

# **COUNTY PARTY GUIDE FOR QUALIFYING** **COUNTY CANDIDATES FOR OFFICE IN 2020**

The information in this memo includes the important things you need to know about the 2020 qualifying procedures. Please note it is intended merely as a reference guide and not intended to be an exhaustive or complete summary of State Law or the Party's rules or procedures. It is each county party's and candidate's responsibility to ensure that they are fully familiar with the applicable law regarding qualifying and holding public office. If there are any questions, please let us know, or please talk with your county elections office. You may also call the Elections Division of the Office of the Secretary of State at 404-656-2871 or visit <http://sos.ga.gov/index.php/elections>

Qualifying will start exactly at 9:00 a.m. on March 2, 2020 and end exactly at 12:00 p.m. on Friday, March 6, 2020. On Monday through Thursday, qualifying must be open from 9:00 a.m. until 5:00 p.m. On Friday, qualifying must be open from 9:00 a.m. until 12:00 p.m. **If your county party intends to conduct qualifying, you must notify the Elections Superintendent in your county no later than close of business on February 14, 2020.** See "Notifying your Election Superintendent" below for the content of the notice.

Qualifying is a great opportunity for county parties to provide a service to their local candidates, personally interact with the Republicans running in your communities, and raise funds for the county party. If a county party conducts qualifying, you retain 50% of the fee. If you do not choose to conduct qualifying, the Elections Superintendent in your county will do it for you. Please remember that you will then not get a portion of the qualifying fee.

Because of the sometimes stressful nature of this event, it is helpful to prepare as much in advance as possible. The County Chairman will need to set up a checklist of items and supplies needed (see below). Because qualifying documents must be notarized, you must have a notary available at all times to notarize the documents at the qualifying location; although a notary public is generally available at the courthouse, there may be the occasion when he or she is not there. If the County Party is doing the qualifying, it is the county party's responsibility – not the election board's – to ensure the documents are properly completed and notarized.

For more information on becoming a Notary Public, contact the Clerk of the Superior Court in the county in which you reside. The process is fairly simple and relatively inexpensive. For those who will serve as notaries at qualifying, if they are not already licensed as a notary, they need to apply now. You will need to apply and get a notary license before you can order your stamp and a seal, all which takes time.

## **NOTIFYING YOUR ELECTION SUPERINTENDENT** **THAT THE COUNTY PARTY IS QUALIFYING**

If your County Party is going to conduct the qualifying for the Republican candidates running for local office, you must let your Elections Superintendent know that **at least 14 days prior to the beginning of qualifying.** See O.C.G.A. § 21-2-153(c)(2). Depending on your county, the Election Superintendent is either your county Board of Elections (or Board of Elections & Registration if a combined board) or the county probate judge. Check the elections office to make sure you know who the Election Superintendent is for your county.

Because qualifying begins on March 2<sup>nd</sup> this year and if your County Party is going to conduct qualifying, your Party must give written notice to the Superintendent **no later than Friday, February 14, 2020.** The letter must include: (1) the fact that your county party will be conducting qualifying; (2) The names of the

County Party official(s) who will be conducting qualifying; (3) the dates and times when qualifying will take place (there is no choice here – it is Monday through Thursday from 9 am to 5 pm and Friday from 9 am to 12 pm); and (4) where the qualifying will take place – provide a street address and telephone number. You must file the original notice with the Election Superintendent on or before the deadline; bring a copy so the clerk can give you a stamped filed copy back. The stamped filed copy will be your proof that you made the filing. **Because the Election Superintendent will then send a notice to the newspaper that is the county’s legal organ with the information you provided, you cannot change the details of your notice after you have submitted it.**

**PLEASE NOTE: While some County Parties choose to place an ad in the local paper regarding qualifying, it is not a requirement. The local elections officials will place an ad in the paper with the qualifying information.**

We also ask that you contact Karen Hentschel, Accounting Director of the Georgia Republican Party, to let the State Party know (1) if your county party is conducting qualifying and (2) where qualifying will be held. We often get calls from local candidates for that information and want to be able to provide it. Karen can be reached at [karen@gagop.org](mailto:karen@gagop.org).

