



State of Delaware Department of Elections

Candidate Filing Packet 2024

Department of Elections, New Castle County Office

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Wilmington DE 19801
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100 Enterprise Place Suite 5
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Office of the State Election Commissioner

905 S Governors Ave Suite 170
Dover DE 19904
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Department of Elections Website: <https://elections.delaware.gov>
Campaign Finance Reporting System: <https://cfrs.elections.delaware.gov>
Register to Vote, Request Absentee Ballots, & More: <https://ivote.de.gov>
Maps, Districts, Polling Places & Early Voting Sites by Address:
<https://gis.elections.delaware.gov>
FILING DEADLINE : July 9, 2024 at 12 noon
WITHDRAWAL DEADLINE : July 12, 2024 at 4:30 p.m.

CANDIDATE FORMS AND INFORMATION

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STATE OF DELAWARE CANDIDATE FILING FORM

For Candidates for Statewide office, General Assembly, and any elected County office

Date _____

I, _____, residing at the
Please type or print your correct and proper name.

House# Apt./Unit# Street City Zip Code

Mailing address if different from home address

hereby file as a candidate of the _____ Party

for the Office of _____ District (if applicable) _____.

In accordance with newly enacted Delaware law effective January 1, 2024, I understand that I am required to obtain a criminal history background check from the State Bureau of Identification ("SBI") after January 1, 2024, in conjunction with the filing of this Candidate Filing Form and submit proof of my request to the Department of Elections at the time of filing. This background check will be provided to the Commissioner to determine my qualifications to hold public office under Section 21, Article II of the Delaware Constitution.

I further understand that if I have been convicted of embezzlement of public money, bribery, perjury, or other infamous crime, I may not be qualified under Section 21, Article II of the Delaware Constitution to be a candidate for election to public office. I understand that the information received by the Commissioner from the SBI is not a public record, as defined by Chapter 100 of Title 29, and is not subject to public disclosure.

This Candidate Filing Form must be notarized. The Department will notarize the form if it is completed by the Candidate and signed by the Candidate in the presence of the Notary Public. Candidates for Statewide Offices are required to file at the State Election Commissioner's Office, and all other candidates should file at the respective Department of Elections Office in their county. Candidate Filing Forms are considered public records and are subject to disclosure under the State of Delaware Freedom of Information Act.

Sign your correct and proper name

For Office Use Only

Please print name as it will appear on ballot.

Date Received _____

Received by _____

Check # _____

Total Filing Fee _____

Notary Information

Subscribed and sworn to before me on the following date:

Notary Public Signature

Date


Please Copy Filing Fee Check Below


Candidate Contact Information Section

Candidate: Please complete the information below and indicate whether you would like your information posted to the Department's website for voter information. If you choose not to have the information published on our website, your information will only be used for internal communications between you and the Department.

Residential Address

Residential Address		
Residential Address		

Would you like your residential address published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Mailing Address

Mailing Address		
Mailing Address		

Would you like your mailing address published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Email Addresses

Email Address #1		
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Would you like your email address #1 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Email Address #2		
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Would you like your email address #2 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Phone Numbers

Phone Number #1		
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Would you like your phone number #1 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Phone Number #2		
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Would you like your phone number #2 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Candidate Website URL

Website		
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Would you like your website URL published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Information regarding Background Check Requirement for Candidates
for Statewide Office, the General Assembly, or any Elected County Office

NOTICE: Delaware law does not require Background Checks for Candidates for Federal Office and City of Wilmington Office

Pursuant to 15 Del. C. § 3002, § 3106, § 3301, § 3402 and § 7103, all candidates for statewide office, the General Assembly, and any elected County office must request a criminal history background check from the State Bureau of Identification (“SBI”) no later than the filing deadline.

Candidates filing after January 1, 2024, must provide the Department of Elections proof that they have requested a criminal background check before being nominated for the office or filing as a candidate for the office. At the time of candidate filing or nomination, once the candidate has submitted proof they have requested a criminal history background check, and all other filing or nomination documentation has been fulfilled and verified, candidates will be considered **provisional** candidates and the candidate will be posted with the status of “provisional” in the listing of candidates on the Department’s website.

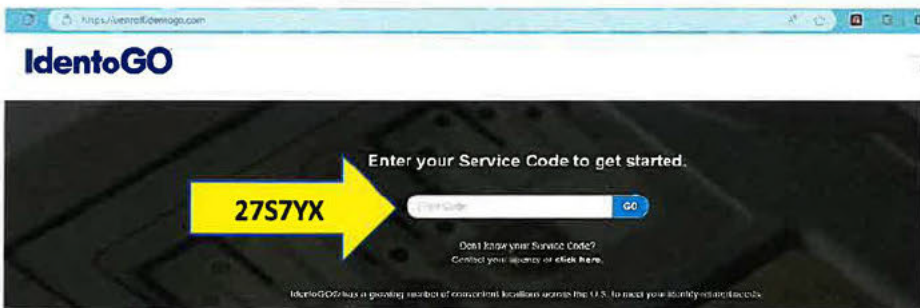
Pursuant to 15 Del. C. § 302, the State Election Commissioner will receive and review each individual candidate’s completed criminal history background check and determine whether an individual is qualified under Section 21 of Article II of the Delaware Constitution to be a candidate for election for public office. Once the Commissioner has determined a candidate is **qualified**, the Department will change the candidate’s status from “provisional” to “qualified” on the candidate list on the Department’s website, and the candidate nomination or filing will be considered official and the candidate qualified for public office with respect to Section 21, Article II of the Delaware Constitution.

Information on obtaining a criminal history background check is available on the Delaware State Police website, <https://dsp.delaware.gov/obtaining-a-certified-criminal-history/>.

There are **9 locations** statewide serving individuals who need to obtain a criminal history background check. When an individual makes an appointment, they may choose from any of the available locations.

The fee for a certified State of Delaware Criminal History is **\$72.00**. Please note that the Department cannot accept this payment on behalf of the SBI.

SBI encourages individuals to make an appointment online at <https://uenroll.identogo.com>. On the portal, enter the Department of Elections Service Code, **27S7YX** in the “Enter Code” field:



Once an individual has made an appointment, SBI will email the individual confirming the appointment. Candidates may show this email to the Department as proof they have requested a criminal history background check.

PLEASE NOTE: Individuals who do not have access to the internet may call SBI to schedule an appointment at 1-866-761-8069. Candidates may make the call to schedule their appointment for a criminal history background check at the time they submit their nomination or filing paperwork in the presence of Department staff, which will serve as proof to the Department that the candidate has requested the appointment.

Please see the Identogo Fingerprint Service Code Form on the next page for criminal history background check appointment information.

