



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Candidates for U.S. House of Representatives

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

DATE: April 3, 2020

SUBJECT: Qualifying

Qualifying will be held from **Noon, April 20, 2020 – Noon, April 24, 2020**. By law, the Division of Elections may accept and hold qualifying papers beginning April 6, 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), April 24, 2020**, 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**

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

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. Checks may not be submitted by email.
2. If submitting documents by email, you must use the official email for qualifying referenced above. Do not use any other email address or email to multiple email addresses. Attach documents to email in PDF form. Other formats are not accepted.
3. 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)**



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4. Any Candidate Oath or qualifying check filed with the Division **prior to April 6, 2020, is not valid for qualifying**. Please submit new documents to the Division not later than the close of qualifying.
5. Form DS-DE 300FO (Candidate Oath – Federal Office) requires notarization. Review this document carefully to ensure that it has 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. **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: dos.elections.myflorida.com/candidates.
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**. The withdrawal may be faxed to 850.245.6260, or scanned and emailed to ElecRecords@DOS.MyFlorida.com.

WHAT TO FILE

All U.S. House of Representatives 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) (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/eal