

Declaration of Candidacy Information

For State Executive Office, Legislature, & State Board of Education Candidates*



NOTICE: As of January 1, 2020, candidates for state executive offices, legislature, and state board of education are required to submit a conflict of interest disclosure electronically **BEFORE** declaring candidacy. It must be submitted electronically—paper forms cannot be accepted. A filing officer cannot accept your declaration unless you have submitted a conflict of interest disclosure electronically. Read pages 3-4 for instructions, and refer to Utah Code § 20A-11-1603.

1. **When do I declare candidacy?** The declaration of candidacy period begins on Friday, March 13, 2020 and ends at 5:00 pm on Thursday, March 19, 2020.
2. **Where do I declare candidacy?**
 - State Executive Office candidates must declare candidacy in-person at the Office of the Utah Lieutenant Governor. It is open from 8:00 am - 5:00 pm, and it is located in Suite 220 of the Utah State Capitol Building.
 - Legislative and State Board of Education candidates must declare candidacy in-person with the county clerk of their county of residence. Legislative and State Board of Education candidates cannot declare at the Office of the Utah Lieutenant Governor.**
3. **What if I cannot declare candidacy in-person?** If you are located outside of Utah throughout the entire declaration period, you may designate another person to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy before providing it to your designee. Your designee cannot sign for you.

To file on your behalf, your designee must file your paperwork in-person with the filing officer (see #2) during the declaration period. Once the designee appears at the office, he or she must also use an electronic program (e.g., Skype, Facetime) that allows you and the filing officer to hear and see each other.

If you are located in Utah for any amount of time during the declaration period, state law requires you to declare in-person.

4. **What is the filing fee?**

○ Governor	\$834.13
○ Attorney General	\$794.92
○ State Auditor	\$755.71
○ State Treasurer	\$755.71
○ Utah Senate	\$114.12
○ Utah House of Representatives	\$82.06
○ State Board of Education	\$90.61

The Office of the Lieutenant Governor accepts cash, checks made payable to "State of Utah," and all major credit cards. If you declare at your county clerk's office, inquire with the county clerk to determine acceptable payment methods.

5. What paperwork do I need to file to declare candidacy?

- Declaration of Candidacy (Required). This is your official candidate declaration form. You, the candidate, must sign the declaration in the presence of the election officer or a notary public.
- Pledge of Fair Campaign Practices (Optional). Completing this form signals your intent to adhere to fair campaign practices.
- Conflict of Interest Disclosure (Required). **IMPORTANT!** Utah law requires candidates for executive offices, legislature, and state board of education to file a conflict of interest disclosure electronically **before** declaring candidacy. The conflict of interest disclosure must be submitted electronically—paper forms cannot be accepted. Plan up to 1-2 hours to complete this disclosure. Read pages 3-4 for instructions.

6. Can I modify my declaration of candidacy after submitting it? You can modify your declaration of candidacy any time before 5:00 pm on March 19, 2020, but you cannot modify it after this time. You can modify your conflict of interest disclosure during and after the declaration period.

7. How will my name be printed on the ballot? Your name will be printed exactly as you write it on your declaration of candidacy. You are not required to write your full legal name. It is acceptable to include middle name or initials, name suffix (e.g., Jr., III), or nicknames (e.g., "Bill" for William, "Suzie" for Suzanne). Titles or endorsements (e.g., Dr., Ph.D.) are not acceptable. Candidates' names are ordered on the ballot according to a random alphabet known as the Master Ballot Position List. This list will be established by the Office of the Utah Lieutenant Governor shortly after the declaration period ends.

8. Can I declare candidacy for two offices? No. You cannot declare candidacy for two offices in the same year unless you are declaring candidacy for Vice President or Lieutenant Governor.

9. What does it mean that my physical or mailing address is a protected record? The declaration of candidacy gives you the opportunity to classify your physical and mailing addresses on the form as protected records. Protected records are not disclosed or provided to the public except in limited circumstances. If you choose to classify your physical and mailing addresses as protected records, you must provide an alternate address (such as a PO Box) or a phone number on the declaration of candidacy. The alternate address or phone number will be available to the public.

Please note that classifying your physical or mailing addresses as protected records on your declaration of candidacy does not prohibit the disclosure of these addresses if they are located in other public records, nor does it remove these records in commercially available databases.

