



Board of Elections and Registration Commission

150 North Queen Street
Suite 117
Lancaster, PA 17603-3562
Phone: 717-299-8293
Fax: 717-209-3076
www.co.lancaster.pa.us/elections

Dear Candidate:

The Lancaster County Board 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.

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:
Lancaster County Board of Elections
150 N Queen St, Suite 117
Lancaster, PA 17603
4. Completed petition packages consist of: a petition or petitions with the required minimum number of signatures and a signed statement of circulator and a Candidate Affidavit (notarized or unsworn declaration). Additional document may include an Affidavit for Ballot Name Change as necessary (notarized or unsworn declarations).
5. If you desire copies of your nomination petitions for your own records, it is suggested that you make such copies **BEFORE** you file the petitions with the Lancaster County Board of Elections. Once the nomination petitions are filed, they become Lancaster County property and are then subject to a copying fee of \$0.25 (twenty-five cents) per copied page.
6. Once the petition filing period opens, a list of candidates filed will be posted, and updated as needed, on the County's website.

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED!

If you have any questions, please contact this office at (717) 299-8283.

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 HAVE ANY QUESTIONS OR ARE UNSURE WHETHER YOU HAVE CORRECTLY REPRODUCED ANY OF THE FORMS, PLEASE CONTACT THE LANCASTER COUNTY BOARD OF ELECTIONS OFFICE AT 717-299-8293.

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

Those seeking nomination for minor political parties or minor political bodies should contact the Board of Elections to obtain nomination papers (not petitions), which may not be circulated until March 12 through August 1.

Instructions for Completing the Front of the Nomination Petition

Numbered blank lines at the top of each nomination petition must be completed **BEFORE** signatures are obtained; the numbered instructions correspond with the numbered blank lines:

① 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 “**Lancaster County**”.
- B. If you are running for a party seat that is elected less than municipality-wide, then also include the Ward or District.

Examples:

“New Holland Borough 1st Ward”

“East Hempfield Township Kings District”

② POLITICAL PARTY

Enter the political party (“Democratic” or “Republican”) for which the nomination is being sought.

③ NAME OF CANDIDATE

Type or print the name of the candidate **EXACTLY** as the candidate 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 Lancaster County Board of Elections. (**Note:** The name change is based on how the candidate is known to the public, not on how they would like to be known.)

④ PROFESSION, BUSINESS, OR OCCUPATION

For “Profession, Business, or Occupation,” write your current job title, such as “Attorney,” “Clerk,” “Accountant,” “Business Manager,” “Secretary,” or “Steel Worker.” Simply putting initials such as VP, CEO, COO, CFO is not sufficient. (Note: “Retired” is an acceptable entry in this line.)

⑤ ADDRESS WHERE REGISTERED AND ENROLLED

Enter the house number (apartment number, if applicable), street name and ZIP Code of the address where the candidate is registered and enrolled to vote – not the mailing address.

⑥ TITLE OF OFFICE

For “Title of Office” include the office for which the candidate is seeking nomination. A list of offices for which nominations will be sought are on the County’s website.

⑦ TERM OF OFFICE

For “Term of Office” insert the duration of the term of the office for which the candidate is seeking in number of years. **If running for an unexpired term of an office, list the balance of years remaining in that term.** Listed below are the **NORMAL** terms for offices appearing on the Primary Ballot:

REPUBLICAN SEATS		DEMOCRATIC SEATS	
COMMITTEE MAN	2 YRS	COMMITTEE PERSON	4 YRS
COMMITTEE WOMAN	2 YRS		

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 filing fees for county-wide and city-wide municipal offices are listed below. It is good practice to **EXCEED** the minimum required number of signatures so that if any of the obtained signatures are stricken from the Petition if challenged, the number of valid signatures included in your Petition would not fall below the minimum required signatures. Filing fees may be paid in **cash, or certified check or money order** (made payable to Lancaster County). Filing fees may NOT be paid with uncertified personal checks or checks drawn on campaign committee accounts.

<u>OFFICES</u>	<u>MINIMUM SIGNATURES</u>	<u>FILING FEE</u>
Democratic Party Seat	10	\$0
Republican Party Seat	10	\$0

Requirements for Gathering Valid Signatures:

To be considered a valid signature, the signature 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 Director candidates.

2. Each signer of a petition must be a registered and enrolled elector of the party referred to in the petition.
3. In addition to **PERSONALLY** signing and printing their names, each signer must insert the information concerning their address **where registered and enrolled** (not their mailing address) and date of signing. 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 City, Borough or Township**. The date of signing may be expressed in words or numbers; such as February 18, 2026; Feb. 18, 2026; 18 Feb 2026; or 2/18/26.
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.** Candidates may sign their own petitions.

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

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**, and only **after**, the necessary signatures are gathered. For the address section of the *Statement of Circulator* please note that it asks for the circulator's City, Borough or Township (not their postal city). For example, if it is Manheim Township, insert that municipality, not "Lancaster." All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating.

Instructions for Completing the Additional Required Documents

Candidate Affidavit

Each candidate, along with the petitions with the required minimum number of signatures, must submit one *Candidate Affidavit*. The Candidate 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. 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 6 and 7 of preamble of the nomination petition.

Notarization Requirements for Candidate Affidavit and Name Change Affidavit

BEFORE filing the petition packets, the following documents **MUST** be notarized, or be completed and accompanied by a corresponding Unsworn Declaration: (1) Candidate Affidavit; (2) Affidavit for Ballot Name Change (if necessary). Each notarization **MUST** include the date of notarization, the notary's signature, the notary's stamp, County of notary's office, and date notary's commission expires.

Filing the Nomination Petition

Sheet Numbers: Fill in the sheet numbers in the bottom right corner. Number consecutively.

Copies: If you desire **copies** of your nomination petitions, please make them **BEFORE** you file with this office. Once filed, they become the property of Lancaster County and are subject to a copying fee, which is \$0.25 (cents) per page.

Where to File Completed Petition Packages: To submit completed petitions packages and all other necessary materials that must be filed:

Lancaster County Board of Elections
150 N Queen St, Suite 117
Lancaster, PA 17603

Tax Collector Candidates: In addition to the necessary petitions, affidavits and Statement of Financial Interest forms, all first-time candidates seeking the office of tax collector **MUST** also file a criminal background check (per Act 48 of 2015).

All Petitions MUST BE RECEIVED in this office NO LATER THAN 5:00p.m., March 10, 2026. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED.

Casting of Lots for Ballot Position

If more than one (1) candidate in the primary is seeking the same public office, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position. Should the candidate designate a proxy, authorization must be made in writing and notarized. If neither the candidate nor the proxy appear for the drawing, then a member or appointed member of the Board of Elections will draw. The casting of lots will take place **beginning at 1 p.m. on Friday, March 13, 2026** in the Conference rooms 102/104 at 150 N Queen St, Lancaster PA 17603. Once the petition filing period opens, a list of candidates filed will be posted, and updated as needed, on the County's website.