

HOW-TO GUIDE FOR CANDIDATES

This guide is applicable to candidates who file and qualify with the Palm Beach County Supervisor of Elections Office.



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HOW TO BECOME A CANDIDATE

1 File Your Initial Paperwork

In order to become a candidate, you must file two forms with the office of the Supervisor of Elections:

1. Appointment of Campaign Treasurer and Designation of Campaign Depository. [Form DS-DE 9](#)

- This form MUST be filed prior to opening the campaign depository, accepting contributions, making expenditures, or circulating petition forms¹.
- Filing your intent for candidacy is not complete until filing forms are accepted and date/time stamped by the Palm Beach County Elections Office.
- Special District Candidates are not required to file [DS-DE 9](#) or open a campaign account unless you collect contributions or make expenditures for anything other than the qualifying fee or petition verification fee. (F.S. 99.061)

2. Statement of Candidate. [Form DS-DE 84](#)

- File this form no later than 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository. It is also allowable to file this form along with the [DS-DE 9](#).
- Judicial Candidates MUST also file a Statement of Candidate for Judicial Office. [DS-DE 83](#).

2 Filing Campaign Finance Reports

Once an individual has filed a [DS-DE 9](#) and becomes a candidate for office, he or she will be required to file regular campaign treasurer reports with the qualifying officer.

- These reports provide information on campaign contributions and expenditures.
- Generally, reports are submitted monthly, but as the election gets closer, they will be reported more often.
- Campaign finance reporting deadlines are included in candidate packets and at [VotePalmBeach.gov](#).

¹ Unless the candidate is a special district candidate who has not collected contributions and whose only expense is the signature verification fee. Rule 1S-2.045(5)(i)1.



3 Choose One of the following Methods to Qualify as a Candidate:

1. Pay Qualifying Fee (F.S. 99.092)

- As of July 1, 2021, candidates filing for partisan office and affiliated with a political party have a qualifying fee based on 6% of the annual salary of the office sought; candidates affiliated with no party or who are seeking a nonpartisan office pay 4% of the annual salary. The qualifying fee must be paid during the qualifying period. (See Step 4 for time and date)
- Fees by office:
 - County Court Judge is \$6255.08
 - County Commission: Partisan Candidate is \$4209.56; Nonpartisan Candidate is \$6314.34
 - School Board is \$1870.92
 - Port of Palm Beach: Partisan Candidate is \$570.00; Nonpartisan Candidate is \$380.00
 - Special Districts and Community Development Districts is \$25.00

2. Petition Process. [Form DS-DE 104](#) (F.S. 99.095 & Rule 1S-2.045)

- Candidates have the option to waive the qualifying fee by collecting petitions instead.
- The number of signatures required is based on the number of registered voters as of the immediately preceding general election.
- The cost to have candidate petitions processed is \$0.10 per petition, paid at the time of submitting the petitions to the SOE.
- For information on the petition process during a year of apportionment, please refer to F.S. 99.09651.
- Alternatively, candidates may choose to have only a random sampling of signatures verified; however, you must submit 15% more signatures, and reliability criteria standards are stricter. Refer to F.S. 99.092(1)(a)(2) for specific requirements.
- The deadline for submitting petitions to the Supervisor of Elections for signature verification is noon, the 28th day preceding the first day of the qualifying period for the office being sought.



PETITION SUBMISSION DEADLINES

- Judicial Candidates: Noon, Monday, March 28, 2022
- County & District Office Candidates: Noon, Monday, May 16, 2022

PETITION REQUIREMENTS BY OFFICE

- County Commission
 - District 2 – 1,214
 - District 4 – 1,615
 - District 6 – 1,426
- School Board
 - District 3 – 1,652
 - District 4 – 1,527
 - District 6 – 1,371
 - District 7 – 1,318
- Port of Palm Beach – 3,405
- Special Districts and Community Development Districts – 25

3. Write-In Candidate (F.S. 99.061 (4))

- Candidates seeking election as a write-in candidate shall not be required to pay a qualifying fee or obtain signatures on petitions.
- A write-in candidate is not entitled to have his or her name printed on any ballot; however, space for a write-in candidate's name to be written in will be provided on the general election ballot.

4 Qualify During the Official Qualifying Period

1. File two (2) forms with the Palm Beach County Supervisor of Elections office:

- **Candidate Oath** – Forms vary according to partisan, nonpartisan, school board and judicial offices. Your name must be printed as you wish it to appear on the ballot and it must be notarized.
 - *Due to SB90, there are new form variations of the candidate oath (DS-DE 301A, DS-DE 301B, or DS-DE 301C) that must be filed depending on the office you are qualifying for and your partisanship.*
- **Financial Disclosure Form** (Form 1 or Form 6 depending on the office sought; Form 6 must be notarized.)



2. **Pay** the qualifying fee or submit Official Petition Certification (exception – Write-In Candidates). The fee must be paid by a properly executed check drawn on the campaign account. Petition Certification will be provided by the SOE after completion of the signature verification process.

QUALIFYING DATES

- Judicial Candidates: Noon, Monday, April 25, 2022 – Noon, Friday, April 29, 2022
- County & District Offices: Noon, Monday, June 13, 2022 – Noon, Friday, June 17, 2022

QUALIFYING OFFICE: Palm Beach County Supervisor of Elections

- Main Office – 240 South Military Trail, West Palm Beach FL 33415

For additional information, please contact the Palm Beach County Supervisor of Elections Office at 561-656-6200 or visit VotePalmBeach.gov.

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