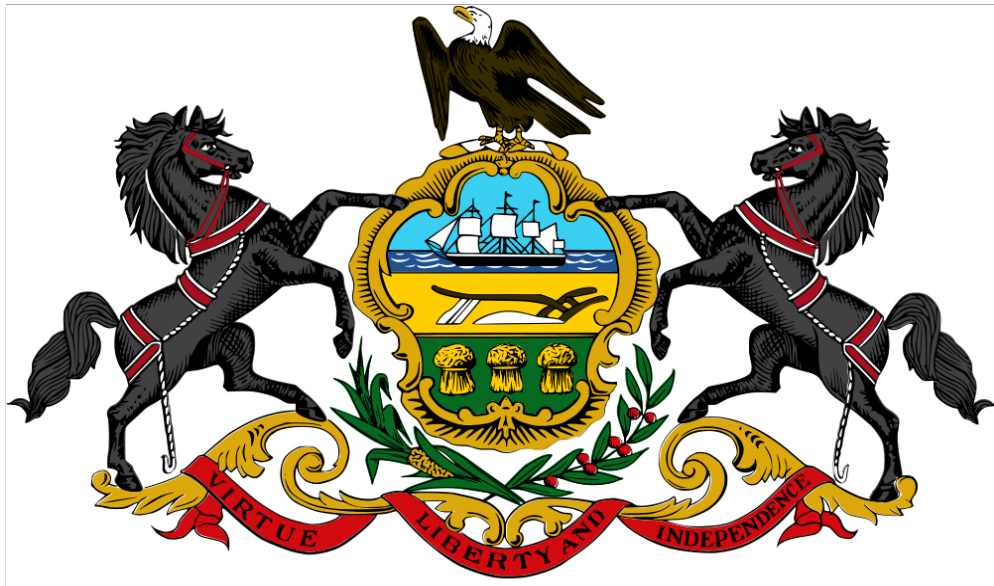


NOMINATION PETITION FILING INFORMATION AND INSTRUCTIONS FOR CANDIDATES



For more information contact:

The Tioga County Election Office

118 Main St

Wellsboro, PA 16901

Phone: 570-723-8230/570-723-8231

HOURS: Mon-Fri 8:00AM to 4:30PM

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Note: The information contained in this document is subject to change without notice in the event of the passage of amendatory legislation

This document is intended to provide a general overview regarding running for public office in Tioga County. It is not intended to be a complete and detailed guide to all of the statutory requirements related to running for office. It is an informational guide to help you. The office does not give you legal advice. If you need legal advice, you must seek an attorney.

A. CONTENTS OF YOUR CANDIDATE PETITION PACKET

Your candidate petition packet contains the following:

- Candidate Filing Instructions
- Offices Up for Election/Signature Requirements and Filing Fees
- Important Dates to Remember
- Statement of Financial Interests (Not applicable to Election Board candidates)
- Petition(s)

PETITION

Check that you have the correct **type** of petition for the office you are seeking:

<u>If You Are Running For:</u>	<u>Type of Petition/Color</u>
Judge of Election or Inspector of Election	15 name Petition/White
Borough or Township Office	15 name Petition/White
School Director	15 name Petition/White
County Office	107 name Petition/White
Magisterial District Judge	107 name Petition/White
Constables	15 name Petition/White

Please see the back of the petition for the Statement of Circulator/Candidate Affidavit/Waiver of Expense Account Reporting Affidavit and the Petition information to be filled out before returning the petition to the Election Office.

STATEMENT OF FINANCIAL INTERESTS

The instructions for this form are on the back, they will explain what is required. Please read them in the entirety before calling the Election Office with questions.

The information requested in blocks 8-15 pertains to the **PRIOR CALENDAR YEAR** (i.e., the year 2024)

ALL incumbent and non-incumbent candidates for county and local public offices (except candidates for Judge of Election or Inspector of Election) **MUST** file the “Statement of Financial Interests” in **TWO LOCATIONS:**

File the **ORIGINAL** with the secretary of the **GOVERNING AUTHORITY** of the political subdivision in which you are a candidate on or before March 11, 2025. (i.e., Borough, Township, County, or School District).

You **MUST** attach and file a copy of the form with your nomination petition. It is now your responsibility to make a copy. If you would like the Election Office to make a copy it will be .50 per page.

PLEASE NOTE- Current office holders, **THIS IS IN ADDITION** to your yearly filing, if you already filed your yearly Financial Interest Statement that is as an office holder, you **MUST** also file a Financial Interest Statement as a candidate **WITH YOUR PETITION.**

See the filing chart on the back page of the form, Block A, for specific breakdown of who must file, where to file and when to file.

