

# **Campaign Finance Write In Candidate Declaration Form Instructions**



**Write In Candidates Seeking Elective Office  
in the State of Delaware**

**June 30, 2010**

**Campaign Finance  
Write In Candidate Declaration Form  
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## **Introduction**

The Delaware Campaign Finance and Disclosure Act of 1990, Title 15 of the Delaware Code, Rules and Regulations published for Title 15 and the Commissioner's Advisory Opinions outline requirements for candidates seeking elective office in the State of Delaware. These instructions are designed to assist you in completing the required Write In Candidate Declaration Form in order to place your name on a list at all polling locations for the office, to provide consideration of the electors as a write in candidate.

Please remember that Candidates may be required to follow other State and Federal laws outside the jurisdiction of the Department of Elections. Information concerning Delaware Campaign Finance issues as well as the US Code can be found on our website at: [WWW.Elections.Delaware.GOV](http://WWW.Elections.Delaware.GOV).

## **Who Must File**

All Candidates seeking elective office in the State of Delaware who intend to run for an office with a salary greater than \$1,000 **must** form a Committee and register with the Campaign Finance Section. All Candidates who receive or expend more than \$2,000 **must** form a Committee and register with the Campaign Finance Section within seven days of exceeding the \$2,000 limit. NOTE: If you are a Candidate running for a Federal Office, you are not required to form a Committee in Delaware. Candidates in this category are required to complete and submit a Candidate Filing Form to place their names on the ballot for an election.

If you are running for an office with a salary less than \$1,000 and you do not expend or receive more than \$2,000 during the course of your campaign, you are required to complete the Certification of Intention form to comply with your obligation with The Delaware Campaign Finance and Disclosure Act of 1990.

Candidates running for a Federal Office are NOT required to form a Committee in Delaware, however, they **must** comply with Federal Election Commission (FEC) regulations and submit periodic reports. There are specific Campaign Finance reports for Federal Offices that must be filed with the Delaware Secretary of State. For more information on these requirements, call (302) 739-4111.

## **How and Where to File the Write In Candidate Declaration Form**

*Write In Candidate Declaration Form MUST be submitted using the forms provided by the Department of Election and **MUST** be either signed by the Candidate in the presence of an Election Official or notarized. Deadline is no later than 4:30 p.m. on September 30 in the year of a general election. If September 30 is a Saturday, Sunday or holiday, the declaration shall be filed no later than 4:30 p.m. on the next day that is not a Saturday, Sunday or holiday. (DEL C Title 15§3402(c)).*

Candidates seeking Statewide elective office must file the Candidate Filing Form at the following address:

Campaign Finance Section  
Office of the State Election Commissioner  
905 South Governor's Avenue Suite 170  
Dover, DE 19904

Statewide Elective offices include:

- Governor
- Lieutenant Governor
- Insurance Commissioner
- Attorney General
- Treasurer
- Auditor

Please note that **FAXES ARE NOT ACCEPTED.**

Candidates running for non-statewide offices must file the Write In Candidate Declaration with the Department of Elections for the appropriate County as follows:

### **New Castle County Department of Elections**

Carvel State Office Building  
820 N. French Street, 4<sup>th</sup> Floor  
Wilmington, DE 19801  
Phone: 302-577-3464

### **Kent County Department of Elections**

100 Enterprise Place  
Suite 5  
Dover, Delaware 19904  
Phone: 302-739-4498

### **Sussex County Department of Elections**

119 N. Race Street  
PO Box 457  
Georgetown, DE 19947  
Phone: 302-856-5367

## **Getting Help**

If you require assistance completing the Statement of Organization or have questions about any other aspect of Campaign Finance or the Election rules and processes, you may contact the Campaign Finance Section directly:

Campaign Finance Section  
Office of the State Election Commissioner  
905 South Governor's Avenue Suite 170  
Dover, DE 19904  
Telephone: 302-739-4277  
Fax: 302-739-6794  
Email: [coe\\_vote@state.de.us](mailto:coe_vote@state.de.us)

Answers to many common questions as well as copies of the Delaware Code can be found on our website at [WWW.Elections.Delaware.GOV](http://WWW.Elections.Delaware.GOV).