

CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

The County of Santa Clara Registrar of Voters (ROV), Candidate Services Division (CSD) is electing to provide candidates with support and options for obtaining and filing documents during the **November 7, 2023 Special Election nomination period**. The purpose of these guidelines is to ensure candidates and county elections officials have a healthy and safe environment.

REGULAR BUSINESS HOURS – MONDAY THRU FRIDAY, 8:00 A.M. TO 5:00 P.M.

CONTACT US AT (408) 299-8639

ISSUING CANDIDATE DOCUMENTS DURING THE FOLLOWING PERIOD:

Friday, July 17, 2023 to August 11, 2023 – Nominations Period

STEP 1

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

- Documents issued at the ROV / CSD front counter via walk-in or by calling (408) 299-8639 to make an appointment.
- Documents mailed via USPS.
- Documents sent via a secured online portal.

Depending on the desired selection above, candidates must follow the below:

1. Candidates desiring to walk-in or make an appointment will meet with an Election Specialist in-person at the ROV/ CSD front counter.
 - a. The candidate shall be issued documents upon determination of eligibility to run for office and only after any applicable payment for is made for a candidate statement deposit by submitting cash, check or credit card payment.
2. Candidates desiring to receive nomination period documents via USPS mail or through the secured online portal MUST first:
 - a. Contact an Election Specialist at (408) 299-8639 to determine eligibility to run for office.
 - b.
 - c. Submit the “Request to Receive Documents” form by email, USPS mail, or overnight service. The form will be issued by the Election Specialist only upon determination of eligibility to run for office.

NOTE: make checks payable to the County of Santa Clara Registrar of Voters Office.

STEP 2

EXECUTION OF CANDIDATE DOCUMENTS

Any documents that require an oath by the candidate may be executed by one of the following methods:

1. In-person at the ROV / CSD front counter with an Election Specialist.
2. In-person with a Notary Public.

RECEIPT OF CANDIDATE DOCUMENTS AND FILING DEADLINES

A candidate may electronically submit completed documents to ROV / CSD so that an Election Specialist may begin the review and verification process as soon as practicable; however, in order to be a qualified candidate for the office in which you seek, ***the completed documents with original signatures, preferably in blue ink, must be received by ROV / CSD by the close of the nomination period (5:00 p.m. on August 11, 2023).***

PLEASE NOTE: Signed electronic versions of nomination period documents submitted to ROV / CSD via email will be used solely for the purpose of review by ROV / CSD staff to process and verify candidate information. The submittal of signed electronic nomination period documents will not deem a candidate as qualified to run for office until such time as they submit the original documents to the ROV / CSD and are approved to be officially filed by ROV / CSD staff.

1. **To submit the original documents**, the candidate may do so during regular business hours by one of the following methods:
 - a. Walk-in or by appointment.
 - b. *By USPS mail, hard copy of documents with wet signatures, preferably in blue ink.
 - c. *Overnight delivery service (i.e., FedEx, UPS, etc.), hard copy of documents with wet signatures, preferably in blue ink.
 - d. By authorized person other than the candidate upon the submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" by the candidate and submitted to ROV / CSD via in-person, email, USPS mail, or overnight service.
 - e. Submit payment of any applicable candidate statement deposit at the time of filing if a deposit is required by the district.

*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 nomination period documents electronically MUST still **submit the original documents to the Office of the Registrar of Voters (ROV) / Candidate Services Division (CSD) 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 August 11, 2023.** 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 17, 2023 // Closes at 5:00 p.m. on August 11, 2023

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

Contact the Candidate Services Division directly by phone at:

(408) 299-8639

Email documents to:

candidateservices@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