

MONO COUNTY ELECTIONS CANDIDATE'S GUIDE



Looking for additional information not found in the guide? Please contact the Mono County Registrar's office at (760) 932-5537 or by email at elections@mono.ca.gov. Our office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. We are located at 74 School Street, Annex I, Bridgeport, CA, 93517.

DISCLAIMER: We strongly recommend that any prospective candidates obtain legal advice to assist in complying with the applicable California Laws. We compiled this guide in order to help you, the candidate, meet the deadlines and understand the requirements of candidacy. It is distributed with the understanding that the County Registrar is not rendering legal advice and therefore the Candidate's Guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict between this guide and a law, regulation, or rule, the law, regulation, or rule will apply.

All code sections quoted refer to the California Elections Code, unless otherwise stated.



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TABLE OF CONTENTS

OFFICES UP FOR ELECTION – NOVEMBER 7, 2023, SPECIAL ELECTION	1
QUALIFICATIONS FOR OFFICE	1
CHECKLIST OF LOCAL CANDIDATE FILING FORMS	2
LOCAL CANDIDATE FILING DATES	2
BECOMING A CANDIDATE FOR OFFICE	3-7
• Declaration of Candidacy	3
• Ballot Designations and Guide	4-5
• Candidate’s Statement of Qualifications	6-7
• Code of Fair Campaign Practices	7
REGULATIONS CONCERNING POLITICAL CAMPAIGNS	8-11
• Political Advertisement Requirement	8
• Simulated Ballot Requirement	8
• Mass Mailing at Public Expense	9
• Requirements for Mass Mailing	9
• Print Advertisements	9
• Videos	9
• Telephone Calls	10
• Distribution of Precinct Polling Place Information	10
• Electioneering Near Polling Place	10
• Political Signs	11
CAMPAIGN DISCLOSURE REQUIREMENTS	12-13
• Fair Political Practices Commission Filing Calendar	13
REQUESTING VOTER INFORMATION	14

OFFICES UP FOR ELECTION IN THE NOVEMBER 7, 2023, SPECIAL ELECTION

NONPARTISAN OFFICES

Special Districts

OFFICE TITLE	SEATS	LENGTH OF TERM	NEW TERM BEGINS
Tr-Valley Groundwater Management District	1	4 years	December 1, 2023 ¹ (12:00 noon)

¹ Elective officers, elected or appointed pursuant to this part, take office at noon on the first Friday in December next following the general district election. (E.C. §10554).

QUALIFICATIONS FOR OFFICE

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office [EC §201].

Many local offices have education and/or certification requirements for holding the office. This publication contains ONLY the requirements for getting a candidate's name on the ballot. We urge all candidates to research the statutes pertaining to the other qualifications for the office in which he or she is interested [EC §13.5].

All candidates for office must complete and file a Form 700-Statement of Economic Interest by the close of the filing period (**see page 2**) [Government Code §87201].

CHECKLIST OF LOCAL CANDIDATE FILING FORMS

Listed below is an informal checklist indicating the various forms required to be filed for candidacy in the November 7, 2023, Special Election. It is the obligation of the candidate to ensure that all filing requirements and deadlines are met. All candidates are urged to file the necessary papers as early as possible in order to avoid a last-minute rush, confusion, or any misunderstandings.

Office	Declaration of Candidacy <i>(Required)</i>	Ballot Designation Worksheet <i>(Required)</i>	Candidate Statement of Qualifications <i>(Optional)</i>	Code of Fair Campaign Practices <i>(Optional)</i>	FPPC Information Acknowledgement	FPPC Form 700 <i>(Required)</i>
Director, Tr-Valley Groundwater Management District						

