

CANDIDATE CAMPAIGN FINANCE FILING CHECKLIST

Campaign Finance Forms Initial Filings	State Candidates (Includes executive offices, State House & Senate, DA, RTD, CU Regents, State Board of Education, and Judges)	County Candidates* (Includes Special District and local School Board)	Municipal Candidates* (Example: Mayor, City Council)
<p>Candidate Affidavit</p> <ul style="list-style-type: none"> Filed within 10 days of becoming a candidate Shall be filed electronically using the SOS online CPF filing system (TRACER) SOS Rule 2.3.1 For Municipal Election - Must be signed & notarized prior to submission to the Municipal Clerk <p><small>Section 2(2), article XXVIII of the Colorado Constitution; section 1-45-110(1), C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State must be submitted electronically using the TRACER online filing system</p>	<p>✓</p> <p>File with Secretary of State must be submitted electronically using the TRACER online filing system</p>	<p>✓</p> <p>File with municipal clerk</p>
<p>Voluntary Acceptance of Campaign Spending Limits</p> <ul style="list-style-type: none"> Must be submitted at the SAME time as the candidate affidavit if candidate chooses to accept the limits 	<p>✓</p> <p>File with Secretary of State Judges, and RTD candidates excluded</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Personal Financial Disclosure (PFD)</p> <ul style="list-style-type: none"> Submitted within 10 days of filing the candidate affidavit (update is acceptable if full PFD is on record) Updates are due within 30 days of any change <p><small>Sections 1-45-110(2)(a) & 24-6-202, C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State RTD candidates excluded</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Committee Registration</p> <ul style="list-style-type: none"> Must be submitted & approved prior to receiving contributions <p><small>Section 1-45-108, C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov</p>	<p>✓</p> <p>File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov</p>	<p>✓</p> <p>File with municipal clerk</p>
<p>Ballot Access Documents</p> <ul style="list-style-type: none"> For office qualifications and ballot access requirements, contact the Appropriate Filing Office or Designated Election Official 	<p>File with Secretary of State</p>	<p>File with the County Clerk and Recorder, or the Designated Election Official, as applicable</p>	<p>File with municipal clerk</p>

The above checklist is intended to be a quick reference guide to initial filing requirements for campaign finance purposes and should not be considered legal advice. **Other documents may be required.** For campaign finance questions the campaign finance support team may be reached at cpfhelp@coloradosos.gov or 303-894-2200 ext. 6383. For ballot access questions and information about what filings are required to access the ballot, please call 303-894-2200 ext. 6333. For municipal campaign finance questions contact your local municipal clerk's office. For county or local ballot access questions please contact your local designed election official.

References for Colorado's campaign finance laws: Article XXVIII of the Colorado Constitution; Title 1, Article 45 of the Colorado Revised Statutes (a.k.a. the Fair Campaign Practices Act), and the Secretary of State's Rules Concerning Campaign and Political Finance. *Please note: Home rule counties or municipalities may have their own campaign finance provisions which may supersede state campaign finance regulations. The Secretary of State's office will not provide legal assistance; should you require legal assistance you will need to contact legal counsel.