report, click on the report’s “File Report” button at the far right of the ledger. You will be asked to confirm the filing.

  You will receive both an on-screen and email confirmation that you submitted the report successfully.



6 WHEN TO START & STOP REPORTING

WHEN DO I START REPORTING MY CAMPAIGN FINANCES?

Once you declare candidacy, receive a contribution, or spend money on campaigning, you must begin reporting campaign finances - even if you have not officially declared candidacy or declared intent to gather signatures.

WHEN DO I STOP REPORTING MY CAMPAIGN FINANCES?

If you lose an election, resign from office, or affirm that you are no longer receiving or expending money, you have the option of closing your financial disclosure account. You will no longer need to report your campaign finances after closing your account. If you decide to run for office in the future, you must open a new account (though you may use the same username) and begin disclosing your campaign finances once you receive a contribution or make a campaign expenditure.

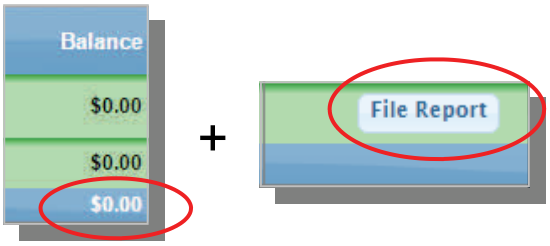
HOW DO I CLOSE MY ACCOUNT?

You must return or donate your campaign funds to close your account. You may:

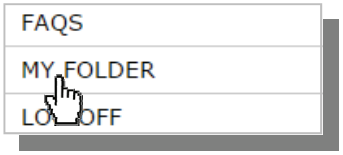
- Pay back loans your campaign received (including loans you made to your own campaign)
- Return funds to your contributors
- Donate the funds to another candidate, political party, or PAC
- Donate the funds to a non-profit, 501(c)(3) organization

To close your financial disclosures account, follow these instructions:

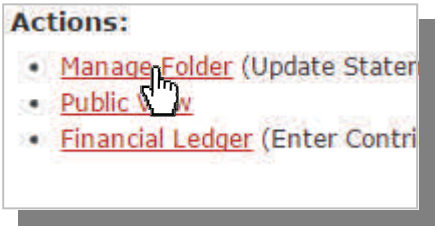
1. Log into disclosures.utah.gov with your username. Ensure that your ledger is updated, your account balance is $0, and you have filed the next report.



2. Return to the home page after updating your ledger. Click "My Folder" on the toolbar located on the left of the home page.



3. In the "My Folder" screen, you will notice three red links in the middle of your screen under "**Actions**." Click "Manage Folder."



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HOW DO I CLOSE MY ACCOUNTS? *(Continued)*

4. In the "Manage Folder" screen click the link labeled "**Close Account**."

5. A pop-up will appear and ask for confirmation. Read and click "Submit."

7 PENALTIES & FINES

If you fail to adhere to campaign finance and disclosure laws—including failure to file a report by the deadline—you may face fines, criminal penalties, and disqualification from the election. The table below outlines the penalties for filing a late report:

REPORT NAME	DUE DATE	FINE AND/OR PENALTY
Convention	7 days before convention (5:00 p.m.)	$100 fine
Primary Election	June 21, 2016 (5:00 p.m.)	$100 fine & disqualification from the election
September 30th	September 30, 2016 (5:00 p.m.)	$100 fine & disqualification from the election
General Election	November 1, 2016 (5:00 p.m.)	$100 fine & disqualification from the election
Year-End	January 10, 2017 (5:00 p.m.)	$100 fine

There are also penalties for failing to report contributions within the 30-calendar day or 3-business day requirement (see page 23):

- 10% of each late contribution if it is reported within 60 days after the deadline
- 20% of each late contribution if it is reported more than 60 days after the deadline

HOW DO I PAY FINES?

State and legislative candidates must pay fines through the Lieutenant Governor's office. You may submit a check (made payable to the "State of Utah") or call the Lieutenant Governor's office (801-538-1041) to conduct a credit card transaction over the phone.

State and legislative candidates are required to pay the Lieutenant Governor's office within 30 calendar days of receiving the fine. They are subject to a class B misdemeanor for failure to pay within this time period.