LOCAL CANDIDATES' FILING DATES

Filing Period or Deadline	Document	Applicable to
July 17 – August 11, 2023	Declaration of Candidacy	All candidates
When Declaration of Candidacy is filed	Ballot Designation Worksheet	All candidates
When Declaration of Candidacy is filed	Candidate's Statement of Qualifications	Optional
When Declaration of Candidacy is filed	Code of Fair Campaign Practices	Optional
When Declaration of Candidacy is filed	FPPC Information Acknowledgement	All Candidates
When Declaration of Candidacy is filed	FPPC Form 700 - Statement of Economic Interests*	All Candidates
Before soliciting or receiving any funds, including personal funds	FPPC Form 501 – Candidate Intention	All candidates
See FPPC website for information	FPPC Form 470	All candidates who will raise or spend less than \$2,000
See FPPC website for information	FPPC Forms 410, 460	All candidates who will raise or spend more than \$2,000

* If a candidate already has filed the FPPC Form 700 in the last 60 days prior to filing for candidacy, an additional Form 700 is not required.

BECOMING A CANDIDATE FOR OFFICE

DECLARATION OF CANDIDACY [EC §8002.5, 8020, 8023, 8028, 8101, 8105, 8121]

The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his / her / their name and ballot designation is to appear on the ballot. Additionally, the candidate declares that the statutory and/or constitutional qualifications for the office sought are met, and that if nominated, the candidate will accept the nomination and not withdraw.

No candidate's name shall be printed upon the primary ballot unless the candidate files a Declaration of Candidacy in the office of the County Clerk, Elections Department between the dates of **July 17, 2023 and August 11, 2023**, by 5:00 p.m. At the time of filing, the candidate must state the office for which the candidate is running. Only forms issued by the County Clerk, elections department may be used.

➤ ***Obtaining the Declaration of Candidacy:***

A Declaration of Candidacy form can be filed with the Elections Department beginning on **July 17, 2023 through August 11, 2023**, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays). The form will be issued directly to the candidate or to someone bearing written authorization from the candidate.

➤ ***Deadlines***

5:00 p.m., August 11, 2023 – All candidates

BALLOT DESIGNATIONS [EC §13107 & CCR §20710 et seq.]

The candidate may request a ballot designation to appear under the candidate’s name on the ballot, but is not required to, and may leave the space for such designation blank. In order to notify the Elections Official of the candidate’s intention to forego a designation, the word “none” must be written on the application in the appropriate space. “None” will not appear on the ballot. A Ballot Designation worksheet will be provided by the Elections Official at the time the Declaration of Candidacy is requested. Additional information about Ballot Designations can be obtained on the Secretary of State’s web page by visiting:

<http://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations/>

Candidates who wish to have a ballot designation appear under the candidate’s name may choose only ONE of the following:

BALLOT DESIGNATION GUIDE

Office Title	
<p>Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the Nomination Papers to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a Superior Court Judge.</p>	<p><i>Examples:</i> Representative in Congress, 19th District Member of the Board of Supervisors</p>
Superior Court Judge [EC 13107]	
<p>A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use of the following examples as his or her ballot designation: (see examples) The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.</p>	<p><i>Examples:</i> Attorney Attorney at Law Lawyer Counselor at Law</p>
Incumbent	
<p>The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.</p>	<p><i>Example:</i> Incumbent</p>
Appointed Incumbent	
<p>The phrase “appointed incumbent” if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed”.</p>	<p><i>Examples:</i> Appointed Incumbent Appointed Governing Board Member Appointed City Council Member</p>

