



# COUNTY OF ARMSTRONG

## BOARD OF ELECTIONS

### INSTRUCTIONS FOR CIRCULATING NOMINATING PETITIONS May 15, 2018 General Primary

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**INTRODUCTION TO PRIMARY ELECTION NOMINATING PETITIONS**

Candidates wishing to secure a position on the primary ballot must file a properly completed nomination petition. As the name suggests, nomination petitions are documents signed by registered electors of a certain party petitioning the local county board of elections to print a candidate’s name on the official primary ballot. For each office, the Election Code requires a specific number of voter signatures to obtain a ballot position (Table 1). Only signatures of voters registered in the party and residing within the district of the office will be counted toward the total number of signatures. Prior to circulating any petitions, read all instructions in their entirety.

Table 1

Office Sought	Signature Requirements	Filing Fee
United States Senator*	2000	\$200
Governor*	2000 (including at least 100 from each of at least 10 counties)	\$200
Lt. Governor*	1000 (including at least 100 from each of at least 5 counties)	\$200
Representative in Congress*	1000	\$150
Senator in the General Assembly*	500	\$100
Representative in the General Assembly*	300	\$100
Member of State Committee*	100	\$25
Committeeperson	10	N/A

\*Candidates file petitions with the State Bureau of Elections in Harrisburg

**CONTENTS OF YOUR CANDIDATE PETITION PACKET**

- Candidate Letter
- Instructions for Circulating Nominating Petitions
- 2018 Pennsylvania Election Dates to Remember
- Petition Form(s)
- Affidavit for Primary Ballot Name Change Request (if applicable)

**IMPORTANT DATES**

First date to circulate and file nomination petitions.....February 13, 2018  
 Last date to circulate and file nomination petitions.....March 6, 2018  
 Last date for candidate who filed petitions to withdraw.....March 21, 2018  
 First date to apply for a civilian absentee ballot.....March 26, 2018  
 Last date to register to vote before the primary election.....April 16, 2018  
 Last date to apply for a civilian absentee ballot.....May 8, 2018  
 Last date for Board of Elections to receive a voted absentee ballot.....May 11, 2018

## HOW TO COMPLETE NOMINATION PETITIONS

### **FRONT PAGE OF PETITION**

Candidates or their authorized agent(s) shall complete the preamble of the petition prior to collecting any signatures. Petitions that are not filled in properly will not be accepted. Please ensure the following items are completed and legible:

1. County of Qualified Electors
2. Electoral District in which nomination is made (e.g. County of Armstrong, Borough including Ward if applicable, Township, Magisterial District, School District including region if applicable)
3. Party
4. Name as you wish it to appear on the official ballot (be consistent throughout the petition). If a married woman is proposed as a candidate her first name must be used on the petition; e.g. Mary Jones and not Mrs. John Jones. Titles such as Dr., Mr., or Mrs., etc. are not permitted. Nicknames are allowed only if they are a derivative of the legal name given. If you wish to have your name printed on the ballot other than your given name, you must have completed an Affidavit for Primary Ballot Name Change Request, have it notarized and attached to your petition.
5. Occupation (if retired, put retired; if homemaker, put homemaker)
6. 911 physical address where you "hang your hat"
7. Office you are running for
8. Please include the Candidate's phone number in the top right corner of petition

Once, the preamble is completed, the petition may be circulated. The first legal date to obtain signatures is **Tuesday, February 13, 2018**. A candidate may circulate his/her own petition; however someone else from the same political party can also circulate the petition for you. If someone other than the candidate circulates the petition, make sure the circulator is a qualified elector duly registered and enrolled as a member of same political party referred to in the petition. **NOTE:** No two circulators should handle the same petition and no petition for an office covering more than one county should be used in more than one county.

Circulators are encouraged to read the "Affidavit of Circulator" on the back of the petition before circulating the petitions. After the signatures on the petition have been collected, the circulator must have the "Affidavit of Circulator" notarized. The "Affidavit of Circulator" cannot be notarized prior to circulating the petition.

A petition signer must be a registered voter in the same political party as the candidate and in the same electoral district (Precinct/Ward/Region as applicable) as the candidate.

Candidates will receive 1 paper copy of a list of eligible voters when obtaining their petition materials free of charge, as requested. All subsequent copies will be at a cost of \$0.25/page or \$25.00/CD. Candidates may also provide a flash drive to acquire the same information at no charge.