Service Name:

Department of Elections – State/General Assembly /County Candidate

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code:

27S7YX

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)



Don't have access to the Internet? You can still schedule an appointment by calling **866.761.8069**.

STATE OF DELAWARE CANDIDATE FILING FORM

For Candidates filing for U.S. Senator, U.S. Representative in Congress, or City of Wilmington office

Date _____

I, _____, residing at the
Please type or print your correct and proper name.

House# Apt./Unit# Street City Zip Code

Mailing address if different from home address

hereby file as a candidate of the _____ Party
for the Office of _____ District (if applicable) _____.

This Candidate Filing Form must be notarized. The Department will notarize the form if it is completed by the Candidate and signed by the Candidate in the presence of the Notary Public. Candidates for Statewide Offices are required to file at the State Election Commissioner’s Office, and all other candidates should file at the respective Department of Elections Office in their county. Candidate Filing Forms are considered public records and are subject to disclosure under the State of Delaware Freedom of Information Act.

Sign your correct and proper name

For Office Use Only

Notary Information

Subscribed and sworn to before me on the following date:

Please print name as it will appear on ballot.

Date Received _____

Received by _____

Check # _____

Total Filing Fee _____

Notary Public Signature

Date


Please Copy Filing Fee Check Below


Candidate Contact Information Section

Candidate: Please complete the information below and indicate whether you would like your information posted to the Department's website for voter information. If you choose not to have the information published on our website, your information will only be used for internal communications between you and the Department.

Residential Address

Residential Address		
Residential Address		

Would you like your residential address published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Mailing Address

Mailing Address		
Mailing Address		

Would you like your mailing address published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

Email Addresses

Email Address #1		
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Would you like your email address #1 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Email Address #2		
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Would you like your email address #2 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Phone Numbers

Phone Number #1		
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Would you like your phone number #1 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

Phone Number #2		
-----------------	--	--

Would you like your phone number #2 published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Candidate Website URL

Website		
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Would you like your website URL published on the Department's website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

CANDIDATE BALLOT NAME FORM
2024 Elections

Dear Candidate:

The Department wishes to confirm how you would like your name to appear on the ballot. Please be advised that candidate names will not appear on the ballot with a Title (e.g., Dr., Col., Esq., etc.) either preceding or following their name. Below are your options (you may only choose one of the following by marking an "X" in the space provided):

_____ **If you want your name to appear on the ballot exactly as it appears on your 2024 Candidate Filing, Party Nomination, or Declaration form.**

_____ You may request a shortened form of your full name appear on the ballot. For example, if your full name is **Elizabeth Mary Doe**, you may request **Elizabeth M. Doe** or **E. Mary Doe** appear on the ballot.

_____ If you regularly conduct business and are recognized in the community by that name, you may request that name appear on the ballot. For example, if your name is **William Doe** and you are known in your business dealings and in the community as **Bill**, you may request **Bill Doe** appear on the ballot.

_____ If you generally use or are generally known by a nickname that is a generally recognized shortened version of your legal name, you may request that nickname appear with your name on the ballot. For example, if your full name is **Elizabeth Doe**, and you generally use **Lisa** as a nickname, you may request **Elizabeth "Lisa" Doe** appear on the ballot.

_____ You may request a derivation of your name appear on the ballot. For example, if your full name is **Bernard Doe**, you may request **Bernie Doe** appear on the ballot.

If you wish your name to appear on the ballot differently than it appears on your Candidate Filing Form **within the options described above**, please print it clearly below, review the certification, sign below, have your signature notarized, and return an original executed copy to the Department in person or by mail. No electronic submissions will be accepted.

Candidate Name as it appears on 2024 Candidate Filing Form, Party Certificate of Nomination Form, Unaffiliated Candidate Declaration Form, or Write-In Candidate Declaration Form (print clearly below):

Requested Ballot Name (print clearly below):

Requested Audio Ballot Name Pronunciation (print clearly below):

Tip: Break the parts of your name up into syllables, CAPITALIZE the part of your name that you want people to emphasize, and put dash marks (-) between the parts of your name.
(e.g., Douglas = DUG - liss)

CERTIFICATION: By selecting an option above, and by completing and returning this request to the Department of Elections, I certify (1) that I have completed this request truthfully and accurately; and (2) that this request is not made to defraud or mislead the public, to misrepresent my identity, or for any other improper or illegal purpose. I understand that the Department of Elections may require me to make a satisfactory showing to support the option that I have selected herein, and that the Department may reject this request at its discretion if a satisfactory showing is not made.

CANDIDATE NAME and OFFICE SOUGHT (print clearly)

This form will not be deemed complete or submitted unless the Candidate's signature is notarized below.

Signature of Candidate

Date: _____

Sworn to and subscribed before me this
_____ day of _____, _____

NOTARY PUBLIC

Please return this form as soon as possible, but no later than the filing or nomination deadline. If the Department does not receive your completed form by the deadline, your name will appear on the ballot(s) as it appears on your 2024 Candidate Filing, Party Nomination, or Declaration form.

----- For Office Use Only -----

Received by: _____ Date: _____



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Candidate Primary Residency Verification Information for Candidates

Pursuant to 15 Del. C. § 3114, a candidate must provide the Department of Elections documentation specified below in order to qualify for candidacy. A candidate who does not comply with this section by the candidate filing deadline, or who “wilfully” provides “false, forged, or altered documents” or coerces or influences persons into providing affidavits confirming the candidate’s residency will not qualify for office.

The Department of Elections staff member processing candidate filing paperwork will ask for the following documentation from the candidate at the time the candidate files for office and will forward the information produced to the State Election Commissioner’s Office. Candidate primary residency documentation and affidavit(s) will be verified by the State Election Commissioner. The Commissioner will verify the address documentation provided by the candidate within 7 calendar days of the filing of the notice of candidacy provide the candidate confirmation in writing that the requirements have been met. If the Commissioner determines there is a deficiency in the documentation, the Commissioner will send notice in writing to the candidate explaining that the address requirements have not been met and advising the candidate of specific documentation they will be required to submit in order to fulfill the candidate residency requirements in the Code and qualify for candidacy.

___1. Affidavit of Candidate Residency form. This form requires notarization, and the Department will notarize the document if the candidate files in person at the Department office.

