

# NOMINATION PETITION

## RESOURCE GUIDE FOR REPUBLICANS IN TIOGA COUNTY PA



PLEASE NOTE THAT INFORMATION PROVIDED IS INTENDED TO BE USED AS A GUIDE ONLY AND IS NOT INTENDED TO BE A COMPLETE AND DETAILED GUIDE TO ALL REQUIREMENTS AND REGULATIONS.

FOR DETAILED AND UP TO DATE INSTRUCTIONS AND OFFICIAL FORMS, CONTACT TIOGA COUNTY ELECTIONS OFFICE AT 570-723-8230 OR VISIT [VOTE.PA.GOV](http://VOTE.PA.GOV) FOR MORE INFORMATION

Visit [tiogacountypa.gov](http://tiogacountypa.gov) for more information on the current election and running for office

### HELPFUL TIPS FOR COMPLETING A NOMINATION PETITION:

- A **petition** is needed to gather signatures for a Candidate to appear on the ballot in the primary election. The primary election is for the Democratic & Republican party to “pick their team” of candidates that will move to the ballot for the November election. If a petition is not submitted, or the candidate does not win in the primary, the candidate can run a “write-in” campaign which requires a lot of help, time and money but can be done. If you decide to run as a write-in candidate, be sure that people have the proper spelling of your name and submit a name variation form to the elections department. Write-in candidates in the Primary must receive more votes than all opponents and at least as many votes as signatures required on the nomination petition in order to succeed and appear on the November ballot.
- Candidates can **order their petition packet** by contacting the voter registration office in person, by phone or online on the county website (found under the voter registration department, “petition request form”). You will be given a packet with the proper forms, instructions, important dates and list of fees (if any).
- The **dates are very important**. Find the dates at [vote.pa.gov](http://vote.pa.gov) and search for “important election dates”. Get your signatures as soon as circulation starts (but not before) and turn in your completed petition on or before the deadline.
- If you are a candidate running for school board or judge, you can **cross file**. These candidates are to be considered “bi partisan” giving them the ability to show on both Republican & Democrat ballot. To cross file, a separate petition must be circulated for each party by a Circulator of that party (Republican circulator for republican signers and vice versa). In the Primary, the Candidate could show on BOTH party ballots, giving voters the assumption that the candidate is of their party. If successful in the primary, a cross-filed candidate will appear on the ballot with “democrat/republican” after their name, leaving voter’s unsure of the Candidates real party.
- **If you need copies or notarization**, be sure to complete this before turning in your petition. The voter registration department will not make copies or notarize your documents.
- **See next pages for tips on completing a petition.** *Note: this sample format may vary from the petition you receive with your candidate packet.*

#### REASONS FOR REJECTED PETITIONS:

- Not enough signatures
- Circulated prior to circulation period
- Submitted to elections office after the filing date
- Dates on signature lines are outside of the signing period or out of order
- Petition not properly notarized. Or declaration form in place of candidates affidavit . (Candidate declaration form can be used where notarized statement is not available)
- Any part of the petition document is not filled in
- The Statement of Financial Interest form is not included with petition
- The required fee is not submitted (if a fee is required)

#### REASONS FOR CHALLENGED PETITIONS:

- The signer is not the same party as the candidate (or of the circulator, if cross-filing for school or judge)
- The signer does not reside in the district where the petitioner is seeking candidacy
- A copy of the Statement of Financial Interest form is not filed with the office of which the candidate is seeking (example: school, township/borough, etc)
- The dates on the signature lines are out of order

# PART 1: CANDIDATE INFORMATION

Signatures must be procured within the legal period for securing same; and this Petition must be filed in the office of the County Board of Elections on or before the last day prescribed by law. EACH SIGNER MAY SIGN PETITIONS FOR AS MANY CANDIDATES FOR EACH OFFICE AS HE CAN VOTE FOR, AND NO MORE.

