



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

MEMORANDUM

TO: Special Election Candidates for U.S. House of Representatives

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

DATE: July 21, 2021

SUBJECT: Qualifying – U.S. Representative, District 20 – Special Election

Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for United States House of Representatives.

Qualifying period

Qualifying will be held from **8:00 a.m., August 9, 2021 – Noon, August 10, 2021.**

By law, the Division of Elections may accept and hold qualifying papers beginning July 26, 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), August 10, 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](https://dos.myflorida.com/elections)



What to file

- The candidate must file the appropriate Candidate Oath for Federal 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 in the amount of **\$10,440** (party affiliated) or **\$6,960** (no party affiliation). Any Candidate Oath or qualifying check filed with the Division before **July 26, 2021**, is not valid for qualifying. Please submit new documents to the Division no later than the close of qualifying period.

- Candidates for U.S. House of Representatives must register with the **Federal Election Commission (FEC)** (www.fec.gov) and file campaign finance reports with the FEC. Contact the FEC at (800) 424-9530 for any questions regarding the FEC requirements. 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.

Notarized Oaths - The following oaths require notarization: Forms DS-DE 300A (Federal Office Candidate Oath – With Party Affiliation), DS-DE 300B (Federal Office Candidate Oath – No Party Affiliation) and DS-DE 300C (Federal Office Candidate Oath – Write-In Candidate). Choose the proper Candidate Oath and carefully review that the oath has 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 not legible.

Memorandum
July 21, 2021
Page Three

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 by 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. 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**.

MIM/DSB/eal