



**Board of Elections
Erie County Court House
140 W. 6th Street, Room 112
Erie, PA 16501
814-451-6275**

GENERAL INFORMATION ABOUT RUNNING FOR OFFICE IN 2025

For detailed information, official forms, and instructions contact the elections office at:

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Note: The information contained in this document is subject to change without notice in the event of the passage of amendatory legislation.

This document is intended to provide a general overview regarding running for public office in Erie County. It is not intended to be a complete and detailed guide to all of the statutory requirements related to running for office.

Please provide contact information to the elections office when filing!

CONTENTS OF YOUR CANDIDATE PETITION PACKET

Your candidate petition packet will contain the following:

- 2025 Nomination Petition(s) includes candidate affidavit and optional waiver of expense reporting affidavit
- Statement of Financial Interests
- 2025 important election dates
- Campaign Finance Reporting Law

Intent to form a Committee Packet includes:

- Political Committee Registration Form
- Authorization for a Committee to receive funds
- Campaign Finance Reporting Law
- 2025 Campaign Finance Reporting Dates

PETITIONS

Erie County Nomination Petitions have a NEW look. Petitions are NO LONGER color-coded by office and they are now available online for easy access and printing.

Nomination Petitions **MUST BE PRINTED DOUBLE-SIDED, on 8 ½ x 11”, WHITE PAPER**. If you are not able to print double-sided you may pick up petitions at the Erie County Voter Registration/Elections Office located at:

Erie County Voter Registration/Elections Office
140 West 6th Street Rm 112
Erie, PA 16501

See section E. for the number of signatures required for the office you are seeking.

A. STATEMENT OF FINANCIAL INTERESTS

Instructions can be found on the back of the form, explaining what is required.

The information requested in blocks 8 - 15 pertains to the **PRIOR CALENDAR YEAR** (i.e., 2024).

ALL incumbent and non-incumbent candidates for county and local public offices **MUST** file the “Statement of Financial Interests” in **TWO LOCATIONS**:

1. File the Original with the secretary of the **GOVERNING AUTHORITY** of the political subdivision in which you are a candidate on or before March 11, 2025. (i.e., Borough, Township, County, or School District).
2. You **MUST** attach and file a copy of the form with your nomination petition. The Elections Office will make a copy of the original to keep and give you the original to file with the governing body.

Current office holders: **THIS IS IN ADDITION** to your yearly filing. If you have already filed your yearly Financial Interest Statement as an office holder, you must also file a Financial Interest Statement as a candidate.

See the filing chart on the back page of the form, Block A, for a specific breakdown of who must file, where to file, and when to file.

PENALTIES FOR FAILURE TO FILE THE “STATEMENT OF FINANCIAL INTERESTS” IN THE TWO LOCATIONS SPECIFIED ABOVE: No petition to appear on the ballot shall be accepted by the local election office unless the petition has appended thereto a Statement of Financial Interests. Failure to file the “Statement” in accordance with the provisions of the Pennsylvania State Ethics Law shall, in addition to any other penalties provided, be a **fatal defect** to a petition to appear on the ballot. (65 Pa.C.S.A. § 1101 et seq.)

B. CIRCULATING AND FILING DATES

First legal day to circulate and file nomination petitions: **February 18, 2025**

DO NOT CIRCULATE OR COLLECT SIGNATURES PRIOR TO THIS DATE

Last legal day to circulate and file nomination petitions: **March 11, 2025**

FILE EARLY! SAVE TIME! SAVE FRUSTRATION! The Elections Office encourages candidates to file petitions as early as possible. Save yourself time and the frustration of waiting in long lines to file your petition on the last few days or final day. Additionally, if there is a problem with your petition, you may not have adequate time to correct it.

AS A CANDIDATE, IT IS YOUR RESPONSIBILITY TO COMPLETE ALL OF YOUR PAPERWORK.... If your paperwork is not complete, you will be asked to step aside to finish it and then go to the end of the line so that we can keep the lines down and keep everyone moving.

C. COMPLETING THE FRONT PAGE OF THE PETITION

Before circulating your petition you **must** complete the top portion. Each blank must be filled in with the correct information **prior** to collecting signatures. The information may be typewritten, legibly handwritten or printed on the blank lines.

