



**INSTRUCTIONS TO CANDIDATES AND CIRCULATORS – 2022**

<b>First day to circulate and file nomination petitions.....</b>	<b>March 2, 2022</b>
<b>Last day to circulate and file nomination petitions .....</b>	<b>March 15, 2022</b>
Last day to register before Primary Election.....	May 2, 2022
Last day to apply for a mail- in or civilian absentee ballot.....	May 10, 2022
Last day to receive voted mail-in and civilian absentee ballots by 8:00 PM.....	May 17, 2022
<b>GENERAL PRIMARY.....</b>	<b>May 17, 2022</b>
First day to register to vote after the Primary.....	May 18, 2022
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 17).....	May 24, 2022

**ATTENTION: ALL DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**INSTRUCTIONS FOR PETITIONS**

<b><u>OFFICE</u></b>	<b><u>SIGNATURES</u></b>	<b><u>TERM</u></b>
Democratic County Committee	10	4 YR
Republican County Committee	10	4 YR

BEFORE COPYING THE NOMINATION PETITIONS, PLEASE NOTE: NOMINATION PETITIONS MUST BE COPIED AS DUPLEX (TWO-SIDED, FRONT AND BACK, HEAD TO HEAD) ON PLAIN WHITE 8 1/2 X 11” (LETTER SIZE) PAPER. THIS REQUIREMENT CANNOT BE SATISFIED BY PRINTING EACH SIDE OF THE DUPLEX NOMINATION PETITION ON A SEPARATE SHEET OF 8 1/2 x 11” PAPER AND AFFIXING THE TWO SHEETS TOGETHER WITH A STAPLE OR PAPER CLIP. FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN THE REJECTION OF THOSE FORMS!

***NOTE: The Berks County Election Services office cannot and will not provide legal or accounting advice. All candidates and/or voters 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. These instructions are strictly introductory in scope and should not be construed as legal advice. Candidates and/or voters are responsible for ensuring the correctness and completeness of all documents. The Berks County Election Services office is not responsible for errors and omissions on the part of a candidate and/or voter.***

## 1. PRIOR TO CIRCULATION

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

Write or print clearly, the name of the candidate on the face of the nomination petition **exactly** as you wish it to appear on the official ballot. Avoid the use of nicknames; the candidate's name as registered to vote should be used.

## 2. SIGNERS

Each signer may sign nomination petitions for as many candidates for each office *as he/she is permitted to vote for*, and no more. Make certain that each signer of a petition is a registered voter and an enrolled member of the party referred to in the petition. Democratic electors can only sign Democratic petitions and Republican electors can only sign Republican petitions. Each signer must personally sign his or her name in the "Signature of Elector" column and legibly print his or her name in the "Printed Name of Elector" column. Each signer shall add his residence, giving city, borough or township, with street and number, if any, and add the date of signing, expressed in words or numbers, e.g., March 2, 2022 or 3/2/22. **Do not use ditto marks anywhere on any petition, the use of ditto ("") marks is grounds for rejecting the petition.**

## 3. STATEMENT OF CIRCULATOR

Must be signed after each nomination petition page is circulated. Do not sign until the nomination petition is completed, all petition circulators must ***personally witness*** each signature for the signatures to be valid if challenged.

All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating. The Statement of the Circulator shall comply with the requirements of Section 909 of the Pennsylvania Election Code (25 P.S. § 2869) and all other legal provisions pertaining to circulator statements.

## 4. CANDIDATE'S AFFIDAVIT (separate from petition)

Candidates must sign and submit one **CANDIDATE'S AFFIDAVIT** per set of nomination petitions. The **CANDIDATE'S AFFIDAVIT** is generated as part of the PDF nomination petition if downloaded from the Election Services website. The CANDIDATE'S AFFIDAVIT is available on the Election Services website and in the office.

## 5. FILING YOUR PETITIONS

Petitions must be filed in the Election Services office by 5:00 PM on the deadline March 15, 2022 “Last day to circulate and file nomination petitions”. We will accept people in line by 5:00 PM, **POST MARKS DO NOT COUNT**. Candidate’s Affidavit must be notarized. **ELECTION SERVICES DOES EMPLOY A NOTARY PUBLIC. THERE IS A CHARGE OF \$5.00 PER SEAL.**

Nomination petitions may consist of several sheets. If more than one sheet is used and is intended to be constituted as one petition, they shall be bound together when offered for filing, and each sheet shall be numbered consecutively, beginning with the number one (1) of \_\_\_\_\_, at the foot of each page.

When filing petitions if no obvious errors are found, the petition will be accepted at face value. We cannot determine what challenges an opponent may file to any petition or how any judge will rule on these challenges. **Our office does NOT provide legal advice on petition challenges.**

## THE MOST COMMON PETITION ERRORS

- THE PETITION WAS **NOT** COPIED CORRECTLY
- THERE WERE **NOT ENOUGH** SIGNATURES
- IT WAS CIRCULATED **PRIOR** TO MARCH 2, 2022
- INCORRECT INFORMATION IN COLUMNS (EX. ZIP CODE INSTEAD OF DATE)
- DITTO MARKS AND WHITEOUT ON PETITION
- ANY PART OF THE PETITION DOCUMENT IS NOT FILLED IN
- VOTER NOT FILLING IN ALL INFORMATION
- THE NOTARY DATE IS BEFORE THE LAST REQUIRED SIGNATURE, INCORRECT NOTARY STAMP OR NO STAMP
- A COPY OF THE CANDIDATE’S AFFIDAVIT **DOES NOT** ACCOMPANY THE PETITION