FLORIDA DEPARTMENT of STATE

**RICK SCOTT**
Governor

**KEN DETZNER**
Secretary of State

# MEMORANDUM

**TO:** Candidates for Public Defender and State Attorney

**FROM:** Kristi Reid Bronson, Chief
Bureau of Election Records KRB

**DATE:** April 1, 2016

**SUBJECT:** Qualifying

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Qualifying will be held from **Noon, May 2, 2016 – Noon, May 6**, **2016,** for all candidates, including write-in candidates. By law, the Division of Elections may accept and hold qualifying papers beginning April 18, 2016. **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), May 6, 2016,** for a candidate to be qualified. Our location and mailing address is:

**Division of Elections**
**The R.A. Gray Building, Room 316**
**500 South Bronough Street**
**Tallahassee, Florida 32399-0250**

**THINGS TO REMEMBER:**

1. Any candidate oath, financial disclosure form, or qualifying check filed with the Division prior to **April 18, 2016,** is not valid for qualifying. Please submit new documents to the Division not later than the close of qualifying.

2. **Do not use old forms as required information has changed.** Current forms are available on the Division's website at: http://dos.myflorida.com/elections/forms-publications/forms/

3. Forms DS-DE 24, 24A and 24B, and CE 6 require notarization. Review these documents carefully to ensure that they have been properly notarized.

4. Candidates may submit qualifying papers by hand-delivery or mail. The Division does not accept qualifying papers via facsimile or email. **All documents must have original signatures.**

5. **Attention:** Time is of the essence in qualifying as a candidate. In order to be deemed timely filed with the Division of Elections, qualifying items must actually be received at the Division's physical location as specified above by the close of the qualifying period. 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 his or her behalf should hand-deliver directly to the Division or use a commercial express courier delivery service that delivers directly to the Division.**

6. Qualifying fees must be paid by a properly executed check payable to the Department of State or Secretary of State and drawn upon the candidate's **campaign** account.

7. The check must be signed by the treasurer or a deputy treasurer. **(A check signed by a candidate who has not been designated as the treasurer or deputy treasurer is not valid for qualifying.)**

8. **Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying.**

9. Type or print your name the way you wish it to appear on the ballot under "Oath of Candidate" on the Candidate Oath form **(DS-DE 24, 24A or 24B)**. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.

10. Please provide a telephone number and email address on your Candidate Oath form **(DS-DE 24, 24A or 24B)** where you can be reached during the day and after normal working hours. The Bureau will make every effort to contact you if there is a problem with your paperwork.

11. To check your qualifying status, go to: http://dos.elections.myflorida.com/candidates/CanList.asp.

12. 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. A fax withdrawal (fax: 850.245.6260) or a scanned copy of the withdrawal attached to an email addressed to elecrecords@dos.state.fl.us is acceptable.

## WHAT TO FILE

**All candidates must file the following forms no later than the close of qualifying:**

1. 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.**

2. Candidate Oath **(Form DS-DE 24, 24A or 24B**).

3. Full and Public Disclosure of Financial Interests **(2015 CE Form 6)**. A public officer who has filed a full and public disclosure or statement of financial interests for the year 2015 with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying.

**In addition to the three forms referenced above**, a candidate qualifying by the fee method must submit a properly executed campaign check signed by the treasurer or a deputy treasurer in the amount of **$9,248.40** (partisan) or **$6,165.60** (no party affiliation).

## ADDITIONAL FILING REQUIREMENTS

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

2. Section 106.07, Florida Statutes, requires you and your campaign treasurer to file reports of all contributions received and all expenditures made. You may find the Calendar of Reporting Dates at: http://dos.myflorida.com/elections/candidates-committees/campaign-finance/.

3. In addition, Section 106.141, Florida Statutes, requires that each candidate who withdraws his or her candidacy, becomes unopposed, or is eliminated or elected to office, within 90 days, dispose of the funds on deposit in his or her campaign account and file a termination report reflecting the disposition of all remaining funds.

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

KRB/mcc