

Note: All dates in this document are subject to change without notice.

1. The **FIRST DAY** for candidates to circulate and file petitions is February 14, 2023.
2. The **LAST DAY** for candidates to circulate and file petitions is March 7, 2023 at 4:00 PM.
3. Signatures obtained prior to or after the circulation dates are not valid.
4. The location for filing nomination petitions is:

Elections and Voter Registration Office
279 Loop Road
Hollidaysburg, PA 16648

5. NOTE: Completed petition packages consist of a petition with the required minimum number of signatures and a signed Statement of Circulator and a Candidate's Affidavit (notarized). If the candidate is unable to obtain a notary, the Unsworn Declaration (found on website) in lieu of the Candidate's Affidavit can be submitted with the Candidate's Affidavit. An additional document may include an Affidavit for Ballot Name Change.
6. If you desire copies of your nomination petitions for your own records, it is suggested that you make such copies **BEFORE** you file petitions with the Blair County Elections Office. Once the nomination petitions are filed, they become Blair County property and are then subject to a copying fee of \$0.25 (twenty-five cents) per copied page.
7. Once the petition filing period opens, a list of candidates filed will be posted and updated as needed on the county's website – www.blairco.org/departments/elections-voter-registration

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED!

If you have any questions, please contact this office at 814-693-3287 or sseymour@blairco.org

• **IF YOU COPY THE NOMINATION PETITIONS**

Petitions **MUST** be copied as DUPLEX (double-sided, front and back, head-to-head) on PLAIN WHITE 8- 1/2" x 14" (legal-size) paper. This requirement CANNOT be satisfied by printing each side of the nomination petition on a separate sheet of 8 1/2" x 14" paper and affixing the two sheets together with a staple, paper clip, or adhesive.

**FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL
RESULT IN REJECTION OF THOSE FORMS!**

PLEASE READ ALL INSTRUCTIONS PROVIDED FOR THE NOMINATION PETITIONS PRIOR TO CIRCULATION

Instructions for Completing the Front of the Nomination Petition

All blank lines, which appear at the top of each nomination petition, must be completed **BEFORE** signatures are obtained.

- **COUNTY**

This would be the name of the county – BLAIR

- **ELECTORAL DISTRICT**

Write the name of the “Electoral District” in which the candidate is running. The electoral district is the geographical area represented by the office the candidate is seeking.

A. If you are running for a county-wide office insert “Blair County”. County-wide offices include: County Commissioner, District Attorney, Sheriff, Prothonotary, Register of Wills and Recorder of Deeds, County Treasurer, County Controller.

B. If you are running for a city/township/borough-wide office (such as Council, Supervisor, Auditor, etc.) insert the name of the municipality in which you are running.

Examples:

“City of Altoona”

“North Woodbury Township”

“Bellwood Borough”

C. If you are running for an office that is elected less than municipality-wide (such as for committee people), then also include the ward or district.

Examples:

“Hollidaysburg Borough 1st Ward”

“Logan Township 4th District”

- **POLITICAL PARTY**

Enter the candidate’s political party (“Democrat” or “Republican”).

- **NAME OF CANDIDATE**

Type or print the name of the candidate EXACTLY as the candidate would like it to appear on the ballot. Candidates who wish to use nicknames, other than a derivative of their legal given name, must complete and file an *Affidavit for Ballot Name Change*.

- **PROFESSION, BUSINESS, OR OCCUPATION**

For “Profession, Business, or Occupation,” write your current job title, such as “Attorney,” “Clerk,” “Accountant,” “Business Manager,” “Secretary,” or “Steel Worker.” Simply putting initials such as VP, CEO, COO, CFO is not sufficient. (Note: Retired is an acceptable entry in this line.)

- **PLACE OF RESIDENCE** Enter your house number (apartment number, if applicable), street name and ZIP code.

- **YEAR**

2023

- **TITLE OF OFFICE with TERM**

For “Title of Office” include the office for which you are seeking election – Commissioner, Supervisor, Tax Collector, School Board, Committeeperson, Committee Woman, or Committee Man. Also, include the term of office on this line. This would be a 2 Year, 4 Year or 6 Year Term.

Instructions for Circulating the Nomination Petition Minimum Number of Signatures and Filing Fees:

See sheet in petition packet outlining the offices and minimum number of signatures needed. (Green paper)

It is good practice to EXCEED the minimum required number of signatures so that if any of the obtained signatures are stricken from the petition if challenged, the number of valid signatures included in your petition would not fall below the minimum required signatures.

Requirements for Gathering Valid Signatures:

To be considered a valid signature, the signature must meet the following requirements.

1. Each signer may sign petitions for as many candidates for each office as he or she is permitted to vote for, and no more. For example, if there are two seats available for your political party, a voter is limited to signing the petitions for a MAXIMUM of two different candidates.
2. Each signer of a petition must be a registered and enrolled elector of the party referred to in the petition. In other words, Republican electors must sign Republican petitions and Democrat electors must sign Democrat petitions.

