

Candidate Checklist

A number of documents must be filed at either the local county elections office or 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 the office of U.S. Senator, Representative in Congress, State Senator, and Member of the State Assembly.

U.S. Senator and Representative in Congress

Candidates running for the office of U.S. Senator and Representative in Congress must file the following with their local county elections office:

- Filing Fee and/or Petitions-In-Lieu
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History)
- Nomination Petitions
- Ballot Designation Worksheet
- Code of Fair Campaign Practices Statement (voluntary)

Additionally, candidates running for U.S. Senator may file a candidate statement with the Elections Division of the Secretary of State in Sacramento. The following information must be timely received in order for the statement to be published in the official State Voter Information Guide:

- Candidate Statement (typewritten and double-spaced)
- Candidate Contact Information Form
- Signed Candidate Statement and Checklist Form
- Check or Money Order payable to the Secretary of State

Candidates running for Representative in Congress may purchase space for a 250-word candidate statement in the official sample ballot of the county or counties that fall within the jurisdiction of the congressional district. For more information, please contact the corresponding county elections office.

A candidate for U.S. Senator or 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 999 E Street, NW, Washington, D.C. 20463.

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 their local county elections office:

- Filing Fee and/or Petitions-In-Lieu
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History)
- Nomination Petitions
- Ballot Designation Worksheet
- Code of Fair Campaign Practices Statement (voluntary)

The following campaign finance forms should be filed with the Political Reform Division of the Secretary of State in Sacramento:

- Form 410 – Statement of Organization Recipient Committee
- Form 460 – Recipient Committee Campaign Statement
- Form 470 – Officeholder and Candidate Campaign Statement
- Form 501 – Candidate Intention Statement (includes voluntary expenditure limit designation)

Additional campaign finance information can also be found in Section 2, page 4.

Candidates running for State Senator or Member of the Assembly, who have agreed to voluntary expenditure limits, may purchase space for a 250-word candidate statement in the official sample ballot of the county or counties that fall within the jurisdiction of the district. For more information, please contact the corresponding county elections office.

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.

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.