



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Candidates for State Senate and State Representative

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

DATE: May 26, 2020

SUBJECT: Qualifying

Qualifying will be held from **Noon, June 8, 2020 – Noon, June 12, 2020**. By law, the Division of Elections may accept and hold qualifying papers beginning May 25, 2020. **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 12, 2020**, for a candidate to be qualified.

The official email address for qualifying is: ElecRecords@DOS.MyFlorida.com.

Our location and mailing address is:

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

Timely filing is of the essence in qualifying as a candidate. In order to be deemed timely filed with the qualifying office, qualifying items must actually be present at the qualifying office's official physical location by the close of the qualifying period.

THINGS TO REMEMBER:

1. Candidates may submit qualifying papers by email, mail, courier service, or hand-delivery. The Division does not accept qualifying papers via facsimile.
2. The R.A. Gray Building is closed to the public at this time. Thus, hand-delivery may be made via drop box only. The drop box is located inside the double glass doors at the front of the R.A. Gray Building.

**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](https://dos.myflorida.com/elections)**



3. If submitting documents by email:

- a) Use the official email for qualifying referenced above. Do not use any other email address or email to multiple email addresses.
- b) Attach documents to email in PDF form. Other formats are not accepted.
- c) Do not send originals of documents submitted by email. This will delay the processing of your qualifying documents.
- d) Checks may not be submitted by email.
- e) Do not send a scanned copy of a qualifying check.
- f) Use black ink.

4. If submitting documents by hand-delivery, mail, or courier service:

- a) Do not email copies of the same documents. This will delay the processing of your qualifying documents.
 - b) Submit single-sided documents.
5. Forms DS-DE 301SL (Candidate Oath – State and Local Partisan Office) and CE Form 6 require notarization. Review these documents carefully to ensure that they have been properly notarized.
6. Qualifying fees must be paid by a properly executed check drawn on the candidate's **campaign** account and made payable to the Florida Department of State, Florida Secretary of State, or Florida Division of Elections. On the qualifying check, to include a starter check, ensure that the face of the check specifies that the check is from the campaign account, even if it is handwritten on the check (*e.g.*, "Campaign Account of John Doe").
7. The check must be signed by the treasurer or a deputy treasurer. **(A check signed by a candidate who has not been designated as the treasurer or deputy treasurer is not valid for qualifying.)**
8. **Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying.**
9. 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.
10. 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.

Memorandum
May 26, 2020
Page Three

11. Any Candidate Oath, Financial Disclosure Form, or qualifying check filed with the Division **prior to May 25, 2020, is not valid for qualifying.** Please submit new documents to the Division not later than the close of qualifying.
12. To check your qualifying status, go to: dos.elections.myflorida.com/candidates.
13. 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.** The withdrawal may be faxed to 850.245.6260, or scanned and emailed to ElecRecords@DOS.MyFlorida.com.

WHAT TO FILE

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

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (**Form [DS-DE 9](#)**). If this form has been filed with the Division, do **not** submit a copy of the previously submitted form.
2. Candidate Oath – State and Local Partisan Office (**Form [DS-DE 301SL](#)**).
3. Full and Public Disclosure of Financial Interests (**2019 [CE Form 6](#)**).

In addition to the three forms referenced above, a candidate qualifying by the fee method must submit a properly executed campaign check signed by the treasurer or a deputy treasurer in the amount of **\$1,781.82** (partisan) or **\$1,187.88** (no party affiliation).

ADDITIONAL FILING REQUIREMENTS

1. Although not required for qualifying, each candidate must file a Statement of Candidate (**[DS-DE 84](#)**) with the Division of Elections within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository. Willful failure to file this form is a violation of Chapter 106, Florida Statutes.
2. Section 106.07, Florida Statutes, requires you and your campaign treasurer to file reports of all contributions received and all expenditures made. You may find the Calendar of Reporting Dates at: dos.myflorida.com/elections/candidates-committees/campaign-finance.
3. In addition, Section 106.141, Florida Statutes, requires that each candidate who withdraws their candidacy, becomes unopposed, or is eliminated or elected to office, within 90 days, dispose of the funds on deposit in their campaign account and file a termination report reflecting the disposition of all remaining funds.

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