

## **Candidate Checklist**

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 Representative in Congress, statewide offices, State Senator, and Member of the State Assembly.

### **Representative in Congress**

Candidates running for the office of Representative in Congress must file the following with their local county elections office:

- Filing fee payable to the Secretary of State 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)

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 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.

### **Statewide Office**

Candidates running for a statewide office must file the following with their local county elections office:

- Filing fee payable to the Secretary of State and/or Petitions-In-Lieu
- Declaration of Candidacy (includes the Oath of Office and Political Party Preference History for Voter-Nominated Offices)
- 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)

Additionally, candidates running for statewide offices who have agreed to voluntary expenditure limits may purchase a 250-word candidate statement in the Official State Voter Information Guide. The following information must be filed with the Elections Division of the Secretary of State in Sacramento and 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 for statewide offices should also visit the website of the Fair Political Practices Commission at [www.fppc.ca.gov](http://www.fppc.ca.gov) for the most recent copy of the Information Manual on Campaign Disclosure Provisions of the Political Reform Act.

### **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 county elections office in their county of residence:

- Filing fee payable to the Secretary of State and/or Petitions-In-Lieu
- 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)

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)

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](http://www.fppc.ca.gov) for the most recent copy of the Information Manual on Campaign Disclosure Provisions of the Political Reform Act.

Additional campaign finance information can also be found in Section 2-3.

#### 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.