___2. The following documentation is required by Delaware Code:

Requirement #1: PROOF OF HOME OWNERSHIP OR PROOF OF RESIDENCY IN A RENTED OR LEASED RESIDENCE

PROOF OF HOME OWNERSHIP

___ Deed of candidate’s home residence

___ Mortgage billing statement

___ Other document verifying candidate primary residence and home ownership

***If the candidate’s name is NOT on one of the documents verifying home ownership, or the documentation provided shows that the residence is in the name of a trust, partnership, or corporation, the candidate must submit an affidavit signed by the homeowner or authorized legal representative of the owner entity verifying that the candidate resides in the residence. The Candidate must complete and have notarized and return the *AFFIDAVIT VERIFYING PRIMARY RESIDENTIAL ADDRESS OF CANDIDATE BY HOMEOWNER OR LEGAL ENTITY* to the Department of Elections in order to comply with this section of the Delaware Code.

PROOF OF RESIDENCY IN A RENTED OR LEASED RESIDENCE

___ Signed copy of current, legally enforceable rental agreement or lease.

***The Department will check the expiration date of the rental agreement or lease. If the expiration date is less than 90 days from the date they are filing as a candidate, the candidate needs to submit a letter to the Department from the property manager or property owner verifying that the candidate is continuing to reside at the property.

***If the candidate does not have a rental agreement or a lease, the candidate must have the property owner or manager sign an *AFFIDAVIT VERIFYING PRIMARY RESIDENTIAL ADDRESS OF CANDIDATE BY PROPERTY MANAGER OR PROPERTY OWNER* form promulgated by the Commissioner that the candidate resides in the property. The candidate must have that form completed and notarized. The candidate must submit the completed affidavit to the Department of Elections in order to comply with this section of the Delaware Code.

Requirement #2: COPY OF CURRENTLY VALID MOTOR VEHICLE REGISTRATION OR DRIVER'S LICENSE

____ Motor Vehicle Registration with candidate's name and current address

____ Driver's License with candidate's name and current address

***If the address on the documentation does not match the candidate's primary residential address, the candidate must provide a document from DMV confirming that the candidate is in the process of updating their address to their current primary residential address on their motor vehicle registration or driver's license

***If the candidate does not have a Delaware driver's license or does not own a motor vehicle, ask the candidate for a copy of their Delaware State Issued Identification Card.

____ Delaware State Issued Identification Card

***If the candidate DOES NOT have any of the requested documentation above (DOES NOT have a Delaware Driver's License, DOES NOT own a motor vehicle, AND DOES NOT HAVE a State Issued Delaware Identification Card) the candidate must submit a utility bill in the candidate's name at the candidate's address.

____ Utility Bill in Candidate's Name at Candidate's Address

Department of Elections, New Castle County Office

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820 N French Street Suite 400
Wilmington DE 19801
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Fax: 1-302-739-4515

Department of Elections, Sussex County Office

119 N Race Street
Georgetown DE 19947
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Email: votesc@delaware.gov
Fax: 1-302-856-5082

Office of the State Election Commissioner

905 S Governors Ave Suite 170
Dover DE 19904
Phone: 1-302-739-4277
Email: COE_Vote@delaware.gov
Fax: 1-302-739-6794



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

AFFIDAVIT OF CANDIDATE RESIDENCY

- I, _____, hereby submit this "Affidavit of Candidate Residency" to the State of Delaware Commissioner of Elections pursuant to 15 Del. C. §§ 3106 and 3114, in conjunction with the filing of my notice of candidacy for the office of _____ in the 2024 Primary Election and/or 2024 General Election.
- I hereby swear (or affirm) that my primary residential address, at which I currently reside, is _____, _____, _____.
- I am submitting and signing this Affidavit of Candidate Residency under penalty of perjury.

Candidate (Printed) Name

Candidate Signature

STATE OF DELAWARE
COUNTY OF _____

Signed and sworn to (or affirmed) before me on _____
by _____.

Notarial Officer (SEAL)

My commission expires:

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STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Candidate for Elected Office
**Affidavit Verifying Primary Residential Address of Candidate
by Homeowner or Legal Entity**

I, _____,
(Print or Type Name of Homeowner or Legal Entity & Legal Representative's Name)

hereby swear (or affirm) that _____ resides at
(Print or Type Candidate's Name)

the property I own or which is owned by the legal entity I legally represent.

I verify that the address at which the candidate resides is as follows:

_____ Street Name
House Number

_____ DE _____
Apartment/Unit City State ZIP

I acknowledge and understand that in accordance with Section 3114(a)(2)(d) of Title 15 of the Delaware Code, as homeowner or representative of a legal entity such as a trust, partnership, or corporation, I am signing this affidavit under penalty of perjury verifying the residential address of the specified candidate due to the fact that the homeownership is not in the candidate's name. This Affidavit will not be deemed complete without the signature of the Homeowner or Representative of Legal Entity owning the property.

Date: _____

(Signature of Home Owner or Representative of Legal Entity)

Please check and complete one of the following:

- I am the Homeowner.
- I am the Legal Representative of the Legal Entity _____
(Print Name of Legal Entity)

----- For Office Use Only -----

Received by: _____ Date: _____

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STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Candidate for Elected Office
**Affidavit Verifying Primary Residential Address of Candidate
by Property Manager or Property Owner**

I, _____, hereby swear (or affirm) that
(Print or Type Name of Property Manager or Owner)

_____ resides at the property I manage and/or own.
(Print or Type Candidate's Name)

I verify that the address at which the candidate resides is as follows:

_____ House Number _____ Street Name

_____ Apartment/Unit _____ City _____ State _____ ZIP Code

I acknowledge and understand that in accordance with Section 3114(a)(3)(b) of Title 15 of the Delaware Code, as property manager and/or owner, I am signing this affidavit under penalty of perjury verifying the residential address of the specified candidate due to the fact that the candidate is primarily residing at this residence without a lease or rental agreement and the candidate's name does not otherwise appear in the proof of home ownership. This Affidavit will not be deemed complete without the signature of the Property Manager or Property Owner.

Date: _____

(Signature of Property Manager or Property Owner)

----- For Office Use Only -----

Received by: _____ Date: _____

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State of Delaware

Campaign Finance Reporting Requirements

Candidate Welcome Packet



Campaign Finance Reporting System: <https://cfrs.elections.delaware.gov>
Candidate Information: <https://elections.delaware.gov>

Welcome to Delaware Campaign Finance! We hope you will find this information helpful.

Any political committee created for the purposes of supporting the election of a candidate, by contributing and expending funds that exceed \$500 during an election cycle, is subject to the requirements contained under **Delaware Code Title 15, Chapter 80**. Also contained therein are the responsibilities in reference to legitimate contributions, expenditures, report filings, the penalties associated with tardy report filings, and responsibilities of candidates and treasurers, where applicable, for keeping committee records updated with the Office of the State Election Commissioner. **Updates to the law occur frequently, and because of this, it is best to refer to the Delaware Code, Title 15, for the most up to date information:** <http://delcode.delaware.gov/title15>.

