



Philadelphia City Commissioners

2023 Instructions for Circulating and Filing Nomination Petitions

The instructions detailed on this document only pertain to Nomination Petitions for offices in the City of Philadelphia. Nomination Petitions for office in the City of Philadelphia are now available online. **It is the responsibility of the candidate and his or her circulator to complete the petition(s) in the manner that is required by law.**

Instructions for Circulating Nomination Petitions

Nomination Petitions can be obtained by visiting the “Candidates and Campaigns” section of our website: vote.phila.gov. Petitions must be printed on 8 ½” x 11” paper, 2-sided, “Flip on Long Side” (Head-to-Head).

NOTICE: Duplicate Nomination Petitions must be exact copies of the originals (8 ½” x 11” paper, 2-sided, “Flip on Long Side” (Head-to-Head)).

Candidates who do not have access to the internet may visit the County Board of Elections at City Hall, Room 142 (South Gate Entrance) to obtain a Nomination Petition.

Prior to Circulation

All blank spaces which appear on the Preamble, top of Side A of each Nomination Petition page must be completed before signatures are obtained.

In the appropriate field on the online form, type the name of the candidate exactly as the candidate wants it to appear on the ballot. A nickname is allowed only if it is a derivative of the legal name or it is how you are known in your community. If the candidate wishes to appear on the ballot with a nickname, a **Name Change Affidavit** should be completed and submitted with the Nomination Petition(s). The Name Change Affidavit is available in the “**Candidates and Campaigns**” section of our website at vote.phila.gov or in the County Board of Elections office at City Hall, Room 142.

Signers

Signatures may not be obtained until February 14, 2023.

Each signer may sign Nomination Petitions for up to the number of candidates for such office they are permitted to vote for (i.e. 2 Commissioner Candidates, 5 Council At-Large Candidates, 1 Mayoral Candidate).

Each signer of a Nomination Petition must be a registered and enrolled elector (registered voter) in the City of Philadelphia and of the party and district (if applicable) referred to in the Nomination Petition. (Democratic electors must sign Democratic nomination petitions; Republican electors must sign Republican Nomination Petitions; Independents cannot sign either.)

Each signer must personally sign his or her name in the "Signature of Elector" column and print his or her name in the "Printed Name" column. Each signer must also insert his or her address (street and number) in the "Address where registered and enrolled" column exactly as it appears on his or her registration affidavit. The elector must also insert the date of signing in the "Date of Signing" column, which may be expressed in words or numbers (e.g. February 14, 2023 or 2/14/23).

Statement of Circulator

The Statement of Circulator on each Nomination Petition page must be signed after each Nomination Petition page is circulated. Due to recent law changes, the circulator's signature no longer needs to be notarized. The circulator **must** be a qualified and registered elector of Pennsylvania and of the party referred to in the petition.

Candidate's Affidavit

The Candidate's Affidavit must be signed and notarized. Notarization must include the date of notarization, the notary public's signature, and the official rubber stamp seal. The candidate must be a U.S. citizen, meet the residency requirements for the office sought, and be a registered and enrolled elector (registered voter) of the Electoral District and of the party referred to in the Nomination Petition.

The PA Department of State has issued a Candidate Declaration Unsworn Statement. Candidates now have the option of foregoing the notarization requirement only if they instead complete this Declaration. This form is included in this packet. The Declaration must be filed at the same time as the petition(s) if used. The blank fields within the body text of the Candidate's Affidavit must still be completed regardless of whether that candidate is foregoing the notarization requirement.

Candidates only need to complete one Candidate's Affidavit or Unsworn Statement regardless of how many petitions they submit.

Filing Your Petitions

Nomination Petitions must be filed with the County Board of Elections, City Hall Room 142, **no later than 5:00 P.M. on March 7th**. Petitions will only be accepted by the County Board of Elections if the following criteria are met:

1. The Nomination Petition is printed on 8 ½" x 11" paper, 2-sided.
2. Candidate information is completed on the front of the Nomination Petitions.
3. The Nomination Petitions have at least the minimum number of signatures required for the office.
4. The Statement of the Circulator is completed and signed.
5. A copy of Candidate's Statement of Financial Interest is included in the filing to the County Board of Elections. **The original Candidate's Statement of Financial Interest Form must be submitted to the Department of Records at City Hall, Room 156 no later than 5:00 P.M. on March 7, 2023.**
6. The Candidate's Affidavit is completed and signed.
7. The Candidate's Affidavit is notarized, or the Candidate Declaration Unsworn Statement is used in lieu of the notarization requirement (and the information in the affidavit is filled in completely).
8. Filing fee of \$100 **paid by certified check or money order ONLY** made out to the **City of Philadelphia**.
9. The Nomination Petition is submitted **no later than 5:00 P.M. on March 7th**.

All Nomination Petition pages must be bound together when filed. **Please use binder clips. No staples.**

Nomination Petitions must include page numbers in consecutive order.

Example:

Candidates who file two or more Nomination Petition pages for themselves should number the petitions as follows: Page 1 Side A, Page 1 Side B, Page 2 Side A, Page 2 Side B, Page 3 Side A, Page 3 Side B, Page 4 Side A, Page 4 Side B, etc.

Additional Nomination Petitions filed to supplement or add to the original group of filed Nomination Petitions must be numbered in consecutive order from where the first group left off.

Notice of Withdrawal

Candidates who wish to withdraw their candidacy after filing Nomination Petitions must submit a **Notice of Candidate Withdrawal Form** to the County Board of Elections, which will be available on our website or can be obtained from the County Board of Elections at City Hall, Room 142. The deadline for a candidate to withdraw from the ballot is March 22, 2023.

Signature Requirements

Office	Required Number of Signatures
Mayor	One thousand
City Commissioner	One thousand
City Controller	One thousand
Register of Wills	One thousand
Sheriff	One thousand
City Council at Large	One thousand
City Council District Member	Seven hundred and fifty

Copies of Filed Nomination Petitions

Requests for copies of Nomination Petitions may be made with the County Board of Elections, Room 142 City Hall. Copies will be available at the end of business day on Wednesday, March 8th. Requestors can call (215) 686-3469 or email phillyelection@phila.gov to request Petition copies.

Requests will be filled on a first come, first served basis.

The fee for paper copies of Nomination Petitions is \$0.25 per side (\$0.50 per petition). Payment must be made by certified check or money order payable to the “City of Philadelphia.” Cash or personal checks will not be accepted.

There is no fee for emailed digital copies, copies on CD, or copies on USB drive.

Resign to Run

Please note Section 5 of Article 10 of the City Charter states “No officer or employee of the City, except elected officers running for re-election, shall be a candidate for nomination or election to any public office unless they shall have first resigned from their then office or employment.”

Ballot Position Drawing

The draw for ballot positions for local offices in the 2023 Municipal Primary Election will be held 11:00 A.M. on Wednesday, March 15, 2023, in City Hall Room 202, the Mayor’s Reception Room.

Contact Information

Philadelphia County Board of Elections
City Hall, Room 142 | 1400 John F Kennedy Blvd
Philadelphia, PA 19107
215-686-3469
vote.phila.gov