

OFFICE OF THE CLERK U.S. HOUSE OF REPRESENTATIVES

INFORMATION AND INSTRUCTIONS FOR SUBMITTING ELECTION CERTIFICATES FOR PERSONS ELECTED ON NOVEMBER 2, 2010 TO THE U.S. HOUSE OF REPRESENTATIVES

I. GENERAL INFORMATION

Federal law requires that **only** persons “whose credentials show they were regularly elected in accordance with the laws of their States” may be listed by the Clerk of the House on the official roll of Representatives. *See* 2 U.S.C. § 26.

The Clerk **cannot** create the official roll of Representatives without receipt of official certificates from every State (or Territory) that are signed by the duly authorized officials **and** affixed with the seal of the State (or Territory).

Representatives or Delegates elected from your State (or Territory) **must** be on the roll in order to be seated in January.

II. IMPORTANT DATES

November 2, 2010: Election Day! *It is critically important that the Office of the Clerk receive official election certificates as soon as possible after the election.*

December 13, 2010: Deadline for sending official election certificates to the Clerk of the House.

III. SPECIAL INSTRUCTIONS

1. What is the proper format for the Certificate(s) of Election?

The laws and practices of most States dictate what constitutes “official certification.” Nonetheless, there are certain elements that should be consistent. They include:

- Transmittal of **ORIGINAL** certificate(s) of election containing (1) the appropriate original signature(s) of those duly authorized to certify/attest; and (2) the seal of the State.
- Identification of the person who has been duly elected, pursuant to the laws of the State.
- The relevant congressional district for Representatives-elect.

- Final election results showing the vote breakdown should accompany the election certificate(s).

2. *How many copies do you require?*

Only one copy is required. If, however, it is the practice of your State to provide Representatives-elect with a copy of the certificate of election for their own use, the copies should be transmitted directly to those persons.

3. *May a State issue one certificate covering all Representatives elected?*

Yes. If, however, a State issues one certificate for all congressional districts within the State, please ensure that all Representatives-elect are correctly identified together with their corresponding districts of representation. It is also permissible for a State following this practice to issue a certificate of election at a later date for a Representative-elect whose election could not be certified together with all other Representatives-elect.

4. *Do you require any other information?*

Yes. Final election results showing the vote breakdown should accompany the election certificate(s).

5. *How should the Certificate(s) of Election be sent?*

Please transmit election certificates by using the enclosed pre-paid and pre-addressed UPS Airbill supplied by the Office of the Clerk. **Please do not send your documents by regular mail.**

6. *What if there are any other questions?*

The Office of the Clerk is glad to respond to any questions that may arise. The contact person for the Clerk of the U.S. House of Representatives is:

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