



## FLORIDA DEPARTMENT *of* STATE

**RON DESANTIS**  
Governor

**CORD BYRD**  
Secretary of State

### MEMORANDUM

**TO:** Special Election Candidates  
**FROM:** Donna S. Brown, Chief, Bureau of Election Records *DSB*  
**DATE:** December 20, 2022  
**SUBJECT:** Qualifying – State Representative, District 24

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Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for State Representative, District 24.

#### Qualifying period

Qualifying will be held from 8:00 am, January 9, 2023 – Noon, January 10, 2023.

By law, the Division of Elections may accept and hold qualifying papers beginning December 26, 2022. Due to the holidays and closure of state offices, qualifying documents may be hand-delivered during normal business hours to the address below on any of the following dates: December 27-29, 2022; January 3-6, 2023; and January 9, 2023. On January 10, 2023, the final day of qualifying, qualifying documents may be hand delivered from 8:00 am to Noon.

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), January 10, 2023, 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

**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)



**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.**

## 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
- Form 6**, Full and Public Disclosure of Financial Interests for the year 2022. Visit the **Commission on Ethics (COE)** for information on filing the current Form 6. A copy of the electronically filed 2022 Form 6 must be provided during qualifying.
- 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 fee check filed with the Division before **December 26, 2022**, 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 – 01/20/23	01/27/23
SP2	01/21/23 – 03/02/23	03/03/23
SG1	03/03/23 – 03/31/23	04/07/23
SG2	04/01/23 – 05/11/23	05/12/23

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. 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 301A, DS-DE 301B, and DS-DE 301C 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](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 faxed to 850.245.6260.

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

DSB/mcc