



SCOTT L. METZGER, COMMISSIONER
MARC C. SORTMAN, COMMISSIONER
MARK MUSSINA, COMMISSIONER

BOARD OF ELECTIONS

LYCOMING COUNTY, PENNSYLVANIA
48 WEST THIRD STREET
WILLIAMSPORT PA 17701
TELEPHONE: (570) 327-2267

DIRECTOR OF ELECTIONS AND REGISTRATION
FORREST K. LEHMAN
CHRISTOPHER H. KENYON, SOLICITOR
MATTHEW A. MCDERMOTT, CHIEF CLERK

Petition Filing Instructions (Borough and Township Offices)

- The first legal date to obtain signatures on *Nomination Petitions* is **Tuesday, February 18**. 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.
- *Nomination Petitions* and all other required documents must be filed with Voter Services by **Tuesday, March 11 at 5:00 PM**. Voter Services is located at 33 West 3rd Street in downtown Williamsport. Candidates should file early in order to avoid lines during the final days.
- Candidates for borough or township offices must be 18 years of age, a U.S. citizen, and a registered voter of the borough or township (and ward, where applicable). Candidates must also have resided in the borough or township (and ward, where applicable) for at least one year before their election.
- *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 top portion of the petition, including the Term of Office, must be fully completed prior to obtaining signatures.** The Electoral District for a borough or township office is the name of the borough or township (and ward number, where applicable).
- 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 borough or township (and ward, where applicable) and be affiliated with the correct political party. Voter Services can provide a list of eligible petition signers upon request. Petition signers may sign as many petitions as there are seats to be voted on for a particular office. If a contest is "Vote for ONE" (such as Tax Collector), a person may only sign ONE candidate's petition. If the contest is "Vote for not more than THREE" (such as Borough Council), a person may sign up to three candidates' petitions. **Prior to obtaining a signature, the petition circulator should verify that a signer is a registered voter of the borough or township (and ward, where applicable), is affiliated with the correct political party, and has not already signed more candidates' petitions in the contest than is permitted.**
- **The signature requirement for borough and township offices is ten (10) signatures.** Candidates for borough and township 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's Affidavit* must be completed and signed in the presence of a Notary Public and filed with the *Nomination Petition(s)*. The Election District for a borough or township office is the name of the borough or township (and ward number, where applicable).
- If you do not intend to form a political committee or receive contributions or make expenditures in excess of \$250.00 during the course of the campaign, you should complete and sign the *Waiver of Expense Account Reporting Affidavit* on the back of the *Candidate's Affidavit* in the presence of a Notary Public. Candidates who complete the *Waiver* are exempt from filing campaign finance reports as long as they do not receive or spend in excess of \$250.00. Contact Voter Services immediately if you have completed the *Waiver*, but your contributions or expenditures exceed \$250.00 at a later date.
- Detailed information about campaign finance reporting requirements, including reporting forms, is available at Voter Services and also on Voter Services website at www.lyco.org/vote.
- A copy of a completed *Statement of Financial Interests* must be filed with the *Nomination Petition(s)*. The original must be filed with the borough or township secretary.
- Candidates who are running for the office of **Tax Collector** must file a **PA State Police Background Check** with their petitions if they have never previously held the office. The background check must be less than one (1) year old. Candidates who currently hold the office or have previously held the office are not required to file a background check.
- There is no filing fee for borough or township 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 Borough and Township Offices:

- Nomination Petition(s)* (must be printed front and back)
- Candidate's Affidavit*
- Waiver of Expense Account Reporting Affidavit* (optional)
- Copy of *Statement of Financial Interests* (original goes to municipality)
- PA State Police Background Check* (Tax Collectors only)