### **QUALIFYING NAME AND LOCATION**

As noted above, **you must notify the Election Superintendent in your county no later than the closed of business on Friday, February 14, 2020 if your county party plans to conduct qualifying for Republican candidates for local office.**

For counties that chose to conduct qualifying for local offices, it is important that you have a central location and that the location is open during normal business hours, which are 9:00 a.m. to 5:00 p.m. on Monday – Thursday and 9:00 a.m. to 12:00 p.m. on Friday.

County Republican parties qualify Republican candidates for **local office only**. If candidates for state office, non-partisan offices, independent candidates, or Democratic candidates come to you to qualify, you cannot qualify those candidates. Send those candidates to the county elections office for further direction.

Qualifying for statewide office, State Senator or State Representative, district attorney or federal office (both US Senate and US House) is conducted by the Georgia Republican Party at the Capitol. These candidates must qualify with the State Party at the State Capitol.

### **QUALIFYING FEES**

**Candidate’s cost to qualify:** For a current list of local qualifying fees, please contact your county election board or probate judge’s office. Each county is required by law to calculate the fees and publish them by February 1<sup>st</sup>, so the amount of the fees should be available from your county elections office now.

**Form of payment by candidates:** A candidate may pay his or her qualifying fee by personal check, campaign check, money order, certified check, or cash. However, we recommend that you require a money order, certified check, or cash. The reason is this: if a candidate’s check is not honored, the candidate is not qualified.

**Payment by County Party to County Elections Superintendent:** If the county party qualifies candidates for office, 50% of the fee is kept by the county party, and the other 50% must be delivered to the superintendent of elections of the county with the Certification and other documents (see below). By law, the

county party must transmit the county's portion of the qualifying fees to the county election superintendent not later than 12:00 Noon of the third day after the deadline for qualifying. Make sure you know well in advance whether your county requires a particular form of payment.

## **RESIDENCY REQUIREMENTS**

Certain offices require that a candidate have been a resident of the city, county or particular district for a specified period of time prior to Election Day in order to be eligible. Check with your local election offices for residency requirements for local offices.

## **OTHER REQUIREMENTS**

**Sheriff Candidates:** Candidates for sheriff are required to meet several other requirements regarding high school education, prior education, etc. Depending on the size of the county, probate judges may have to be lawyers. Check with your local election officials regarding those and any other peculiar requirements for local offices.

**Republican Loyalty Oath:** Candidates must sign an allegiance oath **if** your county party rules that are on file with the election superintendent contain a rule requiring candidates to sign an oath that says exactly this: "I do hereby swear or affirm my allegiance to the (name of party) Party". If your county rules on file with the election superintendent don't require **exactly that oath**, you **cannot** require candidates to sign any other because that is the only oath allowed.

## **FORMS**

Below we've listed the forms. Keep in mind that all offices are not up for reelection. You can obtain these from the Secretary of State's website at the link below or your local elections office. Don't wait until the last minute to get these and remember that some of the forms have a front and a back:

- County Declaration of Candidacy and Affidavit (filed by all partisan candidates)
- Pauper's Affidavit (filed only by those applying as paupers and not able to pay the qualifying fee)
- Pauper's Petition Forms (filed only by those applying as paupers and not able to pay the qualifying fee)
- County Certification of Candidates (filed by county party)
- County Certification of Candidates – Page 2 (filed by county party)
- Affidavit for Judge of Probate Court (filed by all candidates for Probate Judge)
- Affidavit for Judge of Clerk of Superior Court (filed by all candidates for Clerk of Superior Court)
- Affidavit for Coroner (filed by all candidates for Coroner)
- Affidavit for County Tax Receiver, Tax Collectors, Tax Commissioners (filed by all candidates for Tax Receiver, Tax Collectors, Tax Commissioners)
- Affidavit for Sheriff (filed by all candidates for Sheriff)

All Forms: [http://sos.ga.gov/index.php/Elections/information\\_for\\_candidates](http://sos.ga.gov/index.php/Elections/information_for_candidates)

As discussed earlier, these forms must be notarized, so a notary must always be present during qualifying. If you need notaries, ask the people who are taking care of qualifying to become notaries now, as they'll need to get a stamp and a seal after they are sworn in, and those take time. Remember you'll need a notary other

than the Chairman and the Secretary to notarize their signatures on the County Certification of Candidates forms described below.