The most common errors made on the numbered blank lines and what information is to appear on them are as follows:

→ **(1) Electoral District in Which The Nomination Is To Be Made** - Record the name of the jurisdiction in which you are running for office. For example:

If You Are Running For:

County Office
Borough or Township Office

City Office
School Director

Electoral District:

Erie County
Name of Borough or Township, include ward if applicable
Name of City
Name of School District (including the region number if Applicable).

→ (3) **Name as you wish it to appear on the official ballot** – Write your name as you want it to appear on the ballot. If you want to have an alternate name placed on the ballot, you must complete and submit the Affidavit for 2025 Ballot Name Change Request at the time of filing your nomination petition. For example, your name is William, but people know you as Bud.

→ (6) **Title Of Office** - You **must** record the correct name of the office **and** the term of office you are seeking, i.e., 2-year term, 4-year term, or 6-year term. See section E.

NOTE: If you have any questions, the Elections Office can verify the offices and terms up for election in the electoral district where you are seeking office.

D. CIRCULATING YOUR PETITION

INFORMATION ABOUT CIRCULATORS

Circulators are encouraged to read the “Statement of Circulator” on the back of the petition before circulating the petition. **After** the signatures on the petition have been collected, the circulator must sign the “Statement of Circulator”. The “Statement of Circulator” **should not** be signed **prior** to circulating the petition.

A candidate may circulate his/her own petition; however someone else from the **same** political party can also circulate your petition for you. If someone other than the candidate circulates the petition, make sure the circulator meets the necessary qualifications. A circulator **must be** a qualified elector of the Commonwealth, and registered to vote in the same political party. **Exceptions:** Magisterial District Judges and School Director candidates who are “cross filing” petitions - see Section I.

The part of Section 909 of the Pennsylvania Election Code, 25 P.S. § 2869, that requires the circulator of a nomination petition to be a resident of the relevant political district on the petition will not be enforced pursuant to advice received from the Pennsylvania Office of Attorney General in Villa v. Aichele, No. 13-cv-06374 (E.D. Pa 2013).

INFORMATION ABOUT SIGNERS

A petition signer **must** be registered to vote in the same political party as the circulator **and** in the same electoral district as the candidate. (School Director candidates who are “cross filing” petitions, see Section I.)

CAUTION! Each signer **must** write his/her own name **and** completely fill out **all** the required information on the petition for himself/herself. Signers are also cautioned **not to** use ditto marks (“”) for any piece of information on the petition. Be aware that the signers **must** use their 911/physical address not their P.O. Boxes. Also, be sure that they put their municipality in which they live, i.e. if they live in Lawrence Park Township but their mailing address is Erie, they need to put Lawrence Park Township.

E. NUMBER OF SIGNATURES REQUIRED

Candidates are strongly encouraged to file **more** than the required number of signatures.

2025 OFFICES IN BOLD PRINT

ERIE COUNTY (3RD CLASS COUNTY)

COMMON PLEAS	250 (X FILE)	\$100.00	10 YEARS
COUNTY EXECUTIVE	250	\$100.00	4 YEARS – 3 TERMS
COUNTY CONTROLLER	250	\$100.00	4 YEARS
CLERK OF RECORDS	250	\$100.00	4 YEARS
DISTRICT ATTORNEY	250	\$100.00	4 YEARS
SHERIFF	250	\$100.00	4 YEARS
CORONER	250	\$100.00	4 YEARS
COUNTY COUNCIL	10	\$10.00	4 YEARS – 3 TERMS
DIST. 1 2 3 4 5 6 7			

ERIE AND CORRY (3RD CLASS CITIES)

MAYOR	100	\$25.00	4 YEARS – 3 CONSECUTIVE TERMS
CITY CONTROLLER	100	\$25.00	4 YEARS – 3 CONSECUTIVE TERMS
CITY TREASURER - CORRY	100	\$25.00	4 YEARS – 3 CONSECUTIVE TERMS
CITY COUNCIL	100	\$25.00	4 YEARS – 3 CONSECUTIVE TERMS
SCHOOL DIRECTOR	10 (X FILE)	NO FEE	4 YEARS
DISTRICT JUDGE	100 (X FILE)	50.00	6 YEARS
CONSTABLES	10	\$10.00	6 YEARS

BOROUGHES (2ND CLASS)