OTHER INFORMATION

SUBMIT YOUR CANDIDATE PROFILE / BIOGRAPHY (PAGE 31)

CAMPAIGN REGULATIONS (PAGE 33)

IMPORTANT ELECTION DATES (PAGE 35)

POLITICAL PARTY CONTACT INFORMATION (PAGE 36)

COUNTY CLERK CONTACT INFORMATION (PAGE 37)

SUBMIT YOUR CANDIDATE PROFILE/BIOGRAPHY

The Lieutenant Governor's office provides you with the opportunity to submit a short biography or statement that will be publicly available to voters. Your profile may be available in 2 formats:

VOTER INFORMATION PAMPHLET

(Federal & Statewide Candidates ONLY)

- Over 100,000 pamphlets will be mailed to voters, universities, libraries, and senior centers before the general election. Pamphlets will be available at polling locations and online at vote.utah.gov.
- Profile features photograph, **100** word statement, and contact information.
- You may submit a profile for the general election only.
- Pamphlets will available from mid-September until Election Day.

ONLINE AT VOTE.UTAH.GOV

(ALL candidates except write-ins)

- Tens of thousands of voters accessed vote.utah.gov during the 2014 election cycle. More are anticipated in 2016.
- Profile features biographical information, photograph, **200** word statement, and contact information.
- You may submit different profiles for the primary and general elections.
- Profiles will be posted on the website approximately 40 days before the primary and general elections.

WHEN DO I SUBMIT MY PROFILE?

Your profile must be submitted to the Lieutenant Governor's office by the following dates and times. Because these deadlines are established by law, late submissions cannot be accepted.

	ELECTION	DEADLINE	CANDIDATES
Online Profile	Primary Election	May 16, 2016 (5:00 p.m.)	All primary election candidates
VIP Profile	General Election	July 26, 2016 (5:00 p.m.)	Federal & statewide candidates
Online Profile	General Election	Sep. 9, 2016 (5:00 p.m.)	All general election candidates (except write-ins)

(Continue to the next page for information on how to submit your profile.)

HOW DO I SUBMIT MY PROFILE?

VIP Profile Submission

(Federal & Statewide candidates)

1) Email the following information to elections@utah.gov by 5:00 p.m. on July 26, 2016:
    - Small photograph.
    - 100 word statement.
    - Mailing address, phone number, email address, and campaign website.

Online Profile Submission

(All candidates except write-ins)

1) Go to vote.utah.gov.
2) Under the heading "CANDIDATES & PARTIES," select "ENTER CANDIDATE PROFILE."
3) Enter the password **VOTEJUNE2016** for your primary election profile or the password **VOTENOVEMBER2016** for your general election profile.
4) Select your name, enter your biographical information, upload a small photograph, and type your 200 word statement.
5) Click "SUBMIT FOR APPROVAL."
6) You will receive an email that contains a link to edit your profile. This link is the *only* way to edit your profile.

	PASSWORD
Primary Election	**VOTEJUNE2016**
General Election	**VOTENOVEMBER2016**

FAQs Frequently Asked Questions

Q: Is it okay if my statement exceeds the 100 or 200 word limit a little bit?
No, these limits are established by law.

Q: I can't find the email to edit my online candidate profile. What can I do?
Check your junk/spam folder. If you cannot locate the email, call the Lieutenant Governor's office.

Q: The website gives me an error message or will not accept my profile. What do I do?
If you uploaded a photograph, check the size of the photograph's file. If the file size is very large, simply upload a smaller image file. If this doesn't work, contact the Lieutenant Governor's office.

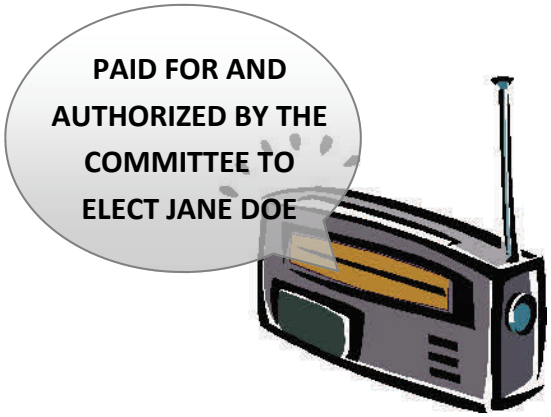
Q: What is the password to submit my online candidate profile?
Primary election password: **VOTEJUNE2016**. General election password: **VOTENOVEMBER2016**

CAMPAIGN REGULATIONS

Utah law prohibits certain activities related to campaigning. Familiarize yourself and your campaign staff with these laws to avoid possible legal issues, fines, and penalties. The laws listed below are some of the most common issues that arise during the campaign season, but this list is not all-inclusive. Refer to Title 20A of the Utah State Code for more information. To determine whether there are additional regulations for federal candidates, federal candidates should contact the Federal Election Commission (fec.gov).

ADVERTISEMENTS

If your campaign pays for any type of advertisement (mailers, TV, radio, newspaper, outdoor sign, etc.), the advertisement must clearly state that your campaign authorized and paid for the advertisement.



