



# THE COUNTY OF CHESTER

**COMMISSIONERS:**

Marian D. Moskowitz  
Josh Maxwell  
Michelle Kichline

**CHESTER COUNTY VOTER SERVICES**

Government Services Center  
601 Westtown Road, Suite 150  
P.O. Box 2747  
West Chester, PA 19380-0990  
(610) 344-6410 FAX: (610) 344-5682

Karen Barsoum  
Director

March 2, 2022

Dear Candidate:

Enclosed with this letter is a candidate packet which includes all information you should need to circulate and file your nomination petitions for the 2022 Primary Election. We look forward to being of service to you this year and wish you well in your candidacy.

Be sure to review all the enclosed material before filling out any of the forms. If you have any questions, regarding the filing of nomination petitions, please feel free to contact this office at (610) 344-6410 or via email at [ccelectionofficials@chesco.org](mailto:ccelectionofficials@chesco.org).

Please note: Committee People are not required to submit Statements of Financial Ethics, nor are they responsible for filing campaign finance. Due to this the Waiver of Expense Affidavit found on the back of the petition is not required to be completed by Committee People. The aforementioned Nomination Petition can be found on our website below this packet, please be sure to print the document double sided.

Sincerely,

Elizabeth Sieb  
Information Coordinator  
Chester County Voter Services

Enclosures

1. Instructions for Circulating & Filing Nomination Petitions
2. Revised Election Calendar 03/2022
3. Circulation Information
4. Filing Checklist
5. Name Change Request Form
6. Petition Withdrawal Form

## INSTRUCTIONS FOR CIRCULATING & FILING NOMINATION PETITIONS

Notice: You may duplicate these nomination petitions **prior to circulation** if the duplicates are **exact** copies of the originals (2-sided, head-to-head, foot to foot). You may complete all blank spaces at the top of the front page of the nomination petition (see 1A & 1B below) prior to duplication to eliminate clerical error.

Tax Collectors who are running for the first time must file a copy of a PA State Police Background Check with their petition (FBI Criminal History Check is required for residents residing in PA less than two years). Tax collectors who are running for a second or subsequent term of office are not required to file the background check. Please see the Chester County Voter Services website for the statute regarding these requirements.

These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; Chester County Voter Services is not responsible for errors and omissions.

Chester County Voter Services cannot provide legal, tax, or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.

### 1. PRIOR TO CIRCULATION

- A. All blank spaces which appear at the top of the front page of each nomination petition must be completed before signatures are obtained.
- B. Type or print the name of the candidate on the face of the petition **exactly** as the candidate wants to appear on the ballot. A nickname is allowed only if it is a derivative of the legal given name. All women proposed as candidates must use their given name on their petitions, e.g. Mary Jones, not Mrs. John Jones.

### 2. SIGNERS

- A. Each signer may sign petitions only for as many candidates for each office as they are permitted to vote.
- B. Each signer of a petition must be registered and enrolled elector of the party and district referred to in the petition. Democratic electors must sign Democratic petitions, and Republican electors must sign Republican petitions.
- C. Each signer must personally insert the information concerning printed name of elector, place of residence, and date of signing. The residence should be listed exactly

as it appears on their registration affidavit. Post Office boxes cannot be used. In the case of an elector having a rural route number or R. D., the township should be listed. The date can be written in words or numbers; e.g. February 00, 0000 or 00/00/00. Female signers must use their given name; Mary Jones, not Mrs. John Jones.

D. Candidates may sign their own petition.

### 3. STATEMENT OF CIRCULATOR

A. The **circulator** of the petition **must be a qualified elector of the Commonwealth and a registered/enrolled member of the political party referred to in the petition.**

B. Candidates may circulate their own petition.

C. The Circulator's Affidavit on each petition page must be signed after each page is circulated.

### 4. CANDIDATE'S AFFIDAVIT

A. The candidate **must** complete a **Candidate's Affidavit** and have it notarized. **Any** notarization **must** include the seal box – the embossed impression seal is not necessary for a valid **Pennsylvania** notary.

B. **Official Name to Appear On Ballot.** Please plainly print or type on the petition the name you wish to appear on the ballot. Remember to do this on both the front and the back of the petitions.

