



BUREAU OF REGISTRATION AND ELECTIONS

1251 SOUTH 28th STREET
HARRISBURG, PA. 17111
(717) 780-6360
1-800-328-0058

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Dear Candidate:

The Bureau of Registration and Elections makes every effort to provide for the orderly and efficient filing of nomination petitions. In that regard, listed below and attached to this letter is pertinent information regarding the circulation and filing of your petitions.

1. The **FIRST DAY** for candidates to circulate and file petitions is **FEBRUARY 18, 2025**.
2. The **LAST DAY** for candidates to circulate and file petitions is **MARCH 11, 2025**.
3. The location for filing nomination petitions is:
Dauphin County Bureau of Registration and Elections
1251 South 28th Street
Harrisburg, PA 17111
Monday – Friday: 8AM – 4:30PM
4. Completed petition packages consist of: a petition or petitions with the required minimum number of signatures and a signed statement of circulator; a Candidate Affidavit (notarized or unsworn declaration); and a copy of the Statement of Financial Interest for calendar year 2024. Additional documents may include Waiver of Expense Reporting Affidavit and/or an Affidavit for Ballot Name Change as necessary (notarized or unsworn declarations).
5. Candidates for the office of School Director choosing to cross-file with both the Democratic and Republican parties **MUST** file two complete sets of petition packages that contains the items listed above in #4 with **EACH** the Democratic and Republican packages. The office of School Director is the only office this year for which candidates filing with the **Dauphin County Board of Elections** may cross-file; all other offices may **ONLY** file for either the Democratic or Republican primary nomination. Common Pleas Judge candidates file with the Department of State and there are no Magisterial District Judge positions on the ballot for 2025.
6. If you desire copies of your nomination petitions for your own records, it is suggested that you make such copies **BEFORE** you file the petitions with the Dauphin County Bureau of Registration and Elections. Once the nomination petitions are filed, they become Dauphin 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.dauphincounty.gov > Registration and Elections).

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED!

If you have any questions, please contact this office at (717) 780-6360.

THE NOMINATION PETITIONS **MUST** BE PRINTED/COPIED AS **DUPLEX** (DOUBLE-SIDED, FRONT-TO-BACK, HEAD-TO-HEAD) ON **PLAIN WHITE 8½" X 11" (LETTER SIZE)** PAPER. THIS REQUIREMENT **CANNOT** BE SATISFIED BY PRINTING EACH SIDE OF THE NOMINATION PETITION ON A SEPARATE SHEET OF 8½" x 11" PAPER AND AFFIXING THE SHEETS TOGETHER WITH A STAPLE, PAPER CLIP, OR ADHESIVE.

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

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE WHETHER YOU HAVE CORRECTLY REPRODUCED ANY OF THE FORMS, PLEASE CONTACT THE DAUPHIN COUNTY BUREAU OF REGISTRATIONS AND ELECTIONS OFFICE AT 717-780-6360.

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

Note: Per Act 2020-15 of 2020, if the Commonwealth requires use of a sworn declaration (affidavit), an unsworn declaration can be used in its place. If you are unable to have the affidavits for Candidate, Walver of Campaign Finance Reporting or Ballot Name Change notarized, you may complete and sign these unsworn declarations to attach to each completed document and submit with your petition materials.

Those seeking nomination for minor political parties or minor political bodies should contact the Bureau of Registration and Elections to obtain nomination papers (not petitions), which may not be circulated until March 12 through August 1.

Instructions for Completing the Front of the Nomination Petition

Numbered blank lines at the top of each nomination petition must be completed **BEFORE** signatures are obtained; the numbered instructions correspond with the numbered blank lines:

① 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 “**Dauphin County**”.
- B. If you are running for a City/Township/Borough-wide office (such as Council, Supervisor, Auditor, etc.) insert the name of the District or Municipality in which you are running THEN insert “Dauphin County.”

Examples:

“City of Harrisburg, Dauphin County”
“Lower Paxton Township, Dauphin County”
“Berrysburg Borough, Dauphin County”

- C. If you are running for a municipal office that is elected less than municipality-wide, then also include the Ward followed by “Dauphin County.”

Examples:

“Lykens Borough 1st Ward, Dauphin County”
“Susquehanna Township 9th Ward, Dauphin County”

- D. If you are running for School Director insert the exact name of the School District in which you are running followed by “Dauphin County.” **If** the School District in which you are running is separated into regions, include the corresponding school district region number followed by “Dauphin County.”

Examples:

“Halifax Area School District, Dauphin County”
“Central Dauphin School District Region 1, Dauphin County”

** If you intend to run in the Williams Valley School District or the Susquenita School District please call the Bureau of Elections at (717) 780-6360 for further information.*

② POLITICAL PARTY

Enter the political party (“Democratic” or “Republican”) for which the nomination is being sought.

