

BUCKS COUNTY BOARD OF ELECTIONS

INSTRUCTIONS FOR CIRCULATING NOMINATION PETITIONS FOR DEMOCRATIC AND REPUBLICAN COUNTY COMMITTEE

GENERAL PRIMARY – MAY 17, 2022

FIRST DAY TO CIRCULATE AND FILE NOMINATION PETITIONS-----MARCH 2
LAST DAY TO CIRCULATE AND FILE NOMINATION PETITIONS-----MARCH 15

PRIOR TO CIRCULATION

- **ONLY** use: “**PETITION - 10 NAMES - GENERAL - 2022**”. The Candidate’s Affidavit is specific for a political party office - **a MUNICIPAL petition may NOT be used for a party office.**
- Top Front of the Petition must be completed before obtaining signatures.
- Electoral District must include municipality and ward and/or district and length of term
(Four Years for Democrats and Two Years for Republicans).
- Candidate must be a qualified Elector (voter) of the district and a member of the Party listed on petition.
- Type or print the name of the candidate on the face of the petition exactly as the candidate wants it to appear on the ballot. Given names must be used. Titles such as Dr., Mr. or Mrs., etc. are not permitted. A nickname is allowed only if it is a derivative of the legal given name, unless an affidavit for primary ballot name change request is filed with our office.
- Circulator may be the candidate or any qualified elector, of the Commonwealth of Pennsylvania, of your Party.

SIGNERS

- Minimum of ten (10) signatures. More than the minimum is recommended.
- Democratic signers may sign a maximum of two candidate's petitions for committeeperson. Republican signers may sign only one candidate's petition for committeeman and only one candidate's petition for committeewoman.
- Signer must be a qualified Elector registered and enrolled in your Party in the election district noted on petition.
- Each signer must personally insert all of their own information - Signature, Printed Name, House Number, Street or Road, City, Borough or Township, and Date of Signing. Given names must be used; no nicknames or titles.
- Ditto marks are not permitted.

AFFIDAVITS/STATEMENTS ON REVERSE SIDE OF PETITION

- Statement of Circulator: must be signed **AFTER** obtaining all signatures – this no longer requires notarization.
- Candidate’s Affidavit: may be signed and notarized within the March 2 – March 15 petition filing period.
- Notarization **MUST** include the Notary’s signature and official inked stamp indicating municipality and expiration date of commission.
 - *An unsworn declaration may be used if you are unable to have the Candidate’s Affidavit notarized.*

FILING

- Petition must be filed in the Office of the Bucks County Board of Elections no later than 5:00 p.m. on March 15, 2022 - no filing fee is required.

If you have any questions, please contact our office at:

**Bucks County Board of Elections
55 East Court Street
Doylestown, Pennsylvania 18901
215-348-6154**

***See reverse side after you have finished circulating your petition
for a quick check-off list before submitting to the Board of Elections:***

CHECK-OFF LIST BEFORE FILING YOUR PETITION

FRONT OF PETITION

- _____ Candidate's descriptive information all completed.
- _____ Name of Candidate EXACTLY as it will appear on ballot.
- _____ Minimum of ten (10) signatures obtained.
- _____ First date of signing not earlier than March 2, 2022.

BACK OF PETITION

- _____ Statement of Circulator completely filled in and signed **AFTER** obtaining the last signature.
- _____ Candidate's Affidavit signed (including address, municipality and election district where indicated) and notarized within the time frame of circulation period.

NOTARIZATION

- _____ Candidate's affidavit **MUST** include the Notary's signature and the official inked stamp indicating the municipality and expiration date of commission. Please note: Notary's embossed seal is not the official inked stamp.
 - *If you are unable to have the Candidate's Affidavit notarized, you may complete and sign an unsworn declaration to submit with your petition materials.*

SIDE OF PETITION

- _____ Party, Office, Municipality, Ward, District, Term filled in.

It is the candidate's responsibility to insure that:

- Candidate is of the district and party named on petition.
- Circulator is of the party of the candidate.
- All signers are of the district and party of the candidate.

FILE EARLY

***DO NOT WAIT UNTIL THE LAST DAY TO FILE WHEN IT
WILL BE TOO LATE TO MAKE ANY NECESSARY CHANGES***