



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

### MEMORANDUM

**TO:** Candidates for U.S. Senate and U.S. House of Representatives

**FROM:** Kristi Reid Willis, Chief  
Bureau of Election Records *KRW*

**DATE:** April 3, 2018

**SUBJECT:** Qualifying

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Qualifying will be held from **Noon, April 30, 2018 – Noon, May 4, 2018**. By law, the Division of Elections may accept and hold qualifying papers beginning April 16, 2018. **It is a candidate's responsibility to ensure that qualifying papers are timely received in this office and are complete.** All qualifying fees and paperwork must be received and complete by **Noon (Eastern Time), May 4, 2018**, for a candidate to be qualified. Our location and mailing address is:

**Division of Elections  
R.A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, Florida 32399-0250**

#### **THINGS TO REMEMBER:**

1. Any candidate oath or qualifying check filed with the Division **prior to April 16, 2018**, is not valid for qualifying. Please submit new documents to the Division not later than the close of qualifying.
2. **Do not use old forms as required information has changed.** Current forms are available on the Division's website at: <http://dos.myflorida.com/elections/forms-publications/forms/>
3. Form DS-DE 300FO (Candidate Oath – Federal Office) requires notarization. Review this document carefully to ensure that it has been properly notarized.

**Division of Elections  
R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399  
850.245.6240 • 850.245.6260 (Fax) [dos.myflorida.com/elections/](http://dos.myflorida.com/elections/)**



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4. Candidates may submit qualifying papers by hand-delivery or mail. The Division does not accept qualifying papers via facsimile or email. **All documents must have original signatures.** (Suggestion: Use blue ink to sign documents.)
5. **Attention:** Time is of the essence in qualifying as a candidate. In order to be deemed timely filed with the Division of Elections, qualifying items must actually be received at the Division's physical location by the close of the qualifying period. The U.S. Postal Service does not deliver mail directly to the Division of Elections. The U.S. Postal Service's designated hours for mail pick-up do not correspond to the qualifying deadline. **To ensure that the qualifying items are timely submitted, a candidate or someone on his or her behalf should hand-deliver directly to the Division or use a delivery service that delivers directly to the Division.**
6. Qualifying fees must be paid by a properly executed check payable to the Department of State or Secretary of State and drawn upon the candidate's **campaign** account. On the qualifying check, to include a starter check, ensure that the face of the check specifies, even if handwritten on the check, that the check is from the campaign account (*e.g.*, "Campaign Account of John Doe").
7. **Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying.**
8. Type or print your name the way you wish it to appear on the ballot on the Candidate Oath. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.
9. Please provide a telephone number and email address on the Candidate Oath where you can be reached during the day and after normal working hours. The Bureau will make an effort to contact you if there is a problem with your paperwork.
10. To check your qualifying status, go to: <http://dos.elections.myflorida.com/candidates/CanList.asp>.
11. The qualifying fee cannot be returned to a candidate unless the candidate withdraws, in writing, **before** the close of qualifying. The withdrawal statement must contain the candidate's signature. A fax withdrawal (fax: 850.245.6260) or a scanned copy of the withdrawal attached to an email addressed to [elecrecords@dos.myflorida.com](mailto:elecrecords@dos.myflorida.com) is acceptable.

## **WHAT TO FILE**

**All U.S. House of Representatives and U.S. Senate candidates must file the following forms no later than the close of qualifying:**

Candidate Oath – Federal Office (**Form DS-DE 300FO**)

**In addition to the form referenced above**, a candidate qualifying by the fee method must submit a properly executed campaign check in the amount of **\$10,440** (partisan) or **\$6,960** (no party affiliation.)

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**Federal Election Commission:**

Candidates for U.S. House of Representatives must register with the Federal Election Commission (FEC) (<http://www.fec.gov/>) and file campaign finance reports with the FEC. Any questions regarding the FEC requirements should be directed to the FEC at (800) 424-9530. The Division of Elections has no authority to answer questions about the FEC processes.

If you have any questions, please call the Bureau of Election Records at **850-245-6280**.

KRW/mcc