Principal Occupation, Vocation, or Profession in 3 Words or Less	
<p>The candidate may use a generic form of their principal profession, vocation, or occupation in <u>no more than three words</u>. Note: California geographical names will be considered one word.</p> <p>See the following for Restrictions on Occupational Designations.</p>	<p><i>Examples of acceptable designations:</i> Farmer, school teacher, small business owner, legislator</p> <p><i>Examples of acceptable designations denoting a vocation:</i> <i>Housewife, homemaker, parent, mother, father</i></p> <p><i>Examples of unacceptable designations:</i> Sunkist Farmer, Owner of McDonald's</p>
<p>NO MISLEADING DESIGNATIONS: The designation must not mislead the voter. No acronyms.</p>	<p><i>Example:</i> You cannot use "teacher" if you volunteer as a teacher at Sunday School and are not a credentialed teacher</p>
<p>NO STATUSES: The designation must be the candidate's principal occupation or vocation and cannot be a status.</p>	<p><i>Example of unacceptable designations:</i> Activist, taxpayer, patriot, concerned citizen, husband, wife, or veteran</p>
<p>NO ABBREVIATION OF THE WORD "RETIRED" No abbreviation of the word "retired" may be used and "retired" may not be placed following any word or words it modifies.</p>	<p><i>Examples of acceptable designations:</i> Retired Police Officer</p> <p><i>Examples of unacceptable designations:</i> Ret. Police Officer Police Officer, Retired</p>
<p>NO PREFIXES: No prefix that indicates prior status may be used, except for the word "retired" (see above).</p>	<p><i>Examples of unacceptable designations:</i> Former Surgeon Ex-School Principal</p>
<p>NO POLITICAL PARTY: The name of a political party may not be used, whether or not it has been qualified for the ballot. Note: Central Committee candidates are the exception to this rule.</p>	<p><i>Examples of unacceptable designations:</i> Republican Legislator Democratic Congressman</p>
<p>NO UNLAWFUL ACTIVITIES: No references related to any activity, which is prohibited by law, may be used.</p>	<p><i>Examples of unacceptable designations:</i> Drug Dealer</p>
<p>NO RACIAL, RELIGIOUS, OR ETHNIC GROUP: No words may be used that refer to a racial, religious, or ethnic group.</p>	<p><i>Examples of acceptable designation:</i> <i>Priest</i></p> <p><i>Examples of unacceptable designation:</i> <i>Catholic Priest</i></p>

CANDIDATES' STATEMENT OF QUALIFICATIONS [EC §13307 – 13308]

The Candidate's Statement shall be filed in the office of the County Clerk when the candidate's Declaration of Candidacy is returned for filing no later than **5:00 p.m., August 11, 2023**.

The County Clerk shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

Nothing in this section shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

➤ ***Time for Filing:***

The Candidate's Statement of Qualifications **must be filed on a form provided by the County Clerk, Elections Department at the time of filing the Declaration of Candidacy.**

The Candidate's Statement of Qualifications is optional and may be withdrawn, but not changed, during the period for filing the Declaration of Candidacy and until 5:00 p.m. of the next working day after the close of the filing period [EC 13307].

➤ ***Cost of Statement:***

All costs in the handling of the Candidate's Statement of Qualifications must be paid by each candidate at the time of filing.

➤ ***Schedule of Costs – Estimate:***

Printing of Candidate's Statement of Qualifications in sample ballot: English \$250.00; Spanish \$250.00. The Candidate must inform the Elections Department whether or not they wish to have a Spanish translation at the time of filing. This amount is due no later than the candidate filing deadline.

These costs are only estimated costs. Actual charges may be more or less depending on actual printing charges, translation costs, number of pamphlets required and number of candidates using the service and appearing on the same ballot pamphlet. The County Clerk will bill you any difference after the election.

➤ ***Guidelines Regarding Statements:***

Each candidate for elective office in any local agency, city, county, or district may prepare a candidate's statement. Such statement may include the name, age, occupation of the candidate, and brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. Such statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

If you choose to submit a Statement of Qualifications, you must adhere to the following instructions:

- This statement may contain your name, age, occupation, and a brief description of no more than **200 words** of your education and qualifications.
- Statements shall be in upper and lower case. Capitalization is only allowed at the beginning of a sentence or for proper nouns. No **bold type**, underlines, or *italics* may be used. The statement must be in block paragraph - no bullets, stars or asterisks are allowed. Tables or lists of items or phrases should not be vertical or indented, but must be strung together in paragraph format.