PENALTIES FOR FAILURE TO FILE THE “STATEMENT OF FINANCIAL INTERESTS” IN THE TWO LOCATIONS SPECIFIED ABOVE: No Petition to appear on the ballot shall be accepted by the local election official unless the petition has appended thereto a Statement of Financial Interests. Failure to file the “Statement” in accordance with the provisions of the Pennsylvania State Ethics Law shall, in addition to any other penalties provided, be a **fatal defect** to a petition to appear on the ballot. (65 Pa. C.S.A § 1101 et seq.)

B. CIRCULATING AND FILING DATES

First legal day to circulate and file nomination petitions: **February 18, 2025**

DO NOT CIRCULATE OR COLLECT SIGNATURES PRIOR TO THIS DATE

LAST legal day to circulate and file nomination petitions: **March 11, 2025**

FILE EARLY! SAVE TIME! SAVE FRUSTRATION! The Election Office encourages candidates to file petitions as early as possible. If there is a problem with your petition, you may not have adequate time to correct it if you wait until the final day of filing.

AS A CANDIDATE, IT IS YOUR RESPONSIBILITY TO COMPLETE ALL OF YOUR PAPERWORK.... If your paper work is not complete, you will be asked to step aside to finish it and then go to the end of the line so that we can keep the lines down and keep everyone moving.

C. COMPLETING THE FRONT PAGE OF THE PETITION

Before circulating your petition, you must complete the top portion. Each blank must be filled in with the correct information **prior** to collecting any signatures. The information may be typewritten, legibly handwritten or printed on the blank lines. If this is not complete, **your petition will be rejected.**

Please include your phone number at the very top (right side) of the petition!

Three of the most common errors made on the “blank lines” and what the information is to appear on them are as follows:

- **“Electoral District in Which the Nomination Is To Be Made”-** Record the name of the jurisdiction in which you are running for office. For example:

If You Are Running For:

County Office

Borough or Township Office

If You Are Running For:

School Director

Constable

Judge or Inspector of Election

Electoral District:

Tioga County

Name of Borough or Township,
(Include ward if applicable)

Electoral District:

Name of School District
(Include the region number
if applicable)

Name of Borough or Township
(Include ward if applicable)

Name of Borough or Township
(Include ward if applicable)

- **“Name as you wish it to appear on the official ballot”**- 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. **NOTE:** If you wish to change your voter registration, you **must** do so prior to circulating your petition. If you go by a different name than your given name, **you must file a name change verification paper with the Voter Registration Office before you circulate your petition. It must be notarized.** Example: Everyone knows you as Bill instead of William or Dave instead of David.
- **“Title of Office”**- You **must** record the correct name of the office **and** the term of office you are seeking, i.e., 2-year term, 4-year term or 6-year term. See the “Signature Requirements and Filing Fees” Section E. for the correct office titles.

NOTE: If you have any questions, the Election Office can verify the offices and terms up for election in the electoral district, you are seeking office.

D. CIRCULATING YOUR PETITION

INFORMATION ABOUT CIRCULATORS

Circulators are encouraged to read the “Statement of Circulator” on the back of the petition before circulating the petition. After the signatures on the petition have been collected, the circulator will then fill out the “Statement of Circulator” on the back of the petition.

A candidate may circulate his/her own petition; however, someone else from the **same** political party can also circulate your petition for you. If someone other than the candidate circulates the petition, make sure the circulator meets the necessary qualifications. A circulator **must** be a qualified registered elector of the Commonwealth and the same political party as designated on the front of the petition. **Exceptions:** Magisterial District Judges and School Director candidates who are “cross filing” petitions- see Section I.

INFORMATION ABOUT SIGNERS

A petition signer **must** be registered to vote in the same political party as the candidate **and** in the same electoral district as the candidate. (School Director candidates who are “cross filing” petitions, see Section I.)

CAUTION! Each signer **must** write his/her own name **and** completely fill out **all** the required information on the petition for himself/herself. Signers are also cautioned to **not** use ditto marks (“”) for any piece of information on the petition. Be aware that the signers **must** use their 911/physical address, **not** P.O. Boxes. Also, be sure they put their **Borough/Township** in which they live.

E. NUMBER OF SIGNATURES AND FILING FEES REQUIRED

See the “Signature Requirements and Filing Fees” Section E. for the number of signatures required to be filed for the office you are seeking.

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

If a filing fee is required for the office you are seeking, it **must** be paid when the petition is filed. The fee may be paid in one of the following forms: **Cash, certified check or money order** (no personal or business checks will be accepted) made **payable to: “Tioga County Election Office”**. This fee is non-refundable.

