

NOMINATION PETITION INSTRUCTIONS

NOMINATION PETITION

1. PRIOR TO CIRCULATION OF PETITION

All blank spaces which appear on the top of the MAIN page of the nomination petition **MUST** be completed by the candidate **prior** to distribution for signatures. (Print candidate's name EXACTLY as it is to appear on the ballot. Derivatives of given names are permitted (Bob, Jim, Sue), nicknames are not permitted (Jr., "JJ", Sissy). Quotes " " as part of the name are not permitted.)

2. SIGNERS

The first day to circulate and obtain signatures is Tuesday, **February 16, 2021**. The signer must be a registered voter in the **same county/municipality/school district** and of the **same political party** as the candidate.

(Democratic electors must sign Democratic petitions; Republican electors must sign Republican petitions.)

A signer may sign a petition for **NO MORE** than the number of candidates for each office they are allowed to vote for (e.g. If a township is electing three supervisors, the signer may sign up to three different petitions.)

Each signer must **PERSONALLY** sign column one, print name in column two, and provide place of residence (**NOT** P.O. Box) and date signed in appropriate columns. **NO ditto marks permitted - this will automatically disqualify the signature.** The date of signing may be expressed in numbers or words (2/16/21 or February 16, 2021) Signers must use their given name (Mary Jones, NOT Mrs. John Jones). **Signature will automatically be disqualified if signed incorrectly.**

3. STATEMENT OF CIRCULATOR

The Statement of Circulator on each petition must be signed by the circulator **after** the petition is circulated.

4. CANDIDATE'S AFFIDAVIT

Print title of office on line provided. Complete RIGHT section ONLY; the LEFT section is for the notary. **Caution: Do not sign until you are in front of a notary.** Print election district (precinct) of candidate on line provided.

5. WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

Complete this section **ONLY if you do NOT plan to receive contributions, make expenditures that exceed Two Hundred Fifty Dollars (\$250.00) or form a committee.** Complete RIGHT section ONLY; the LEFT section is for the notary. Caution: Do not sign until you are in front of a notary. **Not applicable for Judge of Elections or Inspector of Elections.**

6. VERTICAL SECTION OF PETITION

All blank spaces in the top two **VERTICAL** sections of the petition must be completed, including party, office, municipality and term. Type or print the name of the candidate **EXACTLY** as the candidate wants it to appear on the ballot (once your petition is filed, it cannot be changed). Derivatives of given names are permitted (Bob, Jim, Sue), nicknames are not permitted (Jr., "JJ", Sissy). Quotes " " as part of the name are not permitted.

STATEMENT OF FINANCIAL INTEREST

All candidates filing a petition to appear on the ballot must submit a Statement of Financial Interest with the petition (Democratic precinct committee person, Judge of Elections and Inspectors of Election excluded). A photocopy must be attached to the petition. Please read the instructions carefully as listed on the back of the cover page of the form. Do not let any blocks blank! **The original must be filed with the governing authority in which the candidate is seeking office** (county – commissioner's office; township, borough, school district – municipal office or school district main office, constable - state) **on or before the last day for filing a petition.** **NOTE:** Candidates for Constable **must** mail the original to the State Ethics Commission in Harrisburg (the address is on the back of the Statement).

FILING FEES

Filing fees (if applicable) can be paid by cash or a **CERTIFIED CHECK OR MONEY ORDER**, made payable to the **Centre County Election Office**. Per Election Code, personal checks will NOT be accepted.

LOCATION FOR FILING PETITIONS

Petitions must be received in the Elections Office before 5 p.m. on **March 9th**. Petitions can be mailed in or delivered in person. Because of Covid, the filing of petitions will need to take place in a controlled manner. Therefore, an appointment is required to file your paperwork. This can be done on-line,

www.centrecountyvotes.com, or by calling the office to schedule, 814/355-6703.

PLEASE HAVE ALL OF YOUR DOCUMENTS COMPLETED AND NOTARIZED PRIOR TO FILING.

NOTE: If you desire copies of the nomination petitions you are filing, please reproduce them **prior** to filing them with the Election Office. Once filed, they become the property of Centre County and are subject to our copying fees (\$.25 per side).

CAMPAIGN EXPENSE REPORTING

Not all petition packets contain a Campaign Finance Law Booklet. If you plan on collecting contributions, making expenditures more than \$250.00 or forming a Committee please ask our office for a Campaign Finance Law Booklet. The Campaign Finance Law Booklet can also be found at <https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Documents/Law-CF/law.pdf>

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