David H. Stafford, CERA

Escambia County Supervisor of Elections

2022

Escambia County Candidate Handbook

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Explanation

The information contained in this handbook is intended as a quick reference guide only and is current upon publication. Chapters 97-106, Florida Statutes, the Constitution of the State of Florida, Division of Elections' Opinions and Rules, Division of Elections' Candidate Handbook, Attorney General Opinions, city charters and ordinances, special acts and other sources should be reviewed in their entirety for complete information regarding qualifying.

This handbook contains information relevant to running for local offices and who qualify with David H. Stafford, Escambia County Supervisor of Elections Office as party candidates, no party affiliation candidates, nonpartisan candidates, and write-in candidates. It summarizes the qualifications for each office, with both the regular and petition methods of qualifying, along with write-in procedures (if applicable) for each local office that qualifies. It also indicates the number of signatures required for petition method candidates.

Please direct any questions to David H. Stafford, Escambia County Supervisor of Elections, Candidate Qualifying Department at (850) 595-3900 or visit our website EscambiaVotes.gov.

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Supervisor of Elections
Escambia County

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Dear Prospective Candidate:

On behalf of the voters of Escambia County, I commend you for your interest in public service. I know full well what a momentous decision it is to run for office.

Enclosed you will find the necessary paperwork to get you started should you choose to become a candidate. Our office is here as a resource for you and I encourage you to use us as such. When you have questions or need additional information, pick up the phone, visit us online at EscambiaVotes.gov, e-mail us, or drop by the office. We will do our best to help you.

You can reach our Candidate Qualifying Department at 595-3900. Our staff stands ready to provide you with the information you need should you become a candidate for office. As always, you can reach me at 595-3900 if I can answer any questions or be of any assistance to you.

Again, thank you for your interest in public service. I wish you all the best in your endeavors.

Sincerely,

David H. Stafford, CERA
Supervisor of Elections

This handbook is intended to supplement Chapter 106 of the Florida Statutes and the State Division of Election's Candidate's Handbook which may be downloaded from: http://dos.myflorida.com/elections/forms-publications/publications/

Important Dates for Candidates

2022 Election Dates ***Primary Election**: August 23, 2022* ***General Election**: November 8, 2022*	
Qualifying Dates	
Judicial Offices Noon, April 25, 2022 – Noon, April 29, 2022 **1st Day to accept qualifying papers: April 11, 2022** **(14 days prior to beginning of qualifying)**	Federal, State & Local Offices Noon, June 13, 2022 – Noon, June 17, 2022 **1st Day to accept qualifying papers: May 30, 2022** **(14 days prior to beginning of qualifying)**
Petition Submission Deadline	
Judicial Offices Date Pre-filed until Noon, March 28, 2022	Federal, State & Local Offices Date Pre-filed until Noon, May 16, 2022
Voter Registration Deadline	
Primary Election: July 25, 2022 General Election: October 11, 2022	
Vote-By-Mail "Send" Deadline	
Absent Stateside, **Overseas Military & Overseas Civilian Voters** Primary Election: July 9, 2022 General Election: September 24, 2022	**Domestic Voters (7-day window)** Primary Election: July 14 – July 21, 20122 General Election: Sept. 29 – Oct. 6, 2022

2022 Local Offices Up for Election and Terms

Judicial (Nonpartisan)	
Per State Constitution, Article V, Section 10, 1st Tuesday after 1st Monday in January	***Term Begins***
County Court Judge, Groups 1 and 3 (6-year term)	Tuesday, January 03, 2023

County and School Board	
Per Florida Statutes 100.041(2)(a) & (3)(a), 2nd Tuesday following General Election	***Term Begins***
County Commissioner, Districts 2 and 4 (Partisan - 4-year term)	Tuesday, November 22, 2022
School Board Member, Districts 1, 2 and 3 (Nonpartisan - 4-year term)	Tuesday, November 22, 2022

Special Districts	
Per Laws of Florida Chapter 2001-324 Section 4(b), 2nd Tuesday following General Election	***Term Begins***
Emerald Coast Utilities Authority, Districts 2 and 4 (Partisan - 4-year term)	Tuesday, November 22, 2022
Per Laws of Florida, Chapter 83-407 Section 3(b)(2) - Election Night	***Term Begins***
Santa Rosa Island Authority (Nonpartisan - 2-year term)	Tuesday, November 8, 2022
Per Florida Statutes 582.18, 1st Tuesday after 1st Monday in January	***Term Begins***
Escambia Soil and Water Conservation District, Groups 2 and 4 (Nonpartisan - 4-year term)	Tuesday, January 03, 2023