<u>COUNTY ELECTED OFFICES</u>	<u>Signatures</u>	<u>Fees</u>
COUNTY COMMISSIONER	100	\$100
COUNTY TREASURER	100	\$100
PROTHONOTARY & CLERK OF COURTS	100	\$100
REGISTER AND RECORDER	100	\$100
SHERIFF	100	\$100
DISTRICT ATTORNEY	100	\$100
COUNTY CORONER	100	\$100
COUNTY AUDITOR	100	\$100
***MAGISTERIAL DISTRICT JUDGE	100	\$100
***Magisterial District Judge \$50.00 For Republican Petition & \$50.00 for a Democratic Petition filed.		
***If you cross-file you are required to obtain 100 Republican Signatures and 100 Democratic Signatures		
<u>BOROUGH OFFICES</u>	<u>Signatures</u>	<u>Fees</u>
MAYOR	10	\$0
MEMBER OF COUNCIL	10	\$0
TAX COLLECTOR	10	\$0
AUDITOR	10	\$0
<u>TOWNSHIP OFFICES</u>	<u>Signatures</u>	<u>Fees</u>
SUPERVISOR	10	\$0
TAX COLLECTOR	10	\$0
AUDITOR	10	\$0
<u>OTHER OFFICES</u>	<u>Signatures</u>	<u>Fees</u>
SCHOOL DIRECTOR	10	\$0
***If you cross-file you are required to obtain 10 Republican Signatures and 10 Democratic Signatures		
JUDGE OF ELECTION	10	\$0
INSPECTOR OF ELECTION	5	\$0
CONSTABLES	10	\$10
PARTY COMMITTEE MEMBERS	10	\$0

F. COMPLETING THE BACK PAGE OF THE PETITION

The back page of the petition contains 4 sections that **must** be completed. Please read each section's oath carefully before completing. (Exception to this is the petition for the Judge of Election and the Inspector of Election)

Section 1. "Statement of Circulator"

This section no longer needs notarized

The information below is to be completed **AFTER** the petition has been circulated and all signatures have been collected.

Line 1: County of Petition- Signers Residence: Tioga County

Number & Street Address of Circulator: This is your 911 residential address (No PO Boxes)

Line 2: City, Borough, or Township- Zip Code: This is the municipality that you live in **NOT** your mailing address and then your zip code.

Line 3: Signature of Circulator- The circulator **must** sign on this line

Line 4: Printed name of circulator: Please print the circulators name

Section 2. "Candidates Affidavit"

On the blank line asking for "**Title of Office**", record the correct name of the office **and** the term of office you are seeking, i.e., 2-year, 4-year or 6-year term.

The 4 lines on the **left-hand side** of this section are to be notarized by a notary. The candidate must complete the 4 lines on the **right-hand side** of this section.

Prior to the petition's notarization, the circulator may complete lines 2, 3 and 4. **Line 1 for your signature, is to be signed in the presence of the notary.** The information below is to appear on the **right-hand side** of this section:

Line 1: Signature of candidate (**must be done in the presence of a notary**)

Line 2: Printed name of candidate

Line 3: Candidate's complete address, including name of city or town

Line 4: Name of candidate's municipality (i.e., city, borough or township)

The following information **must** appear on the line asking for "**Election District of Candidate**":

- Record the name of the jurisdiction in which you are seeking office
- School Director candidates **must** state the name of the school district **and** region/district number, if applicable.
- See explanation of "Electoral District" in Section C.

Section 3. “Waiver of Expense Account Reporting”

Please read this section carefully. If the oath applies to you, then complete this section. (Judge of Election and Inspector of Election **do not** have this section on their petitions)

The 4 lines on the **left-hand side** of this section are to be completed by a notary. The candidate must complete the 4 lines on the **right-hand side** of this section.

Prior to the petition’s notarization, the circulator may complete lines 2, 3 and 4. **Line 1 for your signature is to be signed in the presence of a notary.** The information below is to appear on the **right-hand side** of this section.

Line 1: Signature of candidate (**must be done in the presence of a notary**)

Line 2: Printed name of candidate

Line 3: Candidate’s complete address, including name of city or town

Line 4: Name of candidate’s municipality (i.e., city, borough, or township)

The following information **must** appear on the line asking for **“Election District of Candidate”**:

- Record the name of the jurisdiction in which you are seeking office.
- School Director candidates **must** state the name of the school district **and** region/district number, if applicable.
- See explanation of “Electoral District” in Section C.

Section 4: “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.

Party: Name of 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 Wellsboro Borough Ward 1/Wellsboro Borough Ward 2 candidates **AND** region/district number, if applicable.

Region/District: Write election district on this line. For School District candidates only- Record the name of the school district **AND** region/district number, if applicable.

