



CITY COUNCIL CANDIDATE INFORMATION FILING DEADLINES FOR 2024 CITY OF MILFORD ELECTION

Election Date - Saturday, April 27, 2024 from 10:00 a.m. to 6:00 p.m.

Mayor and City Council Filing Deadline - Tuesday, February 27, 2024 at 4:30 p.m.

Voter Registration Deadline - Thursday, March 28, 2024 at 4:30 p.m.

Residents who reside in Milford City limits and are duly registered through the State of Delaware are eligible to vote in the Annual City Election. Eligible nonresident property owners must Register to Vote at Milford City Hall, 201 South Walnut Street, Milford, Delaware Monday through Friday from 8:00 a.m. to 4:30 p.m. or by calling 302-422-1111 Ext 1300 or 1142 to schedule a specific date and time. Registrations can be completed over the telephone. The voting requirements are also published in the Delaware State News and can be found on cityofmilford.com.

FILING PETITIONS

A candidate running for the Office of Mayor or City Council must file a nominating petition signed by not less than ten (10) registered voters in the City of Milford.

Petitions, along with the Statement of Eligibility Requirements and Acknowledgment of Candidacy & Receipt of Documents, must be filed in the City Clerk's Office for confirmation in accordance with the filing deadline date indicated above.

Please contact the City Clerk's Office at 302-422-1111 Ext 1300 in advance to schedule an appointment to pick up your packet. Refer any questions regarding these issues to that office.

In accordance with 15 Del. C. §7555, you will be provided the necessary documents regarding requirements for filing campaign finance reports with the State Election Commissioner's Office.



NOTICE TO QUALIFIED VOTERS IN THE CITY OF MILFORD

*Residents of the City of Milford & Non-Resident Property Owners
Eligible to Vote in City Elections
Deadline to Register: March 28, 2024*

Any individual who is at least 18 years old and is registered to vote in the State of Delaware at a residence within the City of Milford limits, is eligible to vote in the **Saturday, April 27, 2024** City Election.

Non-Resident Property Owners who are eligible to vote must have registered through Milford City Hall. Eligible Non-Residents, who own property in more than one ward, must declare on or before **Tuesday, February 27, 2024 at 4:30 p.m.** the ward they wish to vote in on the day of the election.

Residents who need to register to vote must contact the Department of Elections – Sussex County Office at **302-856-5367**. Registration can also be completed online at **<https://ivote.de.gov>**.

The deadline for registering to vote in the 2024 City Election is **Thursday, March 28, 2024 at 4:30 p.m.**

ONLY STATE OF DELAWARE REGISTERED VOTERS residing within the City of Milford,
OR ELIGIBLE NON-RESIDENT PROPERTY OWNERS,
whose property is deeded in their individual name, and has registered thru Milford City Hall,
WILL BE PERMITTED TO VOTE IN THE UPCOMING ELECTION.

Those wishing to vote by absentee ballot can be placed on a list by contacting the City Clerk's Office.

Please contact City Hall at 302-422-1111, Extension 1300 or Extension 1142, should you have questions.



NOTICE OF SOLICITATION OF CANDIDATES
2024 City of Milford Municipal Election
Filing Deadline of Candidates for City of Milford Municipal Election

The City of Milford Annual Election will be held **Saturday, April 27, 2024** from 10:00 a.m. to 6:00 p.m. The term of office for the following seats will expire in May 2024:

Office of Mayor - Two Year Term Beginning May 6, 2024
Councilperson - Two Year Term Beginning May 6, 2024 - First Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Second Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Third Ward
Councilperson - Two Year Term Beginning May 6, 2024 - Fourth Ward

In accordance with the City of Milford Charter, not less than sixty (60) days prior to the Annual Election, all candidates for office shall file a nominating petition, stating their name and the office for which he/she is nominated. Mayor petitions shall be signed by not less than ten (10) registered voters in the City of Milford; Council petitions shall be signed by not less than ten (10) registered voters residing in the ward in which the candidate resides.

Candidate Packets and Nominating Petitions can be obtained Monday through Friday from 8:00 a.m. to 4:30 p.m. at the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware. Please telephone or email in advance to schedule an appointment. Arrangements can also be made for times outside normal office hours.