The Campaign Finance Reporting System (CFRS) online is where you will file all of your financial reports for your committee. A training manual on how to use the system is also available on the CFRS website at <https://cfrs.elections.delaware.gov>. Keep in mind that late fees for tardy reports and non-filing accrue at a rate of **\$50.00 per day, up to a maximum of 100 days** (including weekends and holidays). Failure to file your report and pay outstanding administrative penalties or to request an appeal before the Reports Appeals Subcommittee within thirty (30) days will cause the State Election Commissioner to notify the Office of the Attorney General (15 Del. C. §8044). The administrative penalty may be paid by a political committee or political action committee for which a reporting party named in a citation is responsible for filing a required report.

Who must file (15 Del. C. §8005):

Political Committees (15 Del. C. §8002(19)):

- a. Any organization or association, whether permanent or created for the purposes of a specific political campaign, which accepts contributions from or makes expenditures to any candidate, candidate committee or political party in an aggregate amount in excess of \$500 during an election period, not including independent expenditures; and
- b. All political parties and candidate committees.

➤ Political Party (15 Del. C. §8002(20)):

"Political party" means an organization eligible to be listed on any general election ballot under § 3001 of this title, or any other organization which desires to be listed on any ballot on any election, and any constituent part of such party which receives contributions and makes expenditures. For purposes of the contribution limits of subchapter II of this chapter, a "political party" includes all constituent parts of such party, including the statewide, county, regional, municipal and district committees, all finance committees and all other committees, subdivisions and organizations related to the political party.

➤ Candidate Committees (15 Del. C. §8002(2)):

"Candidate committee" means each political committee formed on behalf of a candidate for public office.

➤ Political Action Committees (15 Del. C. §8002(18)):

"Political action committee" means a political committee which is neither a political party nor a candidate committee.

CFFM048 V3.0 20231016

- Third Party Advertisers (15 Del. C. §8002(27)):
 - "Third-party advertisement" means an independent expenditure or an electioneering communication.

All committees must keep their Statement of Organization information up-to-date, including treasurer name, contact numbers, addresses, and email addresses. (15 Del. C. § 8005(1), (2); 15 Del. Admin C. §100.5.3). Email addresses in the Statement of Organization will be used for official notifications.

Who is responsible for filing reports (15 Del. C. §8030):

- Candidate Committees (15 Del. C. §§ 8003(e), 8005).
The candidate and the treasurer are jointly responsible for filing reports. If the treasurer of a candidate committee resigns, the candidate remains responsible for filing the reports.
- Political Committees (including Candidate Committees and Political Parties), Political Action Committees, and Third Party Advertising Committees.
 - The treasurer is responsible for filing reports. If the person identified in the Statement of Organization as the treasurer is no longer serving as treasurer, the committee must file an amended Statement of Organization within 7 days designating a replacement treasurer. (15 Del. C. § 8005(2)).
 - If the committee fails to amend its Statement of Organization to name its new treasurer, other officers may be deemed liable for the failure to file reports, and the committee may be referred to the Office of the Attorney General for criminal prosecution. (15 Del. C. § 8043(a)).

When to file (15 Del. C. §8030(b), (c)):

- Political Committees and Political Action Committees must file 30 Day and 8 Day reports in primary and general elections.
- Candidate Committees must file 30 Day and 8 Day reports in any election in which the candidate's name **appears** on the ballot. The filing deadlines for Primary and General elections are contained on the reporting period chart on page 12. The Commissioner will notify your committee of filing deadlines for all other types of elections (municipal, special, school board) upon notice of candidacy.
- In addition, all Political Committees must file an annual report every year until the Committee files a closeout report. This requirement does not apply to Third Party Advertisers (15 Del. C. §8031, 15 Del. Admin C. §100.9).
- The Commissioner may grant a 1-time 24-hour extension of a filing deadline upon written request by *email* (coe_campaignfinance@state.de.us) or fax (302-739-6794) no later than 11:59 pm on the date the report is due (15 Del. C. §8044). A form requesting an extension is available on the Commissioner's website (elections.delaware.gov).

Closing a committee (15 Del. C. §8022, §8030):

- Any committee wishing to close must file a *year-end* close out *report to close* the committee. This requirement does not apply to Third Party Advertisers.
- Current office *holders* may close their candidate committees but should not if they expect to receive contributions or make expenditures while in office.

If you do not timely file your complete report (15 Del. C. § 8044):

- An incomplete report is a tardy report. The Commissioner will impose an administrative penalty of \$50 per day **upon each reporting party (including, for candidate committees, both the candidate and the treasurer)** up to a maximum of 100 days, until the report is complete.
- If you do not timely file your complete report, the Commissioner shall issue you a one-time citation, in writing within two days following the filing deadline.

Appeals (15 Del. C. §8044):

- If you are assessed a administrative penalty, and you believe that you have reasonable cause for the untimely filing, you may request an appeal before the Reports Appeals Subcommittee. Filing an appeal will **not** stop administrative penalties from accruing.
- You must request your appeal within 30 days of the receipt of the letter notifying you that you failed to timely file a complete report.
- A form for requesting an appeal is on the CF website <https://cfrs.elections.delaware.gov>. You must provide an explanation of reasonable cause and you may include documentation of that reasonable cause. The Reports Appeals Subcommittee may request additional information and may schedule one or more meetings to discuss your explanation of reasonable cause. The Reports Appeals Subcommittee will make a written decision based on your explanation of reasonable cause, any documentation submitted, statements you made during the meeting[s] with the Reports Appeals Subcommittee, if any.

After the appeal period has ended or appeal process is complete (15 Del. C. § 8044):

If you do not appeal the Reports Appeals Subcommittee's decision that you did not timely file a complete report, or if you did file an appeal and the Reports Appeals Subcommittee did not find reasonable cause for your failure to timely file a complete report, the Reports Appeals Subcommittee shall send your file to the Office of the Attorney General to commence collection efforts. If the Reports Appeals Subcommittee rules against you, the commissioner shall publish information concerning the report on the Department's public website and you will be required to complete training on use of the Campaign Finance Reporting System.

- Once the Reports Appeals Subcommittee has sent the file to the Office of the Attorney General, the Reports Appeals Subcommittee will not speak to you directly about your administrative penalties; all communications must go through the Office of the Attorney General.

Criminal Sanctions (15 Del. C. §§ 8043, 8044):

- If you do not file your complete report within either 30 days after a determination by the Reports Appeals Subcommittee that your failure to timely file was not due to reasonable cause or the expiration of the 30-day appeal period described above, the Reports Appeals Subcommittee shall notify the Office of the Attorney General of your failure to file such complete report.