3. In addition to PERSONALLY signing and printing their names, each signer must insert the information concerning their place of residence and date of signing, listing their complete voter address. Please note that this address may or may not be the same as one's postal address and that the petition requires the signer to list their municipality (city, borough, or township). The date of signing may be expressed in words or numbers, such as February 14, 2023; Feb. 14, 2023; 14 Feb 2023; or 2/14/23.
4. DO NOT ALLOW ANY SIGNER TO USE DITTO MARKS ANYWHERE ON THE PETITION. Each signer must insert all required information in each column themselves.
5. If a mistake is made on the form, do not use white out or completely blacken out. Simply draw a line through the information and write the correction.

Instructions for Completing the Back of the Nomination Petition

The back page of the petition contains 4 sections that **must** be completed. Please read each section's oath carefully before completing.

- **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: Blair County

Line 2: Number and Street Address of Circulator (No PO Boxes)

Line 3: City, Borough, or Township – Zip Code: This is the municipality that you live in NOT your mailing address. i.e. if you live in Blair Township but your mailing address is Duncansville, you would put Blair Township and then your zip code.

Line 4: Signature of Circulator: The circulator must sign on this line

Line 5: Printed name of circulator: Please print the circulators name

- **CANDIDATE’S 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 term, 4-year term or 6-year term.

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**”:

Write the name of your voting district (i.e. Blair Township, District 2, Altoona 6th Ward, 2nd Precinct or Duncansville Borough)

- **WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT**

Please read this section carefully. If the oath applies to you, then complete this section. If you leave this section blank, you will be required to submit Campaign Finance reports even if you SPEND NO MONEY.

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**”:

Write the name of your voting district (i.e. Blair Township, District 2, Altoona 6th Ward, 2nd Precinct or Duncansville Borough)

- **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 / District: Write the name of your voting district (i.e. Blair Township, District 2, Altoona 6th Ward, 2nd Precinct or Duncansville Borough)

Term: Record the term of 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 you wish it to appear on the ballot.

For the Year: 2023

→ The Election Office completes the remainder of this section when the petition is filed.

- **FILING FEE AND FORM OF PAYMENT** (Green paper)

See the "Filing Fees and Signature Requirements" handout to determine if a filing fee is required for your office and the amount of the filing fee.

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 the "County of Blair"**. This fee is non-refundable.

- **NOTARY SERVICES**

The Election Office cannot notarize your petitions or tell you where you can obtain notary services.

IMPORTANT REMINDER: The petition **cannot** be notarized **unless** the individual whose signature needs notarized **appears in person** before a notary, you must also have a valid photo id with you at the time of notarization.

- **STATEMENT OF FINANCIAL INTEREST**

The instructions for this form are included with the form.

The information requested in blocks 8 - 15 pertains to the **PRIOR CALENDAR YEAR** (i.e., the year 2022).

ALL incumbent and non-incumbent candidates for county and local public offices **MUST** file the “Statement of Financial Interests” in **TWO LOCATIONS**:

1. File the **ORIGINAL** with the secretary of the **GOVERNING AUTHORITY** of the political subdivision in which you are a candidate on or before March 7, 2023. (i.e. Borough, Township, County, or School District).
2. You **MUST** attach and file a copy of the form with your nomination petition. It is now your responsibility to make the copy as they no longer provide us with a carbonized form

PLEASE NOTE - IMPORTANT

Current office holders, **THIS IS IN ADDITION** to your yearly filing, if you have 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**

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.)

Do not call the Election Office with questions on how to complete this form or what should or should not be included. We cannot answer these questions. All questions should be directed to the State Ethics Commission – 717-783-1610.

- **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 same political party as the candidate, may circulate the petition. The petition signers **must** be registered to vote in the same party **and** school district/region as the candidate.

For the petition circulated in the **opposite party** of the candidate: The candidate may not circulate this petition. The circulator **must** be registered in the opposite political party of the candidate. The petition signers **must** be registered to vote in the opposite political party of the candidate **and** registered in the same school district/region as the candidate.

MAGISTERIAL DISTRICT JUDGES

Candidates for Magisterial District Judges 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.

• **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 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 2021; **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, www.pstca.org, web site. For further information you can either visit their site, go to the Department of Community and Economic Development site, or contact your solicitor.

- **Acknowledgment of Condensed Election Timeline** (Neon Yellow paper)
 - This form is required to be signed and returned with your petition.
 - By signing this form, you understand that if someone files an objection to your petition, a hearing will be held on March 16th in Blair County Common Pleas Court.
 - An official court order will be delivered or emailed by the Election Office or Sheriff's office from the Court.
- **Candidate Information Form** (Neon Green paper)
 - Form is required to be completed and returned with your petition.
 - This form gives the Election office the most up to date contact information for each candidate.

- **Drawing of Lots for Ballot Position** (Pink paper)

The Election will draw lots for ballot position on March 10, 2023, in the Commissioner's Meeting Room in the Courthouse at 10 a.m.

If more than one candidate has filed a petition for an office, we will draw lots to determine the candidate order on the ballot.

You do not have to be present for the drawing of lots. If a candidate is not present, an election employee will draw a number on their behalf.