Qualifications for a person filing for office are as follows:

- (1) Citizen of the United States of America;
- (2) Bonafide resident of the City of Milford;
- (3) Office of Mayor-continuously resided in the City of Milford for two years preceding the day of the election;
Office of Council-continuously resided in the Ward for which he/she is seeking election for one year preceding the day of the election;
- (4) A qualified voter in the City of Milford;
- (5) At least eighteen (18) years of age as of the date of the election;
- (6) Nominated therefore;
- (7) Criminal background check provided from the State Bureau of Identification and Federal Bureau of Investigation showing entire criminal history record;
- (8) No felony convictions or crimes involving moral turpitude.

The deadline to file for the Office of Mayor and/or City Council is **Tuesday, February 27, 2024** at 4:30 p.m.

Any individual who is registered to vote in the State of Delaware at a residence within the City of Milford limits is eligible to vote. A separate registration is still required at Milford City Hall for qualified Non-Resident Property Owners. Those registered non-residents who own property in more than one ward, and are registered in multiple wards, must declare the ward they wish to vote in by **Tuesday, February 27, 2024**. To vote in this municipal election, the deadline for new qualified voters to register through the State of Delaware is **Thursday, March 28, 2024** at 4:30 p.m. To confirm your registration and correct address, please contact the Department of Elections at 302-856-5367 or click the link <https://ivote.de.gov/VoterView/registrant/newregistrant>.

Anyone with questions about the eligibility of a non-resident property owner, or who wishes to be put on a list to obtain an affidavit for an absentee ballot, must call the City Clerk's Office at **302-422-1111 Ext 1300 or 1142**.



ELIGIBILITY REQUIREMENTS Candidate for Member of City Council

In order to be eligible to be elected as a Member of Council for the City of Milford, the person must:

- (1) Be a Citizen of the United States of America;
- (2) Be a Resident of the City of Milford;
- (3) Continuously resided in the Ward for which Candidate is seeking election for a period of one year preceding the day of the election;
- (4) Be at least eighteen (18) years of age as of the date of the election;
- (5) Be nominated therefor;
- (6) Provide prior to the candidate filing deadline, a criminal background check from the State Bureau of Identification and the Federal Bureau of Investigation showing entire criminal history record;
- (7) Have no felony conviction or any crime involving moral turpitude.

The deadline to file for the Office of City Council is Tuesday, February 27, 2024 at 4:30 p.m.

I hereby represent that I have read and understand the above qualifications, and that I meet all the above qualifications.

DATE

SIGNATURE

SWORN TO AND SUBSCRIBED before me this _____ day of

_____, _____, A.D. , as witnessed by my hand and seal of office.

NOTARY PUBLIC

DATE COMMISSION EXPIRES



THE CITY of

Milford
DELAWARE

DATE: _____

I acknowledge that I am a qualified candidate for the Office of Council in the 2024 City of Milford Election and am petitioning for candidacy of that office.

I further acknowledge that I have received a packet containing a petition and other pertinent paperwork required by the Code of the State of Delaware and the Code of the City of Milford and that all applicable documents will be filed accordingly.

NAME: _____

ADDRESS _____

PHONE# _____

CELL # _____

WARD#: _____

E-MAIL _____

SIGNATURE: _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____,

_____, as witnessed by my hand and seal of office.

NOTARY PUBLIC

DATE COMMISSION EXPIRES

THE CITY OF MILFORD, DELAWARE

Nominating Petition

(Filing Deadline is February 27, 2024)

We the undersigned electors of the City of Milford, hereby nominate _____ who resides in the _____ Ward of the said City of Milford, for the Office of Council, to be voted for at the Annual Election to be held in Milford, Delaware, on the **27th day of April in the Year 2024**; and we individually certify that we are registered voters in the _____ Ward of the City of Milford and are qualified to vote for a candidate for the office so named and that our places of residence are as truly stated after our signatures.