## **POSTING OF LIST OF QUALIFIED CANDIDATES**

You must post the list of all qualified Republican candidates (which is a copy of the Certification of Political Party Candidates, discussed next) at your county courthouse no later than 2:00 p.m. on Friday March 9<sup>th</sup>, the day that qualifying closes.

Certification of Political Party Candidate Chairman and Secretary, on behalf of the county executive committee, must complete and sign the Certification of Political Party Candidates form and submit it to the County Superintendent of Elections (either the Election Board or the Probate Judge, depending on the county). The first page is simply a cover sheet while the second page is where the candidates are listed. You may use additional copies of the second page as needed.

The Certification of Political Party Candidates form is submitted along with (1) the affidavits completed by the candidates; (2) the county's portion of the qualifying fee; (3) any Pauper's Affidavits and Pauper's Petition Forms; and (4) any special qualification requirements. These items must be submitted no later than 12 noon on the 3<sup>rd</sup> day after qualifying closes, **which is by 12:00 noon on Monday, March 9, 2020**. (Some county Election Superintendents may state that the deadline is 12 noon on Tuesday but do not use that deadline unless the Election Superintendent give that to you in writing). Ask your elections office if the "Certification of Political Party Candidates" form can be submitted daily. **Every page of the certification must be notarized. The complete package of certified forms should be assembled and submitted with the check on Monday by 12 noon.**

### **TIMELINE FOR 2020**

No later than Friday, February 14 <sup>th</sup>	Notify your Election Superintendent (and the Georgia Republican Party, Inc.) if the County Party is conducting qualifying.
Mon., March 2 <sup>nd</sup> – Thurs, March 5 <sup>th</sup>	Qualifying from 9:00 a.m. until 5:00 p.m.
Friday, March 6 <sup>th</sup>	Qualifying from 9:00 a.m. until 12:00 noon.  You must post list on qualified candidates at county courthouse no later than 2:00 p.m.
Monday, March 9 <sup>th</sup>	No later than 12 noon, you must deliver all items listed in the "County Certification of Candidates" section above

For a timeline of other important dates in the 2020 election process, go to:  
[https://sos.ga.gov/admin/files/2020\\_Short\\_Calendar.pdf](https://sos.ga.gov/admin/files/2020_Short_Calendar.pdf)

### **COUNTY CHAIR'S QUALIFYING CHECKLIST**

1. Have you notified the county Election Superintendent and the Georgia Republican Party, Inc. that county party officials will be conducting qualifying for Republicans?
2. Have you determined a location for qualifying?

3. Have you notified announced candidates of the qualifying location?
4. Have you seen the Election Superintendent's public notice in your county's legal organ and is it correct?
5. Do you have copies of all necessary qualification forms in case of a technical glitch?
6. Have you confirmed that a notary will be available where and when the candidates qualify?
7. Have you developed a plan of action to ensure that your list of qualified candidates is posted at your county courthouse no later than 2:00 p.m. on Friday, March 6<sup>th</sup>? Do you have a contingency plan for any last minute problem that might arise?
8. Have you made arrangements to send the names of your candidates to the State Party Headquarters by 5:00 p.m. on Friday, March 6<sup>th</sup>?
9. Have you made arrangements to certify your county's candidates and deliver qualifying fees to the superintendent of elections by 12 noon on Monday, March 9<sup>th</sup> – the third day after qualifying closes?
10. Are you certain of all your duties and responsibilities regarding qualifying?

### **CRITICAL DECISIONS TO MAKE AS SOON AS POSSIBLE**

1. Is your County Republican Party going to handle qualifying candidates in your county? Who is notifying the Election Superintendent?
2. Where will you do qualifying?
  - a. Facility – address – etc.
3. Who will coordinate qualifying?
4. Who will work the qualifying location?
  - a. You should have at least two people at all times if possible.
  - b. You need to set up a volunteer work schedule.
  - c. Someone who is a notary must be present at all times.

