



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

MEMORANDUM

TO: Candidates for Multi-County Special Districts

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

DATE: May 17, 2018

SUBJECT: Qualifying

Qualifying will be held from **Noon, June 18, 2018 – Noon, June 22, 2018**. By law, the Division of Elections may accept and hold qualifying papers beginning June 4, 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), June 22, 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, financial disclosure form, or qualifying check filed with the Division **prior to June 4, 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 302NP (Candidate Oath – Nonpartisan 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/**



Memorandum
May 17, 2018
Page Two

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. At this time, only UPS delivers directly to the Division.**
6. 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.
7. 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.
8. To check your qualifying status, go to: <http://dos.elections.myflorida.com/candidates/CanList.asp>.
9. 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 is acceptable.

WHAT TO FILE

All candidates must file the following forms no later than the close of qualifying:

1. Candidate Oath – Nonpartisan Office (**Form DS-DE 302NP**).
2. Statement of Financial Interests (**2017 CE Form 1**). A public officer who has filed a financial disclosure statement for year 2017 with the Florida Commission on Ethics (COE) or the Supervisor of Elections prior to qualifying for office may file a copy at the time of qualifying. **NOTE:** If you are an incumbent and will be filing a **copy** of CE Form 1 for 2017 as a qualifying requirement, the copy must be filed stamped by the COE or the Supervisor of Elections. In the alternative, you may provide a cover letter with your signature stating that the original CE Form 1 for 2017 has been filed with the COE or the Supervisor of Elections.

In addition to the two forms referenced above, a candidate qualifying by the fee method must submit a qualifying fee in the amount of **\$25**. This fee can be paid by check, cash, money order, or certified check.

Memorandum
May 17, 2018
Page Three

ADDITIONAL FILING REQUIREMENTS

Pursuant to Section 99.061(3), Florida Statutes, a special district candidate who does not collect contributions and whose only expense is the filing fee or signature verification fee is not required to appoint a campaign treasurer or designate a primary campaign depository.

If this section applies to you, please submit a **written statement to this effect to the Division along with the above referenced documents**. You are not required to file campaign treasurer's reports.

If this section does not apply to you and you have collected contributions, **you must submit an Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9), along with the above referenced documents**. You will be provided the required credentials to begin filing campaign treasurer's reports using the Division's Electronic Filing System. You may find the Calendar of Reporting Dates at:

<http://dos.myflorida.com/elections/candidates-committees/campaign-finance/>

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

KRW/mcc