PRINT NAME	SIGNATURE	NUMBER and STREET
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		
6) _____		
7) _____		
8) _____		
9) _____		
10) _____		
11) _____		
12) _____		
13) _____		
14) _____		
15) _____		
16) _____		
17) _____		
18) _____		
19) _____		
20) _____		
21) _____		
22) _____		
23) _____		
24) _____		
25) _____		

STATE OF DELAWARE
COUNTY OF _____ ss: _____

SIGNATURE _____

BE IT REMEMBERED that on this _____ day of _____, 2024, personally appeared before me, a Notary Public for the State and County aforesaid, _____, being duly sworn (or affirmed) and says that he/she is the circulator of the foregoing Petition containing _____ signatures; that each signature appended thereto was made in his/her presence; that each signature is the genuine signature of the person whose name it purports to be; that all of said signers are registered to vote at the regular City of Milford Municipal Election in the Ward so referred to.

SWORN TO AND SUBSCRIBED (or affirmed) before me the day and year aforesaid.

Notary Public Signature: _____

Commission Expires: _____

Welcome to Municipal Elections!

In compliance with the Delaware Campaign Finance law, all municipal candidates must either file a Certification of Intention or form a Candidate Committee no later than seven (7) days after declaring candidacy. Please refer to the Delaware Code, Title 15, §7555(d)(e)(f) and §8004 for details.

File a Certification of Intention

- Office pays less than \$1,000 per year **or** you intend or expect to receive or spend no more than \$5,000 in your campaign.

→ **How to file a Certification of Intention:**

- ☐ Go to <https://cfrs.elections.delaware.gov>
- ☐ Select 'Certification of Intention'
- ☐ Complete the application online
- ☐ Print, sign, and mail the document to:

Office of the State Election Commissioner
Attention: Campaign Finance
905 S. Governors Ave., Suite 170, Dover, DE 19904

NOTE: If you subsequently receive or spend over \$5,000, you must then form a Candidate Committee within seven (7) days of exceeding \$5,000, and you will be required to file Campaign Finance reports. 15 Del. C. §8004

Form a Candidate Committee

- Office pays \$1,000 or more; **and**
- You intend to receive or spend more than \$5,000 during your campaign.

→ **How to form a Candidate Committee:**

- ☐ Go to <https://cfrs.elections.delaware.gov>
- ☐ Select 'Register a Candidate Committee'
- ☐ Complete the registration on line. This will create a Statement of Organization.
- ☐ Print the Statement of Organization, sign the document in the presence of a notary, and mail to:

Office of the State Election Commissioner
Attention: Campaign Finance
905 S. Governors Ave., Suite 170, Dover, DE 19904

Failure to comply with 15 Del. C. §7555(d)(e)(f) will require the State Election Commissioner to notify your municipality's Board of Elections and may result in the removal of your name from the ballot.

Contact the Campaign Finance Team at (302) 739-4277 if you have questions or need assistance.



Office of the State Election Commissioner >> Campaign Finance Reporting System

Welcome to Delaware Campaign Finance Reporting System

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**Reconnect
to your
Committee**



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Campaign Finance Section
Municipal Candidate Information

State of Delaware
Department of Elections

Overview of Municipal Candidate Campaign Finance Filing Requirements

Compensation & Campaign Fundraising and Expenditures	Certification of Intention Required	Statement of Organization for Candidate Committee Required
Compensation for municipal office is less than \$1,000 annually <u>and</u> the candidate does not intend to spend or receive more than \$5,000 in campaign funds from the date of the first contribution or expenditure through the end of the calendar year of his/her election	X	
Compensation for municipal office is less than \$1,000 annually <u>and</u> the candidate does intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign		X
Compensation for municipal office is more than \$1000 annually <u>and</u> the candidate does not intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign	X	
Compensation for municipal office is more than \$1,000 annually <u>and</u> the candidate does intend to receive more than \$5,000 for campaign expenses or expend more than \$5,000 on campaign expenses during the campaign		X

How to File a Certification of Intention:

Visit: <https://cfrs.elections.delaware.gov>

- Select: *Certification of Intention*
- Complete the application
- Print, sign and mail the completed *Certification of Intention* to:

Delaware Department of Elections
Office of the State Election Commissioner
ATTN: Campaign Finance
905 S. Governors Avenue, Suite 170
Dover, DE 19904

How to file a Statement of Organization:

- Visit: <https://cfrs.elections.delaware.gov>
- Select: *Register a Candidate Committee*
- Complete the registration
- Print the completed *Statement of Organization*, sign and have notarized, and mail to:

Delaware Department of Elections
Office of the State Election Commissioner
ATTN: Campaign Finance
905 S. Governors Avenue, Suite 170
Dover, DE 19904



State of Delaware
The First State

Delaware Campaign Finance Reporting System

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Certification of Intention

Certification of Intention is a form filed by a candidate in lieu of Campaign Finance Reports promising to not exceed a specific amount of contributions or expenses for a specific election. This is only available to Municipal Candidates (Wilmington excluded), and School Board candidates.