**If you are in doubt as to any of the above questions, please call the Georgia Republican Party or the Election Superintendent of your county – rules may vary from county to county!**

We hope that this helps answer some of your major questions about the process, but please know that you may call the State Party, and we are available to help find the answer to questions that may arise. The more work you can do in advance to set this process up, the easier the first week in March will be for all of us. Thank you for all your help.

### **SUGGESTED OFFICE SUPPLIES AND OTHER ITEMS FOR QUALIFYING**

Registration Table	Scissors
Copier	Receipt books
Computer	Scotch tape
Printer	Masking tape
Extension cord	Rubber bands
8 ½ x 11 copy paper	Cash box
8 ½ x 14 copy paper	Money Bag
Stapler	Calculator
Staples	Election Code books
Pens	Copy of County Bylaws
	Notary (with his/her stamp and seal)

## **SAMPLE NEWSPAPER AD – COUNTY PARTY QUALIFYING**

The **Houston** County Republican Party will host qualifying for local Republicans vying for elected office. Qualifying begins on Monday, March 2<sup>nd</sup> and concludes at noon on Friday, March 6<sup>th</sup>, 2020. The times for qualifying are Monday – Thursday, 9:00 am to 5:00 pm, and Friday, 9:00 am to 12:00 pm. Qualifying will be held at **2036 Watson Blvd, Warner Robins, GA. (State Farm Insurance)**. All persons wishing to qualify must make payment of qualifying fees either by cashier’s check or money order made payable to the “**Houston** County Republican Party” in the amount specified for the office being sought.



1.  I hereby tender check/cash in the amount of \$ \_\_\_\_\_  
NAME OF BANK: \_\_\_\_\_  
CHECK NUMBER: \_\_\_\_\_

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. §21-2-6(d).

I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-153 (a.1), in lieu of paying the qualifying fee.

**NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.**

CLERK OF SUPERIOR COURT O.C.G.A. § 15-6-50(b)(2)  
JUDGE OF THE PROBATE COURT O.C.G.A. § 15-9-2(a)(2)  
SHERIFF O.C.G.A. § 15-16-1(c)(2)  
CORONER O.C.G.A. § 45-16-1(b)(2)  
TAX RECEIVER O.C.G.A. § 48-5-210(b)(2)  
TAX COLLECTOR O.C.G.A. § 48-5-210(b)(2)  
TAX COMMISSIONER O.C.G.A. § 48-5-210(b)(2)

**AFFIDAVIT FOR CORONER**

To be completed by Candidates for Coroner. This affidavit is to be filed with the officer before whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A. 45-16-1.

I \_\_\_\_\_ have qualified to seek the office of Coroner in \_\_\_\_\_ County, Georgia, on \_\_\_\_\_.

I hereby affirm that I meet the following qualifications for said office:

- (A) I am a citizen of the United States;
- (B) I am a resident of \_\_\_\_\_ County and have been for at least two years prior to qualifying for the election to the office and will remain a resident of such county during my term of office;
- (C) I am a registered voter in \_\_\_\_\_ County;
- (D) I have attained the age of 25 years prior to the date of the general primary in the year I have qualified for election to the office;
- (E) I have obtained a high school diploma or its recognized equivalent. (This shall not apply to any person serving as a coroner on July 1, 1980);
- (F) I have not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of this state, any other state, or the United States; and
- (G) I will successfully complete the next scheduled class no longer than 180 days after my election or appointment a basic training course provided by the Georgia Police Academy, but the affidavit required in O.C.G.A. 45-16-1 shall not be required to affirm that the requirements of this subparagraph have been met at the time of qualifying for the office of coroner.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for Coroner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## AFFIDAVIT FOR SHERIFF

To be completed by candidates for Sheriff. This affidavit is to be sworn to or affirmed before the officer with whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A.15-16-1.

