

CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

The County of Santa Clara Registrar of Voters (ROV) office is electing to provide candidates with support and options for obtaining and filing of documents during the September 14, 2021 California Gubernatorial Recall Election nomination period. The purpose of these guidelines is to ensure candidates and county elections officials have a healthy and safe environment during the candidate filing processes.

STEP 1

ISSUING CANDIDATE NOMINATION DOCUMENTS DURING THE NOMINATION PERIOD

July 9, 2021 to July 16,, 2021

Candidates may obtain nomination documents electronically or in-person during regular business hours by way of the following methods:

- Appointment or walk-in service at the ROV Candidate Services Division (CSD) front counter;
- USPS mail; or
- Zoom, an online video conferencing service in conjunction with the issuance of documents via a secured email invitation to a OneDrive folder. ***(excluding the Declaration of Candidacy form that will need to be issued and signed in-person at the ROV's office during business hours).***

Below are the following candidate guidelines (also available at www.sccvote.org):

Candidates must contact the Candidate Services Division at (408) 299-8639 to schedule an appointment to speak with an Election Specialist.

After scheduling an appointment, but prior to issuing nomination documents, the Election Specialist shall follow normal procedures and guidelines to:

- 1) Verify eligibility of the candidate to run for the Office of Governor.
- 2) Determine the available method for receiving applicable fees or deposit(s) in the form of a "not to exceed" check, cashier's check, or money order from the candidate:
 - a. Received by USPS mail or overnight service; or
 - b. By appointment, in-person or walk-in, at the ROV Candidate Services Division front counter.

NOTE REGARDING APPLICABLE FILING FEES AND CANDIDATE STATEMENT DEPOSITS:

- Make checks payable to the Secretary of State
- Cash or Credit Cards are not permitted due to short timeline to transmit documents and fees to the SOS

- 3) Ask for the candidate's preference for receiving nomination documents - electronically or by USPS mail.
 - a. **REQUIREMENT TO RECEIVE DOCUMENTS ELECTRONICALLY:** The candidate shall return the "Request to Receive Documents" form, issued by the Election Specialist upon determination of eligibility to run for office and receiving any applicable deposits, via: USPS mail, overnight service, email or online via email invitation to a secured OneDrive folder.

STEP 2

EXECUTION OF CANDIDATE DOCUMENTS

Any documents that require an oath by the candidate must be executed in person at the County of Santa Clara Registrar of Voter's Office, Candidate Services Division, located at 1555 Berger Drive, Building 2, San Jose.

RECEIPT OF CANDIDATE DOCUMENTS AND FILING DEADLINES

A candidate may electronically submit completed documents to the Candidate Services Division so that an Election Specialist may begin the review and verification process as soon as it is practicable; however, in order to be a qualified candidate for the Office of Governor, ***the completed documents with original signatures, preferably in blue ink, must be received by the Candidates Services Division by the close of the nomination period (5:00 p.m. on July 16, 2021).***

PLEASE NOTE: Electronic versions of forms submitted to the Candidate Services Division via email will be used solely for the purpose of review by staff to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received by the Election Specialist and the Candidate Services Division approves the candidates application.

- 1) **To submit the original documents**, the candidate may do so during regular business hours by one or more of the following methods:
 - a. In person, by appointment or walk-in; or
 - b. *By USPS mail (hard copy of documents with wet signatures, preferably in blue ink); or
 - c. *Other delivery service (i.e., FedEx, UPS, etc.)
 - d. Another person upon the submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the Candidate Services Division.

****The Declaration of Candidacy form must be filed in-person during regular business hours.***

**ACKNOWLEDGEMENT OF CANDIDATE GUIDELINES FOR ISSUING AND
SUBMITTING NOMINATION PAPERWORK**

The candidate must acknowledge receipt of these written guidelines by signing and dating below. A candidate who has submitted their candidate documents electronically must still **submit the original documents to the Candidate Services Division in a manner noted above in STEP 2, during the candidate nomination period noted below, to ensure that those original documents are in the possession of the Candidate Services Division prior to the close of the nomination period: 5:00 p.m. on July 16, 2021.** A candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period **will not be included on the ballot for that office.**

Candidate Nomination Period:

Opens at 8:00 a.m. on July 9, 2021 // Closes at 5:00 p.m. on July 16, 2021

Office of the Registrar of Voters Business Hours: Monday through Sunday, 8:00 a.m. to 5:00 p.m.

Contact the Candidate Services Division directly by phone at:

(408) 299-8639

Email documents to:

email-rov-nom@rov.sccgov.org

Mail documents to:

County of Santa Clara Registrar of Voters Office
Candidate Services Division
1555 Berger Drive, Building 2
San Jose, CA 95112

Signature of Candidate	Date
Signature of Elections Official	Date