If the specified amount is exceeded the candidate must form a Campaign Finance Committee, file a Statement of Organization, and file any required reports.

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Register a Candidate Committee

Del Code Title 15 Section 8003. Duties of a candidate.

(a) A candidate shall establish a candidate committee. There shall only be 1 candidate committee for any candidate, although such candidate committee may have subcommittees. The candidate committee may continue in existence for more than 1 election period, and with respect to more than 1 elective office. Each candidate committee or subcommittee shall notify the Commissioner as required under Section 8005 of this title, and shall comply with all the other requirements of this chapter. A candidate shall be responsible for the lawful operation of the candidate's own candidate committee and all subcommittees thereof.

(b) Except for independent expenditures that meet the requirements of this chapter, all contributions to or on behalf of a candidate shall be placed into the candidate committee, and all expenditures to or on behalf of a candidate shall be made from the candidate committee.

(c) A candidate shall cause the candidate's own candidate committee to keep complete records of all contributions received and all expenditures made by or on behalf of the candidate's candidacy, and shall retain such records for 3 full years following the election in which that candidate was a candidate; provided, however, that the candidate need not keep records of the names and mailing addresses of persons making contributions of \$100 or less in an election period.

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FAQs



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Question and Answers:

ReConnecting Your Committee

After one officer (e.g. Candidate) has activated the committee, does the other officer (e.g. Treasurer) need to as well?

Yes. The other officer must go through the same initial process via ReConnect to Your Committee in order to receive a temporary password. The email account used during the process will become the username.

General Questions

What period does a Campaign Finance report cover?

Year end reports cover year long financial activities; 30 Day reports cover financial activities up to 30 days prior to the election and 8 Day reports cover financial activities occurring up to 8 days prior to the election.

Do I have to put the words "Paid for by..." on our campaign signs?

§ 8021. Identification of purchaser - All campaign advertisements having a fair market value of \$500 or more, except printed items with a surface of less than 9 square inches, shall include prominently the statement: "Paid for by [name of political committee or other person paying for such advertisement]." For purposes of this section, "campaign advertisements" shall include any communication by a candidate committee or political party that would otherwise qualify as an independent expenditure or an electioneering communication but for the fact it was made by a candidate committee or political party. (also refer to CF Regulations 7.1-7.7.3 for additional requirements)

Do I have to register with the state of Delaware to give cash contributions to Delaware candidates?

No. The candidate Committee will file the necessary Campaign Finance report.

Do I have to report if I pay for advertising for a candidate or a campaign?

Yes – that would be considered a third-party advertisement and you would need to report that if it exceeds \$500 during an election period.

What do I do with leftover funds when I want to close my committee?

§ 8022. Leftover funds - Any funds remaining in any political committee which has completed its activities and paid all its creditors shall be paid to a successor committee or committees without being subject to the contribution limits set forth in this chapter or shall be donated to any religious, charitable, educational or scientific organization exempt from Delaware income tax under § 1902(b)(2) of Title 30 or to any volunteer fire company, and to no other person, except that an amount not in excess of the amount listed in § 8011 of this title may be given to the political party eligible to be listed on any general election ballot under § 3001 of this title. For purposes of this section, the term "successor committee" shall include any political committee, or committees, as that term is defined by § 8002(19) of this title; provided, however, that where the successor committee is one other than a candidate committee

formed to promote the election of the same candidate to a different office than that for which the candidate's original candidate committee was formed, the contribution limits set forth in this chapter shall apply.

When are financial reports due?

