

CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

Because of the COVID-19 and stay at home order issued by the Governor, the Registrar of Voters (ROV) office is electing to provide candidates with support and options for issuing and filing documents during the November 3, 2020 election nomination period. The purpose of these guidelines is to ensure candidates and county elections officials have a healthy and safe environment during the candidate filing process.

1. **Issuing Candidate Nomination Documents During the Nomination Period: July 13, 2020 to August 7, 2020 at 5:00 p.m.** - Candidates may be issued nomination documents electronically or in-person during available business hours by appointment or walk-in service at the ROV Candidate Services Division (CSD) front counter, by USPS mail, and/or by Zoom, an online video conferencing service in conjunction with the issuance of documents via a secured email invitation to a OneDrive folder.

Below are the following candidate guidelines (also available at www.sccvote.org):

- a. Candidates must first contact the Candidate Services Division at (408) 299-8639 to speak with an Election Specialist to determine preference for receiving nomination documents and, if applicable, invitation to a secured OneDrive folder by one or more of the following methods:
 - i. By USPS Mail; or,
 - ii. Appointment in person or walk-in during available business hours; or,
 - iii. Appointment via online video conferencing service.
- b. After setting an appointment, but prior to issuing nomination documents, the Election Specialist shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought and collect appropriate filing or candidate statement deposit(s) (if applicable).
- c. The Election Specialist shall discuss and determine the available method for which the candidate shall submit his or her applicable deposit(s) for the office sought by one of the following methods:
 - i. Check received by USPS mail or overnight service; or
 - ii. Appointment in-person or walk-in at the ROV Candidate Services Division front counter by submitting cash, check, or credit card (available in-person at the ROV only) payment into a drop-box to be processed.
- d. If the candidate is requesting to receive documents electronically, and upon a CSD Election Specialist receiving any applicable deposit/fee(s) and verification of eligibility, the Election Specialist will send the candidate a "Request to Receive Documents" (also located online at www.sccvote.org) form that must be filled out and returned by the candidate via USPS mail, by overnight service, by email or online via email invitation to a secured OneDrive folder. To meet the requirements of Elections Code section 8028(b), the Request to Receive Documents form must be filed with the Candidate Services Division prior to an Election Specialist issuing nomination documents to the candidate.

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- e. The candidate will receive nomination documents via their preferred choice by way of one or more of the following methods:
 - i. Hard copy by USPS mail; or
 - ii. Online via email invitation to a secured OneDrive folder; or
 - iii. By Zoom, an online video conferencing service in conjunction with a secured email invitation to a OneDrive folder that can be completed at the ROV or at an offsite location of the candidate's preference.

2. Execution of Candidate Documents - Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the ROV at the preference of the candidate via USPS mail (with original wet signature(s), preferably in blue ink); or
- b. In-person during available business hours, by appointment or walk-in using a Zoom online video conference service in conjunction with an email invitation to a secured OneDrive folder, and dropping the originally signed documents in a drop-box at the CSD front counter.

PLEASE NOTE: *ALL executed documents must be submitted at the same time as all other nomination documents via the preferred method of the candidate noted below in Section 3.*

3. Receipt of Candidate Documents and Filing Deadlines - A candidate may electronically submit his or her completed documents to the Candidate Services Division so that the Election Specialist may begin the review and verification process as soon as is practicable.

- a. In order to be a qualified candidate for the office in which he or she seeks, *the completed documents with original signatures, preferably in blue ink, must be received by the Candidates Services Division by the close of the nomination period (5:00 p.m. on August 7, 2020) for that particular office.*

PLEASE NOTE: *Electronic versions of forms will be used solely for the purpose of review by the Candidate Services Division staff to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received and the Election Specialist approves the candidates application.*

4. To submit the original documents, the candidate may do so during available business hours by one or more of the following methods:

- a. In person, by appointment or walk-in; or
- b. By dropping original wet signature documents in a drop-box at the CSD front counter and emailing Candidate Services Division at email-rov-nom@rov.sccgov.org to receive confirmation of receipt of documents; or

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- c. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
- d. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink must follow via USPS mail, overnight service, or by appointment or walk-in at the ROV Candidate Services Division front counter drop-box.
- e. Other delivery service upon submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the Candidate Services Division.

**ACKNOWLEDGEMENT OF CANDIDATE GUIDELINES FOR ISSUING AND
SUBMITTING NOMINATION PAPERWORK**

The candidate must acknowledge receipt of these written guidelines by signing and dating below. A candidate who has elected to submit their candidate documents electronically so the filing process may begin as soon as is practicable, must be made aware that **he or she must submit the original documents to the Candidate Services Division in a manner noted above in Section 3, during the candidate nomination period noted below, to ensure that those original documents are in the possession of the Candidate Services Division prior to the close of the nomination period: 5:00 p.m. on August 7, 2020.** Any candidate who fails to timely submit his or her candidate documents with original signatures by the close of the nomination period **will not be included on the ballot for that office.**

Candidate Nomination Period:

Opens at 8:00 a.m. on July 13, 2020 // Closes at 5:00 p.m. on August 7, 2020

Office of the Registrar of Voters Business Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Contact the Candidate Services Division directly by phone at:

(408) 299-8639

Email documents to:

email-rov-nom@rov.sccgov.org

Mail documents to:

County of Santa Clara Registrar of Voters Office
Candidate Services Division
1555 Berger Drive, Building 2
San Jose, CA 95112

Signature of Candidate	Date
Signature of Elections Official	Date

DEFINITIONS

By Appointment in Person or Walk-in	Allows candidates to speak to a Candidate Services Division Election Specialist in person at the front counter or at a workstation located in the ROV lobby equipped with personal protection equipment (mask, gloves, sanitary wipes/spray) with a computer terminal to fill out nomination documents, and a monitor to speak to an Election Specialist via Zoom online video conference service or plastic guard at CSD's front counter for in person communications.
By Appointment via Zoom	Allows candidates to speak to a Candidate Services Division Election Specialist over a video conferencing service from home or at a workstation located in the ROV lobby equipped with personal protection equipment (mask, gloves, sanitary wipes/spray), computer terminal to fill out nomination documents, and a monitor to speak to an Election Specialist via Zoom for virtual communications.
Kiosk	A workstation that provides a computer and monitor for candidates to fill out nomination documents and work with an Election Specialist in the ROV lobby with 6 feet of clearance between another candidate or CSD staff member at the front counter. The candidate will have access to electronic fillable nomination documents and "how to" video via email invitation to a secured OneDrive folder from a computer terminal with a monitor.