



**Shirley N. Weber, Ph.D.**  
**CALIFORNIA SECRETARY OF STATE**  
**Elections Division**

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October 11, 2023

Thank you for your interest in submitting a candidate statement to be included on the California State Voter Information Guide webpage for the March 5, 2024, Presidential Primary Election.

Attached are copies of the following documents for your information:

- Candidate Statement Guidelines, including the requirements for candidate statement and photo submission.
- Candidate Contact Information Form
- Signed Candidate Statement & Declaration Form
- Candidate Statement Checklist
- Word Count Standards

You may also wish to review Elections Code sections 9092, 13307 - 13314 and Government Code section 88000 - 88007, which describe the Voter Information Guide and candidate statements.

If you have any questions, please contact me at (916) 657-2166 or email at [VIGarguments@sos.ca.gov](mailto:VIGarguments@sos.ca.gov).

Sincerely,

A handwritten signature in cursive script that reads "Kim Todd".

Kim Todd  
Voter Information Guide Coordinator

Enclosures

# March 5, 2024, Presidential Primary Election Presidential Candidate Statement Guidelines

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**Presidential candidate statements will appear on the Secretary of State's website.**

## **Candidate Statement Guidelines**

- ❑ The text of the statement shall not exceed 250 words. Word count standards are governed by [Elections Code section 9](#).
- ❑ The statement should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- ❑ Words that are underlined, in italics, in bold, or in all upper-case letters will be typeset in italics.
- ❑ The statement may not make reference to any opponent of the candidate.
- ❑ The candidate statement shall be accompanied by a declaration that the statement being submitted is true and correct and shall be attested to and signed by the candidate.

## **Candidate Photograph Guidelines**

- ❑ The Candidate Statement may include a recent photograph of the candidate.
- ❑ The photograph submitted must be taken on a light (not white) background and limited to the head and shoulders of the candidate. The resolution of the photo should be around 300 dpi.
- ❑ The photograph must not depict a judicial robe, uniform, or other type of apparel (including hats and head-coverings) which could reasonably be construed as being indicative of an occupation, profession, or organizational affiliation. However, clothing or apparel required to be worn in accordance with the candidate's religious beliefs shall be acceptable. The candidate shall not wear or display, in their photograph, buttons, pins, insignias, emblems, hats, head-coverings, flags other than the flag of the United States or California State flag, or other items which would indicate a specific political, professional, or occupational affiliation.
- ❑ The photo must be submitted via email at [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov), or delivered on a CD as part of the candidate statement filing. **The photo file must be saved as the candidate's name (first\_last.jpg; example: Pat\_Smith.jpg).**

## **Candidate Statement Submission Information**

- ❑ Presidential candidate statements must be filed and received by the Secretary of State's Elections Division **no later than 5:00 p.m. on Friday, December 29, 2023.**

- ❑ The presidential candidate statement, photograph, and accompanying forms may be submitted via email or fax before the deadline. Candidate statements, photographs, and accompanying forms may be scanned and faxed to **(916) 653-3214** or emailed to [candidate-statements@sos.ca.gov](mailto:candidate-statements@sos.ca.gov). The original signed copies of emailed or faxed statements and accompanying forms must be received at the Secretary of State Elections Division within 72 hours of submittal.
- ❑ The original copy of the presidential candidate statement, accompanying forms and candidate photograph (if not previously emailed) must be mailed or delivered to:

- **Express Delivery/Mail:**

California Secretary of State  
Elections Division  
Attn: VIG Coordinator  
1500 11<sup>th</sup> Street, Fifth Floor  
Sacramento, CA 95814

- **In-person/Courier Service:**

California Secretary of State  
1500 11<sup>th</sup> Street  
Sacramento, California 95814

Elections Division drop box located in 1<sup>st</sup> floor lobby.