➤ The failure to file your complete report within the time frames listed above may result in criminal sanctions. Offenses include but are not limited to:

➤ Violation of Section 8003 (class B misdemeanor) – failure of a candidate to timely file reports, failure to name a treasurer.

➤ Violation of Section 8004 (class B misdemeanor) – failure of a candidate for school board to timely file CF reports where the candidate's committee contributes or expends more than \$5000.00.

➤ Violation of Section 8005 (class B misdemeanor) – failure of a political committee to timely amend its Statement of Organization to reflect changes in its officers and to timely file its reports.

➤ Violation of Section 8043 (class A misdemeanor) – failure of a candidate, treasurer or other person required to file reports to file a report at all.

Important Links:

- Delaware Code - <http://delcode.delaware.gov/title15/c080/index.shtml>
- Campaign Finance Regulations - <http://regulations.delaware.gov/AdminCode/title15/100/100.shtml#1040780>

More election related information may be found at the State Election Commissioner website at <http://elections.delaware.gov>. If you have any questions regarding Campaign Finance, please do not hesitate to contact our office.

Campaign Finance Section
Office of the State Election Commissioner
905 S. Governors Ave., Suite 170, Dover, DE 19904
Phone: (302)739-4277 Fax: (302)739-6794
E-mail: coe_campaignfinance@delaware.gov

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¹ Please refer to the table before receiving/making contributions. Always list contributors as an individual person or organization. One person may not donate on behalf of another person (see Delaware Code Title 15 § 8006. Prohibitions).

² If a company, partnership or LLC is controlled by an individual or corporation, they are required by Delaware law to disclose the ownership to the recipient committee in order to determine if an over contribution might occur. You may use the form to verify if an over contribution occurred and you have no information concerning such contributions. You would request completion of this form from the contributor.

³ Pass this information along to the other members of your committee. Please be aware of political sign rules and usage. Political subdivisions, such as towns, may have additional rules/regulations about political sign usage, so be sure to check with the town.



Your Guide To Filing Campaign Finance Reports

New Committees

Both the treasurer and/or candidate, where applicable, will receive an email with their login and password after registering a committee upon activation. To have your committee activated, the Campaign Finance Section of the State Election Commissioner's office must receive your original, signed and notarized Statement of Organization. Once the process is complete, you may follow the instructions below to begin filing your Campaign Finance Reports.


**NOTE: Only the registered treasurer or candidate can file Campaign Finance Reports.
If you are a data entry user, you will not be able to file a Campaign Finance Report.**

1 Login to the system using your credentials.

cfrs.elections.delaware.gov

2 Enter transactions by clicking the appropriate link on the left menu.

3 Click 'Edit / File Pending Transactions' from the left menu.

To view all transactions that have been entered for the current filing period, click **Search**. You may view, edit or delete individual transactions as well as view any compliance issues here. If the compliance flag  is red, click on it; the system will then alert you to the issue that exists for the selected transaction.

If you have compliance issues that you do not agree with, you may proceed with filing and subsequently contact the Campaign Finance Section of the State Election Commissioner's office to resolve them.

4 File a Campaign Finance Report.

Once you have clicked **Search** on the **Edit / File Pending Transactions** screen, you will notice a number of buttons placed below the search grid. You may **Preview Filing** or file a Campaign Finance Report by clicking

File All to State

This will file ALL transactions to state. When prompted with "Are you sure you want to file all pending transactions to the state?" click **OK**. On the **Cash Balances** screen, enter your beginning balance (if different from system calculated amount) as well as the ending balance. If you enter an amount different than the system calculated balance, this will be noted as a difference to be reconciled prior to the next Campaign Finance Report. In the authorization section, you must check the box below your name before you can continue. For Candidate Committees, the candidate need not be present should you, the treasurer, file the report. You may still continue by leaving the other officer's section blank and vice versa. They will receive a notice on their **Reminders** screen to verify the filing submitted by you.



2024 REPORTING PERIODS Campaign Finance Reports Candidates that appear on the Primary or General Election Ballot PACS and Party Committees			
Report Name	Period Beginning	Period Ending	Due Dates
30 Day Primary Report	01/01/2024	08/12/2024	08/14/2024
8 Day Primary Report	8/13/2024	09/03/2024	09/05/2024
30 Day General Report	09/04/2024	10/07/2024	10/09/2024
8 Day General Report	10/08/2024	10/28/2024	10/30/2024
Year End Report	10/29/2024	12/31/2024	1/21/2025

***The beginning date for the General 30-day financial report for candidates who did not participate in the Primary Election would be 1/1/24 or the date the committee was established.**

- Reports are due two days after the closing deadline.
- Report close-outs and due dates are as of 12 midnight.

Reports must be filed electronically at: <https://cfrs.elections.delaware.gov/>

REPORTING PERIODS CF REPORTS 2024 Candidate Committees not on a Ballot Reports Due 1/21/25		
Report Name	Period Beginning	Period Ending
Year End Report	1/1/24	12/31/24

All candidates who do not appear on a 2024 ballot will file a Year End Report as a non-election year.

PAC's and Party Committees are required to file all 5 reports during an election year, unless the committee was established in between report dates.

