



## FLORIDA DEPARTMENT OF STATE

**RON DESANTIS**  
Governor

**CORD BYRD**  
Secretary of State

### MEMORANDUM

**TO:** Candidates for U.S. Senate and U.S. House of Representatives  
**FROM:** Donna S. Brown, <sup>DB</sup> Chief, Bureau of Election Records  
**DATE:** May 17, 2022  
**SUBJECT:** Qualifying

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Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for U.S. Senate or U.S. House of Representatives.

### Qualifying period

Qualifying will be held from Noon, June 13, 2022 – Noon, June 17, 2022.

By law, the Division of Elections may accept and hold qualifying papers beginning May 30, 2022. While state offices are closed on Memorial Day, qualifying documents can still be placed in the secure drop-box provided just inside the front lobby doors of the R.A. Gray between the hours of 8 AM – 5 PM on May 30. State offices will reopen at 8 AM on May 31, 2022.

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 17, 2022, for a candidate to be qualified.

All candidates are encouraged to take advantage of the 14-day period or to file the appropriate qualifying documents as early as possible in the qualifying period.

Our location and mailing address is: Division of Elections  
R.A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

**NOTE: Overnight deliveries to the building are made only by FedEx and UPS. Other services may take 3-10 business days for delivery to the 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](http://DOS.MyFlorida.com/elections)



## What to file

- 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 300A – Party Affiliated,
  - Form DS-DE 300B – No Party Affiliated, **OR**
  - Form DS-DE 300C – Write-In Candidate
  
- 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 **\$10,440** (party affiliated) or **\$6,960** (no party affiliated). Make checks payable to the Department of State or Division of Elections.

Any candidate oath or qualifying check filed with the Division before **May 30, 2022**, is not valid for qualifying. Please submit new documents to the Division no later than the close of qualifying period.

## Federal Elections Commission

Candidates for U.S. Senate or U.S. House of Representatives must register with the Federal Election Commission (FEC) (<https://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.

## 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.

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**Notarized Oaths** – Oath Forms DS-DE 300A, DS-DE 300B, and DS-DE 300C 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** – A properly executed check payable to the Department of State, Florida Secretary of State, or Florida Division of Elections and drawn upon the candidate's **campaign** account. Personal checks, cashiers' checks, cash, and money orders are 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](https://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](mailto:ElecRecords@DOS.MyFlorida.com) or =pfaxed to 850.245.6260.

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

DSB/mcc