City of Pensacola (Nonpartisan)	
Per City Charter, Article III, Section 6.07, 4th Tuesday in November	***Term Begins***
Mayor of Pensacola (4-year term)	Tuesday, November 22, 2022
City Council, Districts 2, 4 and 6 (4-year term)	Tuesday, November 22, 2022

Town of Century (Nonpartisan)	
Per Century Town Charter Section 5.05 (c) ***1st Monday in January, following the regular town election***	***Term Begins***
Century Town Council, Seats 3, 4 and 5 (4-year term)	Monday, January 2, 2023

August 23, 2022 Primary
Calendar of Reporting Dates

Campaign Reporting Requirements for Local Candidates & Committees

Primary Election Reports must be filed by all candidates even if their name will only appear on the General Election Ballot.

Cover Period	***Report Code***	***Due Date***
10/1/21 – 10/31/21	2022 M10	11/10/21
11/1/21 – 11/30/21	2022 M11	12/10/21
12/1/21 – 12/31/21	2022 M12	1/10/22
1/1/22 – 1/31/22	2022 M1	2/10/22
2/1/22 – 2/28/22	2022 M2	3/10/22
3/1/22 – 3/31/22	2022 M3	4/11/22
4/1/22 – 4/30/22	2022 M4	5/10/22
5/1/22 – 5/31/22	2022 M5	6/10/22
6/1/22 – 6/17/22	2022 P1	6/24/22
6/18/22 – 7/1/22	2022 P2	7/8/22
7/2/22 – 7/15/22	2022 P3	7/22/22
7/16/22 – 7/22/22	2022 P4	7/29/22
7/23/22 – 7/29/22	2022 P5	8/5/22
7/30/22 – 8/5/22	2022 P6	8/12/22
8/6/22 – 8/18/22	2022 P7	8/19/22
Termination Reports		
4/30/22 – 7/28/22 After April Qualifying	2022 TR-JQ	7/28/22
6/18/22 – 9/15/22 After June Qualifying	2022 TR-Q	9/15/22
8/19/22 - 11/21/22 Primary Election	2022 TR-P	11/21/22

Note: Candidates must dispose of all funds in the campaign account and file a Termination Report within 90 days after having withdrawn, become unopposed, eliminated, or elected to office.

November 8, 2022 General Calendar of Reporting Dates

Campaign Reporting Requirements for Local Candidates & Committees

- Reports shall be filed on the 10th day following the end of each calendar
- Reports must be filed on the 60th day immediately preceding the General;
- Reports must be filed biweekly on each Friday thereafter;
- Additional reports must be filed on the 25th and 11th days before the General.
- Reports must be filed 4 days prior to General.

Cover Period	*Report Code*	*Due Date*
8/19/22 – 9/2/22	2022 G1	9/9/22
9/3/22 – 9/16/22	2022 G2	9/23/22
9/17/22 – 9/30/22	2022 G3	10/7/22
10/1/22 – 10/7/22	2022 G4	10/14/22
10/8/22 – 10/14/22	2022 G5	10/21/22
10/15/22 – 10/21/22	2022 G6	10/28/22
10/22/22 – 11/3/22	2022 G7	11/4/22
Termination Report		
11/4/22 – 2/6/23	2022 TR-G	2/6/23
For Political Committees Monthly Reports		
11/4/22 – 11/30/22	2022 M11	12/12/22
12/1/22 – 12/31/22	2022 M12	1/10/23

Penalty for Late Filing: Any candidate or committee failing to file a report on the designated due date shall be subject to a fine of $50 per day for the first 3 days late and, thereafter, $500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. However, for pre-election reports, the fine shall be $500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. For Termination Reports the fine is $50 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

Note: Candidates must dispose of all funds in the campaign account and file a Termination Report within 90 days after having withdrawn, become unopposed, eliminated or elected to office.

Overview

Each candidate and treasurer is responsible for following all applicable laws provided by the State of Florida during his or her run for elected office.

Each candidate must sign a Statement of Candidate Form within 10 days of filing the DS-DE9 Appointment of Campaign Treasurer Form. The Statement of Candidate Form states that the candidate has been given access to, read, and understood the requirement of Chapter 106, Florida Statutes.

