

Candidate Qualification Checklist

QUALIFYING A CANDIDATE		
		Print Candidate Name
REQUIRED FORMS:		
1	Appointment of Campaign Treasurer and Designation of Campaign Depository	<input type="checkbox"/>
2	Statement of Candidate	<input type="checkbox"/>
3	Affidavit of Candidate(this is done last)	<input type="checkbox"/>
4	Form 1 Statement of Financial Interests (for prior year)	<input type="checkbox"/>
5	Loyalty Oath	<input type="checkbox"/>
OPTIONAL FORMS		
1	Loyalty Oath (City's form)	<input type="checkbox"/>
2	Ethics Declaration	<input type="checkbox"/>
PROOF OF RESIDENCY		
	Proof of residency for one year prior to qualifying and current time (i.e., copy of deed, mortgage, lease, utility bill, etc.)	<input type="checkbox"/>
	Drivers license or other picture identification (make copy)	<input type="checkbox"/>
	Voter's registration card (make copy)	<input type="checkbox"/>
TO DO		
a	Check from campaign account (\$1,600 for mayor; \$682 for commissioner) made payable to City of Miami.	<input type="checkbox"/>
b	Verify that address is appropriate City address and that it falls within district boundary, if running for Commission seat. Print ARPS. Correct District Number is printed on voter's registration card. Verify!	<input type="checkbox"/>
c	Make sure every blank is filled and all signatures required are executed. Affidavit of Candidate signatures done last, after oath is given that all information submitted in these documents is correct to the best of candidate's knowledge, under penalty of law.	<input type="checkbox"/>
d	Have candidate take oath that all information is correct to the best of his/her knowledge. "Do you swear (or affirm) that the statements in the affidavit are true and complete to the best of your knowledge and belief?" They need not answer orally or raise their right hand; subsequent signing of the Affidavit is an adequate affirmation response. Then have candidate sign Affidavit of Candidate form; then clerk signs, dates and notarizes form	<input type="checkbox"/>
e	Write receipt for check.	<input type="checkbox"/>
f	Time stamp all documents, except proof of residency documents being submitted. COPIES must be time stamped	<input type="checkbox"/>
g	Make 2 sets of copies of all documents. Candidate gets one copy of everything. Second set of copies are sent to Supervisor of Elections.	<input type="checkbox"/>
h	Return to candidate his/her original driver's license, voter's registration card, receipt, proof of residency.	<input type="checkbox"/>
i	Give candidate a copy elections package (letter and CD). Briefly highlight the election calendar and the clerk's website and explain contents of CD.	<input type="checkbox"/>
CANDIDATE ACKNOWLEDGMENT OF RECEIPT		
	I am in receipt of the elections package containing a CD and letter from the City Clerk and I have been provided copies of my time-stamped qualification documents.	<input type="checkbox"/>
	Signature	Date