§ 8030. Reports of political committees. In an election year, reports are filed 30 and 8 days before the primary election and 30 and 8 days before the general election and a yearend report at year's end. Candidate committees only file reports for the ballots they are on and a year end report. Ex., a candidate who is on the general election ballot but did not have a primary will only file the 30 and 8 day General and year end reports. A candidate, who has a primary but loses, will only file primary 30 and 8 day reports and a yearend report at the end of the year. PAC's, political committees and parties have to file all five (5) reports in an election year. In a NON election year (odd numbered years), all committees are only required to file a yearend report, unless a Candidate Committee participates in a Special Election. All reports need to be filed before midnight on the due date. All reports must be filed electronically before midnight on the due date.

Can a federally registered PAC make a contribution to a state or local candidate?

Yes

What are the contribution limits for a federally registered PAC?

\$600/\$1200 (Statewide/NonStatewide Office)

Must a federally registered PAC register with the state if it makes a contribution to a state or local candidate?

No with the exception of third party advertisers. See Title 15, Section 8031 and Campaign Finance Regulations 9.0.

Are there any reporting requirements for a federally registered PAC that makes contributions to a candidate for state or local office?

File Campaign Finance Reports with the Federal Election Commission (FEC) on the FEC schedule.

What are the reporting requirements for PACs that are registered with the state?

Five reports are due on an election year (30 day and 8 day Primary; 30 day and 8 day General and End of Year). Only a Year End report is due on a non-election year (odd numbered years).

When do PACs have to file pre-election reports?

8 day and 30 day before a State election.

With whom are State Campaign Finance reports filed?

The Office of the State Elections Commissioner

Are PACs required to file electronically and are paper copies required?

All State Committees are required to file electronically. See Title 15, Section 8005. The signed Statement of Organization must be mailed or delivered to the Office of the State Election Commissioner under penalty of perjury within 24 hours of receiving any contribution or making any expenditure over \$500.

Can a PAC file its FEC report in place of state forms?

If a PAC is registered with the FEC filing the required FEC report with the FEC will suffice.

May a State PAC file the report using the FEC filing dates?

If the PAC is registered with the State it will have to follow the State of Delaware Campaign Finance guidelines and reporting periods.

Are there any requirements that a PAC maintain a bank account in the state or appoint a resident of the state as treasurer of the PAC?

State regulations do not govern how the PAC keeps its money; the Treasurer does not have to be a State resident. Complete records of all contributions and expenditures must be kept for a 3 year period after the election (Del Code Title 15 § 8003 (c)).

What are the limits on contributions by a state PAC?

A PAC may contribute \$600/\$1200 (statewide/non-statewide) to a candidate committee and \$20,000 to a political party. No political party shall make any contribution to any political action committee. Title 15 Section 8012

Are there restrictions on when contributions can be made?

The PAC cannot exceed the contribution limit within the Election cycle.

If a PAC is registered in a state but doesn't make any contributions in a period, does it still have to file a report? Even pre-election reports?

Yes, a PAC with no contributions must file all required reports.

If a pre-election report is due in relation to a specific election, does it matter whether the contribution is made in that period or if it was made in a previous period?

All contributions must be reported for the specified period of the report. Amended reports are used to correct previous reports.

What amounts get itemized for contributions and expenditures?

All receipts over \$100 must be itemized and all sales items over \$50 must be itemized. All contributions from a political committee shall be itemized no matter what amount. If the person who made the contribution is an organization, and the total amount of contributions by such organization during the election period exceeds \$1,200, then the report shall also include the name and address of one responsible party for the organization.

Is that amount an aggregate figure and is it per reporting period or per year?

The amount must be the aggregate amount over an election period. This means for a four year office the amount is for the total during the four years (unless the candidate wins a primary).

Does itemization of "under \$100 contributions/expenditures" begin at the point the threshold is reached (with a year-to-date aggregate listed), or is everything leading up to the threshold itemized as well?

Once threshold is reached all transactions up to threshold must be listed.

Is only the state-specific information included, as in, only expenditures on state candidates and contributions from state residents?

All transactions of a Registered Delaware State PAC must be reported.

Are corporate contributions permitted?

Yes

When does a corporation making a contribution have to provide the names of its owners?

A corporation must disclose the names of any persons who own more than 50% of the corporation 8012(e) when filing their report.

Can a corporation pay the administrative expenses of a PAC?