The Florida Election Commission in Tallahassee investigates violations of Chapter 106 should any individual wish to file a complaint. The Escambia County Supervisor of Elections does not have investigative authority. Criminal penalties are associated with many provisions.

Completion and correctness of finance reports are the responsibility of the candidate and campaign treasurer. The supervisor of elections is required to notify the Florida Elections Commission for failure to file a report, repeated late filings, or failure to pay a fine imposed.

The Escambia County Supervisor of Elections requires that all campaign reports be filed through the Online Reporting System. Each candidate will be issued a password, candidate ID, and PIN number(s) that will be mailed to them after filing the DS-DE 9 Appointment of Campaign Treasurer Form. Reports must be filed by 11:59:59 p.m. on the date it is due, otherwise the report is considered late. Candidates must file online on each due date, even if there are no contributions or expenditures. This would be a waiver.

Each candidate, campaign treasurer, and deputy treasurer will receive a personal identification number and password to submit reports using the electronic filing system. The PIN will be considered a signature for the submitted report.

Campaign reports are public records. These reports will likely be reviewed by opposing candidates, the public, and media outlets. In some cases, investigators from different governmental agencies review these reports. It is important that great care is taken to ensure that campaign reports are complete, accurate, and in compliance with all election laws.

If a campaign report has been accepted and is found to be incomplete, the candidate will be notified and required to file an ***amended*** campaign report. There is a candidate finance manual on the candidate login page of the Escambia County Supervisor of Elections website. We recommend you read this manual before reporting.

https://escambiavotes.gov/candidate-login-page

Common Mistakes Made By Candidates, Political Committees & Campaign Treasurers

- One of the most serious mistakes a candidate can make is to accept a cash contribution and then spend it before it is deposited into the campaign account;
- Accepting anonymous contributions, such as passing the hat or selling tickets for fund raisers without getting the required information from contributors;
- Accepting cash contributions in excess of $50, in aggregate, per election, from same donor;
- Failing to include correct political disclaimers on political advertisements and campaign literature;
- Filing Campaign Treasurer Reports late;
- Showing a deficit in campaign contribution and expenditure reports;
- Spending monetary contributions before they are deposited into the campaign account;
- Paying for items with cash and personal check instead of a campaign check;
- Accepting contributions to cover outstanding expenses after the election;
- Listing contributor occupation as “business owner”, “sales” or other vague descriptions;
- Listing a contribution from “Mr. and Mrs.” – the contribution must be listed from the individual who signed the check. (Division of Elections Opinion 93-10)

2022 Candidate Qualifying

Judicial: Noon, April 25 – Noon, April 29, 2022
1st Day to accept qualifying papers: April 11, 2022 (14 days prior to beginning of qualifying)

Federal, State, Multi-County, Escambia County and City Offices:
Noon, June 13 – Noon, June 17, 2022
1st Day to accept qualifying papers: May 30, 2022 (14 days prior to beginning of qualifying)

The following pages contain specific qualifying information for local offices.

Century Town Council, Seats 3, 4 and 5	
Qualifications *Section 3.02 Town of Century Charter*	• Must be a registered voter in the Town of Century (Precinct 22.1) • Century Town Charter does not provide for petitions
Salary	$3,714.92
Qualifying Fee	1% Election Assessment $37.15 + filling fee $15.00 = $52.15
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) ***During qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - Nonpartisan Office (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2021
Term of Office	4 years
Commence Term	Monday, January 2, 2023

County Commissioner, Districts 2 and 4	
Qualifications *F.S. 124.011*	• Registered voter • Resident of the district at the time of election
Petition Requirements	At least 1% of total number of registered voters in the county as shown by the preceding general election, divided by the number of districts. • 465 Valid Petitions ***(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)***
Salary	$86,619.00
Qualifying Fee	6% Partisan -$5,197.14 **or** 4% Nonpartisan - $3,464.76
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath – State and Local Partisan Office (DS-DE 301A) • Form 6 - Full and Public Disclosure of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, November 22, 2022

County Court Judge, Groups 1 and 3

Qualifications *Constitution of the State of Florida Article V Sections 8 and 13*	• Elector of the state; • Present member of the Florida Bar and have been a member for the preceding 5 years prior to qualifying; • Residence established in the territorial jurisdiction of the court at the time of assuming office; • May not be over 70 years old except on temporary assignment or to complete a term one-half of which has been served; • Shall not engage in the practice of law or hold office in any political party.
Petition Requirements	At least 1% of total number of registered voters in the geographical area as shown by the preceding general election. • 2,323 Valid Petitions ***(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)***
Salary	$156,377.00
Qualifying Fee	4% Nonpartisan – $6,255.08
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) • Statement of Candidate for Judicial Office (DS-DE 83) ***During qualifying: (Noon, April 25, 2022 – Noon, April 29, 2022)*** • Candidate Oath - Judicial Office (DS-DE 303JU) • Form 6 - Full and Public Disclosure of Financial Interests 2021
Term of Office	6 years
Commence Term	Tuesday, January 10, 2023

