



Philadelphia City Commissioners

2025 Instructions for Circulating and Filing Nomination Petitions (Election Board Workers)

The instructions detailed on this document only pertain to Nomination Petitions for offices in the City of Philadelphia. Nomination Petitions for offices in the City of Philadelphia are now available online. **It is the responsibility of the candidate and their 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 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.

Signature Requirements

Office	Required Number of Signatures
Judge of Election	10 (Ten)
Inspector of Election	5 (Five)

Signers

Signatures may not be obtained until February 18, 2025.

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 referred to in the Nomination Petition. (Democratic electors must sign Democratic nomination petitions; Republican electors must sign Republican Nomination Petitions; Independents cannot sign either.) Signers of election board worker petitions must be registered to the Ward and Division (Electoral District) listed on the front of the petition.

Each signer must personally sign their name in the **“Signature of Elector”** column and print their name in the **“Printed Name”** column. Each signer must also insert their address (street and number) in the **“Address where registered and enrolled”** column exactly as it appears on their 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 18, 2025, or 2/18/25).

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 either be signed and notarized or signed with the inclusion of a Candidate’s Unsworn Statement.

If a candidate chooses the notarization option, the 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 (i.e., Ward and Division) and of the party referred to in the Nomination Petition.

Alternatively, the PA Department of State has issued a “Candidate Declaration Unsworn Statement to be attached to Candidate’s Affidavit where notarized statement is not available” (a.k.a Candidate’s Unsworn Statement) form. 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 11th**. 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 Petition(s).
3. The Nomination Petition(s) have at minimum ten (10) signatures from electors for the office of Judge of Election, or five (5) signatures from electors for the office of Inspector of Election.
4. The Statement of the Circulator is completed and signed.
5. The Candidate's Affidavit is fully completed, signed, and notarized or the Candidate Declaration Unsworn Statement is used in lieu of the notarization requirement.
6. The Nomination Petition is submitted **no later than 5:00 P.M. on March 11, 2025**.

Nomination Petitions must include page numbers in consecutive order and must be bound together when filed. **Please use binder clips. No staples.**

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 26, 2025.

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 one business day after Nomination Petitions are filed. Requestors can call (215) 686-VOTE or email phillyelection@phila.gov to request Petition copies. Requestors seeking all candidates in a given ward and division will receive their complete set of copies by the end of the business day on Thursday, March 13th.

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 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."

Contact Information

Philadelphia County Board of Elections
City Hall, Room 142 | 1400 John F Kennedy Blvd
Philadelphia, PA 19107
215-686-VOTE
VOTE.PHILA.GOV



Bureau of Elections

717-787-5280

**CANDIDATE DECLARATION to be attached to CANDIDATE'S AFFIDAVIT
where notarized statement is not available**

CANDIDATE DECLARATION - I declare that my residence, my election district and the title of the office for which I desire to be a candidate are as contained in the attached document, that I am eligible for said office, that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that unless I am a candidate for Judge of a Court of Common Pleas, the Philadelphia Municipal Court or the office of school board in a district where that office is elective or the office of magisterial district judge, my name has not been presented as a candidate by nomination petitions of any other party for the same office; that if I am a candidate for any office of a political party I am a registered and enrolled member of such party; that if I am a candidate for Committee Delegate or Alternate Delegate to the National Convention the name of the candidate to whom I am committed is as indicated on my nomination petition and that my signature on the Delegate's Statement was affixed to each page of my nomination petition prior to circulation of same; that I am not a candidate for an office which I already hold, the term of which is not set to expire on the same year as the office subject to the accompanying affidavit.

I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct.

Signed on the _____ (date) day of _____ (month), _____ (year), at
_____ (county or other location, and state), _____ (country).

(printed name)

(signature)