

Candidate Checklist

March 5, 2024, Presidential Primary Election

A number of documents must be filed at the local county elections office, and for some offices also at the Secretary of State's office, in order to qualify as a candidate for the statewide ballot. Below is an overview of the required documents for candidates running for President of the United States, United States Senator (Full Term and Partial Term*), United States Representative in Congress, State Senator, and Member of the State Assembly.

For more information with respect to qualifications and requirements of the above offices please visit the [Secretary of State's website \(https://www.sos.ca.gov/elections/upcoming-elections/pres-prim-march-2024\)](https://www.sos.ca.gov/elections/upcoming-elections/pres-prim-march-2024).

President of the United States

Generally Advocated for or Recognized Candidates:

- Proof of Generally Advocated for or Recognized Candidate form and supporting documentation.

Candidates running for the office of President of the United States can have their name placed on the ballot as a presidential candidate in the March 5, 2024, Presidential Primary Election by determination of the Secretary of State that a person is a generally advocated for or recognized candidate.

Candidates who are seeking to be designated as a generally advocated for or recognized candidate must file the Proof of Generally Advocated for or Recognized Candidate form with *the Elections Division of the Secretary of State's office in Sacramento, by 5:00 p.m., November 28, 2023.*

- Candidate Statements on the Secretary of State's Voter Information Guide Website

Presidential candidates may file a 250-word candidate statement with the Secretary of State for inclusion on the Secretary of State's website. In order for the statement to be published on the Secretary of State's Voter Information Guide Website, the candidate must be listed on the Certified List of Candidates and the following information must be filed with the *Elections Division of the Secretary of State's office in Sacramento and must be received, by 5:00 p.m., December 29, 2023:*

- Candidate Statement (typewritten and double-spaced)
- Candidate Photograph (submitted via email or delivered)
- Candidate Contact Information Form
- Candidate Statement & Declaration Form (Signed)
- Candidate Statement Checklist

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A candidate for President of the United States should contact the Federal Election Commission for a copy of the Federal Election Campaign Act, As Amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file. The Federal Election Commission can be contacted toll-free at (800) 424-9530 or at 1050 First Street, NE, Washington, D.C. 20463.

Circulation of Nomination Papers for Candidates (Not Selected by the Secretary of State) or Uncommitted Delegations:

- Nomination Petitions

Candidates who are circulating nomination papers must file the Nomination Papers with the *local county elections office in the county of the signer, by 5:00 p.m.*

- Presidential Candidate Information Sheet

Must be filed with the *Elections Division of the Secretary of State's office in Sacramento, by 5:00 p.m., December 15, 2023:*

- Candidate Statements on the Secretary of State's Voter Information Guide Website

Presidential candidates may file a 250-word candidate statement with the Secretary of State for inclusion on the Secretary of State's website. In order for the statement to be published on the Secretary of State's Voter Information Guide Website, the candidate must be listed on the Certified List of Candidates and the following information must be filed with the *Elections Division of the Secretary of State's office in Sacramento and must be received, by 5:00 p.m., December 29, 2023:*

- Candidate Statement (typewritten and double-spaced)
- Candidate Photograph (submitted via email or delivered)
- Candidate Contact Information Form
- Candidate Statement & Declaration Form (Signed)
- Candidate Statement Checklist

A candidate for President of the United States should contact the Federal Election Commission for a copy of the Federal Election Campaign Act, As Amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file. The Federal Election Commission can be contacted toll-free at (800) 424-9530 or at 1050 First Street, NE, Washington, D.C. 20463.