CONTRIBUTION TABLE

MAXIMUM CONTRIBUTION LIMIT PER ELECTION PERIOD

COMMITTEE TYPE	MAY CONTRIBUTE TO	AMT. \$	MAY RECEIVE FROM	AMT. \$
CANDIDATE COMMITTEE Non-Statewide Candidate	Candidate Committee	\$600/\$1,200	Candidate Committee	\$600
	Political Action Committee	*NA	Political Action Committee	\$600
	Political Party	\$20,000	Political Party	-
			1. NCC Executive	\$25,000
			2. NCC President	\$15,000
			3. All Other County Offices	\$5,000
	Individual Contributor		4. State Senate	\$5,000
	Corporate or Other Entity		5. State House of Representatives	-
		*NA	6. All Other Offices	\$3,000
		*NA	Individual Contributor	\$600
			Corporate or Other Entity	\$600
CANDIDATE COMMITTEE Statewide	Candidate Committee	\$600/\$1,200	Candidate Committee	\$1,200
	Political Action Committee	*NA	Political Action Committee	\$1,200
	Political Party	\$20,000	Political Party	-
			1. Governor	\$75,000
			2. Other Statewide Offices	\$25,000
	Individual Contributor	*NA	Individual Contributor	\$1,200
	Corporate or Other Entity	*NA	Corporate or Other Entity	\$1,200
POLITICAL ACTION COMMITTEE	Candidate Committee	\$600/\$1,200	Candidate Committee	NA
	Political Action Committee	*NA	Political Action Committee	No Limit
	Political Party	\$20,000	Political Party	NA
	Individual Contributor	*NA	Individual Contributor	No Limit
	Corporate/Other Entity	*NA	Corporation or Other Entity	No Limit
POLITICAL PARTY	Candidate Committee	See §8010	Candidate Committee	NA
	Political Action Committee	0	Political Action Committee	\$20,000
	Political Party	No Limit	Political Party	No Limit
	Individual Contributor	0	Individual Contributor	\$20,000
	Corporate/Other Entity	0	Corporate/Other Entity	\$20,000
INDIVIDUAL CONTRIBUTOR Independent of all Candidate Committees and Other Political Groups and Organizations	Non-Statewide Candidate	\$600	Non-Statewide Candidate	0
	Statewide Candidate	\$1,200	Statewide Candidate	0
	Political Action Committee	No Limit	Political Action Committee	NA
	Political Party	\$20,000	Political Party	NA
CORPORATION, COMPANY, ASSOCIATION, PARTNERSHIP, SOCIETY, JOINT STOCK COMPANY, ETC.	Non-Statewide Candidate	\$600	Non-Statewide Candidate	NA
	Statewide Candidate	\$1,200	Statewide Candidate	NA
	Political Action Committee	*NA	Political Action Committee	NA
	Political Party	\$20,000	Political Party	NA

*NA - Not Addressed in Title 15, Delaware Code



Campaign Finance Section
Corporate Contribution Notice

According to Title 15, Chapter 80, Section 8012(e) of the Delaware Code, a corporation, partnership or other entity (other than a Political Committee) that makes a contribution to a Political Committee MUST notify the recipient Committee, in writing, of the names and addresses of all persons who, directly or otherwise, own a legal or equitable interest of 50% or more in such corporation, partnership or other entity, or that no such persons exist. Ownership interest includes stock ownership, percentage of partnership interest, liability for the debts of the entity, entitlement to the profits from the entity or other indicia of interest.

Date

Recipient Committee

NAME OF COMMITTEE

Contributing Corporation, Partnership, or Other Entity

NAME OF CONTRIBUTING CORPORATION, PARTNERSHIP, OR OTHER ENTITY

MAILING ADDRESS OF CONTRIBUTING CORPORATION, PARTNERSHIP, OR OTHER ENTITY

\$

PHONE NUMBER OF CONTRIBUTING CORPORATION, PARTNERSHIP, OR OTHER ENTITY

AMOUNT OF CONTRIBUTION

Does anyone own 50% or more interest in the contributing corporation, partnership, or other entity?

YES NO

If yes, please fill out the following:

Table with 3 columns: Name, Mailing Address, % Ownership. Header: INTEREST HOLDER OF 50% OR GREATER

PLEASE COMPLETE THE SECTION BELOW AND SUBMIT THIS FORM TO THE POLITICAL COMMITTEE RECEIVING THE CORPORATION, PARTNERSHIP, OR OTHER ENTITY'S CONTRIBUTION:

NAME OF PERSON COMPLETING FORM (PLEASE PRINT)

ADDRESS OF PERSON COMPLETING FORM

EMAIL ADDRESS OF PERSON COMPLETING FORM

PHONE NUMBER OF PERSON COMPLETING FORM

SIGNATURE OF PERSON COMPLETING FORM



Delaware Sign Law During Election Season

- Signs may be placed 30 days prior to an election and 30 days after an election. This applies to both primary and general elections.
- No sign may ever be placed within 10 feet from the edge of roadway, unless the sign is on private property.

Signs are **NEVER** allowed:

- On utility poles, light poles, traffic signal poles, or road signs.
- On bridges or any overpass.
- In medians, islands, or gore areas.

For more information on sign placement, see 17 Del. Code, Sections 524-527 and 1111 (C).

Signs placed illegally are not only unattractive, but can be dangerous to motorists and pedestrians.

For Questions about the sign

laws, contact your nearest

DeIDOT office:

New Castle – 302-326-4688

Kent – 302-760-2443

Sussex – 302-853-1327

The Fines:

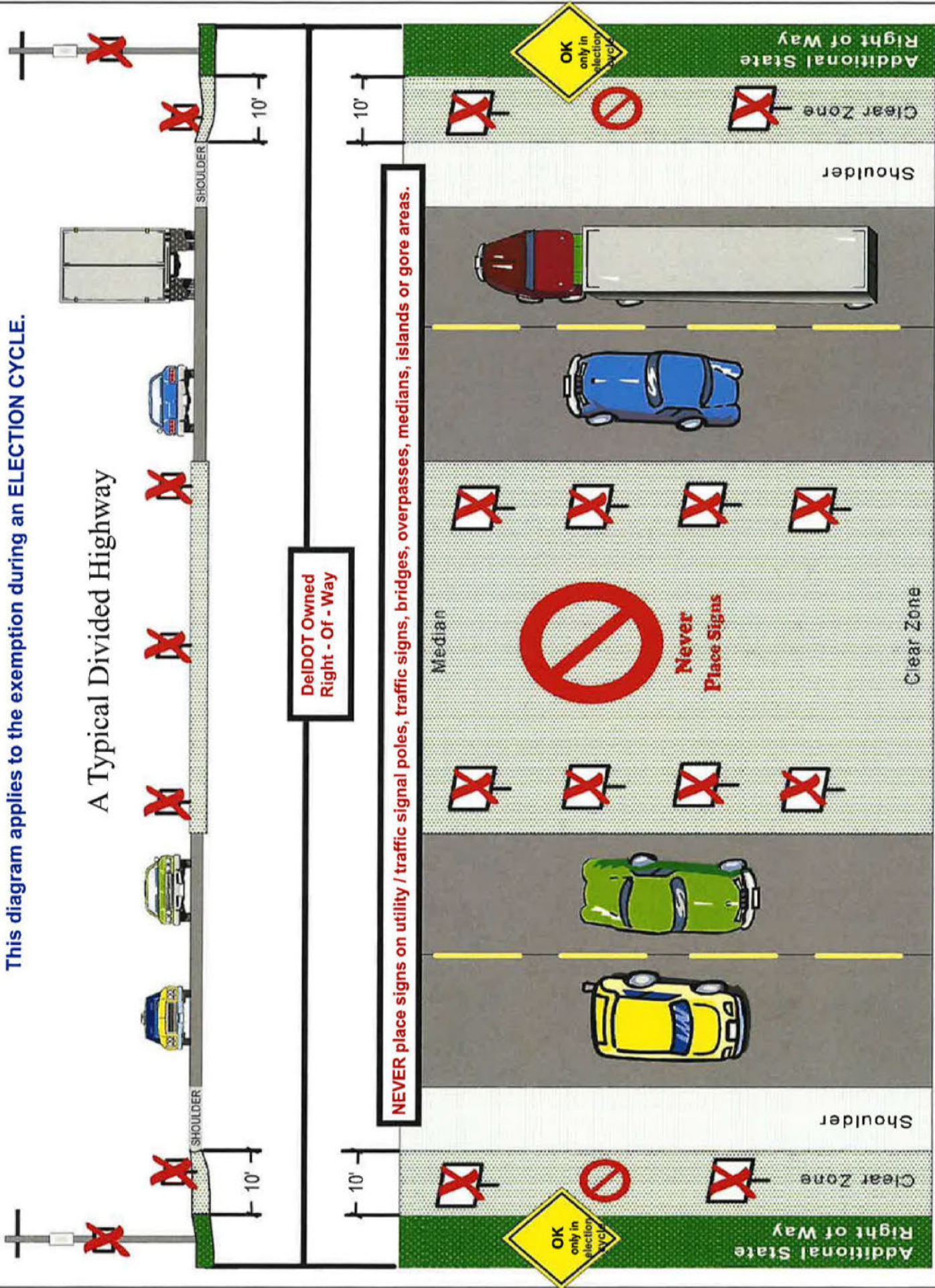
Each sign that is in violation results in a fine of \$25, and a \$15 recovery fee.

