

## Qualifying Checklist Sample

### Petition Process

- Signatures collected and certified

### Qualifying Fee

- Check payable to filing officer
- Check drawn on campaign account
- Check drawn on bank designated on Form DS-DE 9
- Amount is not less than the qualifying fee
- Check is signed:  by treasurer **or**  by deputy treasurer

### Appointment of Campaign Treasurer Filed (Form DS-DE 9)

- Name provided
- Address provided
- Office provided:  includes district or group number, if required  Not Applicable
- Party affiliation:
- Non-Partisan Office  Signatures collected and certified  
 Party - \_\_\_\_\_
- Campaign treasurer designated
- Primary depository designated
- Candidate original signature provided
- Candidate indicated date signed
- Campaign treasurer's acceptance of appointment complete
- Campaign treasurer's signature provided
- Campaign treasurer indicated date signed

### Financial Disclosure Filed

- 2013 Form filed
- Candidate's signature provided
- Venue provided (county where oath was taken)
- Date of notarization provided
- Personally known or identification provided is indicated
- Contains notary signature
- Notary name stamped or printed below signature
- Notary commission not expired when notarized

### Candidate Oath

- First and last name provided
- Under "Oath of Candidate," name as it is to appear on the ballot provided
- Office provided  includes district number
- County of legal residence provided
- Under Statement of Party, party affiliation provided:  
 REP  DEM  Minor Party – Name \_\_\_\_\_
- Voter registration number verified
- Candidate signature is original
- Venue provided (county where oath was taken)
- Date of notarization provided
- Personally known or identification provided is indicated
- Contains notary signature
- Notary name stamped or printed below signature
- Notary commission not expired when notarized.