### 5. WAIVER OF EXPENSE AFFIDAVIT

A. The Waiver of Expense Affidavit not required of Committee People.

### 6. FILING FEES

A. There are no filing fees associated with candidacy for Committee Person.

### 7. FILING YOUR PETITION

A. All petitions of the same party must be bound together when filed. Please staple in upper left hand corner.

- B.** Each petition page must be numbered; e.g. Page 1 of 2, Page 2 of 2, etc., at the bottom of the page.
- C.** If you would like a receipt please request one when submitting your filing.
- D.** All Nomination Petitions for all Municipal offices must be filed by 4:30 P.M. on the 10<sup>th</sup> Tuesday before the Primary, with:

Chester County Voter Services  
601 Westtown Road, Suite 150  
P.O. Box 2747  
West Chester, PA 19380-0990

- E.** All other Nomination Petitions must be filed with the Department of State:

Bureau of Commissions, Elections and Legislation  
Commonwealth Keystone Building  
400 North Street  
Room 125 Plaza Level  
Harrisburg, PA 17120

**8. STATE ETHICS COMMISSION STATEMENT OF FINANCIAL INTERESTS FORM**

- A.** Not required to be submitted by candidates for Committee Person.

	<b>Old dates: All Offices</b>	<b>New Dates: US Congress &amp; Statewide Offices</b>	<b>New Dates: Local Elections</b>	<b>New Dates: Seats in General Assembly</b>
		<ul style="list-style-type: none"> <li>• US Senator</li> <li>• Governor</li> <li>• Lt. Governor</li> <li>• Rep. in US Congress</li> </ul>	<ul style="list-style-type: none"> <li>• D County Committee (2 for each precinct)</li> <li>• R County Committee (2 for each precinct)</li> </ul>	<ul style="list-style-type: none"> <li>• Senator</li> <li>• Representative</li> <li>• <b>D State Comm</b></li> <li>• <b>R State Comm</b></li> </ul>
First day to circulate and file nomination petitions	2/15	2/25	2/25	No date
Last day to circulate and file nomination petitions	3/8	3/15	3/15	No date
First day to circulate and file nomination papers	3/9	3/16	3/16	No date
Deadline to file objections to nomination petitions	3/15	3/22	3/22	No date
Last day for withdrawal by candidates who filed nomination petitions	3/23	3/30	3/30	No date
Last day to REGISTER before the primary	5/2	5/2	5/2	No date
Last day to apply for a mail-in or civilian absentee ballot	5/10	5/10	5/10	No date
Last day that may be fixed by the Commonwealth to render decisions in cases involving objections to nomination petitions		3/25	3/25	No date
Last day for the Commonwealth Court to render decisions in cases involving objections to nomination petitions		3/29	3/29	No date
Last day for the County Boards of Elections to send remote military-overseas absentee ballots. See 25 Pa.C.S. §3508; 52 U.S.C. §20302(a)(8)(A)		4/2	4/2	No date
Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)	5/17	5/17	5/17	No date
<b>GENERAL PRIMARY</b>	5/17	5/17	5/17	No date

# CHESTER COUNTY VOTER SERVICES

## INFORMATION FOR CIRCULATING NOMINATION PETITIONS FOR DEMOCRATIC AND REPUBLICAN PARTY CANDIDATES

FIRST DAY TO CIRCULATE AND FILE NOMINATION PETITIONS-----  
LAST DAY TO CIRCULATE AND FILE NOMINATION PETITIONS-----

March 2,2022  
March 15, 2022

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### PRIOR TO CIRCULATION

- Top of the Petition must be completed before obtaining signatures
- Candidate must be a qualified Elector (voter) of the district
- Candidate's name written or typed **exactly** as it is to appear on the ballot
- No nickname unless it is a derivative of legal given name - no titles such as Dr., Mr., Mrs., etc.

### SIGNERS

- More than the minimum is recommended
- Signer must be a qualified Elector registered and enrolled in the Republican Party in the election district noted on the Republican petition and enrolled in the Democratic Party in the election district noted on the Democratic Petition
- Each signer must personally insert all of their own information - given names must be used; no nicknames or titles
- Ditto marks and white out not permitted

### AFFIDAVITS ON REVERSE SIDE OF PETITION

- Statement of Circulator - must be signed AFTER obtaining all signatures
- Candidate's Affidavit - to be signed and notarized within the petition circulation period (only 1 required)
- All notarizations MUST include the Notary's signature and official inked stamp indicating municipality and expiration date of commission (Waiver of Expense not required of Committee People)

### FILING

- Petition must be filed with Voter Services.