The Delaware Sign Law



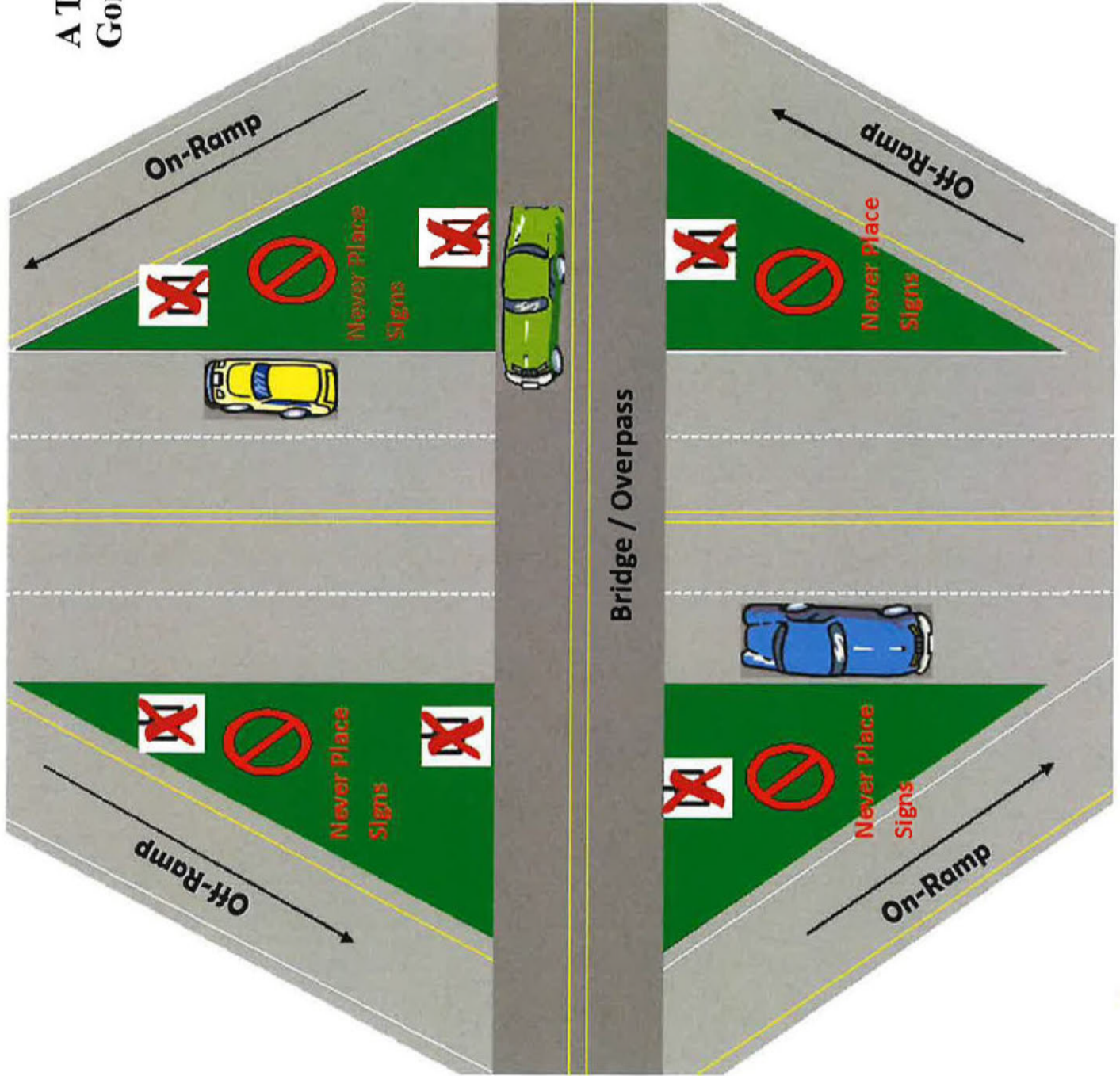
This diagram applies to the exemption during an ELECTION CYCLE.

A Typical Divided Highway



This diagram applies all the time, even during an election cycle.

A Typical Gore Area





Before you dig to place campaign signs:

Call Miss Utility of Delmarva

(800) 282-8555

OR

(800) 441-8355

Penalties for violating the Miss Utility laws: Actual repair costs and civil penalties up to \$2,500 per violation as well as up to three times the actual repair cost of the damaged utilities, plus punitive damages up to \$10,000 per incident.



The Town of
Millville
a beautiful way of life

36404 Club House Road
Millville, DE 19967
Phone: 302.539.0449
www.millville.delaware.gov

February 20, 2024

The Delaware Department of Elections

Attn. Kenneth McDowell

P.O. Box 457

Georgetown, DE 19947

Reference: Town of Millville's code §155-44F; Political Sign Permission Form

To whom it may concern,

With the upcoming primary election in April, the general election in November, as well as the fact that one of the polling places is located on the Town of Millville's property: we would like to remind you of our Code regarding political signs for candidates and referendums.

