

# BALLOT ACCESS CHECKLIST FOR 2016 LEGISLATIVE CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for legislative office in order for the candidate's name to be placed on the ballot for the August 9, 2016 Partisan Primary and November 8, 2016 General Election. All legislative office candidates appear on the primary ballot.

- Register your campaign committee** with the Government Accountability Board (G.A.B.) on-line no later than **5:00 p.m., on Wednesday, June 1, 2016.**
  - New candidates  
Register at <http://cfis.wi.gov/Public/Registration.aspx?page=Candidate> as soon as intent to seek elective office is known and before funds are collected or spent. Wis. Stat. §§ 11.05(2g), 11.10(1). In addition to registering on-line, *New Candidates* must print, sign and mail the registration form to the Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984.
  - Continuing candidates  
Amended your current registration, indicating the office sought and the new primary and election dates, at <http://cfis.wi.gov/Login.aspx>. Please log in by entering your username (your 7-digit GAB registrant number beginning with "0") and the password emailed to you when you originally registered. **If you do not have or do not know your username or password, please contact the G.A.B.**
  - All candidates should register or amend their registration using the appropriate links above **before** circulating nomination papers. A current statement must be on file with the G.A.B. by **5 p.m. on June 1, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.15(4)(b), 8.30(2).

- Circulate and obtain sufficient nomination paper signatures** on form **GAB-168**, and submit them to the G.A.B. no later than **5 p.m., on Wednesday, June 1, 2016**. Nomination papers may not be circulated before April 15, 2016. Only original nomination papers will be accepted (no photocopies, faxes or emailed documents). Signatures must be received in the G.A.B. office no later than 5 p.m. on Wednesday, June 1, 2016 or the candidate's name will not be placed on the ballot. Wis. Stat. §8.15(1), ch. GAB § 6.04(2), Wis. Adm. Code.

### The number of signatures required are as follows:

State Senator	400 - 800
Representative to the Assembly	200 - 400

- Complete and submit a Declaration of Candidacy (Form GAB-162)** to the G.A.B. Form GAB-162 must be received in the G.A.B. office no later than **5 p.m., on Wednesday, June 1, 2016**, or the candidate's name will not be placed on the ballot. If the GAB-162 is faxed or emailed, the original document must follow, postmarked no later than June 1, 2016. Wis. Stat. §§ 8.15(4)(b), 8.21, 8.30(4), ch. GAB § 6.04, Wis. Adm. Code.
- Complete and submit a Statement of Economic Interests (SEI)** to the G.A.B. The SEI must be received in the G.A.B. office no later than **4:30 p.m. on Monday, June 6, 2016**, or the candidate's name will not be placed on the ballot. Wis. Stat. §§ 8.15(4)(b), 8.30(3), 19.43(4). Faxed copies are acceptable. For incumbent candidates, the statement filed in Spring 2016 satisfies this requirement. Any time after January 1, 2016, a candidate may print the *Statement of Economic Interests* form and instructions from the G.A.B. website (<http://gab.wi.gov>).

For further information or to obtain any of the necessary forms, please contact the Government Accountability Board. (See contact information below.)