③ 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 obtain, complete and file an *Affidavit for Ballot Name Change* at the Dauphin County Bureau of Registration and Elections. (**Note:** The name change is based on how the candidate is known to the public, not on how they would like to be known.)

4 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.)

5 ADDRESS WHERE REGISTERED AND ENROLLED

Enter the house number (apartment number, if applicable), street name and ZIP Code of the address where the candidate is registered and enrolled to vote – not the mailing address. You can verify your voter registration info at vote.pa.gov.

6 TITLE OF OFFICE

For “Title of Office” include the office for which the candidate is seeking nomination. A list of offices for which nominations will be sought are on the County’s website (www.dauphincounty.org > Public Services > Registration and Elections).

7 TERM OF OFFICE

For “Term of Office” insert the duration of the term of the office for which the candidate is seeking in number of years. **If running for an unexpired term of an office, list the balance of years remaining in that term.** Listed below are the **NORMAL** terms for offices appearing on the Primary Ballot:

COUNTY-WIDE	4 YRS	CITY-WIDE	4 YRS
BOROUGH COUNCIL	4 YRS	TOWNSHIP COMMISSIONER	4 YRS
TOWNSHIP SUPERVISOR	6 YRS	TAX COLLECTOR	4 YRS
AUDITOR	6 YRS	SCHOOL DIRECTOR	4 YRS
JUDGE OF ELECTION	4 YRS	INSPECTOR OF ELECTION	4 YRS

Instructions for Circulating the Nomination Petition

Minimum Number of Signatures and Filing Fees:

The minimum number of valid signatures required for each office on the ballot, as well as any filing fees for county-wide and city-wide municipal offices are listed below. 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. Filing fees may be paid in **cash, or certified check or money order** (made payable to Dauphin County). Filing fees may NOT be paid with uncertified personal checks or checks drawn on campaign committee accounts.

<u>OFFICES</u>	<u>MINIMUM SIGNATURES</u>	<u>FILING FEE</u>
County-Wide Offices	250	\$100
City-Wide Offices	100	\$25
Borough Offices	10	NONE

Township Offices <u>OFFICES</u>	10 <u>MINIMUM SIGNATURES</u>	NONE <u>FILING FEE</u>
School Directors (including City)	10/Party	NONE
Judge of Election	10	NONE
Inspector of Election	5	NONE

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 five (5) seats available for your School Board, a voter is limited to signing the petitions for a **MAXIMUM** of five (5) different School Director 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 Democratic electors must sign Democratic Petitions.
3. In addition to **PERSONALLY** signing and printing their names, each signer must insert the information concerning their address **where registered and enrolled** (not their mailing address) and date of signing. 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 City, Borough or Township**. Walking Lists that include voter’s registration address and party can be obtained from the Bureau of Registration and Elections. The date of signing may be expressed in words or numbers; such as February 18, 2025; Feb. 18, 2025; 18 Feb 2025; or 2/18/25.
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. **AN INDIVIDUAL MAY ONLY SIGN FOR THEMSELVES. NO ONE IS PERMITTED TO SIGN THE PETITION FOR ANYONE ELSE.** For example, one spouse may not sign for the other spouse; parents may not sign for children and children may not sign for parents. Candidates may sign their own petitions.

Note: If a petition is challenged and signatures are declared invalid by a court, a candidate may be struck from the primary ballot if the remaining number of valid signatures on the petition fall under the minimum number of required valid signatures. It is best to use a walking list when gathering signatures; one free copy for the district in which a candidate is running may be obtained from the Bureau of Registration and Elections.

Statement of Circulator

For **ALL PETITIONS**, the *Statement of Circulator* found at the bottom of the back page of the Petition must be signed **by the person who circulated** the petition. In this section, the circulator will complete the information in lines 1 through 5. The *Statement of Circulator* must be completed

AFTER, and only **after**, the necessary signatures are gathered. For the address section of the *Statement of Circulator* please note that it asks for the circulator’s City, Borough or Township (not their postal city). For example, if it is Susquehanna Township, insert that municipality, not “Harrisburg.” All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating. (*NOTE: The underlined portion does not apply to circulators for the office of Magisterial District Judge.*)

Instructions for Completing the Additional Required Documents

Candidate Affidavit

Each candidate, along with the petitions with the required minimum number of signatures, must submit one *Candidate Affidavit*. The Candidate affidavit must be signed by the candidate and either completed in front of a Notary Public who will notarize the affidavit **or** by completing the Unsworn Declaration. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column. For “Title and Term of Office” insert the exact title of the office for which you are running and the term of that office, as listed in numbers 6 and 7 of preamble of the nomination petition.