Building hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**In-person filings will NOT be accepted in the Secretary of State's Los Angeles office.**

- ❑ Should the Secretary of State's office disqualify any statement or photograph based on these provisions, the Secretary of State's office shall immediately notify the candidate of the specific objections. The candidate may address the objections by making appropriate changes prior to the submission deadline or within 72 hours of the notification of disqualification.
- ❑ Once a statement is filed, it may be withdrawn, but shall not be changed, unless required by the Secretary of State's office.
- ❑ No statement filed shall be made public or shall be available for viewing until all of the candidate statements are launched on the March 5, 2024, Presidential Primary Election Voter Information Guide website. All candidates who provide an e-mail address on their Candidate Information Form will be notified when the website is launched in early January 2024.

# March 5, 2024, Presidential Primary Election Candidate Contact Information Form Presidential Candidates



The following form shall be used for candidate statements submitted to the Secretary of State's office for inclusion on the state Voter Information Guide website for the March 5, 2024, Presidential Primary Election. This form must be submitted to the Elections Division of the Secretary of State's office **no later than 5:00 p.m. on Friday, December 29, 2023.**

- ☐ A maximum of 250 words may be used. Word count standards shall be pursuant to [Elections Code section 9](#).
- ☐ All statements should be typewritten, double-spaced, and in standard paragraph style. Do not use bullets, tables, lists, or other material requiring indentation.
- ☐ Words that are underlined, in italics, in bold, or in all upper-case letters will be typeset in italics.
- ☐ The statement may not make reference to any other candidate.
- ☐ Please refer to the section in this packet entitled "Candidate Statement Guidelines" for a complete list of requirements.

Candidate's Name: \_\_\_\_\_

Political Party: \_\_\_\_\_

The following optional information will appear with your candidate statement and **is not included in the 250-word count**:

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Account(s): \_\_\_\_\_

\_\_\_\_\_

**March 5, 2024, Presidential Primary Election  
Candidate Statement and Declaration Form  
Presidential Candidates**

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Candidate's Name: \_\_\_\_\_

Political Party: \_\_\_\_\_

**Please attach the Candidate Statement on a separate sheet.**

Please sign and attach this form to the Candidate Statement.

I, the undersigned author of the attached candidate statement, hereby declare that I have read, fully understand, and will comply with the requirements contained in this packet, and that the candidate statement submitted herewith is true and correct to the best of my knowledge.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**March 5, 2024, Presidential Primary Election  
Candidate Statement Checklist Form  
Presidential Candidates**



**CHECKLIST**

- ☐ Candidate Statement (typewritten and double-spaced on separate page)
- ☐ Candidate photograph (submitted via email or delivered on CD)
- ☐ Candidate Contact Information Form
- ☐ Signed Candidate Statement and Declaration Form
- ☐ Candidate Statement Checklist Form

**IMPORTANT: Person to Contact Regarding Candidate Statement**

The following information for the candidate's contact person is critical to ensure communication between the candidate and Elections Division staff. **This information will not appear on the state Voter Information Guide website:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

# **March 5, 2024, Presidential Primary Election**

## **Presidential Candidates**

### **Word Count Standards**

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Each word shall be counted as one (1) word except as specified below.

1. Punctuation is not counted.
2. All proper nouns, including geographical names, shall be considered as one (1) word. For example, "City and County of San Francisco" shall be counted as one (1) word.
3. Each abbreviation for a word, phrase, or expression shall be counted as one (1) word. For example, "ACLU" or "UCLA" shall be counted as one (1) word.
4. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States within ten (10) calendar years immediately preceding the election for which the words are counted, shall be considered as one (1) word. Each part of all other hyphenated words shall be counted each as a separate word.
5. Complete dates shall be counted as one (1) word. For example, "March 5, 2024" or "03/05/2024".
6. Any number consisting of a digit or digits shall be considered as one (1) word. For example, "100" shall be counted as one (1) word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one (1) word; whereas, "one hundred" shall be counted as two (2) words.
7. Telephone numbers shall be counted as one (1) word.
8. Internet website addresses shall be counted as one (1) word.

See [California Elections Code section 9](#)