I \_\_\_\_\_ have qualified to seek the office of Sheriff in \_\_\_\_\_ County, Georgia, on \_\_\_\_\_

I hereby affirm that I meet the following qualifications for said office:

(A) I am a citizen of the United States;

(B) I am a resident of \_\_\_\_\_ County for at least two years immediately preceding the date of qualifying for election to the office;

(C) I am a registered voter in \_\_\_\_\_ County;

(D) I have attained the age of at least 25 years prior to the date of qualifying for this office;

(E) I have obtained a high school diploma or its recognized equivalent in educational training as established by the Georgia Peace Officers Standards and Training Council; and

(F) I have not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of this state, any other state, or the United States; provided, however, that a plea of nolo contendere to a felony offense or any offense involving moral turpitude contrary to the laws of this state shall have the same effect as a plea of guilty, thereby disqualifying such a person from holding the office of Sheriff;

(G) I have been fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record, which fingerprints were taken under the direction of the Judge of the Probate Court and taken on or before, but no later than, the close of business on the third business day following the close of qualification for election to the office of Sheriff;

(H) Listed is a complete written history of my places of residence for a period of six years immediately preceding my qualification date, giving the house number or RFD number, street, city, county, and state;

(I) Listed is a complete written history of my places of employment for a period of six years immediately preceding my qualification date, giving the period of time employed and the name and address of my employer;

(J) I am a registered peace officer as provided in Code Section 35-8-10 or a certified peace officer as defined in Chapter 8 of Title 35. I understand that if I am not a registered or certified peace officer at the time I assume the office of Sheriff that I shall be required to complete satisfactorily the requirements for certification as a peace officer as provided in Chapter 8 of Title 35 within six months after I take office; provided, however, that an extension of the time to complete such requirements may be granted by the Georgia Peace Officer Standards and Training Council upon the presentation of evidence that I was unable to complete the basic training course and certification requirements due to illness, injury, military service, or other reasons deemed sufficient by such council. I understand The Georgia Peace Officer Standards and Training Council shall make every effort to ensure that space is available for newly elected Sheriffs who are not certified or registered peace officers to attend the course as soon as possible after such persons take office and that such council shall notify the appropriate Judge of the Probate Court whenever a newly elected Sheriff who is not certified fails to become certified as a peace officer pursuant to these requirements.

I shall file an affidavit with the election superintendent of the county by the close of business on the third business day following the close of the qualification period stating:

A) I have obtained a high school diploma or its recognized equivalent in educational training as established by the Georgia Peace Officers Standards and Training Council; and

B) The graduation date and name of such high school or obtained such recognized equivalent in education training.

In addition, I shall file a certified copy of my birth certificate with the election superintendent of the county.

NOTE: Each person offering to run for the office of Sheriff and who is otherwise qualified shall be allowed, six months prior to qualifying at his or her own expense, to attend the basic mandate course for peace officers. The Georgia Peace Officer Standards and Training Council shall work to ensure that space is available for such individuals to attend the course.

EXEMPTION: The above required qualifications shown above in (D), (E), (F), (H), (I), and (J) shall be deemed to have been met by any person who is currently serving as a duly qualified and elected Sheriff of one of the several counties of this state.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for Sheriff

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

HISTORY OF RESIDENCY FOR PREVIOUS 6 YEARS

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HISTORY OF EMPLOYMENT FOR PREVIOUS 6 YEARS

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Add additional pages for residency and employment if necessary

FORM #ASHERIFF-16

**AFFIDAVIT FOR JUDGE OF PROBATE COURT**

To be completed by Candidates for Judge of Probate Court. This affidavit is to be filed with the officer before whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A. 15-9-2.

I \_\_\_\_\_ have qualified to seek the office of Judge of Probate Court in \_\_\_\_\_ County, Georgia, on \_\_\_\_\_.

I hereby affirm that I meet the following qualifications for said office:

- (A) I am a citizen of the United States;
- (B) I am a resident of \_\_\_\_\_ County and have been for at least two years prior to qualifying for the election to the office and will remain a resident of such county during my term of office;
- (C) I am a registered voter in \_\_\_\_\_ County;
- (D) I have attained the age of 25 years prior to the date of qualifying for election to the office (this shall not apply to any person who was holding the office of Judge of Probate Court on July 1, 1981);
- (E) I have obtained a high school diploma or its recognized equivalent.
- (F) I have not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of this state, any other state, or the United States;

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for Judge of Probate Court

Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**AFFIDAVIT FOR CLERK OF SUPERIOR COURT**

To be completed by candidates for Clerk of Superior Court. This affidavit is to be filed with the officer before whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A. 15-6-50.