- Statements must be **TYPED** on the form provided, or printed separately and adhered to the form for filing.
- An **ELECTRONIC COPY** of your statement is also required.
- Your statement will be printed EXACTLY as submitted, and in the format prescribed by Elections Code 13307; therefore, all statements should be carefully checked for content, spelling, punctuation and grammar before submission.
- Statements that are not in compliance with the format as described in the Candidates' Guide will be reformatted and set in uniform type by the elections official.

CODE OF FAIR CAMPAIGN PRACTICES [EC §20400, 20440]

Any candidate for public office in this state is encouraged by the legislature to subscribe to the Code of Fair Campaign Practices. It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions [EC §20400].

At the time an individual files his or her Declaration of Candidacy, Nomination Papers, or any other paper evidencing an intention to be a candidate for public office, the Clerk shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The Clerk shall inform each candidate for public office that subscription to the code is voluntary [EC §20440].

Every code subscribed to by a candidate for public office pursuant to this chapter is public record open for public inspection [EC §20443].

REGULATIONS CONCERNING POLITICAL CAMPAIGNS

POLITICAL ADVERTISEMENT REQUIREMENT

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement, or in 10-point Roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "Paid Political Advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office [EC §20008].

SIMULATED BALLOT REQUIREMENT

a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point Roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

<p style="text-align: center;">Notice to Voter (Required by Law)</p> <p>"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.</p> <p>"This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof)."</p>
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Such notice is not required in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement [EC §20009].

No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall any such seal or the insignia appear upon the envelope in which it is mailed or otherwise delivered [EC §20009].

b) In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor [EC §18301].

MASS MAILING AT PUBLIC EXPENSE

No campaign newsletter or other mass mailing shall be sent at public expense [*Government Code §89001*].

REQUIREMENTS FOR MASS MAILING [*Government Code §84305; EC §18303*]

A candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible.

A post office box may be stated in lieu of a street address if the candidate's, candidate-controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

A candidate, candidate-controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

For purposes of this section, the following terms have the following meaning:

"Mass electronic mailing" means sending more than 200 substantially similar pieces of electronic mail within a calendar month.

To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

PRINT ADVERTISEMENTS

"Advertisement" means any general or public communication that is authorized and paid for by a committee for the purpose of supporting or opposing a candidate or candidates for elective office or a ballot measure or ballot measures.

Any advertisement paid for by a committee that is a political party committee or a candidate-controlled committee established for an elective office of the controlling candidate shall include the words "Paid for by" followed by the name of the committee as it appears on the most recent Statement of Organization [*Government Code §84504.5*].

VIDEOS

A video advertisement, including television and videos disseminated over the Internet, shall include the required disclosures in writing at the beginning or end of the advertisement in a text that is of sufficient size to be readily legible to an average viewer and in a color that has a reasonable degree of contrast with the background of the advertisement for at least four seconds. The required disclosure must also

be spoken during the advertisement if the written disclosure appears for less than five seconds of a broadcast of 30 seconds or less or for less than 10 seconds of a broadcast of 60 seconds or more [Government Code §84504.5].

TELEPHONE CALLS

This section does not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers

A candidate, candidate-controlled committee established for an elective office for the controlling candidate, political party committee, or slate-mailer organization shall not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate mailer organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is commonly known, the candidate, candidate controlled committee established for an elective office for the controlling candidate, political party committee, or slate-mailer organization that paid for the call shall be disclosed.

A candidate, committee, or slate-mailer organization that pays for telephone calls shall maintain a record of the script of the call for the period of time set forth in Government Code Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period [Government Code §84310].

DISTRIBUTION OF PRECINCT POLLING PLACE INFORMATION

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes literature to any voter which includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list that constituted the latest official precinct polling list at some time not more than 30 days prior to the mailing or distribution [EC §18302].

