

# Cumberland County Bureau of Elections

1601 Ritner Highway, Suite 201, Carlisle, PA 17013  
Phone: 717-240-6385 ☎ Toll Free: 1-888-697-0371 ext. 6385



Dear Candidate:

The Cumberland County Bureau of 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.

These documents, as well as other materials you receive from the Bureau of Elections, are meant to inform and aid you in your obligations/requirements as a candidate. Ultimately, however, you as the candidate are responsible for the legality, accuracy and timeliness of all of your documents.

1. The **FIRST DAY** for candidates to circulate and file petitions is **FEBRUARY 16, 2021**.
2. The **LAST DAY** for candidates to circulate and file petitions is **MARCH 9, 2021**.
3. The location for filing nomination petitions is:

Cumberland County Bureau of Elections  
1601 Ritner Highway, Suite 201  
Carlisle, PA 17013

**To schedule an appointment, please call 717-240-6385 or visit:  
[www.ccpa.net/elections](http://www.ccpa.net/elections) and click on the "Schedule An Appointment" link**

4. Completed petition packets should consist of:
  - a.) A petition or petitions with the required minimum number of signatures and a completed & signed Affidavit of Circulator.
  - b.) A notarized Candidate's Affidavit.
  - c.) A copy of the Statement of Financial Interest for calendar year 2020.
  - d.) A notarized Waiver of Expense Reporting Affidavit (if applicable).
  - e.) A notarized Affidavit for Ballot Name Change (if applicable).

**NOTE: FOLLOW THESE INSTRUCTIONS CAREFULLY!  
INCOMPLETE SUBMISSIONS WILL BE REJECTED!**

If you have any questions, please contact this office at (717) 240-6385.

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

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 are not able to reproduce your Nomination Petitions as outlined above, paper copies **MUST** be obtained from our office.

If you have any questions or are unsure whether you have correctly reproduced any of these forms, please contact the Cumberland County Bureau of Elections **BEFORE** circulating your petitions at 717-240-6385.

## **Instructions for Completing the Front of the Nomination Petition**

All blank lines at the top of each nomination petition must be completed **BEFORE** signatures are obtained. The numbered instructions below correspond with the numbered blank lines appearing on the petition:

### **① COUNTY OF SIGNERS**

### **② 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 “Cumberland County”.
- B. If you are running for a Township/Borough office (such as Council, Supervisor, Auditor, etc.) insert the name of the Municipality in which you are running.  
Examples: “Camp Hill Borough” or “Silver Spring Township”
- C. If you are running for a Magisterial District Judge office, insert “MDJ” followed by the district number. Example: “MDJ 09-1-01”
- D. If you are running for School Director, insert the exact name of the School District in which you are running. **If** the School District in which you are running is separated into regions or districts, include the corresponding district/region.

Examples:

“Big Spring School District, Newville Borough”

“West Shore School District, Region 1”

### **③ POLITICAL PARTY**

Enter the political party of the signers. (“Democratic” or “Republican”). This should correspond with the candidate’s political party unless cross-filing.

### **④ NAME OF COUNTY**

### **⑤ NAME OF CANDIDATE**

Type or print the name of the candidate **EXACTLY** as you 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 Cumberland County Bureau of Elections.

### **⑥ PROFESSION, BUSINESS, OR OCCUPATION**

For “Profession, Business, or Occupation,” write your current job title (Note: Retired is an acceptable entry in this line.)

### **⑦ PLACE OF RESIDENCE**

Enter your house number (apartment number, if applicable), street name and ZIP Code.

### **⑧ TITLE OF OFFICE**

For “Title of Office” include the office for which you are seeking election.

EXAMPLES: “School Director” “Tax Collector” “District Attorney”

## 9 TERM OF OFFICE

For “Term of Office” insert the duration of the term of the office for which you are seeking in number of years. EXAMPLES: “2 year” “4 year” “6 year”

Please also indicate the election year in the “20\_\_\_\_\_” section found just after “Place of Residence”.

### ***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 corresponding filing fees for county-wide and city-wide municipal offices are listed below.

Filing fees may be paid in cash, certified check or money order (made payable to Cumberland County Treasurer). Filing fees may NOT be paid with personal check, campaign funds or checks drawn on campaign committee accounts.

