



**Campaign Finance Section
Municipal Candidate Guideline**

Welcome to Your Municipal Elections!

File a Certificate of Intention if the office pays less than \$1,000 per year **OR** if you intend to receive and spend less than \$2,000 in your campaign. This will complete your requirements under the Campaign Finance law of Delaware. This is due within 7 days of your candidacy.

File a Statement of Organization if the office pays \$1,000 or more **AND** you intend to receive or spend \$2,000 during your campaign. This will require you to form a political committee and nominate a treasurer who will file Campaign Finance Reports with the Office of the State Election Commissioner.

If you filed a Certificate of Intention with the salary of \$1,000 or more, and you subsequently receive or spend over the \$2,000, you must then file a Statement of Organization with the required Campaign Finance reports.

If you fail to file one of these forms your municipal Board of Elections will be informed of your failure to file and you may be denied position on the ballot.

To file the required Campaign Finance document go to <https://cfrs.elections.delaware.gov>.

If you plan to not exceed \$2,000 in receiving contributions and expenses please select

“Certification of Intention”

Follow the prompts, submit the Certification, sign, and mail to:

Office of the State Election Commissioner
Campaign Finance
905 S Governors Ave., Suite 170
Dover, DE 19904

If you plan, or do receive/spend in excess of \$2,000 please select “Register a Candidate Committee”.

Good luck with your campaign and if you have any questions contact the Campaign Finance Team at (302) 739-4277.