



COMMONWEALTH OF KENTUCKY
OFFICE OF THE SECRETARY OF STATE
MICHAEL G. ADAMS

TO: POTENTIAL CANDIDATES

FROM: MICHAEL G. ADAMS, SECRETARY OF STATE

Candidates for the following offices shall file with the county clerk to attain ballot access and should contact the county clerk of their county of residence for filing procedures and requirements: Circuit Clerk, Commonwealth Attorney in single county circuits, County Judge Executive, County Clerk, County Attorney, Sheriff, Jailor, Coroner, Property Valuation Administrator, Surveyor, Magistrate/Justice of the Peace, County Commissioner, Constable, Soil and Water Conservation District Supervisor, Mayor, City Legislative Body, and Board of Education.

Candidates for the following offices shall file with the Office of the Secretary of State: President of the United States, Vice President of the United States, United States Senator, United States Representative in Congress, Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of Public Accounts, State Treasurer, Commissioner of Agriculture, State Senator, State Representative, Supreme Court Justice, Judge of the Court of Appeals, Circuit Judge, District Judge, and Commonwealth Attorney in multi-county circuits.

Following are guidelines for candidates filing with the Office of the Secretary of State:

1. Complete all applicable blanks on the filing form. The Office of the Secretary of State will make the necessary copies for distribution.
2. If the filing form requires notarization, the candidates and signers must have their signatures acknowledged by a Notary Public and the expiration date of the notary's commission must be stated.
3. Checks should be made payable to the Kentucky State Treasurer.
4. Candidates may file in person or by mail at the following address:

Office of the Secretary of State
Office of Elections
700 Capital Avenue
Room 148, State Capitol
Frankfort, KY 40601

Questions relating to campaign finance procedures and requirements for state, judicial and local office should be directed to the Kentucky Registry of Election Finance at (502) 573-2226. In addition, KREF'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.

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

OFFICE OF ELECTIONS
700 CAPITAL AVENUE
ROOM 148, STATE CAPITOL
FRANKFORT, KY 40601-3493



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PHONE: (502) 564-3490
FAX: (502) 564-0282
WEBSITE: www.sos.ky.gov
EMAIL: sos.elections@ky.gov

**CITY LEGISLATIVE BODY
NONPARTISAN CITY LEGISLATIVE BODY CANDIDATES
PRIMARY/GENERAL ELECTION**

The Nonpartisan Office of City Legislative Body will appear on the 2024 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, 2023
Latest date to file Nominating Petition (4:00 p.m., local time)	January 5, 2024

City legislative body 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 2023
Latest date to file Nominating Petition (4:00 p.m., local time)	June 4, 2024

City legislative body 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.

Please Note: All information contained in this packet is subject to change per Kentucky Revised Statutes.



NOMINATING PETITION
(Certain Independent candidates or Non-Partisan
candidates required to file with County Clerk)

This Space for Filing Officer Only

To _____ Commonwealth of Kentucky, _____ County:
(County Clerk)

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 primary/regular election to be held on _____ 20____ the name of _____ who
(Month) (Day)
resides at _____,
(Residential Address) (City, State, Zip)
that my mailing address, if different, is _____ KY _____,
(Post Office Address) (City) (Zip)
as a candidate for the office of _____ district _____.

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 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

Thomas P. O'Brien, III, Chairman
Adrian M. Mendiondo, Vice-Chair
Richard Clayton Larkin, Member
H. David Wallace, Member
J. Bissell Roberts, Member
Laura Marie Bennett, Member
Jessica A. Burke, Member

140 Walnut Street
Frankfort, Kentucky 40601-3240
Phone: (502) 573-2226
Fax: (502) 573-5622
www.kref.ky.gov

John R. Steffen
Executive Director
Leslie M. Saunders
General Counsel

NOTICE AND INSTRUCTIONS TO ALL CANDIDATES

- **Mandatory electronic reporting** – All candidates are required to **electronically** submit all required campaign finance reports to the Registry of Election Finance.
- **Candidates MUST first submit a KREF 001 form electronically to the Registry** – In order to comply with the mandatory electronic filing requirements, **ALL** candidates for office in Kentucky must create an account in the Registry's electronic filing system and submit a KREF 001 form electronically to the Registry **before** starting their campaigns. Please note that candidates must complete a separate form for each election (candidates who filed for the Primary and move forward to the General must create a new intent for the General).
- **Rule 4.4 from the Kentucky Code of Judicial Conduct requires all candidates seeking judicial office who intend to raise campaign funds for that purpose establish a candidate campaign committee** – The Registry's electronic filing system provides judicial candidates with the opportunity to select this option when submitting their KREF 001 form.
- **Candidates are no longer required to submit a hard copy of their KREF 001 with the Secretary of State or County Clerk** – Recent legislation has eliminated the requirement that candidates print a hard copy of the KREF 001 form to accompany their ballot access form when the candidates file for office with the Secretary of State or County Clerk. Instead, the Secretary of State or County Clerk will forward a copy of candidates' ballot access forms to the Registry.
- **INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM** – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. Candidates should not begin to raise or spend money until their forms are submitted to the Registry.
- **Please note that the County Clerks CANNOT file this form for you** – It is the responsibility of the candidates to create an account and electronically submit their KREF 001 form and their reports with the Registry.
- **ASSISTANCE** – Candidates needing assistance with the electronic filing process should call the Registry at 502-573-2226.