Waiver of Expense Account Reporting Affidavit

Candidates executing the **WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT** on their petition may **DISREGARD** filing deadlines, provided they **DO NOT** form a political committee or receive contributions or make expenditures in excess of \$250.00 during any reporting period. Forms are available from the Bureau of Registration and Elections, or on the Dauphin County website: www.dauphincounty.gov > Elections and Voter Registration > Campaign Finances > Reporting Forms.

Affidavit for Ballot Name Change

Candidates who wish to use nicknames, other than a derivative of their legal given name, must obtain, complete and file an *Affidavit for Ballot Name Change*. (**Note:** The name change is based on how the candidate is known to the public, not on how they would like to be known.)

Tax Collector Candidates: In addition to the necessary petitions, affidavits and Statement of Financial Interest, all first-time candidates seeking the office of tax collector **MUST** also file a criminal background check (per Act 48 of 2015).

Judge of Election and Inspector of Election Candidates: Are exempt from campaign finance reporting requirements and therefore do not need to complete a *Waiver of Expense Account Reporting Affidavit*. Additionally, they are not required to complete a *Statement of Financial Interest* form.

Notarization Requirements for Candidate Affidavit; Waiver of Expense Account Reporting Affidavit; and Name Change Affidavit

BEFORE filing the petition packets, the following documents **MUST** be notarized, or be completed and accompanied by a corresponding Unsworn Declaration: (1) Candidate Affidavit; (2) Waiver of Expense Account Reporting Affidavit (if applicable); (3) Affidavit for Ballot Name Change (if necessary). Each notarization **MUST** include the date of notarization, the notary’s

signature, the notary's stamp, County of notary's office, and date notary's commission expires. The Bureau of Registration and Elections does **NOT** employ a Notary Public. *Please have all documents notarized BEFORE you file with the Dauphin County Bureau of Registration and Elections, OR complete and attach an unsworn declaration to the affidavits.*

State Ethics Commission: Statement of Financial Interest

Candidates must file an original copy of the completed Statement of Financial Interest Form with the clerk, manager or secretary of the county, city, township, borough or school district in which they are running. In addition, a second copy must be submitted to the Bureau of Registration and Elections when filing nomination petitions. It is strongly recommended candidates make a third copy for their own records. (**NOTE:** If the office the candidate for Magisterial District Judge or School Director - the only two offices permitted to cross-file with both the Democratic and Republican parties - and the candidate chooses to cross-file with both parties, a Statement of Financial Interest must be filed with **EACH** set of nomination petitions: one with the Democratic petitions and one with the Republican petitions; and they should file **TWO** original copies with the governing body.)

When and where to file Statements of Financial Interest:

1. One copy must be appended to the nomination petition/papers at the time of filing. **FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION OF THE NOMINATION PETITION.**
2. One copy must be filed with the governing authority (as outlined on page 4 of the Statement of Financial Interest form) **NO LATER THAN MARCH 11, 2025. FAILURE TO DO SO COULD RESULT IN A CHALLENGE TO THE CANDIDATE'S NOMINATION PETITION AND HAS BEEN DETERMINED TO BE A "FATAL DEFECT" RESULTING IN REMOVAL FROM THE BALLOT BY THE COURTS.**

NOTE: Incumbents seeking re-election must file their Statement of Financial Interest with their local government by the March 11, 2025 deadline even though in years when they are not a candidate said Statement of Financial Interest would be due on May 1, 2025. Additionally, when completing the form, incumbents must make sure that they check the box for "Candidate" and "Public Official (Current)" in Section 3 for "Status," as well as checking the box for "seeking" and "hold" in Section 4 for "Public Position or Public Office" and complete both lines in Section 5 for "Governmental Entity."

Filing the Nomination Petition

Sheet Numbers: Fill in the sheet numbers in the bottom right corner. Number consecutively.

Copies: If you desire **copies** of your nomination petitions, please make them **BEFORE** you file with this office. Once filed, they become the property of Dauphin County and are subject to a copying fee, which is \$0.25 (cents) per page.

Where to File Completed Petition Packages: To submit completed petitions packages and all other necessary materials that must be filed:

Dauphin County Bureau of Registration and Elections
1251 South 28th Street
Harrisburg, PA 17111

Tax Collector Candidates: In addition to the necessary petitions, affidavits and Statement of Financial Interest forms, all first-time candidates seeking the office of tax collector **MUST** also file a criminal background check (per Act 48 of 2015).

All Petitions MUST BE RECEIVED in this office NO LATER THAN 4:30 p.m., March 11, 2025. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED.

If you have any questions, please feel free to contact the Dauphin County Bureau of Registrations and Elections 717-780-6360.

Casting of Lots for Ballot Position

If more than one (1) candidate in the primary is seeking the same public office, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position. Should the candidate designate a proxy, authorization must be made in writing and notarized. If neither the candidate nor the proxy appear for the drawing, then a member or appointed member of the Board of Elections will draw. The casting of lots will take place **beginning at 9 a.m. on Wednesday, March 19, 2025** in the Main Lobby of the Dauphin County Courthouse, 101 Market Street, Harrisburg PA. (Note: Since the Governor is a registered Democrat, the Democratic Party will draw first.) Once the petition filing period opens, a list of candidates filed will be posted, and updated as needed, on the County's website (www.dauphincounty.gov > Registration & Elections.)