MAYOR	10	NO FEE	4 YEARS
BOROUGH COUNCIL	10	NO FEE	4 YEARS
TAX COLLECTOR	10	NO FEE	4 YEARS
BOROUGH AUDITOR	10	NO FEE	6 YEARS
SCHOOL DIRECTOR	10 (X FILE)	NO FEE	4 YEARS
DISTRICT JUDGE	100 (X FILE)	\$50.00	6 YEARS

LAWRENCE PARK TOWNSHIP (ONLY 1ST CLASS TOWNSHIP)

TOWNSHIP COMMISSIONER	10	NO FEE	4 YEARS
SCHOOL DIRECTOR	10 (X FILE)	NO FEE	4 YEARS
DISTRICT JUDGE	100 (X FILE)	\$50.00	6 YEARS
CONSTABLES	10	\$10.00	6 YEARS

TOWNSHIPS (2ND CLASS)

TOWNSHIP SUPERVISOR	10	NO FEE	6 YEARS
TAX COLLECTOR	10	NO FEE	4 YEARS
TOWNSHIP AUDITOR	10	NO FEE	6 YEARS
SCHOOL DIRECTOR	10(XFILE)	NO FEE	4 YEARS
DISTRICT JUDGE	100 (X FILE)	\$50.00	6 YEARS
CONSTABLES	10	\$10.00	6 YEARS
TOWNSHIP COUNCIL WASHINGTON TOWNSHIP	10	NO FEE	4 YEARS

DEMOCRATIC PARTY

COMMITTEEMAN/WOMAN	10	NO FEE	4 YEARS
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REPUBLICAN PARTY

COMMITTEEPERSON	10	NO FEE	2 YEARS
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POLL WORKERS

JUDGE OF ELECTIONS	10	NO FEE	4 YEARS
INSPECTOR OF ELECTIONS	5	NO FEE	4 YEARS

F. COMPLETING YOUR PETITION PACKET

The statement of Circulator – on the back of the petition

The petition circulator must complete the 5 lines of this section AFTER collecting signatures:

- Line 1: County of Petition Signers
- Line 2: Printed Name of Circulator
- Line 3: Signature of Circulator, Date signed
- Line 4: Number and Street Address of Circulator
- Line 5: City, Borough or Township, and Zip Code

Candidates Affidavit – separate form, must be attached to the petition

The 4 lines on the **left-hand** side of this section are to be completed by a notary.
The candidate must complete the 4 lines on the **right-hand side** of this section.

Prior to the notarization, the candidate may complete lines 2, 3, and 4. **Line 1 for your signature is to be signed in the presence of a notary.** The information below is to appear on the **right-hand** side of this section:

- Line 1: Signature of candidate (must be done in the presence of a notary)**
- Line 2: Printed name of candidate
- Line 3: Candidate's complete address, including name of city or town
- Line 4: Name of candidate's municipality (i.e., city, borough or township)

Waiver of Expense Account Reporting Affidavit (optional)

Please read this section carefully. If the oath applies to you, then complete this section.

The 4 lines on the **left-hand** side of this section are to be completed by a notary.
The candidate must complete the 4 lines on the **right-hand** side of this section.

Prior to notarization, the candidate may complete lines 2, 3 and 4. **Line 1 for your signature is to be signed in the presence of a notary.** The information below is to appear on the **right-hand** side of this section:

- Line 1: Signature of candidate (must be done in the presence of a notary)**
- Line 2: Printed name of candidate
- Line 3: Candidate's complete address, including name of city or town
- Line 4: Name of candidate's municipality (i.e., city, borough or township)

G. FILING FEE AND FORM OF PAYMENT

See section E to determine if a filing fee is required for your office and the amount of the filing fee.

If a filing fee is required for the office you are seeking, it **must** be paid when the petition is filed. The fee may be paid in one of the following forms: **Cash, certified check or money order** made payable to “Erie County”. This fee is non-refundable.

H. NOTARY SERVICES

Although the Election Office has a notary on staff, you may also have your petition notarized elsewhere.

IMPORTANT REMINDER: The petition **cannot** be notarized **unless** the individual whose signature needs notarized **appears in person** before a notary, you must also have a valid photo ID with you at the time of notarization. See examples below.