### ADDITIONAL INFORMATION

**This information is strictly introductory in scope and should not be construed as legal advice.** Filers are responsible for ensuring the correctness and completeness of all documents; Chester County Voter Services is not responsible for errors and omissions. A packet of more detailed instructions is available at our office or at Republican or Democratic headquarters.

**If you have any questions, please contact our office at:  
Chester County Voter Services  
601 Westtown Road, Suite 150  
West Chester, Pennsylvania 19380  
(610) 344-6410**

*See next page after you have finished circulating your petition  
for a quick check-off list before submitting to Voter Services*

## CHECK LIST (Committee People) FOR FILING YOUR PETITION

### NOMINATION PETITION

- \_\_\_\_\_ Minimum number of signatures obtained
- \_\_\_\_\_ First date of signing not earlier than 03/02/2022
- \_\_\_\_\_ Last date of signing no later than 03/15/2022

### FRONT OF PETITION

- \_\_\_\_\_ Candidate's descriptive information all completed
- \_\_\_\_\_ Name of Candidate EXACTLY as it will appear on ballot

### BACK OF PETITION

- \_\_\_\_\_ Statement of Circulator signed (including address and municipality), signed **AFTER** obtaining the last signature
- \_\_\_\_\_ Candidate's Affidavit signed (including Title of Office, Length of Term, address, municipality and election district where indicated) and notarized within the time frame of circulation period (only one required)

### NOTARIZATIONS

- \_\_\_\_\_ All affidavits **MUST** include the Notary's signature **and** the notary's official inked stamp indicating the municipality and expiration date of commission - **Notary's embossed seal is not the official inked stamp**
  - **WAIVER OF EXPENSE AFFIDAVIT NOT REQUIRED**

It is the candidate's responsibility to insure that:

- Candidate is of the district and party named on petition (School Directors and MDJ can cross file)
- All signers are of the district and party of the candidate (School Directors and MDJ can cross file)

***FILE EARLY***

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



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE

HARRISBURG, PENNSYLVANIA 17120  
OFFICE OF THE  
SECRETARY OF THE COMMONWEALTH  
7630

BUREAU OF COMMISSIONS,  
ELECTIONS & LEGISLATION 717-787-  
717-787-5280

**AFFIDAVIT FOR BALLOT NAME CHANGE REQUEST**

**WHEREAS**, I have continuously and routinely transacted business and social affairs in the name listed below, and

**WHEREAS**, I am widely known in the community and by the electorate under the name listed below, and

**WHEREAS**, refusal to place the name listed below on the ballot will confuse the voters to the extent that their right to vote for the candidate of their choice will be diminished; now,

**THEREFORE**, I hereby request my name to be printed upon the 20\_\_ Municipal Election Ballot as

\_\_\_\_\_  
(Please Print Name)

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Office

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
District

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City / State / Zip Code



PETITION WITHDRAWAL

TO THE CHESTER COUNTY BOARD OF ELECTIONS:

I, \_\_\_\_\_, DO HEREBY WITHDRAW MY NAME  
(PRINT CANDIDATE NAME)

NOMINATION PETITION FOR THE OFFICE OF

\_\_\_\_\_ IN \_\_\_\_\_  
(PRINT NAME OF OFFICE) (MUNICIPALITY OR PRECINCT)

FOR THE PRIMARY ELECTION TO BE HELD ON

\_\_\_\_\_, 20\_\_\_\_.  
(PRIMARY ELECTION DATE)

\_\_\_\_\_  
(SIGNATURE OF CANDIDATE)

\_\_\_\_\_  
(ADDRESS OF CANDIDATE)

\_\_\_\_\_  
(CITY, STATE, ZIP)

Commonwealth of Pennsylvania)  
County of \_\_\_\_\_)

Before me appeared the candidate named above and in due form of law acknowledged the foregoing withdrawal to be to be of his/her own act and deed and desired the same to be recorded as such.

Official Notary seal

Sworn to and Subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Official Title)

Note: Withdrawals must be filed no later than 4:30 p.m. on the 15<sup>th</sup> day after the last day to file nomination petitions