Emerald Coast Utilities Authority, Districts 2 and 4	
Qualifications *Special Act 81 - 376*	• Registered voter • Resident of the district at the time of assuming office
Petition Requirements	• 25 valid petitions ***(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)***
Salary	$6,600.00
Qualifying Fee	$25.00 for Special District Offices
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) *(If opening campaign account)* • Statement of Candidate Form (DS-DE 84) • Affidavit of Intent (located on EscambiaVotes.gov website). To be used if no contributions are to be received. ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath – State and Local Partisan Office (DS-DE 301A) • Form 1 - Statement of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, November 22, 2022

Escambia Soil and Water Conservation District, Groups 2 and 4	
Qualifications	• Registered voter • Resident of the county at the time of assuming office
Petition Requirements	• 25 valid petitions from voters county-wide are required ***(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)***
Salary	No salary for this office
Qualifying Fee	$25.00 for Special District Offices
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) *(If opening campaign account)* • Statement of Candidate Form (DS-DE 84) • Affidavit of Intent (located on EscambiaVotes.gov website). To be used if no contributions are to be received. ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - Nonpartisan Office (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, January 10, 2023

Mayor of Pensacola	
Qualifications *Article VI Section 6.03 of the Charter for the City of Pensacola*	Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote in a City precinct not less than one (1) year prior to the end of the qualification period, shall be an elector of the City who shall be eligible to run for the office of Mayor, while a candidate for a City Council district office must have been a resident of the declared district for at least one (1) year prior to the end of the qualification period. If he or she ceases to possess any such qualifications during his or her term of office, or if he or she violates any express prohibition of this Charter, he or she shall forthwith forfeit the office, and the Council shall remove him or her from office.
Petition Requirements	A number of registered voters of the city equal to at least 2.5% of the population of the City, according to the most recent census. • Valid Petitions = 1,358 ***(If petition requirement is met, candidate is still required to pay the 1% Election Assessment per F.S. 99.093.)***
Salary	$100,000.00
Qualifying Fee	Qualifying fee is comprised of a 1% Election Assessment *(F.S. 99.093)* of $1,000.00 plus a 3% filing fee (City Charter *Section 6.03)* of $3,000.00. Using the petition method only waives the 3% portion of the filing fee per City Charter *Section 6.03* *No Petitions & No Affidavit of Financial Hardship - Qualifying Fee is $4,000.00* *No Petitions & Affidavit of Financial Hardship - Qualifying Fee is $3,000.00* *Petitions & No Affidavit of Financial Hardship - Qualifying Fee is $1,000.00* *Petitions & Affidavit of Financial Hardship - Qualifying Fee is $.00*
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) ***During qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - Nonpartisan Office (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, November 22, 2022

Pensacola City Council, Districts 2, 4, and 6	
Qualifications *Article VI Section 6.03 of the Charter for the City of Pensacola*	Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote in a City precinct not less than one (1) year prior to the end of the qualification period, shall be an elector of the City who shall be eligible to run for the office of Mayor, while a candidate for a City Council district office must have been a resident of the declared district for at least one (1) year prior to the end of the qualification period. If he or she ceases to possess any such qualifications during his or her term of office, or if he or she violates any express prohibition of this Charter, he or she shall forthwith forfeit the office, and the Council shall remove him or her from office.
Petition Requirements	A number of registered voters residing in the district for which the candidate seeks election equal to at least 2.5% of the total population of the city, divided by the number of districts, according to the most recent census. • District 2 – 194 District 4 – 194 District 6 – 194 ***(If petition requirement is met, candidate is still required to pay the 1% Election Assessment per F.S. 99.093.)***
Salary	$21,486.40
Qualifying Fee	Qualifying fee is comprised of a 1% Election Assessment *(F.S. 99.093)* of $214.86 plus a 3% filing fee (City Charter *Section 6.03)* of $644.59. Using the petition method only waives the 3% portion of the filing fee per City Charter *Section 6.03* *No Petitions & No Affidavit of Financial Hardship - Qualifying Fee is $859.45* *No Petitions & Affidavit of Financial Hardship - Qualifying Fee is $644.59* *Petitions & No Affidavit of Financial Hardship - Qualifying Fee is $214.86* *Petitions & Affidavit of Financial Hardship - Qualifying Fee is $.00*
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - Nonpartisan Office (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, November 22, 2022

