



# *Filing Forms Checklist*

## **Submit**

- Affidavit of Candidacy
- Proof of Residence (see '*Candidate Filing – Residency Documents*')
- Address Of Residence Form (if applicable, see '*Candidate Filing – Private Residence Address*')
- Filing Fee (\$5) payable to the City of Golden Valley
- City Council Candidate Disclosure Statement
- Campaign Financial Reports (required if and when candidates receive contributions or make disbursements of more than \$750 in a calendar year)
  - Initial Report—due within 14 days of spending or receiving more than \$750
  - 2nd Report—due by Oct 24, 2025 (10 days before General Election)
  - 3rd Report—due by Dec 4, 2025 (30 days after General Election)
  - 4th Report—due Jan 31, 2026
- Final Report—due after candidate has settled all debts and disposed of all assets in excess of \$100
- Campaign Financial Report Certification Of Filing—due by Nov 11, 2025 (no later than seven days after the General Election)

## **Review**

- [Minnesota Campaign Manual \(Rev 2024\)](#)
- Campaign Finance Reporting (page 10 of packet)
- Campaign Signs: Regulations & Enforcement (page 11 of packet)
- [IRS Fact Sheet: Section 527 Political Organizations Revised Tax Filing Requirements](#)



## Office of the Minnesota Secretary of State

# AFFIDAVIT OF CANDIDACY

Filing # \_\_\_\_\_

Cash/Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

### Instructions

All information on this form is available to the public. Information provided may be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

### Candidate Information

#### Name, Office, and Party

Candidate Name (as it will appear on the ballot)

Office Sought

District #

Political Party or Principle (State or Federal offices only)

Name of Incumbent (Judicial seats only)

#### REQUIRED Contact Information

(Federal, judicial, county attorney, and county sheriff candidates are exempt)

Check box if you do not have an email address

Phone number

Email (non-government issued)

#### REQUIRED Residence Address Information

(Federal, judicial, county attorney, and county sheriff candidates are exempt; candidates checking the box below are also exempt)

##### My residence address is to be classified as private data.

I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Residence Address

City

State

Zip Code

#### Campaign Contact Information (Address required if box above is checked; otherwise campaign contact information is optional)

Campaign Address

City

State

Zip Code

Campaign Website

### Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election except as authorized by Minn. Stat. 204B.06, subd. 9;
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election;
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election; and
- I have provided valid identification or documentation of proof of residence authorized in Minn. Stat. 204B.06, subd. 1b that matches the residence address information provided on this affidavit or on a separate form, if address is classified as private data.

**Filing officer initial once verified**

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is \_\_\_\_\_ and a copy of my license is attached.
- **Supreme Court Justice, Court of Appeals Judge, or District Court Judge** – I will not turn 70 years of age before the first Monday of next January.
- **State Senator or State Representative** – I will have maintained residence in Minnesota not less than one year and in this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is \_\_\_\_\_ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_

(Notary stamp)

Notary public or other officer empowered to take and certify acknowledgement

Rev. 12/2024

# Affidavit of Candidacy Reminders

All information on the affidavit of candidacy is considered public data.

## Candidate Name

- Clearly write name in mixed upper- and lower-case letters, including punctuation and accents.
- It must be the name as commonly known in the community and cannot include titles.

## Party

- Partisan offices are US President, US Senator, US Representative, Governor, Lt. Governor, State Auditor, Attorney General, Secretary of State, MN Senator, and MN Representative.
- Candidates for partisan office that are not affiliated with a major political party must file a valid petition along with their affidavit of candidacy. See [mnvotes.gov](#) for list of current major parties and petition requirements.

## Contact and Residence Information

- Phone, email, and all address information is optional for federal, judicial, county attorney, and county sheriff candidates.
- All other candidates must include phone number.
- All other candidates must include non-government issued email address unless they do not have one.
- If candidates check the “My residence address is to be classified as private data” box, they must also submit the Address of Residence form and enter a Campaign Address on this affidavit.
- Residence address must be where candidate lives. The residence address cannot be a PO Box.
- Candidates may contact their filing officer later to update the campaign information.
- When filing, candidates must provide ID or other documentation authorized in *Minn. Stat. 204B.06*, subd. 1b that matches the residence address.

