

March 12 Filing Day

Important Times

Filing Hours: 9 AM – 5 PM*

* There will be **NO** filings processed prior to 9 AM and **NO** filings accepted after 5 PM. It is your responsibility to arrive with your filing documents in order – and with adequate time to fully complete the filing process between 9 AM and 5 PM.

Proper Filing Officer

You are required to file with their **Proper Filing Officer**. On March 12th, the majority of prospective candidates will file with the **County Clerk**** where they are registered to vote.

To avoid delays in your filing process: **BE CERTAIN OF YOUR PROPER FILING OFFICER BEFORE GOING TO FILE.** If you have any questions, please contact the Secretary of State's office or [your county clerk's office](#).

***If a candidate filed with the Secretary of State on the February 6th Filing Day and failed to receive their party's designation, they have the option to file a new declaration of candidacy and additional nominating petitions (to meet the 4% signature threshold).*

NOTE: Only candidates who filed with the SOS on February 6th, met all statutory qualifications, and failed to receive party designation are eligible to return to file with the SOS on March 12th.

Major Parties in New Mexico

- Democratic
- Libertarian
- Republican

Offices Filing on March 12th

Major Party Candidates for:

- | | |
|-------------------------------|-----------------------|
| - State Senate | - County Clerk |
| - State Representative | - County Treasurer |
| - Public Education Commission | - County Commissioner |
| - District Attorney | - County Councilor |
| - District Court Judge | - County Sheriff |
| - Metropolitan Court Judge | - County Assessor |
| - Magistrate Court Judge | - Probate Judge |
- Candidates that did not receive their party's designation at their pre-primary convention (see note above, under proper filing officer)

Please see the 2024 candidate guide to determine your appropriate filing date and proper filing officer.

General Reminders

- 🗳️ **Pre-print any online nominating petition pages:** If you used the Secretary of State’s online nominating petition portal, please remember to download and print your signature pages **BEFORE** filing your declaration of candidacy.
 - All nominating petition pages – whether they were gathered electronically or via paper forms – will need to be submitted along with your declaration of candidacy at the time of filing. Filing officers will have the ability to print online nominating petition pages on your behalf for a nominal fee.
 - Depending on the number of filers and system limitations, this could dramatically increase the time it takes to complete your filing.

- 🗳️ **Have all documents ready:** Candidates are responsible for ensuring their filing paperwork is complete and in order. Although services might be available onsite to help look up or address missing or incomplete documents, it’s advised that you review your documents and address any errors prior to filing day.

- 🗳️ **Know your voter number:** Check the “Find My Registration and Election Information” section of www.nmvote.org to find your voter number. Having this available will help staff quickly and accurately add you to your contest.

The screenshot shows the 'Voter Services' portal. At the top, there's a header with 'SOS HOME PAGE' and 'VOTER INFORMATION PORTAL'. Below that is a navigation menu with 'My Districts' highlighted. The main content area is titled 'Voter Registration Information' and contains several fields: 'Voter Name', 'Residence Address', 'Voter ID', 'Status', 'Status Reason', 'Party', 'Precinct Name', and 'ID Required for Voting'. A red arrow points from the 'Voter Name' field to the 'Voter ID' field. The fields for 'Voter ID', 'Status', 'Status Reason', 'Party', 'Precinct Name', and 'ID Required for Voting' are currently blank.

- 🗳️ **Be prepared:** Review [2024 Primary Election Candidate Information | Maggie Toulouse Oliver - New Mexico Secretary of State \(nm.gov\)](#) to ensure you have all required forms, know your proper filing day and proper filing officer. If you have any questions about what is required, contact SOS Bureau of Elections at elections@sos.nm.gov or call (505)-827-3600 (Option 2).

