



State of Delaware
Department of Elections – New Castle County Office

March 26, 2020

Candidate Filing Instructions

In response to the current State of Emergency, the Department of Elections – New Castle County Office has established the following procedures for candidates who want to file their candidacy.

For those who choose to come to our office, we have limited the number of visitors to our office to 1 person at a time and expect visitors to respect the 6-foot Social Distancing Standard to limit the exposure of our staff to COVID-19.

Our “Candidate Filing Page” has links to forms and information. The New Castle County Office can only accept filings for Offices on the list of Offices up for Election starting from State Senate thru Wilmington City Council. The candidates for Offices listed above State Senate must file with the State Election Commissioner’s Office in Dover.

1. Do the filing by mail – we suggest you use a trackable form of mail:

- a. Complete the Candidate Filing Form, sign the form in front of a Notary.
- b. You must use your full legal name when completing the form – no nicknames. If you have a question regarding how your name will appear on the ballot contact this office.
- c. Write a check for the filing fee payable to the correct party entity. The filing fees are at: <https://elections.delaware.gov/services/candidate/filingfees.shtml>.
 - i. Democratic candidates for State Senate, State House and New Castle County Officer make the checks payable to – **New Castle County Democratic Committee.**
 - ii. Democratic candidates for City of Wilmington Offices make checks payable to – **Democratic City Committee.**
 - iii. Republican candidates make the checks payable to – **New Castle County Republican Committee.**
- d. Make a copy of your Drivers License or State ID Card.
- e. Mail the completed Candidate Filing Form, the check, and the copy of your Drivers License or State ID Card to:

Department of Elections – New Castle County Office
ATTN: Tracy Dixon or Howard Sholl
820 N FRENCH ST STE 400
WILMINGTON DE 19801

- f. Someone from the office will call you once we receive the form.

2. Complete the filing in the office:

- a. Bring a completed but unsigned form, completed check, and your Drivers License or State ID card to the office.
- b. Do not bring anyone else. We only permit one visitor at a time in the office.

Complete and sign the form requesting candidate data if you want that information. The data for districted offices as well as the City of Wilmington can most likely be emailed. Countywide data must be sent by CD. If you want a CD, it must be mailed to you. Email the completed

<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

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request for candidate data to richard.clegg@delaware.gov and christoper.ramos@delaware.gov.

3. Candidates for New Castle County Government positions must file a form with the New Castle County Ethics Commission. Please read and comply with the document included on the “Candidate Filing Page.”
4. Every candidate for elected office must comply with the State of Delaware’s Campaign Finance Law. Please read any comply with the information in the Campaign Finance information included on the “Candidate Filing Page.”

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