## Timeframe for Filing & Fees

- Affidavits must be submitted during the designated filing period, with the noted exception below.
- Regular filing periods are listed at [mnvotes.gov](#). Contact the filing officer for special election filing periods.
- Affidavits may be mailed in or dropped off by others, but must 1) be notarized, 2) include a copy of identification or other documentation authorized in *Minn Stat. 204B.06* subd. 1 that matches the residence address on the affidavit, 3) have all other required information completed, and 4) have payment for filing fee included. Completed affidavits and filing fees must be received by the filing officer within the filing period.
  - Exception: candidates for federal, state, or county offices (*Minn. Stat. 204B.09* subd. 1a) or candidates for municipal office (*Minn. Stat. 205.13* subd. 1b) who will be absent from the state during the filing period may submit the affidavit early.
- Statutory filing fees are listed at [mnvotes.gov](#). Charter cities may have other fees, contact the city clerk for details.

## Where to File

- Federal candidates must file with the Office of the Secretary of State (OSS).
- Candidates for state and judicial offices may file with OSS or auditor of county of residence.
- County offices (including soil & water district) file with county auditor.
- City, town, school candidates file with their city, town, or school clerk.
- Hospital district candidates file with city or town of residence, or with county auditor if in unorganized territory.

# Candidate Filing – Residency Documents

Candidates must provide proof of residence when filing for office.

**Bring an unexpired ID from this list that has your current name and address:**

- Valid Minnesota driver's license, learner's permit, or Minnesota ID card.
- Tribal ID with name, address, signature, and photo.

**Or bring an approved photo ID and an approved document that has your current name and address:**

Approved photo IDs (can be expired):

- Driver's license, state ID, or learner's permit issued by any state
- United States passport
- United States Military or Veteran ID
- Tribal ID with name, signature, and photo
- Minnesota university, college, or technical college ID
- Minnesota high school ID

Approved documents (must contain current address):

- Residential lease or rental agreement valid through election day
- Current student fee statement
- Bill, account, or start of service statement due or dated within 30 days of the beginning of the candidate filing period:
  - Phone, TV, or internet
  - Solid waste, sewer, electric, gas, or water
  - Banking or credit card
  - Rent or mortgage

**Office of the Minnesota Secretary of State**

**ADDRESS OF RESIDENCE FORM**

**Instructions**

This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data box.

The address of residence is classified as private data at the request of the candidate. The address of residence is used by the filing officer who received the affidavit of candidacy, upon written request of a registered voter, to determine whether the address of residence listed by the candidate is actually located in the area represented by the office sought, pursuant to *Minnesota Statutes*, section 204B.06, subd. 1b (b). While the candidate is not required to provide the address of residence, failure to provide the address of residence will result in an incomplete affidavit of candidacy and the rejection of the affidavit of candidacy, which will result in the omission of the candidate's name from any ballot in the election for which the candidate attempts to file the affidavit of candidacy and pay the filing fee. This information will be available to the filing officer to whom the written request is delivered, to employees of that filing officer and to other elections officials with whom that filing officer consults in order to obtain information necessary to make the determination whether the address of residence listed by the candidate is actually located in the area represented by the office sought.

**Candidate and Address of Residence**

Candidate Name

Office Sought

Street Address

City

MN ZIP Code

**Statement**

Pursuant to *Minnesota Statutes* 204B.06, subd. 1b (c), I certify that a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law.

Signature of candidate

Date

**Filing Officer Verification of Residence**

For offices where a residency requirement must be satisfied by the close of the filing period (Governor, Lieutenant Governor, State Senator, and State Representative). Must be completed by the filing officer within one business day of receiving the filing.

I have determined that the address provided by the candidate on this form is within the area represented by the office the candidate is seeking.

Signature of filing officer

Date

# Candidate Filing – Private Residence Address

How to keep your residence address private when filing for office.

If you would like your residence address to be classified as private data, you must certify that:

- a police report has been submitted,
- an order for protection has been issued,
- that you have reasonable fear for you or your family's safety,
- or that your address is otherwise private by Minnesota law.

How to file for office and keep your residence address private:

1. On the Affidavit of Candidacy, check the box to certify that your residence address is to be classified as private data.
  - The **Affidavit of Candidacy** form can be found on the Office of the Minnesota Secretary of State's website here: <https://www.sos.mn.gov/media/3qhbgslo/affidavit-of-candidacy.pdf>
2. Do NOT list your residence address in the Residence Address Information section of the Affidavit of Candidacy.
3. Provide campaign address in the Campaign Contact Information section of the Affidavit of Candidacy. A PO Box may be used as the campaign address.
  - To learn more about how to obtain a PO Box, please visit the USPS website at: <https://www.usps.com/manage/po-boxes.htm>
4. Complete the separate **Address of Residence** form and provide it to the filing officer along with the Affidavit of Candidacy. The Address of Residence form is classified as private data and will not be available to the public.
  - The **Address of Residence** form can be found on the Office of the Minnesota Secretary of State's website here: <https://www.sos.mn.gov/media/1020/address-of-residence-form.pdf>
5. Sign the Affidavit of Candidacy in the presence of an official filing officer or a Notary.