FOR EXAMPLE:

If someone other than the candidate is filing the petition, the candidate must have the petition notarized in all the appropriate places before it is brought to the Election Office for filing.

I. CROSS FILING INFORMATION FOR SCHOOL DIRECTORS AND MAGISTERIAL DISTRICT JUDGES

SCHOOL DIRECTORS

Candidates for School Director may Cross File nomination petitions. Cross Filing means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

For the petition circulated in the same party of the candidate: The candidate, or a circulator registered in the same political party as the candidate, may circulate the petition. The petition signers **must** be registered to vote in the same party **and** school district/region as the candidate.

For the petition circulated in the opposite party of the candidate: The candidate may **not** circulate this petition. The circulator **must** be registered in the opposite political party of the candidate. The petition signers **must** be registered to vote in the opposite political party of the candidate **and** registered in the same school district/region as the candidate.

MAGISTERIAL DISTRICT JUDGES

Candidates for Magisterial District Judge may Cross File nomination petitions. Cross Filing means submitting a petition for **two different** recognized political parties (currently Republican and Democratic). Thus, the candidate can submit a petition for the political party he/she is registered in **and** submit a **separate** petition for the opposite political party.

Political Party Affiliation for circulators is not required for MDJs. For Example, the Candidate is registered in the Democratic Party but wants to cross file. The candidate can be the circulator for both the Democratic Petition and the Republican Petition.

FINANCIAL INTEREST STATEMENTS FOR CROSS FILED CANDIDATES

You **MUST** file a Financial Interest Statement with **BOTH** petitions. Failure to do so is a fatal defect. The Election Office will not accept your petition if it is not attached.

J. TAX COLLECTOR REQUIREMENTS

Act 48, 2015 establishes additional requirements for individuals wishing to run for the office of tax collector and creates mandatory basic qualification and continuing education requirements for all tax collectors. Below are the requirements for running for the office of tax collector in Pennsylvania, effective January 1, 2017 (there may be additional or special requirements specific to certain municipalities.)

- You must be a resident of the municipality
- You must have resided in the municipality for one year before the election.
- Individuals running for the office of tax collector, must include a report of criminal history record from the PA State Police (in accordance with 18 Pa.C.S. Ch.91) when filing their nomination petition with the county board of elections. This report must be obtained within 1 year of filing the petition. *This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.*
- If an individual filing a nomination petition, for the first time, has not been a resident of this Commonwealth for the two years immediately preceding the filing of the petition, they must also submit a report of Federal criminal history record (obtained pursuant to 28 CFR Pt. 16, Subpt.C.) with the county board of elections. This report must be obtained within 1 year of filing the petition. *This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.*
- An individual who has won election for the office of tax collector must qualify for bond before he/she enters into the duties of office.
- The tax collector basic qualification class and examination must be completed before the Oath of Office for all new tax collectors. Upon satisfactory completion of the class and examination, an individual will be considered a "Qualified" collector.
- To be eligible to run for re-election in 2025; **All** tax collectors must maintain their Qualified status by completing 2 hours MANDATORY continuing education, PER TERM. These credits must be completed by the third year of a collector's term.

This information has been copied from the Pennsylvania State Tax Collectors Association, www.pstca.org, web site. For further information you can either visit their site, go to the Department of Community and Economic Development site, or contact your solicitor.

K. WHAT TO BRING WHEN YOU FILE YOUR PETITION

You **MUST** bring the following items when you file your petition:

1. PETITION(S)

- If someone **other than the candidate** is filing the petition, see Section H.
- If you need your petitions notarized, Bring an approved form of ID

2. COPY OF THE COMPLETED “STATEMENT OF FINANCIAL INTERESTS”

See Section A above or the back page of the “Statement of Financial Interests” for the location to file the **original** copy. The original copy **must** be filed in the appropriate location **no later than March 11, 2025.**

3. FILING FEE (IF APPLICABLE)

- ➔ To determine if a filing fee is required for the office you are seeking, see Section E for information on “Filing Fee and Form of Payment”.

4. TAX COLLECTORS

Individuals running for the office of tax collector, **for the first time**, must include a report of criminal history record from the PA State Police, (in accordance with 18 Pa.C.S. Ch. 91) when filing their nomination petition with the county board of elections.

This does not apply to current or past tax collectors.