## COMMONWEALTH OF PENNSYLVANIA

# PETITION

### To have name of Candidate printed upon the Official Ballot for the Municipal Primary

We, the undersigned, all of whom are qualified electors of **1** \_\_\_\_\_ County and of **2** \_\_\_\_\_, and are registered

(ELECTORAL DISTRICT IN WHICH THE NOMINATION OR ELECTION IS TO BE MADE)

and enrolled members of the **3** \_\_\_\_\_ Party or Policy, hereby petition the County Board of Elections of **4** \_\_\_\_\_ County to have the name of

**5** \_\_\_\_\_, whose

(TYPEWRITE, PRINT OR WRITE PLAINLY THE NAME AS YOU WISH IT TO APPEAR ON THE OFFICIAL BALLOT)

Profession, Business or Occupation is **6** \_\_\_\_\_, Place of Residence is **7** \_\_\_\_\_,

(WITH STREET, NUMBER (WHERE POSSIBLE) AND ZIP CODE)

be printed upon the Official Ballot of the Aforesaid Party in the said District, for the Municipal Primary for the year **8** \_\_\_\_\_, as a candidate for the Office of:

**9** \_\_\_\_\_ for a **10** \_\_\_\_\_ year term.

(TITLE OF OFFICE)

for office use only please

### This section must be completed BEFORE the petition is circulated for signatures

1. Tioga
2. The location of the position (example: county, township/borough, school district/region, etc.)
3. Republican (Unless the candidate is running for school or judge and is cross-filing as Democrat. Then Democrat would go here. Cross-filing will require having a Democrat circulator, with only Democrats signing the petition.)
4. Tioga
5. Candidate name as shown on voter registration (A nickname may be allowed if it is a derivative of the legal name. Check with the elections department to determine if you need to file an affidavit.)
6. Candidates' occupation
7. Candidates address
8. Current year of election
9. Title of office the candidate is running for (be sure to use the appropriate title)
10. Term of office the candidate is running for (if filling an unexpired term ~ office is vacant due to resignation, specify the term remaining for that the position)

# PART 2: REGISTERED VOTER SIGNATURE SECTION

## SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS

	SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	ADDRESS WHERE DULY REGISTERED AND ENROLLED			DATE OF SIGNING
			HOUSE NO.	STREET or ROAD	MUNICIPALITY	
1	1	2	3	4	5	6
2						
3						
4						
5						

1. Signer must SIGN name here (SIGN FIRST; PRINT SECOND)
2. Signer must PRINT name here as it appears on their voter registration
3. Signer house number address
4. Signer street name address
5. Signer VOTING LOCATION/MUNICIPALITY (not city of the signer address)
6. Date that the signer signed. Include the month, day and year. **IMPORTANT:** be sure to use correct date!!! If the next signer marks a date prior to the date of the signer before them, every signer after may be void! Example: February 18th must come before February 19th. It is helpful for signers if you put a post it note with the current date on the petition each day.

### \*\*\*IMPORTANT NOTES\*\*\*

- **You are allowed to sign your own petition.** Fill it out first so others can see the example.
- **Signer can NOT sign for another person** (wife signing for husband, etc)
- **Signers can only sign DURING the petition circulation period**
- **Do not use DITTO marks for address, dates, etc.**
- **Signer must LIVE in the district of the candidate position.** If the candidate's name will show on the signers' ballot, they can sign. (Example: a signer that votes in a borough cannot sign for a candidate running for supervisor of a township)
- **Signer must be a registered REPUBLICAN.** \*Unless the candidate is running for school or judge and is cross-filing. Cross-filing will require having a Democrat circulator, then only Democrats sign the petition. Independents or other registered voters from minority parties cannot sign any petition for the primary election.
- **If the signer makes a mistake** or is not qualified (wrong party or wrong district), have them draw a line through the entire line and start over on the next line. Do not try to make corrections.
- **Each Signer can ONLY SIGN petitions for as many candidates for each office as he/she can vote for, and no more.** Be sure to ask the voter if they have signed a nomination petition or nomination paper for anyone else seeking the same office. (Example: There is one position open but there are 3 candidates running for that one position. The signer can only sign for ONE of those THREE candidates. If they sign for more than one, that signature will be void on all petitions for that position.)
- **Be sure to get the REQUIRED NUMBER of signers.** It is wise to get many more than the minimum requirement. This will help the candidate in the event that a signer has to be void for any reason.
- **Candidates may circulate MULTIPLE PETITITONS** (order your supply from the elections department). Candidates may have multiple circulators. Even if the circulator only gets five signatures, they all add up.