**NOTE:** All steps must be followed to classify the candidate's residence address as private. The Address of Residence form **must** be completed with the candidate's residence address for their Affidavit of Candidacy to be considered complete.

# City Council Candidate Disclosure Statement

## Contact Information

Name	Phone
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Address

## Associations & Interests

List here the names of all business corporations, governmental agencies, companies, firms or partnerships or other business enterprises doing business with the City of Golden Valley or at some location within the City of Golden Valley with which you are associated as either an employee, officer, owner, director, trustee, partner, advisory, consultant, or fiduciary (other than as a nominee):

List here the names of all business corporations, governmental agencies, companies, firms or partnerships or other business enterprises doing business with or at some location within the City of Golden Valley in which you have any continuing financial interest as a result of any current or prior employment, or business or professional association, or through a pension or retirement plan or any form of shared income, or otherwise:

List here the names of all business corporations, governmental agencies, companies, firms or partnerships or other business enterprises doing business with or at some location within the City of Golden Valley in which you have any financial interest through the ownership of stocks, bonds and other securities:

List here all your interests in real property, or rights with respect to real property, as pertains to all such real property located within the City of Golden Valley:

## Signature

By signing below, I affirm that the information within this disclosure statement is true and correct, including that I have provided my true name or the name by which I am generally known in the community.

Signature <b>X</b>	Date
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**Data Privacy Notice:** Minnesota law requires that you be informed of the purpose and intended use of the information you are providing on this disclosure statement. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to accurately evaluate your application.

Per Minnesota Statute 13.601, subd. 1 and sub. 3a, your name, address, and financial disclosure statements, are public data and available to anyone who requests the information.

Additionally, should you be elected to the Golden Valley City Council, your residential phone number and City of Golden Valley email address, will also become public information per Minnesota Statute 13.601, subd. 3b.



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



# CAMPAIGN FINANCIAL REPORT

*(All of the information in this report is public information)*

Name of candidate, committee or corporation \_\_\_\_\_

Office sought or ballot question Council Member - City of Golden Valley District N/A

Type of report	<input type="checkbox"/> Candidate report <input type="checkbox"/> Campaign committee report <input type="checkbox"/> Association or corporation report <input type="checkbox"/> Final report	Period of time covered by report: from _____ to _____
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## CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH	\$ _____	TOTAL CASH-ON-HAND	\$ _____
IN-KIND	+ \$ _____		
TOTAL AMOUNT RECEIVED	= \$ _____		

## DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
		<b>TOTAL</b>

## CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
			<b>TOTAL</b>

I certify that this is a full and true statement. \_\_\_\_\_

**Signature**

Date

Address

## INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

**Where to file this report:**

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

**Candidate or committee report:** The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

**During an Election Year** - An “election year” is any year in which the candidate’s name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- *10 days before the primary or special primary*
- *30 days after a general election or special election*
- *10 days before the general election or special election*
- *By January 31 of each year following the year when the initial report was filed.*

**During a non-election year** - By January 31 of each year following the year when the initial report was filed.

**Once a final report\* is filed, no further subsequent reports are required to be filed.**

**CONTRIBUTIONS:** Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. “Contribution” does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

**CONTRIBUTION LIMITS:** Candidates or candidate’s committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

**BALLOT QUESTIONS:** Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

**CONGRESSIONAL CANDIDATES:** Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

**CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION:** Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, Veterans Service Building, 20 W 12th St., Ste. 210, St. Paul, MN 55155, using the same schedule as above.

**\*FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under “type of report”.

**PROHIBITED TRANSFERS:** Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate’s personal funds.

**STATE CANDIDATES:** Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

**Note:** The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual’s address from the financial report is required for the safety of the individual or the individual’s family.

**Office of the Minnesota Secretary of State**

**CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING**

**Instructions**

Each county, municipal or school district candidate or treasurer of a committee formed to promote or defeat a ballot question shall certify to the filing officer that all reports required by *Minnesota Statutes 211A.02* have been submitted to the filing officer or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year. The certification shall be submitted to the filing officer not later than seven days after the general or special election. (*Minnesota Statutes 211A.05*, subdivision 1)

**Campaign Information**

Name of candidate or committee

Office sought by candidate (if applicable)

Identification of ballot question (if applicable)

**Certification**

Select the appropriate choice below, and sign.

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that all campaign contributions or disbursements did not exceed \$750 in the calendar year.

Signature of candidate or committee treasurer

Date