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BOARD OF ELECTIONS

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Petition Filing Instructions (Judge and Inspector of Elections)

- The first legal date to obtain signatures on *Nomination Petitions* is **Tuesday, February 18**.
- *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 Judge or Inspector of Elections must be 18 years of age, a U.S. citizen, and a registered voter of the precinct. Candidates must have resided in the precinct 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.
- **The top portion of the petition must be completed prior to obtaining signatures.** The Electoral District for a Judge or Inspector is the name of the precinct, such as Anthony Township, Hughesville Borough 2, Loyalsock Township 6, Montgomery Borough, Williamsport 10, etc.
- 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.
- **The signature requirement for Judge of Elections and Inspector of Elections is ten (10) signatures.** Candidates for poll worker 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 Judge or Inspector office is the name of the precinct, such as Anthony Township, Hughesville Borough 2, Loyalsock Township 6, Montgomery Borough, Williamsport 17, etc.

Filing Checklist for Judge or Inspector of Elections:

- Nomination Petition(s)* (must be printed front and back)
- Candidate's Affidavit*