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[www.VoteNassauFL.gov](http://www.VoteNassauFL.gov)

## MEMORANDUM

To: Candidates

From: Janet H. Adkins, Supervisor of Elections

Date: July 31, 2025

Subject: 2026 Candidate Qualifying

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Please read this memorandum to ensure a timely and proper qualifying submission as a candidate.

### Qualifying Period:

The qualifying period is from Noon on June 8, 2026, to Noon on June 12, 2026.

By law, the Nassau County Supervisor of Elections Office (SOE) may accept and hold qualifying papers beginning 14 days before qualifying week. The office will be closed on May 25 in observance of Memorial Day and will reopen at 8 a.m. on May 26, 2026.

Any candidate oath, financial disclosure form, or qualifying check filed with our office before May 25, 2026, is not valid for qualifying, and new documents must be submitted no later than the close of the qualifying period.

It is the candidate's responsibility to ensure that qualifying papers are complete and filed with the Nassau County Supervisor of Elections Office in a timely manner. Candidates are encouraged to take advantage of the 14 days before the qualifying week to ensure that the appropriate qualifying documents are filed in a timely manner.

Qualifying papers can be personally filed with our office:

To personally file your qualifying papers, please use the following options to schedule your pre-qualifying/qualifying appointment:

- Visit [www.VoteNassauFL.gov](http://www.VoteNassauFL.gov) to schedule your appointment.
- Email our office at [info@votenassaufl.gov](mailto:info@votenassaufl.gov) with a preferred date and time for an appointment.
- Call our Candidate Services Department at 904.491.7500 to speak with James McMahon or Maria Pearson.

Qualifying papers can be mailed or delivered to:

Nassau County Supervisor of Elections Office  
James S. Page Governmental Complex  
96135 Nassau Place, Suite 3  
Yulee, Florida 32097

Required Qualifying Forms:

It is your responsibility to ensure that qualifying papers are complete and filed in a timely manner. The required qualifying forms vary by office, so refer to the Candidate Fact Sheet. Qualifying forms are outlined below and accessible at [www.VoteNassauFL.gov](http://www.VoteNassauFL.gov).

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9): If this form has previously been filed with the SOE, a candidate does not need to file it again. Exempt from filing DS-DE 9 (if no contributions are collected or expenditures made) are candidates for:
  - Community Development District / Special District(s) will file an Affidavit of Intent.
  - Soil and Water Conservation District(s) will file an Attestation of Intent.
2. Candidate Oath (DS-DE 301A, 301B, 301C, 302NP, or 304SB), as defined in the [Candidate Fact Sheet](#). Type or print your name as you wish it to appear on the ballot. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.
3. Statement of Financial Interest Disclosure Form, as defined in the [Candidate Fact Sheet](#).
  - Form 1, Statement of Financial Interest 2025 (CE Form 1): A public officer who has filed a financial disclosure statement for the year 2025 with the SOE before qualifying may file a date-stamped copy at the time of qualifying, OR
  - Form 6, Full and Public Disclosure of Financial Interests 2025 (CE Form 6): A public officer who has filed a full and public disclosure for the year 2025 with the Florida Commission on Ethics (COE) before qualifying for office may file the [Verification and Receipt of Filing or a copy of the completed disclosure](#).
4. Candidate Petition Certification / Qualifying Fee:
  - Candidate Petition Certification: Candidates qualifying by the petition method who meet the required number of valid petitions will receive a digital image of their certification before qualifying. A copy of the candidate's certification is on file and does not need to be re-filed with the SOE. The original Candidate Petition Certification will be given to the candidate at their qualifying appointment.
  - Qualifying Fee: A properly executed campaign check drawn on the candidate's campaign account and signed by the Campaign Treasurer or Deputy Treasurer in the amount of the qualifying fee as defined in the Candidate Fact Sheet is required if not qualifying by the Candidate Petition method. The properly executed check should be made payable to the Nassau County Supervisor of Elections. Personal checks, cashier's checks, cash, and money orders are not acceptable for qualifying. A check signed by a candidate not designated as the Treasurer or Deputy Treasurer is not acceptable.

Exception: A Special District or Community Development District candidate may pay their qualifying fee by personal check, cashier's check, cash, or money order.

- A write-in candidate does not circulate petitions or pay a qualifying fee.

Additional Filing Requirements:

- Although not required for qualifying, the Statement of Candidate (DS-DE 84) must be filed within ten days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates (DS-DE 9), Affidavit of Intent for Community Development Districts / Special Districts or the Soil and Water Conservation District Attestation with the SOE.
- Section 106.07, Florida Statutes, requires the candidate and campaign treasurer (if applicable) to file reports of all contributions and expenditures. Please review the [Calendar of Reporting Dates](#) for these deadlines. In addition, Section 106.141, Florida Statutes, requires that each candidate who withdraws, becomes unopposed, or is eliminated or elected to office within 90 days shall dispose of the funds on deposit in his or her campaign account.
- If you wish to use a nickname, you must complete the Affidavit of Nickname on the Candidate Oath.

Key Points to Remember:

- Please provide a telephone number and email address where you can be reached during the day and after regular working hours. Our office will try to contact you if there is a problem with your paperwork.
- The qualifying fee cannot be returned to a candidate unless the candidate withdraws in writing before the close of qualifying. A Statement of Withdrawal must contain the candidate's signature and be notarized. The statement can be emailed to [info@votenassaufl.gov](mailto:info@votenassaufl.gov), faxed to 904.432.1400, mailed, or hand-delivered.
- Carefully review notarized forms. Common mistakes include: the state rather than the county entered in venue; failure to indicate physical or online notarization; notary indicates online but is not registered with the Florida Department of State to provide online notarization; and the notary seal with expiration date and name is not legible due to a light stamping, or stamping on a dark line.
- Time is of the essence in qualifying as a candidate. To be deemed timely filed with the SOE, qualifying documents must be received at the SOE Yulee office as specified above by the close of the qualifying period. The U.S. Postal Service's designated mail pickup/delivery hours do not correspond to the qualifying deadline. To ensure qualifying items are submitted on time, a candidate or someone on behalf of the candidate should hand deliver directly to the SOE office or use a commercial express courier delivery service that delivers directly to the SOE office no later than the deadline. Please notify our office if a courier service will deliver your qualifying forms.

- A candidate's status will change from "Filed" to "Qualified" once our office has audited the candidate's qualifying documents. To check your qualifying status, visit [2026 Announced Candidates](#).
- Candidates are encouraged to submit a photo, bio, or candidate statement. This information can be viewed from the 2026 Announced Candidates webpage by clicking on the candidate's name.

Should you have questions or if we can assist you in any way, please do not hesitate to contact us at 904-491-7500.