



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

MEMORANDUM

TO: All Gubernatorial Candidates

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

DATE: July 30, 2018

SUBJECT: Designation and Qualifying of a Lieutenant Governor as a Running Mate

Pursuant to Section 99.063, Florida Statutes, each candidate for Governor shall designate a Lieutenant Governor as a running mate in writing to the Department of State. It is a candidate's responsibility to ensure that the qualifying papers of each designated candidate for Lieutenant Governor are timely received in this office and are complete for a candidate to be qualified. **The qualifying papers are due no later than 5 p.m. (Eastern Time) September 6, 2018. Failure of the Lieutenant Governor candidate to be designated or to qualify by the stated time shall result in forfeiture of ballot position for the candidate for Governor.**

Our location and mailing address is:

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

THINGS TO REMEMBER:

1. **Do not use old forms.** Current forms are available on the Division's website at: <http://dos.myflorida.com/elections/forms-publications/forms/>.
2. Forms DS-DE 301SL and CE Form 6 require notarization. Review these documents carefully to ensure that they have been properly notarized. **Ensure that the notary stamp is legible and does not obscure any of the required entries on the forms.**
3. Candidates may submit qualifying papers by hand-delivery, delivery service, or mail. The Division does not accept qualifying papers via facsimile or email. **All documents, except a copy of CE Form 6 filed by a current public officer who has filed the 2017 CE Form 6**

**Division of Elections
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with Commission on Ethics before qualifying must have original signatures. (Suggestion: Use blue ink to sign documents.)

4. **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.**
5. Type or print your name the way you wish it to appear on the ballot under "Candidate Oath" on the Candidate Oath – State and Local Partisan Office form (**DS-DE 301SL**). A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.
6. Please provide a telephone number and email address on your Candidate Oath – State and Local Partisan Office form (**DS-DE 301SL**) where you can be reached during the day and after normal working hours. The Bureau will make every effort to contact you if there is a problem with your paperwork.
7. To check your qualifying status, go to: <http://dos.elections.myflorida.com/candidates/CanList.asp>.

WHAT TO FILE

The following documents must be received by the Division of Elections no later than 5 p.m. on September 6, 2018.

1. **Each designated candidate for Governor shall file** a signed, written designation of a Lieutenant Governor running mate.
2. **Each designated candidate for Lieutenant Governor shall file** the following forms:
 - a. Candidate Oath – State and Local Partisan Office (**Form DS-DE 301SL**).
 - b. Full and Public Disclosure of Financial Interests (**2017 CE Form 6**). A public officer who has filed a full and public disclosure or statement of financial interests for the year 2017 with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying. **NOTE:** If you are currently a public officer and will be filing a **copy** of CE Form 6 for 2017 as a qualifying requirement, the copy must be filed stamped by the Florida Commission on Ethics (COE). In the alternative, you may provide a cover letter with your signature stating that the original CE Form 6 for 2017 has been filed with the COE.

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