

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 17, 2026**.
2. The **LAST DAY** for candidates to circulate and file petitions is **MARCH 10, 2026**.
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.cumberlandcountypa.gov/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 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”
- E. If you are running for a precinct-specific office, insert the name of the precinct.
Examples: “Camp Hill 1” or “Carlisle 4-1” or “New Cumberland 2-1”

③ POLITICAL PARTY

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

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,” list 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.

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

8 TITLE OF OFFICE

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

EXAMPLES: “Committeeman” “Committeewoman” “Committeeperson”

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”

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.

<u>OFFICES</u>	<u>MINIMUM SIGNATURES</u>	<u>FILING FEE</u>
Committeeman/woman/person	10	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, there is one (1) seat available for Republican Committeeman, one (1) for Republican Committeewoman and two (2) Democratic Committeepersons, a voter is limited to signing the petitions for a **MAXIMUM** of one (1) Committeeman, one (1) Committeewoman and two (2) Committeepersons.
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.

“Waiver of Expense Account Reporting”

Committeeman, Committeewoman and Committeeperson can disregard this waiver. This does NOT apply to these positions.

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*

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.

What to File

A completed petition packet consists of the following:

- a.) Completed (double-sided) Nomination Petition with the minimum number of signatures required; a signed Statement of Circulator
- b.) A signed & notarized* Candidate's Affidavit
- c.) Affidavit for Ballot Name Change (if necessary).

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 10, 2026.

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.cumberlandcountypa.gov/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 10, 2026. 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.