Santa Rosa Island Authority	
Qualifications *Laws of Florida 83-407, Section 3 (2-3)*	• Registered voter • Resident and leaseholder on Santa Rosa Island for at least 6 months immediately prior to qualifying and shall remain a resident during the term of office. In addition, the candidate shall be in full compliance with his or her lease at the time of qualifying and shall remain so during the term of office.
Petition Requirements	• 25 valid petitions from voters in Precinct 94 are required ***(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)***
Salary	$6,600.00
Qualifying Fee	$25.00 for Special District Offices
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) *(If opening campaign account)* • Statement of Candidate Form (DS-DE 84) • Affidavit of Intent (located on EscambiaVotes.gov website). To be used if no contributions are to be received. ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - Nonpartisan Office (DS-DE 302NP) • Form 1 - Statement of Financial Interests 2021
Term of Office	2 years
Commence Term	Tuesday, November 08, 2022

School Board, Districts 1, 2 and 3	
Qualifications *F.S. 1001.34 & F.S. 1001.361*	• Registered voter • Resident of the district at the time of qualifying
Petition Requirements	At least 1% of total number of registered voters in the county as shown by the preceding general election, divided by the number of districts. • 465 valid petitions required ***(Must meet petition requirement or pay Qualifying Fee listed below.)***
Salary	$41,754.00
Qualifying Fee	4% Nonpartisan - $1,670.16
Forms to File	***To get started:*** • Appointment of Campaign Treasurer & Designation of Campaign Depository (DS-DE 9) • Statement of Candidate Form (DS-DE 84) ***During Qualifying: (Noon, June 13, 2022 – Noon, June 17, 2022)*** • Candidate Oath - School Board Nonpartisan (DS-DE 304SB) • Form 6 - Full and Public Disclosure of Financial Interests 2021
Term of Office	4 years
Commence Term	Tuesday, November 22, 2022

Write-In Candidates **Note: write-in candidate names do not appear on the ballot** ***(Per the City Charter, write-in candidates for City of Pensacola are expressly prohibited)***	
Qualifications	• Registered voter • See specific office
Petition Requirements	No petition requirements for write-in candidates
Salary	See specific office
Qualifying Fee	No qualifying fee for write-in candidates
Forms to File	• **See Specific Office**
Term of Office	See specific office
Commence Term	See specific office

Petitions

(Florida Statutes 99.095, 99.097 & 105.035)

Note: Petition requirements differ in a year of apportionment.
Refer to each office for specific petition requirements.

Under current Florida law, which is subject to change the deadline to submit petitions is:

Noon, March 28, 2022 – Judicial Offices
Noon, May 16, 2022 – Federal, Statewide, Multi-County, County and City Offices

Name of Office	***Petitions Required***
Multi-County and District Offices	
Governor/Lt Governor	144,419
Attorney General	144,419
Chief Financial Officer	144,419
Commissioner of Agriculture	144,419
State Senator, District 1	1,798
State Representative, Districts 1 and 2	599
County Offices	
County Commissioner, Districts 2 and 4	465
School Board Members, Districts 1, 2 and 3	465
County Court Judge, Group 1 and 3	2,323
Emerald Coast Utilities Authority, Districts 2 and 4	25
Santa Rosa Island Authority	25
Escambia Soil and Water Conservation District, Groups 2 and 4	25
City Offices	
Mayor of Pensacola	1,358
City Council, Districts 2, 4 and 6	194

Petition Facts

- The most current version of the petition DS-DE 104 (dated 09/11 or later) must be used. Candidates are responsible for reproducing the correct petition form.

- Find Petition Form at: http://dos.myflorida.com/media/693291/dsde104.pdf

- The DS-DE 104 petition form must be reproduced for use by candidates in its exact wording and format without any changes in its text or format, except it may be reduced or enlarged **proportionally in size** as a whole document – no less than 3 inches by 5 inches and no larger than 8 1/2 inches by 11 inches. A separate petition form is required for each voter. They are submitted to the Supervisor of Elections for verification, at a pre-paid cost of 10 cents each.