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United States Senator (Full Term and Partial Term*)

Candidates running for the office of United States Senator (Full Term and Partial Term*) must file the following with:

Local county elections office, by 5:00 p.m., December 8, 2023:

- Filing fee payable to the Secretary of State and/or signatures in lieu of filing fee
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History)
- Nomination Petitions (in the county of the signer)
- Ballot Designation Worksheet
- Code of Fair Campaign Practices Statement (voluntary)

Candidate Statements in the State Voter Information Guide

Candidates for the office of United States Senator (Full Term and Partial Term*) may file a 250-word candidate statement to be published in the State Voter Information Guide. In order for the statement to be published in the official State Voter Information Guide, the following information must be timely received by the ***Elections Division of the Secretary of State in Sacramento, by 5:00 p.m., November 15, 2023:***

- Candidate Statement (typewritten and double-spaced)
- Candidate Photograph (submitted via email or delivered)
- Candidate Contact Information Form
- Candidate Statement & Declaration Form (Signed)
- Candidate Statement Checklist
- Payment
 - Check or money order payable to the Secretary of State, or
 - Credit card payment may be made by phone

For any questions regarding candidate statements or to make a credit card payment by phone, please call (916) 695-1564.

A candidate for United States Senator (Full Term and Partial Term*) should contact the Federal Election Commission for a copy of the Federal Election Campaign Act, As Amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file. The Federal Election Commission can be contacted toll-free at (800) 424-9530 or at 1050 First Street, NE, Washington, D.C. 20463.

* The special vacancy election is for the remainder of the unexpired term in the United States Senate, which ends on January 3, 2025.

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United States Representative in Congress

Candidates running for the office of United States Representative in Congress must file the following with *their local county elections office**, by 5:00 p.m., December 8, 2023:

- Filing fee payable to the Secretary of State and/or signatures in lieu of filing fee
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History)
- Nomination Petitions (in the county of the signer)
- Ballot Designation Worksheet
- Code of Fair Campaign Practices Statement (voluntary)

*If the candidate's residence is not in the district where the candidate is seeking office, file in the county elections office in the district where the candidate is seeking office.

Candidate Statements in the County Voter Information Guide

Candidates running for United States Representative in Congress may purchase space for a 250-word candidate statement in the county voter information guide of the county in their jurisdiction. In multi-jurisdictional contests, candidates must submit and purchase statements in each county in which they want their candidate statement to appear. For more information, please contact the corresponding county elections office(s).

A candidate for United States Representative in Congress should contact the Federal Election Commission for a copy of the Federal Election Campaign Act, As Amended, related regulations providing the filing requirements for reporting campaign contributions, and the forms on which to file. The Federal Election Commission can be contacted toll-free at (800) 424-9530 or at 1050 First Street, NE, Washington, D.C. 20463.

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State Senator and Member of the State Assembly

Candidates running for the office of State Senator and Member of the State Assembly must file the following with the:

Local county elections office in their county of residence, by 5:00 p.m., December 8, 2023:

- Filing fee payable to the Secretary of State and/or signatures in lieu of filing fee
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History)
- Nomination Petitions (in the county of the signer)
- Ballot Designation Worksheet
- Code of Fair Campaign Practices Statement (voluntary)

Political Reform Division of the Secretary of State's office in Sacramento:

Candidates who anticipate receiving or spending contributions totaling \$2,000 or more in a calendar year for their election campaign:

- Form 410 – Statement of Organization Recipient Committee
- Form 460 – Recipient Committee Campaign Statement
- Form 501 – Candidate Intention Statement (includes voluntary expenditure limit designation)

Candidates who *do not* anticipate receiving or spending contributions totaling \$2,000 in a calendar year for their election campaign:

- Form 470 – Officeholder and Candidate Campaign Statement
- Form 501 – Candidate Intention Statement (includes voluntary expenditure limit designation)

Candidate Statements in the County Voter Information Guide

Candidates running for State Senator or Member of the Assembly, who have agreed to voluntary expenditure limits on their Form 501, may purchase space for a 250-word candidate statement in the county voter information guide of the county in their jurisdiction. In multi-jurisdictional contests, candidates must submit and purchase statements in each county in which they want their candidate statement to appear. For more information, please contact the corresponding county elections office(s).

Candidates for State Senate and State Assembly should also visit the website of the Fair Political Practices Commission at www.fppc.ca.gov for the most recent copy of the Information Manual on Campaign Disclosure Provisions of the Political Reform Act.

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Additional campaign finance information can also be found in Section 2-5.

IMPORTANT NOTICE

This candidate checklist is for general information only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.