



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, Jailer, 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
Election Division
1025 Capital Center Drive
Suite 201
Frankfort, KY 40601

Questions relating to campaign finance procedures and requirements 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.

NONPARTISAN BOARD OF EDUCATION (SCHOOL BOARD MEMBER) CANDIDATES GENERAL ELECTION

If applicable, the Nonpartisan Office of Board of Education (School Board Member) will appear on the 2026 general election ballot.

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| Signatures Required: | Candidate's signature and two (2) registered voters who reside in the school board district from which the candidate seeks nomination. |
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|------------------------------------------------------------------------|-------------------------|
| Earliest date to affix signatures and file Nominating Petition | November 5, 2025 |
| Latest date to file Nominating Petition (4:00 p.m., local time) | June 2, 2026 |

| | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Filing Form SBE 60A and Filing Form SBE 60A-2 | Nominating Petition |
| KRS 160.180 Filing Form SBE/SOS/06 Or Transcript | Affidavit signed under penalty of perjury certifying completion of the twelfth grade or the equivalent <div style="text-align: center;">Or</div> Transcript evidencing completion of the twelfth grade or results of a twelfth grade equivalency examination |
| Filing Fee | \$20.00 |
| Filing Official | County Clerk |
| Filing Form KREF-001 | Appointment of Campaign Treasurer and Optional Request for Reporting Exemption |

Candidates for Board of Education (School Board Member) attain ballot access by filing a Nominating Petition with the county clerk. The Nominating Petition shall be signed by the candidate and by not less than **two (2)** registered voters **who reside in the school board district** from which the candidate seeks nomination. The petition shall be filed with the county clerk no later than the first Tuesday after the first Monday in June preceding the day fixed by law for the holding of general election for the office sought.

All candidates shall have completed at least the twelfth grade or have been issued a High School Equivalency Diploma, as evidenced by:

1. An affidavit signed under penalty of perjury certifying completion of the twelfth grade or the equivalent that has been filed with the nominating petition required by KRS 118.315;
OR
2. A transcript evidencing completion of the twelfth grade or the results of a twelfth grade equivalency examination that has been filed with the nominating petition required by KRS 118.315.

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)
whose email address or post office box address is _____,
(Post Office Box Address or Email Address)
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)

Name of Candidate

Office

(District if Applicable)

Failure of a voter to include the signature affixation date, date of birth, and address of residence shall result in the signature not being counted.

| Date Signed MM/DD/YY | Date of Birth MM/DD/YY | Printed Name of Petitioner | Signature of Petitioner | Residential Address (Cannot Be PO Box) | City | State | Zip |
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AFFIDAVIT FOR SCHOOL BOARD CANDIDACY AND MEMBERSHIP

COMMONWEALTH OF KENTUCKY

COUNTY OF _____

I, _____, after being duly sworn, state as follows:
(Name of Candidate)

1. That I certify that I possess the eligibility requirements as set forth in KRS 160.180 for membership on a board of education. I understand that no person shall be eligible to membership on a board of education:

Unless the person has attained the age of twenty-four (24) years; and unless the person has been a citizen of Kentucky for at least three (3) years preceding his or her election and is a voter of the district for which he or she is elected; and who holds any elective federal, state, county or city office; or who, at the time of his or her election, is directly or indirectly interested in the sale to the board of books, stationery, or any other property, materials, supplies, equipment, or services for which school funds are expended; or who has been removed from membership on a board of education for cause; or who has a ***relative** employed by the school district and is elected after July 13, 1990. However, this shall not apply to a board member holding office on July 13, 1990, whose relative was not initially hired by the district during the tenure of the board member.

*** Relative means: father, mother, brother, sister, husband, wife, son and daughter.**

And, I do further state the following:

2. That I certify that I have completed the twelfth (12th) grade or the equivalent as determined by passage of the twelfth (12th) grade equivalency examination (GED).
3. That I am providing this certificate under penalty of perjury.

(Signature of Candidate)

Subscribed and sworn to before me by _____
on this date of _____.
(Month Day Year)

(Signature of Notary Public)

(Commission Expiration Date)



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.