# PART 3: STATEMENT OF CIRCULATOR

## STATEMENT OF CIRCULATOR

CIRCULATOR SHOULD  
COMPLETE 1 - 5 BELOW

I state that I am a qualified elector of the Commonwealth; that I am duly registered and enrolled as a member of the political party designated in this nomination petition; that my residence is as set forth below; that the signers to the foregoing petition signed the same with full knowledge of the contents thereof; that their respective residences are correctly stated therein; that each signed on the date set opposite his or her name; that to the best of my knowledge and belief, the signers are qualified electors, duly registered and enrolled members of the political party and of the political district designated in this petition, and that they are residents in the County specified in number one below.

Further, I state the information set forth herein is true and correct to the best of my knowledge, information and belief, and that this statement is made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

1 \_\_\_\_\_  
County of Petition-Signers' Residence

2 \_\_\_\_\_  
Printed Name of Circulator

3 \_\_\_\_\_  
Signature of Circulator

4 \_\_\_\_\_  
Number and Street Address of Circulator

5 \_\_\_\_\_  
City, Borough or Twp.                      Zip Code

**NOTE: THIS STATEMENT MUST BE COMPLETED AFTER ALL SIGNATURES HAVE BEEN OBTAINED.**

**\*\*\*CIRCULATOR DOES NOT COMPLETE THIS SECTION UNTIL ALL SIGNERS HAVE SIGNED\*\*\***

1. Tioga
2. Circulator PRINT name
3. Circulator SIGNATURE
4. Circulator house number and Street
5. Circulator City and Zip Code

Note: **Circulators** must be PA resident and a registered Republican (or Democrat if cross-filing for school or judge). Circulators do not have to reside in the location of the position of the nomination. Candidates can circulate their own petition. Circulators can circulate petitions with or without the candidate accompanying them. The Candidate can be the circulator.

# PART 4: CANDIDATE'S AFFIDAVIT

## CANDIDATE'S AFFIDAVIT

1

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF \_\_\_\_\_

SS:

2

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that his or her residence is as set forth below; that his or her election district is as set forth below; that the name of the office for which he or she consents to be a candidate is:

3

(TITLE OF OFFICE, PARTY and LENGTH OF TERM)

that he or she is eligible for said office; that he or she will not knowingly violate any election law, or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that he or she is aware of the provisions of Section 1626 of The Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; and that he or she is not a candidate for an office which he or she already holds, the term of which is not set to expire in the same year as the office subject to the affidavit. Also that he or she is not a candidate for nomination for the same office of any political party other than the one designated in this petition.

(Underlined portion not applicable to Candidates for the offices of School Director or Magisterial District Judge.)

Any candidate for local office shall file a statement of financial interests for the preceding calendar year with the governing authority of the political subdivision in which he or she is a candidate on or before the last day for filing a petition to appear on the ballot for election. A COPY OF THE STATEMENT OF FINANCIAL INTERESTS SHALL ALSO BE APPENDED TO THIS PETITION.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

5

(SIGNATURE of CANDIDATE)

6

(PRINTED NAME of CANDIDATE)

7

(STREET ADDRESS, POST OFFICE OF CANDIDATE)

8

(MUNICIPALITY OF CANDIDATE)

9

(ELECTION DISTRICT OF CANDIDATE)

NOTARY STAMP

4

(SIGNATURE of NOTARY)

## CANDIDATES SWORN STATEMENT TO BE SIGNED IN FRONT OF A NOTARY

If candidate cannot make it to a notary, an "Unsworn Declaration" can be signed in place of this section and attached to the petition packet. (See last page)

