



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Special Election Candidates

FROM: Donna S. Brown, Chief, *DSB*
Bureau of Election Records

DATE: October 28, 2021

SUBJECT: Qualifying – State Senate, District 33, State Representatives, Districts 88 and 94

Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for State Senator or State Representative.

Qualifying period

Qualifying will be held from 8:00 a.m., November 16, 2021 – Noon, November 17, 2021.

By law, the Division of Elections may accept and hold qualifying papers beginning November 2, 2021.

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), November 17, 2021, 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

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



What to file

- Appointment of Campaign Treasurer and Designation of Campaign Depository (**Form DS-DE 9**). If this form has previously been filed with the Division, **you do not need to file it again.**
- The candidate must file the appropriate Candidate Oath for State Offices as it applies to your candidacy no later than the close of qualifying:
 - Form DS-DE 301A – Party Affiliated,
 - Form DS-DE 301B – No Party Affiliated, **OR**
 - Form DS-DE 301C – Write-In Candidate
- Full and Public Disclosure of Financial Interests (2020 CE Form 6). A public officer who has filed a full and public disclosure or statement of financial interests for the year 2020 with the Florida Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying. **Note:** If you are an incumbent and will be filing a copy of CE Form 6 for 2020 as a qualifying requirement, the copy must be stamped “filed” by the Florida Commission on Ethics. In the alternative, you may provide a cover letter with your signature stating that the original CE Form 6 for 2020 has been filed with the Florida Commission on Ethics.
- If qualifying by the fee method**, a candidate must submit a properly executed campaign check signed by the treasurer or a deputy treasurer in the amount of **\$1,781.82** (party affiliated) or **\$1,187.88** (no party affiliated). Any candidate oath, financial disclosure form, or qualifying check filed with the Division before **November 2, 2021**, is not valid for qualifying. Please submit new documents to the Division no later than the close of qualifying period.

Additional Filing Requirements

- Although not required for qualifying, each candidate must file a Statement of Candidate (**Form 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.
- 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.

- Section 106.07, Florida Statutes, requires you and your campaign treasurer to file reports of all contributions received and all expenditures made. The due dates and periods covered for campaign finance reports are listed in the reporting schedule below.

Campaign Reporting Schedule

<u>Report</u>	<u>Cover Period</u>	<u>Due Date</u>
SP1	Date appointment filed – 11/30/21	12/10/21
SP2	12/01/21 – 01/06/22	01/07/22
SG1	01/07/22 – 01/31/22	02/10/22
SG2	02/01/22 – 03/03/22	03/04/22

A final report is due 90 days after the candidate becomes unopposed, is eliminated, or elected.

Key points to remember

Timely Filing - Candidates may submit qualifying papers by mail, hand-delivery, or courier service. However, qualifying items must actually be received at the Division's physical location by the close of the qualifying period in order to be deemed timely filed. 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 their behalf should hand-deliver directly to the Division or use a delivery service that delivers directly to the R.A. Gray Building. The Division does not accept qualifying papers via facsimile or email. Note: The R.A. Gray Building is open to the public during regular business hours.

Notarized Oaths and Financial Disclosures – Oath Forms DS-DE 301A, DS-DE 301B, and DS-DE 301C, and Financial Disclosure CE Form 6 2020 require notarization. Carefully review that these documents have been properly notarized. Common mistakes within the notarization are: the state rather than the county entered in venue; failure to indicate physical or online notarization; notary indicates online, but is not registered with the Florida Department of State to provide online notarization; and the notary seal with expiration date and name is not legible due to a light stamping, or stamping on a dark line.

Name on the Ballot - 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.

Contact Information - 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.

Qualifying Fees - Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying. Qualifying fees must be paid with a properly executed check drawn on the candidate's campaign account. The check must be payable to the Florida Department of State, Florida Secretary of State, or Florida Division of Elections, and signed by the treasurer or a deputy treasurer. **(A check signed by a candidate who has not been designated as the treasurer or a deputy treasurer is not valid for qualifying.)** On the qualifying check (including a starter check), ensure 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").

Qualifying Status - To check your qualifying status, visit:
dos.elections.myflorida.com/candidates.

Withdrawal - In order for a qualifying fee to be returned, the candidate must withdraw in writing before the close of qualifying. The withdrawal statement must contain the candidate's signature. The withdrawal may be scanned and emailed to ElecRecords@DOS.MyFlorida.com or faxed to 850.245.6260.

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

MM/DSB/mcc