A petition signer may sign petitions for as many candidates for each office as he/she is permitted to vote for, and no more. Petition signers must write his/her own name and completely fill out all of the required information legibly on the petition for himself/herself, including the date of signing. Each signer should list his/her 911/physical address exactly as it appears on his/her registration affidavit. The

date of signing may be expressed in numbers or words; e.g. February 13, 2018, or 02/13/2018. The given name of a married woman must be used by the signer; e.g. Mary Jones not Mrs. John Jones. **A candidate may sign his/her own petition.**

**NO DITTO MARKS ARE PERMITTED ON PETITIONS.** Any signature containing ditto marks will be disallowed. If the circulator must strike a line due to an error, simply draw one straight line through the line that is to be struck and move onto the next line. **DO NOT USE correction fluid or tape.**

Candidates are strongly encouraged to file **more** than the required number of signatures.

#### **BACK PAGE OF PETITION**

After the final signature of an elector has deemed the petition complete and no further signatures shall be obtained on a given petition, the back page of the petition must be completed.

**AFFIDAVIT OF CIRCULATOR:** After the final signature has been acquired, circulators must complete the right side of the "Affidavit of Circulator" including the Printed Name of Circulator, Street Address and City/Borough/Township. The signature of circulator must be done under oath before a notary public. The left side of this section will be completed by the notary. **NOTE:** If the candidate is the circulator, then the candidate shall execute the circulators' affidavit.

**CANDIDATE'S AFFIDAVIT:** The right side is to be completed by the candidate and the information required includes:

1. Title of Office – Correct Name of the Office and the Term of Office you are seeking
2. Signature of Candidate – **Must be done in the presence of a notary**
3. Printed Name of the Candidate
4. Street Address
5. City, Borough, or Township
6. Election District of Candidate – This is the election district for which you are running (include ward or precinct if applicable). For school directors, you would put the name of the school district including any regions/districts, if applicable.

**CANDIDATE INFORMATION FOR THE BALLOT:** This section is **EXTREMELY IMPORTANT** and **MUST be completed by the candidate.** This must be done **PRIOR** to filing the petition in the Election Office. The information contained in this section is used, exactly as it is recorded, for placement of the candidate's name on the ballot. The information includes:

**Party:** Name of the political party you are registered in and for which nomination is being sought.

**Office:** Record the correct title of the office you are seeking.

**City, Borough, Township:** Record the name of the municipality in which you are registered.

**Ward:** Applicable only to those municipalities split into wards; e.g. Kittanning Borough

**Term:** Record the term of office you are seeking; 2-year, 4-year, 6-year.

**Petition to Have Name of:** You must record your name EXACTLY as it appears on your voter registration record. This is also how your name will appear on the ballot. Nicknames are allowed only if they are a derivative of the legal name given. If you wish to have your name printed on the

ballot other than your given name, you must have completed an *Affidavit for Primary Ballot name Change Request*, have it notarized and attached to your petition.

**For the Year: 2018**

The remainder of that section is completed by the Election Office when the petition is filed.

#### **NOTARY SERVICES**

The Armstrong County Election Office has one notary on staff, and can provide the service to candidates. It should be noted that providing this service to every candidate can and will take time, so wait times for filing could be extensive.

**IMPORTANT REMINDER:** The petition cannot be notarized unless the individual whose signature needs notarized appears in person before the notary.

Example #1: If someone other than the candidate **CIRCULATED** the petition, the circulator must have the "Affidavit of Circulator" notarized before the candidate may file the petition.

Example #2: If someone other than the candidate **IS FILING** the petition, the candidate must have the petition notarized in all the appropriate places before it is brought to the Election Office for filing.

#### **WHAT TO BRING WHEN FILING YOUR PETITION**

It is recommended that you **FILE AS EARLY AS POSSIBLE** to avoid long lines, and possible problems with paperwork that would require you to recirculate. The Armstrong County Election Office hours are Monday – Friday, 8:00 AM – 4:30 PM.

**The deadline to file is Tuesday, March 6, 2018.**

You **MUST** bring the following items when you file your petition:

1. **PETITIONS**
  - If someone other than the candidate is filing the petition, see the NOTARY SERVICES section.
2. **AFFIDAVIT FOR PRIMARY BALLOT NAME CHANGE REQUEST**, if applicable
3. **FORM OF PHOTO ID**, If notary service is required

#### **DISCLAIMER**

Please note that these instructions are introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents, and you are encouraged to consult an attorney knowledgeable in the Election Code prior to filing any legal documents.