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## Nomination Petition Instructions

### (Local Party Offices)

- The first legal date to obtain signatures on *Nomination Petitions* is **Tuesday, February 17**. Candidates may only circulate and file *Nomination Petitions* dated with the current year on the bottom; petitions from previous years cannot be used and will be rejected.
- The deadline to file *Nomination Petitions* and all other required documents is **Tuesday, March 10 at 5:00 PM**.
- Candidates for local party offices must be a U.S. citizen and a registered voter of the precinct.
- *Nomination Petitions* must be printed two-sided (front and back) on plain white, 8.5" x 11" letter-sized paper. Voter Services cannot accept *Nomination Petitions* that have been re-sized or modified, or that have been improperly printed or reproduced. Candidates or circulators who cannot correctly print and/or reproduce the *Nomination Petition* must visit Voter Services to obtain copies.
- **The candidate must fully complete the top portion of the petition, including the Term of Office, prior to obtaining signatures.**
- The **circulator** of a petition (the person who carries the petition door-to-door and obtains signatures) must be a registered voter of the Commonwealth whose party affiliation matches the party for which the candidate is seeking nomination.
- A **signer** of a petition must be a registered voter of the precinct and be affiliated with the correct political party. Voter Services can provide a list of eligible petition signers upon request. Because local party offices are "Vote for ONE" contests, a petition signer may only sign ONE candidate's petition. **Prior to obtaining a signature, the petition circulator should verify that a signer is a registered voter of the precinct, is affiliated with the correct political party, and has not already signed another candidate's petition.**
- **The signature requirement for local party offices is ten (10) signatures.** Candidates for local party offices should gather extra signatures to ensure the petitions contain a sufficient number of valid signatures.
- Each petition signer must complete all fields in the signature line. The signer must record the address where they are duly registered and enrolled to vote and their municipality (City, Borough, or Township), NOT the post office in their mailing address. **Do not permit a petition signer to use ditto marks.**
- The *Statement of Circulator* on the back of the petition must be signed by the circulator after all signatures have been obtained. The *Statement of Circulator* does not need to be notarized.
- The *Candidate Affidavit* must be completed and signed in the presence of a Notary Public and filed with the *Nomination Petition(s)*.
- Candidates for local party offices are not required to file a *Waiver of Expense Account Reporting Affidavit* or file campaign finance reports.

- Candidates for local party offices are not required to file a *Statement of Financial Interests*.
- There is no filing fee for local party offices.
- **These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; Voter Services is not responsible for errors and omissions in filings.**
- **Voter Services cannot provide legal, tax, or accounting advice. Candidates should solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with Voter Services.**

### **Filing Checklist for Local Party Offices**

**(All items must be completed before the filing deadline)**

- ☐ *Nomination Petitions* (must be printed front and back)
- ☐ *Candidate Affidavit* (TWO originals if cross-filing)