Yes

Can a corporation use payroll deductions to raise money for its PAC?

Yes

Does a corporation have to register in state before making contributions?

No

Our campaign committee wants to hold a raffle to raise money; can we do that?

No. The Delaware Gaming Control Board has determined as a matter of law (Article II, ' 17A and 17B of the state Constitution) no candidate committee, political action committee, political committee or political party may conduct any type of gaming activity, e.g., bingo, casino night, raffle, lottery, etc.

I am a candidate for a Federal office; do I file Campaign Finance reports with the Commissioner of Elections?

No, contact the Federal Election Commission (FEC.gov) for filing Federal Campaign Finance reports.

What are the rules on Robo Calls?

"§ 4516. Use of Pre-recorded or Automated Voice Message. (a) Every individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, company, or otherwise that makes an automated telephone call, which includes without limitation a pre-recorded or automated voice message and is commonly referred to as a "robo call", in support of and/or against a candidate for public office and/or a political party shall fully disclose, at the start of such call and before any message is delivered: (i) the full, legal name of the individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise on whose behalf such individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise is placing the automated call; (ii) the individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise that has paid for the automated telephone call; and (iii) when (i) and/or (ii) is other than an individual, disclosure of the name of the president (or other chief officer and treasure) of the entity listed in (i) and/or (ii) shall also be made. (b) An automated call, as described in subsection (a), shall be received no earlier than 8 A.M. nor later then 9 P.M., as such time is determined in the State of Delaware. (c) Automated calls to and one telephone number shall be limited to no more than three (3) a day by or for any one candidate for public office. (d) Failure to make the disclosures mandated by subsection (a) or to comply with the restrictions set forth in subsection (b) or (c) shall result in a civil fine of \$25 per incident, as determined by each household in the State of Delaware that was called and the caller failed to make the necessary disclosures.

CFRS Navigation**How do I preview the Ending Balance for my committee?**

On the menu, click on Edit/File Pending Transactions tab. Select the appropriate Filing Period Name and click Search. At the bottom of the screen (below the list of transactions), click on Preview Filing. The Ending Balance is displayed on the Cash Balances screen. To preview all transactions in PDF format, enter the Reported Ending Balance and click Generate Preview Filing. Finally, click on View / Print.

I am amending a previously filed report, how do I view the Ending Balance for this filing period?

Select Amend Transactions tab on the menu. Choose the appropriate Filing Period Name on the drop down and click Search. Click on Preview Campaign Statement button at the bottom of the screen. The Ending Balance is displayed on the Cash Balances screen. To preview all transactions in PDF format, enter the Reported Ending Balance and click Generate Preview Filing. Finally, click on View / Print.



Office of the State Election Commissioner

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Draft

BACKGROUND CHECK INFORMATION

for City Council Candidates

Delaware State Police
State Bureau of Identification
600 Bay Road, Suite 1
Dover, DE 19901

Location is across the highway from the former Blue Hen Mall and Corporate Center. Turn onto Transportation Boulevard, proceed to the Delaware Department of Safety & Homeland Security Facility

Hours of operation are:

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
- No appointments are necessary as we are a walk-in facility.
- Call 302-739-5871 for information and directions.

You must provide photo Identification, such as a valid driver's license or State ID. You do not need a social security card or a birth certificate.

A Criminal History Background Check is obtained through fingerprints. You will be fingerprinted on two different cards (state and federal).

At this location, you will be required to pay the fee for:

State and Federal Criminal Background Check: \$69.00

(Payment options are cash, credit or debit cards, certified checks, money orders, or company checks made out to Delaware State Police. They do not accept American Express and NO PERSONAL CHECKS).

You will be provided a federal fingerprint card which you must return to the City Clerk's Office along with your \$18.00 payment (see below).

The City Clerk's Office will compile your packet, consisting of the Federal Fingerprint Card, your \$18.00 Payment and/or Credit Card Payment form (if applicable) and Applicant Information form. Both forms must be completed and signed by candidate.

We will then mail the completed packet on your behalf.

