



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 (City of Williamsport)

- 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 city offices must be a U.S. citizen and a registered voter of the city. Candidates for Mayor and City Council must be 18 years of age. Candidates for City Treasurer and City Controller must be 21 years of age. Candidates must also have resided in the city 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 city office is the City of Williamsport.
- 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 city 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 the contest is "Vote for ONE" (such as Mayor), a person may only sign ONE candidate's petition. If the contest is "Vote for not more than THREE" (such as City 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 city, 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 city offices is one hundred (100) signatures.** Candidates for city offices are strongly advised to gather DOUBLE the required number of signatures to ensure the petitions contain a sufficient number of valid signatures to survive a challenge.
- 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 city office is the City of Williamsport.
- 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.
- If you expect to spend more than \$250.00 during your campaign, you may wish to create a candidate-authorized campaign committee to handle campaign contributions and expenditures. The forms that must be completed to register a committee and authorize it to receive contributions and make expenditures on your behalf are available at Voter Services. The completed forms must be filed with Voter Services before the committee can receive contributions or make expenditures.
- 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](http://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 City Clerk.
- A filing fee of **\$25.00** is required to file petitions for city offices. Filing fees must be paid by cash or by a certified check or money order made payable to Lycoming County. **The PA Election Code does not allow personal checks as a form of payment.**
- **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 City 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 City Clerk)
- \$25.00 filing fee