Conflict of Interest Disclosure FAQs

- **When do I need to submit my conflict of interest disclosure?** You can submit your disclosure on the disclosures.utah.gov website starting on March 13, 2020, but it must be submitted before you declare candidacy. The conflict of interest disclosure must be submitted electronically—paper forms cannot be accepted. The Office of the Utah Lieutenant Governor recommends submitting it as early as possible. Do not wait until the final hours of the declaration period to begin!
- **How long will it take?** It can take candidates up to 1-2 hours to complete the disclosure. However, plan on more time in case you need to obtain financial documents or consult legal counsel.
- **Who can help me when I fill out the disclosure?** The Office of the Utah Lieutenant Governor can help you access your website account, but its employees are not authorized to advise you when you fill out the disclosure. You must consult Utah Code § 20A-11-1604 or your own legal counsel.
- **I submitted a disclosure in January 2020. Do I need to file another one?** Yes. If you are a current officeholder who is running again in 2020, you must submit another disclosure during the declaration period. However, you will not need to start the disclosure from scratch. When you log on the website and access the disclosure form, the fields will be populated with your previous disclosure. Review it and make any changes as necessary. Then click “Submit” when you are completed.



PLAN AHEAD AND AVOID A REJECTED DECLARATION OF CANDIDACY

Step-by-Step Instructions to File Your Conflict of Interest Disclosure

(A video walkthrough will be available on YouTube at: <https://www.youtube.com/user/utahelections/videos>)

Step 1: Using a web browser, go to disclosures.utah.gov. The website is best used on large tablets, laptops, or desktop computers.

Step 2: If you do not have an account on the disclosures.utah.gov website, click “New User” located in the left-side toolbar. If you already have an account, log on and skip to Step 8.

Step 3: The “Create New Web Account” page will be displayed. Fill out the form. You can choose any username you would like, and your password must be at least 6 characters long. After completing the form, click “Register.”

Step 4: Now that your website account is created, you will need to create an entity for your candidate account. Click “Create Entity” located in the left-side toolbar on the homepage.

Step 5: The “Create Entity” page will be displayed. Click “Candidates & Office Holders.”

Step 6: The “Candidates & Office Holders Statement of Organization.” Fill out the form and follow the instructions. When you are finished, click “Save.”

Step 7: A confirmation screen will appear. The Office of the Utah Lieutenant Governor will review your candidate entity and approve it if it contains the required information. Once your entity is approved, you will receive an email. **NOTE:** Due to the expected high volume of submissions during the declaration period, please allow one to two business hours for the Office of the Utah Lieutenant Governor to review and approve your entity. All submissions will be reviewed on a first-come-first-served basis.

Step 8: Click “My Folder” located in the left-side toolbar.

Step 9: Click the link “Submit or Update Conflict of Interest Form” located under the “Entity Details” header. If you have multiple entities associated with your website account, ensure that you have selected the correct entity before clicking this link.

Step 10: Click “Begin a New Conflict of Interest Form.”

Step 11: The conflict of interest form will display. If you previously submitted a disclosure, your form will be pre-filled with your latest disclosure. Complete the required fields on the form.

Step 12: When you are finished, click “Submit.” A confirmation screen will display, and your disclosure will be automatically posted to the website.

Do you have additional questions?

Contact your county clerk’s office or the Office of the Utah Lieutenant Governor:

Email: elections@utah.gov
Phone: 801-538-1041
Office: Utah State Capitol
350 N. State Street
Suite 220
Salt Lake City, UT 84103
Hours: 8:00 am - 5:00 pm, Monday - Friday (except state and federal holidays)

*Information subject to change due to the 2020 Legislative Session.

**SB28 (2020) would allow legislative candidates to file with the Office of the Utah Lieutenant Governor; however, the bill, if passed, does not go into effect until May 2020.

Utah Code Citations:

1. 20A-9-407, 20A-9-408; 2. 20A-9-407, 20A-9-408; 20A-9-101(6); 3. 20A-9-202(1)(c), 20A-9-201(7)(b); 4. 20A-9-201(8); 5. 20A-9-407, 20A-9-408, 20A-11-1603; 6. 20A-9-201(10), 20A-11-1604(10); 7. 20A-6-301(1)(a), 20A-9-201(5)(a)(i); 8. 20A-9-201(2); 9. 63G-2-305(52)