FBI Background Check \$18.00

An \$18.00 fee must be mailed with the FBI fingerprint card. Payment options include money order, cashier check or credit card. If paying with a credit card, the credit card payment form must be completed and signed. If sending a cashier check or money order, it must be made payable to: Treasury of the United States

An Applicant Information Form must also be completed and signed. This form allows the FBI to provide the City of Milford with your background results. The results will be sent directly to the City Clerk's Office, City of Milford, 201 South Walnut Street, Milford, DE 19963.

Please call 302-739-5871 (State Bureau of Identification) for additional information.

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * *Denotes Required Fields*

*Last Name	*First Name
Middle Name 1	Middle Name 2

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident: ☐ Yes ☐ No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
*Last Four Digits of Social Security Number:		

*Race (please check appropriate box): ☐ Asian ☐ Black ☐ Caucasian ☐ Native American ☐ Unknown	
*Sex (please check appropriate box): ☐ Male ☐ Female ☐ Other	

Address

C/O	ATTN
*Address	
*City	*State
*Postal (Zip) Code	*Country
Phone Number	E-Mail

Payment Enclosed: (please check appropriate box)

☐ CERTIFIED CHECK ☐ MONEY ORDER ☐ CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

* REQUESTOR SIGNATURE _____ DATE _____

Mail the signed requestor information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

**FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

CREDIT CARD PAYMENT FORM

General Information: Complete the fields below and sign the authorization. (*Denotes Required Fields)
The Federal Bureau of Investigation (FBI) cannot process credit card payments without an authorized signature. Failure to provide the requested information may result in the FBI and your financial institution not accepting the payment. (Refer to reverse side of form for applicable **Privacy Act** and **Paperwork Reduction Act** statements as related to this form.)

Applicant Name

* Name

(AS IT APPEARS ON CREDIT CARD)

Company Name (if applicable)

* Billing Address

Billing Address 2

* City

* State/Province

* Postal (zip) Code

* Country

*Credit Card #:

*Expiration Date (MM/YYYY)

* Security Code:

*Total Amount To Be Billed To Credit Card \$

(____ x \$18 US Dollars Per Request)

*Card Holder Signature

**NO CHARGE BACKS OR REFUNDS
ALL SALES FINAL**

Privacy Act Statement:

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information as disclosed on the respective Applicant Information form, 1-783, is generally authorized under 28 U.S.C. 534. In accordance with this order, the FBI will release to the subjects of identification records copies of such records upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested and a processing fee. Providing the associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Title 28 CFR Part 16, Subpart C the *Production of FBI Identification Records in Response to Written Requests by Subjects Thereof* contains the regulations of the FBI concerning procedures to be followed when the subject of an Identification Record requests production of that record to review it or to obtain a change, correction, or updating of that record. By order dated September 24, 1973, the Attorney General of the United States directed that the FBI, publish rules for the dissemination of arrest and conviction records to the subjects of such records upon request. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Paperwork Reduction Act Statement:

This notice is given under the Paperwork Reduction Act of 1995. The Paperwork Reduction Act requires that the Federal Bureau of Investigation inform individuals and other entities of the following when asking for information. The information on this form will be utilized to make an electronic credit card payment in Pay.gov, which is owned and operated by the Department of Treasury, for the biometric and Identity History Services utilized to complete the request made on the respective Applicant Information form, 1-783. This fee is established pursuant to the provisions of 31 U.S.C. 9701 and is based upon the clerical time beyond the first quarter hour to be spent in searching for, identifying, and reproducing each Identification Record requested.

The estimate average burden associated with this collection is 2 minutes per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.



CANDIDATE PACKET CHECKLIST

	Date Received/Initials
1) City of Milford Candidate Information/Filing Deadlines	_____
2) Eligibility Requirements	_____
3) Qualified Candidate-Candidate Confirmation	_____
4) City of Milford Nominating Petition	_____
5) State of Delaware Municipal Guidelines	_____
6) Municipal Finance Requirements	_____
7) State of Delaware Reporting System (On Line)	_____
8) Certificate of Intention (On Line)	_____
9) How to Register a Candidate Committee	_____
10) Frequently Asked Questions	_____
11) Background Check Information	_____
12) Applicant Information Form (FBI Background)	_____
13) FBI Credit Card Form	_____
14) Acknowledgment of Candidacy & Receipt of Documents	_____