If your campaign does not pay for an advertisement, but it is approved by your campaign, the advertisement must clearly state who paid for the advertisement and that your campaign authorized the advertisement.

This requirement *does not* apply to certain campaign items:

- Lawn signs smaller than 4ft. by 8ft. in size
- Bumper stickers
- Campaign buttons, stickers, and pens
- Small items that are too small to conveniently print the disclaimer

BRIBERY

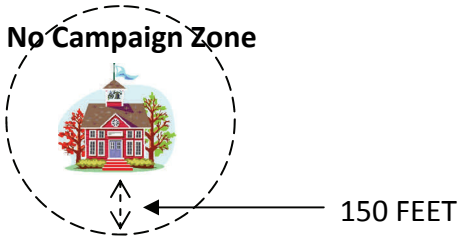
Any type of bribery is strictly prohibited by Utah law. You cannot bribe or offer anything to anyone to vote, to refrain from voting, or to stay away from the polls. Do not offer voters prizes or benefits if they vote for you or prove that they voted for you.

You also cannot bribe other candidates to drop out of the race, to stay in the race, or to perform any other action. Paying for endorsements is also prohibited.

Bribery is taken very seriously in Utah; anyone who commits bribery is subject to a third degree felony.

CAMPAIGNING NEAR A POLLING PLACE

When voting is taking place in a building, you are not allowed to campaign on public property within 150 feet of the building. This includes wearing a campaign shirt, button, or displaying other types of campaign materials. You also cannot interfere with voters' right to vote or the administration of the polling place.



CAMPAIGN SIGNS

State law does not prohibit you from placing campaign signs on public property, but a city, county, or other public entity may prohibit it. Ask the appropriate public entity whether you may place signs on public property. If a public entity allow campaign signs on public property, all candidates must be allowed to place signs.

If you have permission from the property owner, you are allowed to place campaign signs on private property.

You are not allowed to move, remove, tamper, or vandalize any campaign signs unless the sign is your own; it is a class B misdemeanor to do so.

MASTER BALLOT POSITION LIST

The order of the names that appear on the ballot is established by a random alphabet—the master ballot position list. To view the list, visit elections.utah.gov.

POLL WATCHERS

Having poll watchers for your campaign is not required, but you may designate up to three different types of poll watchers:

- Voting poll watcher. This watcher observes voters casting their votes at a polling location.
- Securing of ballots watcher. This watcher observes election officials securing the ballots.
- Counting watcher. This watcher observes election officials as they tally the votes.

To designate a watcher, simply create and sign an affidavit that states that a particular individual will serve as a watcher on your behalf.

Watchers are there to observe the voting and counting processes. They are not there to interfere with any voting or administrative processes. Watchers may make written memos, but they cannot communicate the progress of the voting or counting in any way. Doing so will result in a third-degree felony.

USING PUBLIC EMAIL FOR CAMPAIGN PURPOSES

If you are a current office holder or work in the public sector (including public education), you cannot use your public entity email address for campaign related purposes. The fine for the first offense is $250; fines for subsequent offenses are $1,000 and over.

WITHDRAWING YOUR CANDIDACY/DECLARATION OF INTENT TO GATHER SIGNATURES

You may withdraw your candidacy or your declaration of intent to gather signatures by submitting a written affidavit to your filing officer. If you withdraw your intent to gather signatures, any signatures you submitted prior to your withdrawal will not be verified.

IMPORTANT ELECTION DATES

2016 PRIMARY ELECTION - JUNE 28, 2016

DATE	EVENT
January 4, 2016	Declaration of intent to gather signatures period begins
March 11, 2016	Declaration of candidacy period begins
March 17, 2016 (5:00 pm)	Declaration of candidacy period ends; declaration of intent to gather signature period ends
2 weeks before convention	Petition signatures must be submitted
7 days before convention	Financial disclosure report is due
1 day before convention	Signature gathering candidates are certified for the primary election ballot
Late March - Late April	Parties hold nominating conventions
May 13, 2016	Ballots are sent to military and overseas voters
May 30, 2016	Last day to register to vote by sending a form in the mail
May 31, 2016	Mail ballots are mailed to voters
June 14, 2016	In-person early voting begins
June 21, 2016	Financial disclosure report is due; last day to register to vote online or at the county clerk's office
June 23, 2016	Last day to request a mail ballot
June 24, 2016	In-person early voting ends
June 28, 2016	**PRIMARY ELECTION**
July 12, 2016	Final election results must be certified by the county clerk