Important Document Reminders:


- 🗳️ **Declaration of Candidacy**
 - Review your voter record at nmvote.org and compare it to the information on your Declaration of Candidacy; the information on your Declaration must be **identical** to your voter registration, pay special attention to the following areas:
 - Name
 - Address
 - Precinct Number
 - Party of Registration
 - Office Sought

- Changes to registration must have been made on or before January 29, 2024, pursuant to 1-10-6(A) NMSA 1978.
- The contest specified on your Declaration of Candidacy must be specific to the district in which you are running (i.e. State Senate District 12).
- Declaration of Candidacy must be notarized.



Campaign Finance Information

- All candidates who file with their county clerk will have a reporting requirement under the Campaign Reporting Act (CRA) and **MUST** have an active Candidate Campaign Committee Registration in the [Campaign Finance Information System \(CFIS\)](#).
 - o Best practice: Bring a copy of your “Candidate Campaign Committee Registration” form when you file your declaration of candidacy. This “form” can be downloaded from your CFIS account and helps facilitate a smooth filing process.



OFFICE OF THE SECRETARY OF STATE
 Bureau of Elections, Ethics Administration
 325 Don Gaspar, Suite 300, Santa Fe, New Mexico 87501
 Phone: (505) 827-3600 Toll-Free: (800) 477-3632
 Fax: (505) 827-8403

CANDIDATE CAMPAIGN COMMITTEE REGISTRATION

New Registration Registration Amendment

CANDIDATE NAME: Test C Candidate

OFFICE: State Representative DISTRICT/DIVISION: DISTRICT 12
 ELECTION YEAR: 2024 PARTY AFFILIATION: REPUBLICAN

CAMPAIGN COMMITTEE MAILING ADDRESS

Residential or P.O. Box: 123 Campaign Blvd
 City or Town: Albuquerque State: NM Zip: 87111
 County: Bernalillo Email: campaignemail@campaign.org
 Telephone 1: (555)555-5555 Telephone 2: _____

Name of Campaign Committee: Test Candidate for State Rep
 Campaign Committee Email: campaignemail@campaign.org
(Primary email address used to setup CFIS account login)

Name of Bank: United Money Bank Address of Bank: 123 Finance Pkwy, Albuquerque, NM, 87111
(Where campaign committee bank account is maintained)

TREASURER INFORMATION

Treasurer's Name: Test C Candidate
 Treasurer's Mailing Address: 1234 generic St
 City or Town: ALBUQUERQUE State: NM Zip: 87110-1413
 Treasurer's Email: test@email.com Treasurer's Telephone: (505)555-5555

Test Candidate 2/28/2024
Signature of Candidate or Treasurer Date

Electronically Filed with the Office of the Secretary of State on 2/28/2024 9:43 AM

- o Reminders:
 - Candidates are required to file associated reports or statements of no activity; the first Primary report will be due on April 8, 2024.
 - Any candidate who fails or refuses to file a report of expenditures and contributions or statement of no activity, or to pay a penalty imposed by the SOS as required by the CRA, shall not have their name printed on the ballot if the violation occurs before and through the final date for the withdrawal of candidates. (1-19-35(F)(1), NMSA 1978)

Financial Disclosure Statements (Legislative Candidates ONLY)

- Legislative candidates are required to have a Financial Disclosure State (FDS) on file. This can be done in the [Campaign Finance Information System \(CFIS\)](#).
- Unless you already have an FDS on file for 2024, you will need to create an account and file the report.
 - **Best practice:** Bring a copy of your “Financial Disclosure Statement” form when you file your declaration of candidacy. This “form” can be downloaded from your CFIS account and helps facilitate a smooth filing process.



