









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)	County Candidates* (Includes special district and local school board)	Municipal Candidates* (Example: Mayor, City Council)
Candidate Affidavit <ul style="list-style-type: none"> Filed within 10 days of becoming a candidate Must be signed & notarized prior to submission Section 2(2), article XXVIII of the Colorado Constitution; section 1-45-110(1), C.R.S. 	 File with Secretary of State	 File with Secretary of State	 File with municipal clerk
Voluntary Acceptance of Campaign Spending Limits <ul style="list-style-type: none"> Must be submitted at the SAME time as the candidate affidavit if candidate chooses to accept the limits Must be signed & notarized prior to submission Section 4(3) and 9(1)(c), article XXVIII of the Colorado Constitution 	 File with Secretary of State RTD candidates excluded	Not Applicable	Not Applicable
Personal Financial Disclosure (PFD) <ul style="list-style-type: none"> Submitted within 10 days of filing the candidate affidavit (update is ok if full PFD is on record) Updates are due within 30 days of any change Sections 1-45-110(2)(a) & 24-6-202, C.R.S. 	 File with Secretary of State RTD candidates excluded	Not Applicable	Not Applicable
Committee Registration <ul style="list-style-type: none"> Must be submitted & approved prior to receiving contributions Section 1-45-108, C.R.S. 	 File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov	 File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov	 File with municipal clerk
Ballot Access Documents <ul style="list-style-type: none"> For office qualifications and ballot access requirements, contact the Designated Election Official 	File with Secretary of State	File with the County Clerk and Recorder or the Designated Election Official, as applicable	File with municipal clerk

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@sos.state.co.us 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. 6307. 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 may not provide legal assistance; should you need legal assistance you will need to contact legal counsel.