

**FOR CANDIDATES NOT COMING TO UKIAH
TO FILE THEIR DECLARATION OF CANDIDACY (DC) FORMS.**

The Candidate Filing period for the **Nov 3, 2020 STATEWIDE GENERAL ELECTION** is from the 113th day to 5 pm on the 88th day (**July 13 – August 7, 2020**). If an incumbent fails to file during that period, the filing period for that race is extended through 5 pm on the 83rd day (August 12, 2020) for non-incumbents to file.

We have assembled this packet to help you file your (Declaration of Candidacy) DC forms. Please, begin this process early during the filing period, in case we have questions, or something has to be re-done – allow plenty of time for your DC to be processed. **Everything must be complete and received by us no later than 5pm on the 88th day (AUGUST 7, 2020).**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 707 234-6819

You must complete an APPLICATION FOR DECLARATION OF CANDIDACY (next page) before anything can happen. This form can be faxed or emailed to us (fax #463-4257; email – mcvotes@mendocinocounty.org). Please provide all the requested information, or we will not be able to proceed with your DC.

The DC forms can be mailed or e-mailed to you or picked up by someone else. (If someone else is picking up the forms for you, you must complete the DESIGNATION OF PERSON TO OBTAIN CANDIDATE PACKET FOR ANOTHER form allowing us to give the forms to someone other than yourself.)

We cannot accept your original completed DC forms faxed or e-mailed back to us, they must be hand delivered or mailed to us via USPS, FedEx or UPS.

Declaration of Candidacy Form: Your original signature must be notarized by a notary to be a candidate. We need all original signatures on your DC to legally be accepted as a candidate. Please allow for mail delivery of your paperwork – **we must have your originals by AUGUST 7, 2020.** The page numbers referenced in these instructions are from the Candidate Information Packet.

FORMS NEEDED BY US TO COMPLETE YOUR CANDIDATE PAPERWORK:

- Completed APPLICATION FOR DECLARATION OF CANDIDACY (may be faxed or e-mailed to us)
- DECLARATION OF CANDIDACY (original signatures – candidate signature must be notarized)
- Completed & Signed CODE OF FAIR CAMPAIGNING (pages 6 & 7 from the Candidate Information Packet)
- BALLOT DESIGNATION WORKSHEET – pages 1 and 2 must be completed and returned to us.
- Completed Form 700 – for a Candidate (page 5 is the cover sheet that must be completed by all candidates - forms, reference and/or additional information can be found at: <http://www.fppc.ca.gov>)
- Completed Form 470 (intends to receive or spend less than \$2000), or 460 (intends to receive or spend more than \$2000).
- Completed Form 501 – Candidate’s Intention Statement

The Ballot Designation is up to 3 words that describe your principal profession, occupation or vocation. A more extensive description is included on the forms provided. This is required by law.

**IF YOU CHOOSE TO PUT A CANDIDATE STATEMENT IN THE SAMPLE BALLOT -
ADDITIONAL FORMS NEEDED (from Candidate Information Packet):**

- Your candidate statement must be printed on the form provided (page 10)
You need to sign the form and mark the language choice.
- Signed AGREEMENT TO PRINT AND DISTRIBUTE THE CANDIDATE STATEMENT (page 11)
- Deposit for Candidate Statement (page 12). Please make checks or money order payable to:
Mendocino County Clerk Recorder

Everything must be complete, RECEIVED and APPROVED by us no later than 5pm on the 88th day (AUGUST 7, 2020) or you will not be considered a candidate.

APPLICATION FOR DECLARATION OF CANDIDACY

Name as Registered	Residence Address: Mailing Address <i>(if different than residence)</i> :
Phone #	Secondary Phone # <i>(will not be published)</i>
Name of District	Name of Office
Trustee Area (if any)	Full Term or Short Term
Name as it is to appear on ballot	Designation (No more than 3 words)
	Email Address:

FOR ELECTIONS OFFICE USE ONLY:

1. Is he/she a registered voter?	Yes _____	No _____
2. Residential address the same as registered?	Yes _____	No _____
3. District/Trustee area eligibility OK?	Yes _____	No _____
4. Party affiliation OK? (for partisan offices)	Yes _____	No _____

Please fax to: (707) 463-4257 or email to: mcvotes@mendocinocounty.org

BALLOT DESIGNATIONS

The Candidate's principal (within the last calendar year): -

PROFESSION; VOCATION; or OCCUPATION

The candidate may use a ballot designation consisting of his or her principal profession, vocation or occupation, which the candidate was principally engaged in **during the calendar year immediately preceding the filing** of the nomination paperwork.

Candidate may have multiple professions – i.e. “Rancher/Businessman/Parent” – must be **limited to 3 words – or titles may be used** “District Attorney, Los Angeles County” where the title exceeds 3 words.

Incumbent can only be used if the candidate is an elected incumbent (or appointed in-lieu of election) – if the candidate was appointed to replace a seated director they may use “Appointed Incumbent”.

Candidate cannot use “former” they may use Retired (if they are retired) either by itself – “Retired” or with their previous profession, vocation, or occupation – “Retired Teacher”, “Retired Educator”, “Retired Military”, “Retired Law Enforcement”

Incumbent or Appointed Incumbent – may be used – please check Candidates list on which is appropriate.