2025 PENNSYLVANIA ELECTIONS IMPORTANT DATES

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

- First day to circulate and file nomination petitionsFebruary 18
- Last day to circulate and file nomination petitionsMarch 11
- First day to circulate and file nomination papersMarch 12
- Last day to file objections to nomination petitions.....March 18
- Casting of Lots to determine ballot position for primary.....March 19
- Last day for withdrawal by candidates who filed nomination petitionsMarch 26
- Last day to REGISTER to vote in the primaryMay 5
- Last day to apply for a mail-in or civilian absentee ballotMay 13
- Last day for County Board of Elections to receive voted mail-in and civilian
absentee ballots (must be received by 8:00 P.M.)May 20
- MUNICIPAL PRIMARY**May 20
- Last day for County Board of Elections to receive voted military and overseas
absentee ballots (submitted for delivery no later than 11:59 P.M. on May 19)May 27
- Last day to circulate and file nomination papersAugust 1
- Last day to file objections to nomination papers.....August 8
- Last day for withdrawal by candidates nominated by nomination papersAugust 8
- Last day for withdrawal by candidates nominated at the primaryAugust 11
- Last day to REGISTER to vote in the November electionOctober 20
- Last day to apply for a mail-in or civilian absentee ballotOctober 28
- Last day for County Boards of Elections to receive voted mail-in and civilian
absentee ballots (must be received by 8:00 P.M.)November 4
- MUNICIPAL ELECTION**November 4
- Last day for County Board of Elections to receive voted military and overseas
absentee ballots (submitted for delivery no later than 11:59 P.M. on November 3)November 12
*(Since November 11 is a legal holiday, the deadline moves to the next business day, which is
November 12, 2025. 25 P.S. § 2603(e)).*

2025 CAMPAIGN EXPENSE REPORTING DATES

<u>TYPE OF REPORT</u>	<u>COMPLETE AS OF</u>	<u>FILING DEADLINE</u>
2024 Annual Report	December 31, 2024	January 31, 2025
2 nd Friday Pre-Primary	May 5, 2025	May 9, 2025
30 Day Post-Primary	June 9, 2025	June 20, 2025
2 nd Friday Pre-Election	October 20, 2025	October 24, 2025
30 Day Post-Election	November 24, 2025	December 4, 2025
2025 Annual Report	December 31, 2025	February 2, 2026

NOTE: Candidates executing the **WAIVER OF EXPENSE REPORTING AFFIDAVIT** may **DISREGARD** these filing deadlines, provided they **DO NOT** form a political committee or receive contributions or make expenditures in excess of \$250.00 during any reporting period. Also, those candidates with candidate committees **MUST** file a candidate campaign finance statement or campaign finance report along with each of their campaign committee statements or reports.

Postmarks are acceptable as proof of timely filing when the report is postmarked by the U.S. Postal Service **NO LATER than the DAY PRIOR to the filing deadline**. A penalty of \$10.00 per day for each day or part of day (excluding Saturdays, Sundays and holidays) that the report is overdue, plus an additional fee of \$10.00 for the first six days that a report is overdue, will be assessed. The maximum penalty is \$250.00. (NOTE: Candidates who file nomination petitions with the Dauphin County Bureau of Registration and Elections are not required to file Sixth Tuesday reports; those reports are only required for candidates for statewide office or those who have spent money for the purpose of influencing the election of such candidate.)

Late Contribution Form (24-Hour Reporting): Section 1628 of the Campaign Finance Reporting Law requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of five hundred dollars (\$500) or more after the final pre-primary/pre-election report has been deemed completed shall report such contribution to the appropriate supervisor. The candidate, chairperson or treasurer of the political committee shall send the report of late contributions within twenty-four (24) hours of receipt of the contribution. These contributions must be reported through and including the day of the primary/election. The bureau will accept the filing of late contribution reports by facsimile at 717-780-6478. The filing of reports via facsimile applies only to late contribution reports. It does not apply to the filing of campaign finance reports. The filing of late contribution reports does not remove the obligation to also report those contributions on the appropriate post-primary/post-election expense report filing. **For 2025, the specific reporting dates for late contribution reports will begin on May 6 and end on May 20 for the municipal primary; and will begin on October 21 and end on November 4 for the municipal election.** (NOTE: For those required to file with the Department of State, please consult the Department's website for instructions.)

Forms are available in the Bureau of Registration and Elections, or on the Dauphin County website: www.dauphincounty.gov > Registration and Elections > Campaign Finances > Reporting Forms.

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