

# MEMORANDUM

**To: All Republican Candidates for State and Federal Offices**  
**From: Travis Bowden, Executive Director**  
**Date: February 14, 2024**  
**Re: State and Federal Candidate Qualifying March 4th – 8th**

## **REVISED UPDATE 2/20/24:**

It has been brought to our attention by the Secretary of States office that the new qualifying software **will not** print out a Declaration of Candidacy and Affidavit. To prevent longer than normal lines and speed up the process, we ask each Candidate wishing to qualify to bring a completed and typed out Declaration of Candidacy and Affidavit when you arrive to qualify. So that all the forms are legible, we ask that you to use the online editable pdf version. Please make sure you click on the correct form below – Thank you.

[Federal Candidates Click Here](#)

[State Candidates Click Here](#)

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Republican candidate qualifying for state and federal offices will be held beginning at 9:00 a.m. on Monday, March 4, 2024 and continuing until noon on Friday, March 8, 2024 in the State Capitol.

This memo lists important things that you need to know about the qualifying procedures for state and federal office. This memo is intended merely to be a helpful reference guide, not an exhaustive summary of state law or the Party's rules. Each candidate is responsible for ensuring that he or she knows the applicable laws and rules for eligibility, qualifying, and holding public office.

Here are some instructions that will make qualifying a smooth process for you and the Party qualifying officials:

1. In accordance with state law, all state and federal candidates for a political party's nomination will qualify in the State Capitol. Qualifying for Republican candidates for state and federal office will take place in **Room 216 of the State Capitol**. Republican candidates for state or federal offices will not be qualified at any other location.
2. Qualifying begins at **9:00 a.m. on Monday, March 4** and ends at **NOON on Friday, March 8**. Daily operating hours will be 9:00 a.m. until 5:00 p.m. on Monday-Thursday. On Friday, qualifying begins at 9:00 a.m. and ends promptly at 12noon. In accordance with state law, no exceptions can be made, even for candidates who are only a minute late. In order to avoid any last minute problems, please make every effort to qualify **before Friday**.

3. If you intend to have an appointed agent complete the qualification process on your behalf, please notify Travis Bowden at the GAGOP at [travis@gagop.org](mailto:travis@gagop.org) prior to qualifying week. If qualifying by an agent, the agent must come to qualifying in person and must bring (a) a properly completed Declaration of Candidacy and Affidavit, which has been signed by you before a notary public and is notarized, (b) the Republican Oath of Allegiance required by Party Rules, which has also been signed by you before a notary public and is notarized, and (c) the qualifying fee in the form of a money order, a cashier's check, your campaign check, or your personal check made payable to "Georgia Republican Party, Inc." If the affidavit and oath are not fully completed, not signed, not notarized or not dated by you or the agent is unable to pay the fee by money order, cashier's check, your personal check, or a campaign check, the Party **cannot** qualify you, so be sure your agent has the required, completed documents and payment in the correct amount and form. **We urge you to pay by money order or certified check because if a check is returned, you will be disqualified.**

4. If you plan to qualify in person (not through an agent), it is not necessary to complete the Declaration of Candidacy and Affidavit or Republican Oath of Allegiance in advance. Instead, when you arrive at the Capitol to qualify, all required information will be collected from you and the affidavit will be completed electronically and printed for you to sign before a notary; the Party will provide the notary. At the bottom of this memo, you will find a list of all the information you will need in order to qualify. The oath will also be printed and ready for you to sign before the notary. You will be asked to present your Government Issued Photo ID for verification. You must also bring the qualifying fee in the form of a money order, a cashier's check, your campaign check, or your personal check made payable the "Georgia Republican Party, Inc." We cannot accept cash payments. **We urge you to pay by money order or certified check because if a check is returned, you will be disqualified.** If you come to the Capitol prepared with the required information and your payment, the process will be quick, easy, and efficient. If the affidavit and oath are not fully completed, not signed, not notarized, or not dated by you or you are unable to pay the fee by one of the forms of payment listed above, the Party cannot qualify you.

5. Please refer to the fee schedule for the amount of the qualifying fee for the particular state or federal office you are seeking.

**For those qualifying in person, please come prepared with the following information:**

- **A Government issued Photo ID**
  - Full Name (your last name must match the last name on your voter registration)
- How you want your name is to appear on the ballot – see the attached rule of the State Election Board regarding the appearance of the name on the ballot
- Residence Address (your street address – not a PO Box, although you may also list a PO Box if it is your mailing address)
- Precinct Name (as it appears on your voter card) **NOTE: Make sure your precinct has**

**not changed. Many counties have redrawn precincts and the correct precinct name must be specified on the qualifying form.**

- Profession, business or occupation, if any
- Number of years you have resided in Georgia
- Number of years you have lived in your county
- Number of years you have lived in your district

In addition, if you wish to designate an email address, web site and/or a P.O. Box address or separate address for public posting on the Secretary of State’s website list of candidates, please have that information ready at the time you qualify.

If you have any questions, please contact Travis Bowden at the State Party at [travis@gagop.org](mailto:travis@gagop.org).

You may also call the Elections Division of the Office of the Secretary of State at (404) 656-2871 or visit [www.sos.ga.gov/elections](http://www.sos.ga.gov/elections).

The Secretary of State’s office has published a helpful qualifying information and forms which you can find at <https://sos.ga.gov/candidate-qualifying-elected-office>

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**QUALIFYING FEES FOR  
STATE AND FEDERAL CANDIDATES  
FOR 2024 ELECTIONS IN GEORGIA**

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**Office Qualifying Fee** \_\_\_\_\_

**United States Representative \$ 5,220.00** \_\_\_\_\_

**State Senator \$ 400.00**

**State Representative \$ 400.00**

**Justice of the Supreme Court \$ 5,583.36**

**Court of Appeals Judges \$ 5,549.70**

**Superior Court Judges \$ 4,073.71**

**District Attorney \$ 3,884.19**

**Make Checks Payable to:**

**Georgia Republican Party, Inc.**

**P.O. Box 550008**

**Atlanta, GA 30355**