I \_\_\_\_\_ have qualified to seek the office of Clerk of Superior Court of \_\_\_\_\_ County, Georgia, on \_\_\_\_\_.

I hereby affirm that I meet the following qualifications for said office:

- (A) I am a citizen of the United States;
- (B) I am a resident of \_\_\_\_\_ County and have been for at least two years prior to qualifying for the election to the office;
- (C) I am a registered voter in \_\_\_\_\_ County;
- (D) I have attained the age of 25 years prior to the date of the qualifying for election to the office (this shall not apply to any person serving as a Clerk of the Superior Court on July 1, 1981);
- (E) I have obtained a high school diploma or its recognized equivalent; and
- (F) I have not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of this state, any other state, or the United States.

TRAINING REQUIREMENT: Any person elected or appointed Clerk of the Superior Court of any county of this state on or after January 1, 2000 shall satisfactorily complete 40 hours of continuing judicial education prior to taking office and assuming the duties and responsibilities of his or her office. The Clerk of Superior Court shall file a certificate of training issued by the Institute of Continuing Judicial Education of Georgia with the Probate Court and shall enter the certificate on the minutes of the Superior Court in the county in which he or she holds office. Upon completing such 40 hour curriculum, the Clerk shall become a certified Clerk of the Superior Court.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for Clerk of Superior Court

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**AFFIDAVIT FOR COUNTY TAX RECEIVERS, TAX COLLECTORS,  
AND TAX COMMISSIONERS**

To be completed by Candidates for Tax Receivers, Tax Collectors, and Tax Commissioners. This affidavit is to be filed with the officer before whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A. 48-5-210.

I \_\_\_\_\_ have qualified to seek the office of Tax  
\_\_\_\_\_ in \_\_\_\_\_ County, Georgia, on  
\_\_\_\_\_.

I hereby affirm that I meet the following qualifications for said office:

- (A) I am a citizen of the United States;
- (B) I am a resident of \_\_\_\_\_ County and have been for at least two years prior to qualifying for the election to the office and will remain a resident of such county during my term of office;
- (C) I am a registered voter in \_\_\_\_\_ County;
- (D) I have attained the age of 25 years prior to the date of the qualifying for election to the office (this shall not apply to any person who was holding the office of tax receivers, tax collector, or tax commissioner on July 1, 1981);
- (E) I have obtained a high school diploma or its recognized equivalent (this shall not apply to any person who was holding the office of a tax receiver, tax collector, or tax commissioner on April 1, 1986);
- (F) I have not been convicted of a felony offense or any offense involving moral turpitude contrary to the laws of this state, any other state, or the United States.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for Tax \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**AFFIDAVIT FOR LOCAL BOARD OF EDUCATION**

To be completed by Candidates for Local Boards of Education. This affidavit is to be filed with the officer before whom such person has qualified to seek said office prior to or at the time of qualifying. Reference O.C.G.A. § 20-2-51(e).

I \_\_\_\_\_ have qualified to seek the office of a member of the local board of education in \_\_\_\_\_, Georgia on \_\_\_\_\_.

I hereby affirm that I meet the following qualifications for said office:

(A) I have read and understand the code of ethics and the conflict of interest provisions applicable to members of local boards of education and agree to abide by them.

