pennsylvania
DEPARTMENT OF STATE

Guide for Candidates and Campaign Workers
Filing Nomination Petitions

This guide provides information you will need if you are a candidate or campaign worker, and you plan to submit nomination petitions to appear on the ballot in the upcoming primary. This guide may be updated as needed.

Things you will Need when Filing

- ☐ Filing Fee
- ☐ Candidate's Affidavit
- ☐ A Copy of your Statement of Financial Interests (if applicable)
- ☐ Petition Pages

Important Requirements for Preparing your Nomination Petition

1) **Printing and copying blank petition pages:** Print/copy blank petition pages in double-sided, head-to-head format like the pages in a book. Petition pages that are not printed two-sided will not be accepted.

2) **Completing the Statement of Circulator:** Each circulator must complete the information on the back of their circulated page in the Statement of Circulator box AFTER circulation. Ensure the county listed in the Statement of Circulator box is the county of the petition signer's residence, not the circulator's county of residence (unless the circulator resides in the county where they are circulating). If the circulator lives outside of Pennsylvania, the Supplemental Statement of Out of State Circulator must be submitted.

3) **Filing Fees:** Acceptable forms of payment are cashier's check and money order. The Department cannot accept cash or personal checks (campaign account checks are considered personal checks).

4) **Candidate's Affidavit:** The affidavit must be reviewed and signed by the candidate prior to notarization. Ensure accuracy prior to traveling to the filing location. If information is missing or incorrect, the candidate will need to update and sign a new affidavit for the filing.

   If the candidate is unable to secure notarization, an Unsworn Statement in Lieu of Notarization (Act 2020-15, signed into law on April 20, 2020) allows a candidate to sign an unsworn statement and submit it along with the affidavit and petition packet instead of notarizing the affidavit.

5) **Statement of Financial Interests** (SFI or "Ethics Form"): If you are required to file an SFI, you must file the original with the State Ethics Commission. Once you file with the State Ethics Commission, you must provide A COPY with your nomination petition. A list of offices requiring submission is included in your petition packet. Plan to visit the State Ethics Commission first in case they require you to update your information. This will prevent you from having to return to the Department to file an amended copy after you've already submitted your petition packet.

Best Practices for Preparing your Paperwork

The following information will provide best practices for ensuring you have all your necessary paperwork prepared prior to your arrival to file. Following these best practices will reduce wait times and allow for a smoother, more efficient filing process for filers and Department staff.

Review and organize your petition packet before traveling to the filing location.

- Ensure all pages in the packet are for the candidate and office listed on the Affidavit.
- Review each petition page to make sure your circulator has properly completed the Statement of Circulator on each page.
- Place pages with the greatest number of signatures at the beginning of the packet.
- If you are running for a statewide office that requires you to meet a specific county threshold, group your pages by county, starting with the counties having the greatest number of signatures.
- Number all petition pages on both sides. Each physical page should have the same page number on both sides (page 1-side 1, page 1-side 2, etc.)
- Verify each of your pages are clean by removing any paper clips, staples, tape, glue, folders, or post-it notes ahead of time. If you need to repair a torn page, please advise a Department staff member upon submission so we can ensure the page is handled properly through the scanning process.
- Submit all documents in one packet bound by a binder clip. Your filing fee should be on top, followed by your Affidavit, then your Statement of Financial Interests (if required), then your numbered petition pages.

What to Expect When Filing at the Department of State

Please review the information below before you file your petitions in person with the Department of State. For information about the petition filing process in your county, contact your county election office.

The deadline to submit your nomination petition is 5:00 p.m. on the last day to circulate and file nomination petitions. Petitions must be received at the filing location by that time to be considered timely. The Department encourages you to file early to avoid long lines at the check-in station during the final days of the petition filing period.

The in-person filing location address is as follows:

Keystone Building
400 North St.
Harrisburg, PA 17120

You will need to use metered parking available nearby or utilize a nearby parking garage.

The Keystone Building Atrium will serve as the intake area for petition filing. Upon entering, signage will direct you to the check-in table where a staff member will briefly review your petition packet to ensure you have all the required components, that your pages are numbered, etc. You will be provided with a packet of useful information and directed to a seating location to wait while your petition packet is being processed. It is recommended that you do not leave this location until processing has been completed to ensure you are able to answer any questions or make any necessary corrections if needed.

Once your petition packet has been processed and accepted, a staff member will return to you with a receipt and ensure you do not have any outstanding questions before you return to your day.

If you are filing by mail, you may use the paid delivery service of your choice. Keep in mind, your petition packet ***must be received by the deadline to file to be considered timely***. After your petition is accepted, Department staff will send you an email with your receipt and information about the ballot lottery.

If you send your petition by mail, the Department recommends that you:

- Send your petition packet well in advance of the deadline. (This will allow you time to fix any errors before the deadline in the event there is a problem with your petition.)
- Use an expedited service **with a guaranteed delivery date** to ensure prompt delivery.
- Track your package so you are notified when it is delivered.

If you mail your petition, you assume the risk of your petition arriving after the deadline.

Supplemental petition pages may be submitted at any time during the filing period **after** your initial filing has been processed and accepted by the Department. The packet of information you received when you submitted your initial filing will contain a supplemental form that must be completed and must accompany any supplemental petition pages you wish to submit. You will need to submit one supplemental form for each packet of supplemental petitions.

There is no additional fee to submit supplemental petition pages.

Your supplemental form must contain the candidate ID number located on your receipt for your initial filing. Your supplemental page numbers must begin where your initial page numbers left off.

During busy times, a separate supplemental line will be utilized for faster processing.

Ballot Position Lottery

The ballot position lottery will take place in the Keystone Building.

Additional details about the time and procedure for the ballot lottery will be provided in your packet of information when you file your petitions. Attendance is optional. If you choose to attend, please plan to arrive at the scheduled time.

Requesting Copies of Nomination Petitions

Petitions are available for review on the Department's website during the objection period. To request electronic copies of nomination petitions after the objection period has closed, please contact the Bureau of Elections at RA-elections@pa.gov. For the fastest processing, please ensure you provide the office, the district, and the name of the candidate on the petitions for which you are seeking copies. Note that if you are requesting copies after the close of the objection period, the copies will be redacted. If you have additional questions about your request, you may call us at 1-877-868-3772 (option 3).

Service of Objections

Service of objections on the Secretary of the Commonwealth should be made at 201 North Office Building, in Harrisburg, PA. As a reminder, by law, service on the Secretary of the Commonwealth must be made by 5 p.m. on the last day to file objections.

Questions?

Contact the Department of State at 1-877-VOTESPA (1-877-868-3772), option 3.