STATE OF NEW MEXICO
 OFFICE OF THE SECRETARY OF STATE
 Bureau of Elections, Ethics Administration
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 Fax: (505) 827-8403

2024 Financial Disclosure Report

1. REPORTING INDIVIDUAL – Contact Information		
Please provide all information requested in the space below.		
Last Name Candidate	First Name Test	Middle Name C
Residence Address 123 Campaign Blvd	Email Address test@email.com	
City Albuquerque	State NM	Zip 87111
Mailing Address 123 Campaign Blvd		
City Albuquerque	State NM	Zip 87111
2. REPORTING INDIVIDUAL – Current Filing Status		Date assumed office (for current term): or Date of current appointment/ employment
Please check the appropriate box and fill in all requested information as it is applicable on today's date		
Reporting individual	Office / Board or Commission / Agency Name	Date Assumed Office, Employed, or Appointed
Candidate	State Representative, Bernalillo, DISTRICT 12	N/A
3. REPORTING INDIVIDUAL - Employer Information		
4. SPOUSE OF REPORTING INDIVIDUAL – Employer Information		
5. REPORTING INDIVIDUAL & REPORTING INDIVIDUAL'S SPOUSE – Income Source(s)		
Sources of Gross Income over \$5,000.00* *For the list of all sources, see page 4.		
In the space provided below, indicate all sources of gross income of more than \$5,000 during the prior calendar year to each person covered by this disclosure, i.e., reporting individual or their spouse or indicate not applicable.		
Please note: Only the source(s) of income need to be reported. You do not need to report the amount received. If "other", please include a brief description.		
Income source (*see pg. 4):	Received by (list the name of the reporting individual or spouse):	
6. REPORTING INDIVIDUAL & REPORTING INDIVIDUAL'S SPOUSE - Areas of Specialization		
If the reporting individual or their spouse is involved in a law practice, consulting operation or similar business, please include the information in the space provided below or indicate not applicable.		
Describe the major areas of specialization or sources of income.	Received by (list the name of the reporting individual or spouse):	

Electronically Filed with the Office of the Secretary of the State on 2/28/2024 12:32 PM

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- **Reminder:** Candidates who are required to file an FDS and fail to file (or refuse to file) will not be qualified as a candidate, pursuant to 10-16A-3(F), NMSA 1978.

Affidavit of Designation (if applicable)

- If you will be designating an individual to file on your behalf, they must bring with them an Affidavit of Designation.
- Reminder: The designee will **NOT** be able to make any changes on behalf of the candidate, as this document requires notarization.

Public Official Address Confidentiality Request

- If you wish to make your address confidential upon filing, please bring this form with you.

- The alternate address supplied on this form will be entered into the system, and should you be qualified, you will remain eligible to have your address designated as confidential until the election.
 - o If you win your election, your address will remain confidential for 2 years.
 - o If you lose your election, your confidential address designation will be removed.
- If you are disqualified, your confidential address designation will be removed.



**2024 Primary Election
REQUEST FOR ADDRESS CONFIDENTIALITY**

I, _____, request to have my home address designated as confidential
(Candidate's Name)
within election and financial related records pursuant to 1.10.37 NMAC. I understand that I am required to provide a valid alternate mailing address which will be subject to public records request.

My home address to be redacted is: _____, NM _____
Residence Address City Zip Code

My alternate mailing address to be used in public records is: _____, NM _____
Residence Address City Zip Code

If I am a candidate running for public office, I understand that this designation is contingent on my election to the office for which I am running, and should I fail to be elected to the office, my address will no longer be designated as confidential. I understand that if I remain qualified, it is my responsibility to resubmit this form every two years by February 1st of that calendar year.

I understand that my home address shall not be publicly disclosed or published on a government website so long as I remain qualified for this designation or otherwise do not voluntarily withdraw from this program in writing by filling out the required form and returning it to the Secretary of State. I further understand that limitations on public disclosure do not extend to judicial proceedings.

I understand that the alternate address I provide on this form should be used for all government mailings in order to prevent the unwanted disclosure of my home address. I understand that if I choose to publish my home address in any other publicly available locations after signing this form, its disclosure is not the responsibility of the Office of the Secretary of State, nor will the Secretary of State be responsible for rectifying the disclosure.

Signature of Declarant

Email Address Phone Number

State of: _____

County of: _____

Signed and sworn to (or affirmed) before me on the _____, 2024, by

Signature of notarial officer

Title