- A petition form may be included within a larger advertisement, provided the form is clearly defined by a solid or broken border. Once an advertisement is added the petition must contain a political disclaimer.

- Field entries on the petition form may be completed by the candidate except for the signature and the date signed fields which must be completed by the voter.

- Collecting petition signatures in government owned buildings is not expressly prohibited, but a candidate may not solicit or accept contributions as stated in F.S. 106.15(4).

- A voter may sign a candidate's petition regardless of their party affiliation.

- Voter must reside in the applicable district of the candidate. In a year of apportionment, there are exceptions for certain offices. Refer to each office for specific petition requirements.

- The candidate's information on the petition must be complete, including the district if applicable.

- There is no prohibition in the Florida Election Code on paying someone to collect petition signatures on their behalf. However, the candidate may not then file an Undue Burden Oath.

- If a candidate qualifies by the petition method and filed Oath of Undue Burden, and has surplus funds, the candidate must pay any petition verification fees that were waived due to filing an Undue Burden Oath.

Note: Our office does not review petitions prior to candidates submitting them. Petitions should be thoroughly examined prior to submitting them to our office for verification. Voter must personally complete the signature and date signed fields.

Common Reasons for Invalid Petitions

- Voter's name not listed and printed;
- Voter did not indicate or indicated incorrect date signed;
- Voter did not include or listed incorrect date of birth;
- Voter listed wrong voter registration number;
- Voter listed their party affiliation (not candidate's or didn't leave blank if nonpartisan);
- Voter's signature does not match our records;
- Voter signed more than one petition for this candidate in this election;
- Voter not in correct district (if applicable);
- Voter not registered.

This is not a complete list of reasons that petitions may not be valid, only the most common.

CANDIDATE PETITION

Notes: - *All information on this form becomes a public record upon receipt by the Supervisor of Elections.*
- *It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]*
- *If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.*

I, _____ the undersigned, a registered voter
(print name as it appears on your voter information card)

in said state and county, petition to have the name of _____

placed on the Primary/General Election Ballot as a: [*check/complete box, as applicable*]

☐ Nonpartisan ☐ No party affiliation ☐ _____ Party candidate for the office of

_____
(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth (MM/DD/YY) or Voter Registration Number	Address

City	County	State	Zip Code

Signature of Voter	Date Signed (MM/DD/YY) [*to be completed by Voter*]

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)

Must use the most current format published by the Division of Elections.
http://dos.myflorida.com/media/693291/dsde104.pdf

Resources:

A successful candidate is well informed and educated on all applicable sections of election law and campaign rules set by the Florida Division of Elections. This handbook serves as a guide to assist candidates in the process; however, it is not all inclusive. It is the responsibility, as the candidate and treasurer to fully understand the law.

The following resources are available at
dos.myflorida.com/elections/forms-publications/publications

Florida Statutes, Chapter 106
Florida Division of Elections Candidate Handbook
Candidate Petition Handbook

Detailed information is available on all of the following topics from the sources listed above:

- Becoming a Candidate
- Petition Requirements
- Campaign Treasurer Duties and Responsibilities
- Changing Political Parties for Partisan Offices
- Contributions, Depositories, and Expenditures
    - Use of Paypal and reporting online contributions
- Disclaimers and Political Advertising
- Fund Raisers and Solicitation
- Filing Campaign Reports (Including Electronic Filing)
- Petty Cash
- Prohibited Acts
- Termination Reports
- Prohibited Acts

Candidate Forms: http://www.escambiavotes.gov/candidate-forms

- Appointment of Campaign Treasurer/Designation of Campaign Depository (DS-DE 9)
- Statement of Candidate (DS-DE 84)
- Statement of Candidate for Judicial Office (DS-DE 83)
- Affidavit of Intent
- Candidate Petition Form (DS-DE 104)
- Candidate Oath – State and Local Partisan Office (DS-DE 301A)
- Candidate Oath – Nonpartisan Office (DS-DE 302NP)
- Candidate Oath - Judicial Office (DS-DE 303JU)
- Candidate Oath – School Board Nonpartisan (DS-DE 304SB)
- Form 1- Statement of Financial Interests
- Form 6 - Full and Public Disclosure of Financial Interests
- Affidavit of Financial Hardship (For City only – 1% Election Assessment)

Frequently Asked Questions: http://www.escambiavotes.gov/candidate-faq

If you have questions or require assistance, please don't hesitate to contact our Candidate Qualifying Department at (850) 595-3900.

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