Term: Record the term of the office you are seeking, i.e., 2-year, 4-year or 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. **NOTE:** If you wish to change your voter registration, you **must** do so prior to circulating your petition.

For the Year: 2025

The Election Office completes the remainder of this section when the petition is filed. See the “Signature Requirements and Filing Fees” Section E for the correct office titles. If you have any questions, the Election Office can verify the offices and terms up for election in the electoral district you are seeking office.

G. NOTARY SERVICES

We suggest that you have everything notarized before coming into the Court House, we cannot guarantee that a notary will be available.

IMPORTANT REMINDER: The petition **cannot** be notarized **unless** the individual whose signature needs notarized **appears in person** before the notary. **They must have a valid photo ID** with them at the time of notarization. See examples below.

FOR EXAMPLE:

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.

**H. CROSS FILING INFORMATION FOR SCHOOL DIRECTORS AND
MAGISTERIAL DISTRICT JUDGES**

SCHOOL DIRECTORS

Candidates for School Director may “Cross File” nomination petitions. “Cross Filing” means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

For the petition circulated in the same party of the candidate: The candidate, or a circulator registered in the Commonwealth may circulate the petition. The petition signers **must** be registered to vote in the same party **and** school district/region as the candidate.

MAGISTERIAL DISTRICT JUDGES

Candidates for Magisterial District Judge may “Cross File” nomination petitions. “Cross Filing” means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

Political Party Affiliation for circulators is not required for MDJ's. For Example: The Candidate is registered in the Democratic Party but wants to cross file. The candidate can be the circulator for both the Democratic Petition and the Republican Petition.

FINANCIAL INTEREST STATEMENTS FOR CROSS FILED CANDIDATES

You **MUST** file a Financial Interest Statement with **BOTH** petitions. Failure to do so is a **fatal flaw**. The Election Office will not accept your petition if it is not attached.

I. TAX COLLECTOR REQUIREMENTS

Act 48-2015 establishes additional requirements for individuals wishing to run for the office of tax collector and creates mandatory basic qualification and continuing education requirements for all tax collectors. Below are the requirements for running for the office of tax collector in Pennsylvania, effective January 1, 2017 (there may be additional or special requirements specific to certain municipalities.)

- You must be a resident of the municipality
- You must have resided in the municipality for one year before the election
- Individuals running for the office of tax collector, **for the first time**, must include a report of criminal history record from the PA State Police (in accordance with 18 Pa. C.S. Ch.91) when filing their nomination petition with the county board of elections. This report must be obtained within 1 year of filing the petition. This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.
- If an individual filing a nomination petition, **for the first time**, has not been a resident of this Commonwealth for the two years immediately preceding the filing of the petition, they must **also** submit a report of Federal criminal history record (obtained pursuant to 28 CFR Pt. 16, Subpt. C.) with the county board of elections. This report must be obtained within 1 year of filing the petition. This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.
- An individual who has won the election for the office of tax collector, must qualify for bond before he/she enters into the duties of office.
- The tax collector basic qualification class and examination must be completed before the Oath of Office for all new tax collectors. Upon satisfactory completion of the class and examination, an individual will be considered a "Qualified" collector.

Tax Collectors in office on January 1, 2017 will be known as a "Qualified" tax collector.

- To be eligible to run for re-election in 2025: **ALL** tax collectors must maintain their Qualified status by completing 2 hours MANDATORY continuing education, PER TERM. These credits must be completed by the third year of a collector's term.

This information is for informational purposes only and has been copied from the Pennsylvania State Tax Collectors Association's website. For further information you can either visit their website at www.pstca.org, visit the Department of Community and Economic Development's website at www.dced.pa.gov or contact your solicitor.

J. WHAT TO BRING WHEN YOU FILE YOUR PETITION

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

1. PETITION(S)

If someone **other than the candidate** is filing the petition, see Section H.

If you need the notary to notarize your petition(s), you will need to provide an approved form of ID

2. COPY OF THE COMPLETED “STATEMENT OF FINANCIAL INTERESTS”

See Section A above of the back page of the “Statement of Financial Interests” for the location to file the **original** copy. The original copy **must** be filed in the appropriate location **no later than March 11, 2025.**

Not applicable to candidates for Judge of Election or Inspector of Election.

3. FILING FEE (IF APPLICABLE)

To determine if a filing fee is required for the office you are seeking, see Section G. for the information on “Filing Fee and Form of Payment”.

TAX COLLECTORS

Individuals running for the office of tax collector, **for the first time**, must include a report of criminal history record from PA State Police, (in accordance with 18 Pa. C.S. Ch. 91) when filing their nomination petition with the county board of elections. This report must be obtained within 1 year from the date of filing the petition. This does not apply to current or past tax collectors.