Attached to this letter is an excerpt from the Town of Millville's Code (§155-44F) regarding political signs for candidates and referendums. Please review and forward this information to any political candidates who will be running for election within the municipal boundaries of the Town of Millville. We have also attached a copy of permission form (which can also be found on our website: <https://millville.delaware.gov/community/forms-applications/>) which we have created as an easier way for candidates to adhere to §155-44F(4).

If you have any questions or concerns, please feel free to contact James Simpson and/or Eric Evans at jsimpson@mvtown.com and eevans@mvtown.com respectively.

Sincerely,

James Simpson


Code & Building Asst.

Chapter 155. Zoning

Article IX. Sign Regulations

§ 155-44. Signs permitted in all districts.

F. Political signs.

- (1) No artificially illuminated signs of any type are allowed;
- (2) Size is limited to four (4) square feet per side;
- (3) Signs must be freestanding;
- (4) Shall be placed only on private property with permission of the property owner in writing;
- (5) No more than one (1) sign per candidate or referendum is allowed per lot;
[Amended 4-12-2016 by Ord. No. 16-06]
- (6) (Reserved)^[2]
[2] *Editor's Note: Former Subsection F(6), which set forth time limits for the erection of political signs, was repealed 4-12-2016 by Ord. No. 16-06.*
- (7) No sign shall be placed closer than twenty-five (25) feet to an intersection;
- (8) No signs shall be erected in a right-of-way;
[Amended 4-12-2016 by Ord. No. 16-06]
- (9) No permit is required.

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Town of Millville

Political Sign Permission Form

I, _____, hereby give candidate

_____ permission to place a political sign on

my property located at _____ and

acknowledge that the political sign must conform to the regulations set

forth in the Town of Millville's code §155-44F.

Property Owner's Signature: _____

Date: _____

Candidate's Signature: _____

Date: _____

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State of Delaware Department of Elections Map Request

Please submit your completed form with payment, if applicable, to your County's Elections Office.

1. Requestor

Full Name: _____

Residential Address: _____

Phone: _____ Email: _____

Description (Specify details of your request): _____

2. Requestor Type (Select one)

Major/Minor Political Party Candidate Public

General Assembly; State Agencies; County or Local Government

3. Organization Information (Required when requesting on behalf of an organization)

Name of Entity: _____

Address: _____

Phone: _____ Company Contact: _____

4. Delivery Information (Select one)

Map Type	Cost
County-wide map	\$10 per map
District-level map	\$3 per map

Pick up Ship to (plus \$6.70 standard shipping cost¹):

¹Shipping cost is subject to change.

5. Payment Information (Select one)

Total Cost: _____ (includes shipping, if applicable)

Check# _____ (Payable to State of Delaware) Cash (In person submission only)

Money Order # _____ No Cost²

6. Ordering Notes (Read Notes)

- Allow up to 10 business days upon receipt of request
- Limit of 1 active request of no more than 3 maps at a time.

7. Affirmation (Read Statement and Sign Oath)

I swear or affirm, under penalty of perjury, that:

- The map(s) received as part of this request will **not** be used for commercial solicitation or for any other purpose not related to the electoral process, or make the information available to the public or third parties or publish or republish the information in a way that allows it to be used in that manner.
- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Sign here

X

Today's date
(MM/DD/YYYY)

² Maps are provided at no charge to the General Assembly; State Agencies; County or Local Government; Major Political Party; any Minor Political Party eligible to place candidates on the ballot; Candidates will receive one (1) complimentary map at the time they file for office, fees may be applied for additional copies.

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**State of Delaware
Department of Elections
Voter Registration File Request**

FOR OFFICE USE ONLY

Amount Paid: _____ Rec. By: _____

CFID #: _____ IRTS #: _____

1. Requestor

Full Name: _____ Phone: _____

Residential Address: _____

2. Requestor Type *(Select one)*

Major/Minor Political Party
 Candidate
 Public
 General Assembly; State Agencies; County or Local Government

3. Requested Data *(Select one)*

Statewide
 Other
 Specify: _____

4. File Format *(Select one)*

Tab-Delimited Text File (TXT)
 Comma-Separated Values (CSV)
 MS Excel (XLSX)

5. Organization Information *(Required when requesting on behalf of an organization)*

Name of Entity: _____ Phone: _____

Address: _____ Company Contact: _____

6. Delivery Information

Email Address: _____

Important: Data will be sent via secure email. Visit <https://de.gov/securemail> for more information.

7. Payment Information *(Cost is \$25.00 per request. Select one payment option)*

Check # _____ (Payable to State of Delaware)
 Cash (In person submission only)
 Money Order # _____
 No Cost (See Title 15, Chapter 3, §304(e))

8. Ordering Notes *(Read Notes)*

- Allow **up to 10 business days** upon receipt of request
 ▪ Limit of 1 active request at a time
- Delaware Code, Title 15, Chapter 3, §304(h): Files and lists provided to members of the General Assembly and State agencies or county or local governments pursuant to subsection (f) of this section shall include voter names, addresses, political party affiliation, voting history, telephone numbers, and dates of birth. Files and lists provided to major and minor political parties pursuant to subsections (a) through (d) of this section and to candidates for elective office pursuant to subsection (e) of this section shall be limited to voter names, addresses, political party affiliations, voting history, legislative district information, telephone numbers, and years of birth. Files and lists provided to the public shall be limited to voter names, addresses, political party affiliations, voting history, legislative district information, and years of birth.

9. Affirmation *(Read Statement and Sign Oath)*

I swear or affirm, under penalty of perjury, that:

- The Voter Registration information and any accompanying documents received as part of this request will **not** be used for commercial solicitation or for any other purpose not related to the electoral process, or make the information available to the public or third parties or publish or republish the information in a way that allows it to be used in that manner.
- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Sign here **X** **Today's date (MM/DD/YYYY)**

<https://ivote.de.gov>

State Election Commissioner
905 S Governors Ave Ste 170
Dover DE 19904
Phone: (302) 739-4277

New Castle County Office
Carvel State Office Bldg
820 N French St STE 400
Wilmington DE 19801
Phone: (302) 577-3464

Kent County Office
100 Enterprise Pl Ste 5
Dover DE 19904
Phone: (302) 739-4498

Sussex County Office
119 N Race St
PO Box 457
Georgetown DE 19947
Phone: (302) 856-5367
VRFM006 v7.0 6/1/2022

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Campaign Finance Section
Candidate Withdrawal

I, _____, hereby withdraw as a candidate
Please type or print your full legal name

for the Office of _____
Please type or print name of office

Signature of Candidate

Date

..... Form must be notarized if it is not completed in the office.

For Office Use Only	
Date Received _____	
Received by _____	

Notary Information
Subscribed and sworn to before me on the following date:

Notary Public Signature

Date