(B) I agree to annually disclose compliance with the State Board of Education’s policy on training for members of local boards of education, the code of ethics of the local board of education, and the conflict of interest provisions applicable to members of local boards of education.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Candidate for local board of education

Sworn to and subscribed before me this \_\_\_\_\_

Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

I DO SWEAR OR AFFIRM MY ALLEGIANCE TO THE GEORGIA REPUBLICAN PARTY.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to or affirmed and subscribed  
before me this \_\_\_ day of March, 2020.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**Courthouse Notification – Due no later than 2:00 p.m. on Friday 3/6/20:**

1. Immediately after qualifying closes at 12:00 p.m., print the Certification of Political Party Candidates which will list the position each candidate is running for, their Name, Address and Fee Paid.
2. Confirm all names from the Declaration of Candidacy and Affidavit are on the Certification of Political Party Candidates.
3. Take the printed Certification to the Election Superintendent and have them Date and Filed Stamp.
4. Then take the Certification and post it on the Courthouse – *no later than 2:00 p.m. on Friday*

**Election Superintendent Filing – Due no later than 12:00 p.m. on Monday 3/9/20:**

1. After qualifying closes and you have confirmed all names on the Certification of Political Party Candidates for posting for the Courthouse.
2. Make 3 copies of the following paperwork – 1 copy for the Election Superintendent, 1 copy for the County Party and 1 copy for the GAGOP. – You should keep Originals at Party office.
3. Certification of Political Party Candidates – Cover Page completed, signed by Chairman & Secretary and notarized.
4. County Certification of Qualified Candidates – all pages listing Seat running for, Name, Address and Fee Paid, signed by Chairman & Secretary and notarized.
5. Declaration of Candidacy and Affidavit – all of which are completed in full, signed by candidate and notarized. Confirm each one is listed on the County Certification of Qualified Candidates with proper qualifying fee.
6. Affidavit for Specific Seat (Sheriff, Coroner, Judge of Probate Court, Clerk of Superior Court, Tax Commissioner, Tax Collector, Tax Receivers, Local Board of Education, etc.) – completed, signed by Candidate and notarized.
7. Republican Oath if required by county rules – signed by candidate and notarized.
8. Qualifying Petition for Filing as a Pauper – completed, signed by Candidate and notarized.
9. Check made out to your Election Superintendent for 50% of gross collected in qualifying fees.
10. Have the Election Superintendent date and filed stamp all 3 sets (1 for the Election Superintendent, 1 for the County Party and 1 for the GAGOP)

**EXAMPLE – Certification of Political Party Candidates  
(FOR COURTHOUSE)**

**Get Election Superintendent to Date & File Stamp and  
then post on Courthouse door by 2:00pm Friday 3/6/20**

**(COUNTY NAME) COUNTY REPUBLICAN PARTY  
QUALIFIED CANDIDATES FOR THE 5/22/18 – 5/22/18 GEN. PRI./GEN. SP/SPEC**

<b>Name of Candidate</b>	<b>Street Address</b>	<b>County</b>	<b>City/State/Zip</b>
<b>JUDGE OF PROBATE COURT</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
DOE, DAVID	235 RED TURN LANE	FULTON	ATLANTA, GA 30306
<b>CLERK OF SUPERIOR COURT</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>SHERIFF</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>CORONER</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>COUNTY TAX COMMISSIONER</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>COUNTY TAX RECEIVERS</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>COUNTY COLLECTORS</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305
<b>LOCAL BOARD OF EDUCATION</b>			
SMITH, JOHN D.	123 MAIN STREET	FULTON	ATLANTA, GA 30305

*Please Note: you do not need to list every seat, only use the ones where a candidate qualified for that seat.*

**TO:** \_\_\_\_\_  
Superintendent of Elections of  
\_\_\_\_\_ County  
State of Georgia

<b>List title of Office Candidate is seeking (including District, Post, or Circuit); Term of Office; Name of Incumbent; Name of Candidate &amp; Candidate’s Address</b>	<b>Qualified by Paupers Affidavit and Qualifying</b>	<b>Amount of Qualifying Fee Paid (if any)</b>
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**JUDGE OF PROBATE COURT**

SMITH, JOHN D. 123 MAIN STREET ATLANTA, GA 30305		\$400.00
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**CLERK OF SUPERIOR COURT**

SMITH, JOHN D. 123 MAIN STREET ATLANTA, GA 30305		\$400.00
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**SHERIFF**

SMITH, JOHN D. 123 MAIN STREET ATLANTA, GA 30305		\$400.00
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**CORONER**

SMITH, JOHN D. 123 MAIN STREET ATLANTA, GA 30305		\$400.00
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\_\_\_\_\_  
**Chairman**  
County Executive Committee