2016 GENERAL ELECTION - NOVEMBER 8, 2016

DATE	EVENT
September 23, 2016	Ballots are sent to military and overseas voters
September 30, 2016	Financial disclosure report is due
October 10, 2016	Last day to register a vote by sending a form in the mail
October 11, 2016	Mail ballots are mailed to voters
October 25, 2016	In-person early voting begins
November 1, 2016	Financial disclosure report is due; last day to register to vote online or at the county clerk's office
November 3, 2016	Last day to request a mail ballot
November 4, 2016	In-person early voting ends
November 8, 2016	**GENERAL ELECTION**
November 22, 2016	Final election results are certified by the county clerk

POLITICAL PARTY CONTACT INFORMATION

CONSTITUTION PARTY OF UTAH

Address: P.O. Box 1215
Bountiful, UT 84010
Phone: (435) 822-5630 or (801) 544-4056
Website: constitutionpartyofutah.com

UTAH DEMOCRATIC PARTY

Address: 825 N. 300 W., Suite C400
Salt Lake City, UT 84103
Phone: (801) 328-1212
Website: utahdemocrats.org

INDEPENDENT AMERICAN PARTY OF UTAH

Address: 4270 Normandie
Salt Lake City, UT 84107
Phone: (801) 243-5638
Website: utahiap.org

LIBERTARIAN PARTY OF UTAH

Address: 6885 South State Street, Suite 200
Midvale, UT 84047
Phone: (805) 500-8857
Website: lputah.org

UTAH REPUBLICAN PARTY

Address: 117 E. South Temple Street
Salt Lake City, UT 84111
Phone: (801) 533-9777
Website: utgop.org

COUNTY CLERK CONTACT INFORMATION

BEAVER COUNTY CLERK
P.O. Box 392
Beaver, UT 84713
(435) 438-6463

BOX ELDER COUNTY CLERK
01 S. Main Street
Brigham City, UT 84302
(435) 734-3355

CACHE COUNTY CLERK
179 North Main Street, Suite 102
Logan, UT 84321
(435) 755-1460

CARBON COUNTY CLERK
751 East 100 North, Suite 1100
Price, UT 84501
(435) 636-3224

DAGGETT COUNTY CLERK
P.O. Box 400
Manila, UT 84046
(435) 784-3154

DAVIS COUNTY CLERK
61 South Main
Farmington, UT 84025
(801) 451-3324

DUCHESNE COUNTY CLERK
P.O. Box 270
Duchesne, UT 84021
(435) 738-1228

EMERY COUNTY CLERK
P.O. Box 907
Castle Dale, UT 84513
(435) 381-5106

GARFIELD COUNTY CLERK
55 S. Main
Panguitch, UT 84759
(435) 676-8826

GRAND COUNTY CLERK
125 E. Center
Moab, UT 84532
(435) 259-1321

IRON COUNTY CLERK
P.O. Box 429
Parowan, UT 84761
(435) 477-8340

JUAB COUNTY CLERK
160 North Main
Nephi, UT 84648
(435) 623-3410

KANE COUNTY CLERK
76 N. Main St.
Kanab, UT 84741
(435) 644-2458

MILLARD COUNTY CLERK
765 S. Highway 99, Suite 6
Fillmore, UT 84631
(435) 743-6223

MORGAN COUNTY CLERK
P.O. Box 886
Morgan, UT 84050
(801) 845-4011

PIUTE COUNTY CLERK
P.O. Box 99
Junction, UT 84740
(435) 577-2840

RICH COUNTY CLERK
20 South Main
Randolph, UT 84064
(435) 793-2415

SALT LAKE COUNTY CLERK
2001 South State St., #S1100
Salt Lake City, UT 84190
(385) 468-7400

SAN JUAN COUNTY CLERK
P.O. Box 338
Monticello, UT 84535
(435) 587-3223

SANPETE COUNTY CLERK
160 North Main, Suite 202
Manti, UT 84642
(435) 835-2131

SEVIER COUNTY CLERK
P.O. Box 607
Richfield, UT 84701
(435) 893-0401

SUMMIT COUNTY CLERK
60 N. Main
Coalville, UT 84017
(435) 336-3204

TOOELE COUNTY CLERK
47 S. Main
Tooele, UT 84074
(435) 843-3140

UINTAH COUNTY CLERK
147 East Main
Vernal, UT 84078
(435) 781-5361

UTAH COUNTY CLERK
100 E. Center, Room 3100
Provo, UT 84606
(801) 851-8128

WASATCH COUNTY CLERK
25 North Main
Heber City, UT 84032
(435) 654-3211

WASHINGTON COUNTY CLERK
197 East Tabernacle
St. George, UT 84770
(435) 634-5712

WAYNE COUNTY CLERK
P.O. Box 189
Loa, UT 84747
(435) 836-1300

WEBER COUNTY CLERK
2380 Washington Blvd., #320
Ogden, UT 84401
(801) 399-8400