<b><i>OFFICES</i></b>	<b><i>MINIMUM SIGNATURES</i></b>	<b><i>FILING FEE</i></b>
County-Wide Offices	250	\$100
Magisterial District Judge	100/Party	\$50/Party
Constable	10	\$10
Township Offices	10	NONE
Borough Offices	10	NONE
School Directors	10/Party	NONE
Judge of Elections	10	NONE
Inspector of Elections	5	NONE

#### **Requirements for Gathering Valid Signatures:**

To be considered a valid signature, the signature must be obtained during the circulation period (see page 1) and 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 Board 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 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 Borough or Township.**
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.**

**Please Note:** If a petition is challenged and signatures are declared invalid by a court of law, 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.

***Instructions for proper completion of “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**, the necessary signatures are gathered.

For the address section of the *Statement of Circulator* please note that it asks for the circulator’s Borough or Township (not their postal city). For example, if the circulator lives in Boiling Springs in South Middleton Township, “South Middleton” should be listed, not “Boiling Springs.”

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 proper completion of “Waiver of Expense Account Reporting”***

Candidates executing the **WAIVER OF EXPENSE REPORTING AFFIDAVIT** on their petition may **DISREGARD** the Campaign Finance Reporting deadlines & obligations, provided they **DO NOT** form a political committee or receive contributions or make expenditures in excess of \$250.00 during any reporting period.

The Waiver of Expense Reporting must be signed by the candidate in front of a Notary Public, who will notarize the affidavit. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column. Each notarization **MUST** include the date of notarization, the notary’s signature, the notary’s stamp, which includes: County of notary’s office and date notary’s commission expires.

Please contact the Cumberland County Bureau of Elections with any questions concerning this waiver at 717-240-6385.

### **Instructions for Completing the “Candidate’s Affidavit”**

Each candidate, along with the petitions with the required minimum number of signatures, must submit one *Candidate’s Affidavit*. (**NOTE:** If the office the candidate is seeking allows the candidate to cross-file with both the Democratic and Republican parties, (ex. School Director) and the candidate chooses to cross-file with both the Democratic and Republican parties, a Candidate’s Affidavit must be filed with **EACH** set of nomination petitions: one with the Democratic petitions and one with the Republican petitions.)

The Candidate’s Affidavit must be signed by the candidate in front of a Notary Public, who will notarize the affidavit. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column. Each notarization **MUST** include the date of notarization, the notary’s signature, the notary’s stamp, which includes: County of notary’s office and date notary’s commission expires.

Notaries are available free of charge at the Cumberland County Bureau of Elections by appointment for this purpose.

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 8 and 9 of preamble of the nomination petition.

### **Special Instructions for Tax Collector Candidates:**

In addition to the necessary Nomination 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).

### **State Ethics Commission: Statement of Financial Interest**

Candidates must file an original copy of the completed Statement of Financial Interest Form with the governmental body in which they are running (ex: school district, township office, etc). See page 4 of the Statement of Financial Interest Form for filing locations.

In addition, a second copy must be submitted to the Cumberland County Bureau of Elections when filing nomination petitions.

#### **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 PROVIDE A COPY OF THIS FORM 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 9, 2021.**

**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.**

PLEASE NOTE: Questions concerning this form and its completion should be directed to the State Ethics Commission by calling the number or website provided on the form.

**What to File**

**A completed petition packet consists of the following:**

- a.) Completed Nomination Petition with the minimum number of signatures required; a signed Statement of Circulator
- b.) A signed & notarized\* Candidate's Affidavit
- c.) A signed & notarized\* Waiver of Expense Account Reporting Affidavit (if applicable).
- d.) Affidavit for Ballot Name Change (if necessary).
- e.) Completed and signed Statement of Financial Interest form.
- f.) Filing fee in the form of cash, certified check or money order payable to Cumberland County Treasurer (if applicable).

Notaries are available free of charge at the Cumberland County Bureau of Elections by appointment for this purpose.

*\*If utilizing our notary, all individuals needing a signature notarized **MUST** appear before the notary. Do not sign until in the presence of the notary.*

**Where to file your Nomination Petition**

Completed petitions and all other necessary materials must be received in the Cumberland County Bureau of Elections no later than 4:30pm on March 9, 2021.

Cumberland County Bureau of Elections  
1601 Ritner Highway, Suite 201  
Carlisle, PA 17013

**To schedule an appointment, please call 717-240-6385 or visit:  
[www.ccpa.net/elections](http://www.ccpa.net/elections) and click on the "Schedule An Appointment" link**

**All Petitions MUST BE RECEIVED in this office NO LATER THAN 4:30 p.m. on March 9, 2021. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.**

**NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED.**  
If you have any questions, please feel free to contact the Cumberland County  
Bureau of Elections at 717-240-6385.