1. Tioga
2. Nothing to fill in here. SS stands for Sworn and Subscribed for the notary act place to apply embosser. (commonly confused with the abbreviation for social security number)
3. The office the candidate is running for, Republican and term of the position
4. This is for the notary to complete
5. Candidate Signature (DO NOT SIGN UNLESS THE NOTARY WATCHES YOU SIGN)
6. Candidate printed name
7. Candidate street number and street name
8. Candidate municipality (name of township/borough)
9. Candidate voting municipality (where candidate votes)

# PART 5: WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

## WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF \_\_\_\_\_ 1

SS: \_\_\_\_\_ 2

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that as a candidate, he or she does not intend to form a political committee or to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250) during any reporting period, that, as a candidate, he or she will keep records of contributions and expenditures as required by law; that, as a candidate, he or she will file reports as required by law if contributions or expenditures exceed Two Hundred Fifty Dollars (\$250). (Act No. 1980-127)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY STAMP	
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3

4

\_\_\_\_\_  
(SIGNATURE of CANDIDATE)

5

\_\_\_\_\_  
(PRINTED NAME of CANDIDATE)

6

\_\_\_\_\_  
(STREET ADDRESS, POST OFFICE OF CANDIDATE)

7

\_\_\_\_\_  
(MUNICIPALITY and ELECTION DISTRICT of CANDIDATE)

\_\_\_\_\_  
(SIGNATURE of NOTARY)

### FILING FEES

Each person filing any nomination petition shall pay, for each petition at the time of filing, a filing fee, and no nomination petition shall be accepted or filed, unless and until such filing fee is paid by a certified check or money order or also by cash when filed with the county board. Whenever a petition is to be filed with the county board the person filing the same shall pay the filing fee in cash or by certified check or money order to the county board. All moneys, certified checks and money orders paid on account of filing fees shall be transmitted by the county board to the county treasurer and shall become part of the General Fund. Filing fees shall not be refunded for any cause whatsoever. No filing fee shall be paid for any public office for which no compensation is provided by law, nor for any public officer in any borough, town or township (of the second class) nor any party officer except as provided nor for any nomination petition for judge of election or inspector of elections.

## CANDIDATES AFFIDAVIT IF NOT SPENDING OR RECEIVING MORE THAN \$250

**Read the Affidavit** to agree that you will not spend or receive more than \$250 then complete:

1. Tioga
2. Nothing to fill in here. SS stands for Sworn and Subscribed for the notary act. (commonly confused with the abbreviation for social security number)
3. Nothing to fill in here. This is for the notary.
4. Candidate Signature (DO NOT SIGN UNLESS THE NOTARY WATCHES YOU SIGN)
5. Candidate printed name
6. Candidate street number and street name
7. Candidate municipality (name of township/borough) AND Candidate voting municipality (where candidate votes)

If you spend or receive more than \$250, you will need to complete campaign finance reports. Be sure to check with elections office for filing dates and forms.



**Bureau of Elections 717-787-5280**

**CANDIDATE DECLARATION to be attached to CANDIDATE'S AFFIDAVIT  
where notarized statement is not available**

CANDIDATE DECLARATION - I declare that my residence, my election district and the title of the office for which I desire to be a candidate are as contained in the attached document, that I am eligible for said office, that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that unless I am a candidate for Judge of a Court of Common Pleas, the Philadelphia Municipal Court or the office of school board in a district where that office is elective or the office of magisterial district judge, my name has not been presented as a candidate by nomination petitions of any other party for the same office; that if I am a candidate for any office of a political party I am a registered and enrolled member of such party; that if I am a candidate for Committee Delegate or Alternate Delegate to the National Convention the name of the candidate to whom I am committed is as indicated on my nomination petition and that my signature on the Delegate's Statement was affixed to each page of my nomination petition prior to circulation of same; that I am not a candidate for an office which I already hold, the term of which is not set to expire on the same year as the office subject to the accompanying affidavit.

I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct.

Signed on the \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), at  
\_\_\_\_\_ (county or other location, and state), \_\_\_\_\_ (country).

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)