ELECTIONEERING NEAR POLLING PLACE [EC §18370]

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an election official's office:

- a) Circulate an initiative, referendum, recall, nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in EC §14240.
- d) Do any electioneering [EC §319.5].

As used in this section "100 feet of a polling place or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of these provisions is guilty of a misdemeanor.

POLITICAL SIGNS

The placement of political signs may be regulated by the state, county, or city, depending upon the location of such signs:

State of California:

Under provisions of the State Outdoor Advertising Act, signs may not be placed within the rights-of-way of any public road or highway or adjacent to a landscaped freeway: and signs may not be placed adjacent to a Federal-aid or Primary or an Interstate highway unless they are in compliance with the controls set forth in detail in the Act. Before signs are placed in unincorporated areas within 660 feet of the right-of-way of a Federal-aid or Primary or an Interstate highway, a **Statement of Responsibility must be completed and returned to the Department of Transportation district office. This statement is available online at:** <https://dot.ca.gov/programs/traffic-operations/oda/political-signs>

The Department of Transportation district office is prepared to answer any questions candidates may have about the state law regulating campaign signs. Candidates may write to: Department of Transportation, Encroachments & Permits, 500 South Main Street, Bishop, CA., 93514. The telephone number is (760) 872-0674, and the fax number is (760) 872-5215.

Mono County:

Political signs cannot be placed within a county right-of-way [*County Code Sec 13.04.020.3*]. If you have questions about whether or not an area is within a county right-of-way, contact the Mono County Public Works Department at (760) 932-5440. Additional restrictions regarding the placement of signs may also apply. Please contact Mono County Community Development at (760) 924-1800.

Town of Mammoth Lakes:

Political signs shall not exceed six square feet and shall not be located within any State or Town right-of-way or on public property. A campaign sign may be displayed on a wooden post or wire frame, shall be no taller than four feet, and shall be removed within five days following the election. Political signs within 660 feet of a State highway shall comply with the Outdoor Advertising Act.

For more information please contact the Town of Mammoth Lakes at (760) 965-3602.

CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state ballot measures, and committees supporting or opposing state and local candidates and ballot measures, to file campaign statements disclosing contributions received and expenditures made.

The statutory requirements of the Political Reform Act are now contained in Sections 81000 through 91014 of the California Government Code. Information and assistance relating to campaign reporting obligations under the Act may be obtained from your local elections official or from the Technical Assistance Division of the Fair Political Practices Commission (FPPC):

E-Mail: advice@fppc.ca.gov

Toll Free Helpline: 1-866-ASK-FPPC

Telephone Hours: Monday – Thursday, 9:00 am-11:30 am

Website: <http://www.fppc.ca.gov/>

Filing is the responsibility of the candidate or committee. It is the responsibility of the candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner. Late statements are subject to a \$10 per day late filing fee.

Below is a list of filing forms that a candidate may be required to file. Please contact the FPPC with any questions regarding the proper completion of the forms. It is the candidate's responsibility to file the proper forms in a timely manner.

Form 501 - Candidate Intention Statement

Form 470 – Officeholder/Candidate Campaign Statement – Short Form

Form 410 - Statement of Organization

Form 460 – Consolidated Campaign Disclosure Form

Form 497 - 24 Hour Contribution Report

Form 700 – Statement of Economic Interest

Fair Political Practices Commission Filing Calendar

Please see the FPPC Filing Calendar for more information:

https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Filing%20Schedules/2023/2023_01_LCL_Can_Final.pdf

REQUESTING VOTER INFORMATION

Voter registration information is available to persons or groups for political purposes. If you would like to request voter registration information from the Mono County Registrar of Voter's office, you will need to complete an application and pay a fee. The application form and fee schedule are available on the Mono County Elections website: <http://monocounty.ca.gov/elections/page/voter-registration-information-request-form> [EC § 2188, 2189].