\_\_\_\_\_  
**Secretary**  
County Executive Committee

Sworn to and subscribed before me, this

\_\_\_\_\_ day of March, 2020

\_\_\_\_\_  
**Notary Public**

My Commission Expires: \_\_\_\_\_

**EXAMPLE – County Certification of Qualified Candidates**

**Filed with Election Superintendent by 12:00pm Monday 3/6/20**

TO: \_\_\_\_\_  
Superintendent of Elections of  
\_\_\_\_\_ County  
State of Georgia

List title of Office Candidate is seeking (including District, Post, or Circuit); Term of Office; Name of Incumbent; Name of Candidate & Candidate's Address	Qualified by Paupers Affidavit and Qualifying	Amount of Qualifying Fee Paid (if any)
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**COUNTY TAX COMMISSIONER**

SMITH, JOHN D.  
123 MAIN STREET  
ATLANTA, GA 30305

\$400.00

**COUNTY TAX RECEIVERS**

SMITH, JOHN D.  
123 MAIN STREET  
ATLANTA, GA 30305

\$400.00

**COUNTY COLLECTORS**

SMITH, JOHN D.  
123 MAIN STREET  
ATLANTA, GA 30305

\$400.00

**LOCAL BOARD OF EDUCATION**

SMITH, JOHN D.  
123 MAIN STREET  
ATLANTA, GA 30305

\$400.00

\_\_\_\_\_  
Chairman  
County Executive Committee

\_\_\_\_\_  
Secretary  
County Executive Committee

Sworn to and subscribed before me, this

\_\_\_\_\_ day of March, 2020

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF POLITICAL PARTY CANDIDATES**

**TO:** \_\_\_\_\_  
**Superintendent of Elections of**  
\_\_\_\_\_  
**County**  
**State of Georgia**

We, the undersigned deponents, being first duly sworn, do certify as follows: that we are the Chairman and Secretary, respectively of the County Executive Committee of the \_\_\_\_\_ County Republican Party of Georgia; that copies of rules and regulations adopted by this Committee have been placed on file with the superintendent of elections as provided in O.C.G.A. Sec. 21-2-111; that the following \_\_\_\_\_ pages, (each page being individually numbered, signed and notarized) constitute a true and correct list of the candidates who have qualified with this Committee to run in the General Primary to be held on the 22<sup>nd</sup> day of May, 2018; the title of the office each candidate is seeking; its term; the name of the Incumbent; each candidate's address; the amount of the qualifying fee paid by each candidate or a notation that the candidate filed a Pauper's Affidavit and qualifying petition in lieu of the fee, if such be the case; and the amount of the qualifying fees accompanying this Certification as required in O.C.G.A. Sec. 21-2-131; that the wording Of) any question to be placed on the ballot to be voted on by the electors of this County only is also included on the attached sheets as provided if' O.C.G.A. Sec. 21-2-284; that copies of the Affidavits required by O.C.G.A. §§1S-S-50(b)(2), 1S-9-2(A)(2), 15-16-1(c)(2)(A), 20-2-102(b), 45-16-1 (b)(2), and 485-210(b)(2) are included on the attached sheets as required by O.CGA §21-2,154(b); and that we hereby request you, as Superintendent of Elections, to place the name of each candidate and each question on the ballots to be used in the General Primary in the manner prescribed by law.

We further certify that this County Executive Committee is the duly authorized and designated organ of the above Political Party for the purpose of furnishing this Certificate; that the undersigned deponents execute this Certificate in their official capacities; and that this Certificate is furnished in compliance with O.C.G.A. Sec. 21-2-154.

\_\_\_\_\_  
**Chairman**  
**County Executive Committee**

\_\_\_\_\_  
**Secretary**  
**County Executive Committee**

**Sworn to and subscribed before me, this**

\_\_\_\_\_ day of March , 2020

\_\_\_\_\_  
**Notary Public**

**My Commission Expires:** \_\_\_\_\_

\_\_\_\_\_

**Total Amount of Qualifying Fees**  
**Paid to the Election Superintendent**

**Total Fees Paid:** \$ \_\_\_\_\_