



## 2024 REQUEST FOR CERTIFICATION As a Maine Clean Election Act Candidate for the Legislature

**CERTIFICATION DEADLINE:  
April 22, 2024 by 5:00 P.M.**

**Seed Money  
Deadline Extension?**  
\_\_\_\_\_  
(Initial if extension requested)

Candidate's Name: \_\_\_\_\_

Office Sought:  House  Senate District #: \_\_\_\_\_

Party:  Democrat  Green-Independent  Republican  Unenrolled

**With this request, you must submit:**

- At least the minimum number of qualifying contributions (QCs)
  - 60 for House candidates | 175 for Senate candidates
- The original Receipt & Acknowledgment Forms
  - Checks, money orders, and Cash QC Affirmation Forms must be clipped to the corresponding Receipt & Acknowledgement Forms (**do not use staples**)
- Voter registration verification for all qualifying contributions
  - All QC contributors who contributed via check, cash, or money order must be entered into the Commission's online QC service. Once all contributors are added, the list of contributors must be submitted via the service to the Commission. At this point, the service will attempt to verify the voter registrations of all the contributors.
  - For any contributors whose voter registrations the service cannot verify, system-generated Receipt & Acknowledgement Forms must be printed and taken to the appropriate municipal clerks for verification. Those verified forms must be submitted to the Commission by the deadline.
- A list of QC contributors submitted via the Commission's online QC service
  - The only acceptable method for submitting the required list of QC contributors is through the Commission's online QC service. Lists in other formats will not be accepted. The list of QC contributors must be submitted through the service by 5:00 p.m. on April 22, 2024.
- A filed Seed Money Report
  - An extension of up to one-week for filing the Seed Money Report may be requested. See box in top right corner of this form. The Commission approves all reasonable extension requests.

**I hereby request to be certified as a Maine Clean Election Act candidate. I agree to comply with all requirements of the Act and the Commission's rules. I have:**

- Signed and filed a Declaration of Intent to participate in the Maine Clean Election Act;
- Qualified as a candidate by petition or other means (and confirmed by the Secretary of State's Office);
- Complied with seed money restrictions and otherwise met the requirements for participation in the Maine Clean Election Act;
- Read the Commission's guidelines on permissible campaign-related expenditures;
- Established a separate campaign account at a financial institution; and
- Confirmed any person who circulated my Receipt and Acknowledgement Forms and collected QCs did so with my knowledge and consent.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **2024 MCEA Certification: Submission Packet Check List**

In order to ensure a complete submission, please use the following checklist to carefully evaluate your materials before submitting them to the Commission. If you have questions during this process, please contact your assigned Candidate Registrar and they will be happy to talk you through the components.

### **Before submitting your materials, check if:**

- All contributors' names and addresses have been entered from the Receipt & Acknowledgment Forms into the "Manage/Enter..." function on the QC site ([www.maine.gov/cleanelections](http://www.maine.gov/cleanelections)) to create the **List of Contributors**; *and* you have submitted the list to the Commission using the button at the bottom of the page
- You have at least the minimum number of **Qualifying Contributions (QCs)** (60 for House, 175 for Senate); we recommend submitting more than the required number in case some are not valid
- The **Seed Money Report** has been filed by your treasurer, or you have requested an extension by checking the box on the **Request for Certification Form** and emailing your assigned Candidate Registrar

### **Materials required in your submission packet:**

#### **Receipt & Acknowledgment Forms**

- All forms are the originally signed documents (not photocopies)
- Each circulator section has been signed and dated by the circulator
- The original clerk-signed printed Receipt & Acknowledgement Form PDFs for contributors whose voter registration was *not* verified by the online QC service

#### **Checks and Cash QC Affirmation Forms**

- All Cash QC Affirmation Forms are signed by the contributor, dated, and are the original documents
- All checks have been signed by the contributor
- All checks and Cash QC Affirmation Forms are attached by **paper clip** to the corresponding Receipt & Acknowledgment Forms (absolutely do not staple)

#### **Bulk Money Order**

- If you collected cash QCs, you must submit a money order or bank check in the amount of cash collected as QCs, written to the MCEF
- A signed **Request for Certification Form** (included)