



## FLORIDA DEPARTMENT of STATE

**RON DESANTIS**  
Governor

**CORD BYRD**  
Secretary of State

### MEMORANDUM

**TO:** Multi-County Special District Candidates  
**FROM:** Donna S. Brown, Chief, Bureau of Election Records  
**DATE:** May 17, 2022  
**SUBJECT:** Qualifying

Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for Multi-County Special District Office.

#### 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.

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.

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.

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 Candidate Oath for Nonpartisan Offices, **Form DS-DE 302NP**, no later than the close of qualifying.
- Form 1**, Statement of Financial Interests for the year 2021. Visit the **Commission on Ethics (COE)** for information on the current Form 1. A public officer who has filed a financial disclosure statement for 2021 with the Commission on Ethics or the Supervisor of Elections prior to qualifying for office may file a copy of that statement at the time of qualifying.
- All special district candidates, except persons certified to qualify by the petition method or seeking to qualify as write-in candidates, must pay a qualifying fee in the amount of \$25.00. A qualifying fee for a special district candidate is not required to be drawn upon the candidate's campaign account.

Any candidate oath, financial disclosure form, 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.

## Additional Filing Requirements

- Pursuant to Section 99.061(3), Florida Statutes, a special district candidate who does not collect contributions and whose only expense is the filing fee or signature verification fee is not required to appoint a campaign treasurer or designate a primary campaign depository.

If this section applies to you, please submit a **written statement to this effect to the Division along with the above referenced documents**. You are not required to file campaign treasurer's reports.

If this section does not apply to you and you have collected contributions, **you must submit an Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9)**, along with the above referenced documents. If this form has previously been filed with the Division, **you do not need to file it again**. You will be provided the required credentials to begin filing campaign treasurer's reports using the Division's Electronic Filing System. You may find the Calendar of Reporting Dates at:

[dos.myflorida.com/elections/candidates-committees/campaign-finance](https://dos.myflorida.com/elections/candidates-committees/campaign-finance)

## 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.

**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.**

**Notarized Oaths** – Oath Form DS-DE 302NP requires 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 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**.