



# County of Potter

**ELECTIONS & VOTER REGISTRATION**  
**Gunzburger Building, 1 N Main Street, Coudersport, PA 16915**  
**Phone (814) 274-8467**

***Board of Elections***

NANCY GRUPP, *Chair*  
PAUL W HEIMEL  
ROBERT W ROSSMAN  
BARRY HAYMAN

CHARLIE F BROWN  
*Director*

Dear Candidate:

Please read the following pages carefully. Each page contains information that is necessary for your petition to be correctly printed, completed, and filed. The nomination petition process is for Democrat and Republican candidates only.

**Note: All dates in this document are subject to change without notice.**

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 at 4:30 PM**.
3. Signatures obtained prior to or after the circulation dates are not valid.
4. The location for filing nomination petitions is (please note address below):

Potter County Elections Office  
1 N Main Street  
Coudersport, PA 16915

5. Completed petition packages consist of a petition with the required minimum number of signatures and a signed Statement of Circulator and a Candidate's Affidavit (notarized). If the candidate is unable to obtain a notary, the Unsworn Declaration in lieu of the Notarization can be submitted with the completed Candidate's Affidavit.
6. If you desire copies of your nomination petitions for your own records, it is suggested that you make such copies **BEFORE** you file petitions with the Potter County Elections Office.
7. Once the petition filing period closes, a list of candidates filed will be posted and updated as needed on the county's website.

**INCOMPLETE OR INCORRECTLY PRINTED PETITIONS MUST BE REJECTED!**

**IF YOU PRINT OR COPY THE NOMINATION PETITIONS:**

Petitions **MUST** be printed/copied as **DUPLEX** (double-sided, front and back, head-to-head) on PLAIN WHITE 8-1/2” x 11” (letter-size) paper. This requirement **CANNOT** be satisfied by printing each side of the nomination petition on a separate sheet of 8 1/2” x 11” paper and affixing the two sheets together with a staple, paper clip, or adhesive.

**FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY  
MUST RESULT IN REJECTION OF THOSE FORMS!**

If you have any questions or are unsure whether you have correctly reproduced any of the forms, please contact the Elections Office at 814-274-8467 or pick them up in person.

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

**Instructions for Completing the Front of the Nomination Petition**

**All numbered blank lines**, which appear at the top of each nomination petition, must be completed **BEFORE** signatures are obtained. The following numbered instructions correspond with the numbered blank lines found on the nomination petition.

**1) ELECTORAL DISTRICT**

Write the name of the “Electoral District” in which the candidate is running. The electoral district is the county and geographical area represented by the office the candidate is seeking.

A. This election, the only candidates filing petitions at the Potter County Elections Office are political committee people. The Electoral District is the **precinct** in which the committee person will be running.

i. Example: Abbott Township, Coudersport Borough Ward 2, Sharon Township 2

**2) POLITICAL PARTY**

Enter the political party you choose to seek nomination (“Democrat” or “Republican”).

**3) NAME OF CANDIDATE**

Type or print the name of the candidate on the face of the petition **EXACTLY** as the candidate wants it to appear on the ballot. Given names must be used. Titles such as Dr, Mr. or Mrs., etc. are not permitted. A nickname is allowed only if it is a derivative of the legal given name, unless an affidavit for primary ballot name change request is filed with our office.

**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) PLACE OF RESIDENCE**

Enter your house number (apartment number, if applicable), street name, and ZIP code.

**6) TITLE OF OFFICE**

For “Title of Office” include the office in which you are seeking election. Committeeman, committeewoman, committee person, etc. Please refer to your party bylaws for the correct office language. The title of office must be filled in **BEFORE** you get signatures. If it is blank, when you try to turn in your petition it will be rejected.

**7) 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. The terms are different for each party. Please consult your party by laws for the correct term. The term length must be filled in **BEFORE** you get signatures.

**Instructions for Circulating the Nomination Petitions**

**Minimum Number of Signatures:**

The minimum number of valid signatures required for each petition is 10, per state law.

**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. If the race is a vote for one, you may only sign one petition for that office.
2. Each signer of a petition must be a registered and enrolled elector of the party referred to in the petition. In other words, only Republican electors may sign Republican Petitions. Candidates may obtain one free street list from the Election Office prior to circulation to ensure all potential signers are of the correct party and district.
3. In addition to **PERSONALLY** signing and printing their names, each signer must **PERSONALLY** insert their place of residence 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; for example, Sweden Township NOT Coudersport**
4. **DO NOT ALLOW ANY SIGNER TO USE DITTO MARKS.** Each signer must complete all the required information themselves.
5. **AN INDIVIDUAL MAY ONLY SIGN FOR THEMSELVES. NO ONE IS PERMITTED TO SIGN THE PETITION FOR ANYONE ELSE. For example, husbands may not sign for wives and wives may not sign for husbands; parents may not sign for children and children may not sign for parents.**

**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 falls under the minimum required number of valid signatures.

## Statement of Circulator

For **ALL PETITIONS**, the *Statement of Circulator* found at the top of the back page of the Petition must be signed **by the person who circulated** the petition **AFTER**, and only **after**, the necessary signatures are gathered. For the address section of the *Statement of Circulator* please note that it asks for postal address as well as the circulator's City, Borough or Township.

## Instructions for Completing the Candidate Affidavit

Each candidate must submit one *Candidate Affidavit*, along with the petitions containing the required minimum number of signatures. The Candidate affidavit must be signed by the candidate in front of a Notary Public, who will notarize the affidavit, OR may be attached to an Unsworn Declaration in lieu of notarization. The Unsworn Declaration only replaces the notary stamp. The Candidate must still fill out the Candidate Affidavit. On 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 stipulated in the preamble of the nomination petition (Line 6 and 7).

## Filing the Nomination Petition

### **Sheet Numbers**

If you are submitting more than one sheet of petition signatures, fill in the sheet numbers in the bottom right corner; and number the pages consecutively.

### **Where to File Completed Petition Packages**

To submit completed petitions and all other necessary materials that must be filed, deliver them to our office at:

Potter County Elections Office  
1 N Main Street  
Coudersport, PA 16915

OR

Submit by mail  
(not recommended, as post marks do not count):  
1 N Main Street  
Coudersport, PA 16915

**All Petitions MUST BE RECEIVED in this office NO LATER THAN 4:30 p.m., MARCH 10, 2026. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.**

**NOTE: INCOMPLETE SUBMISSIONS RECEIVED BY MAIL OR IN PERSON WILL BE REJECTED.**

If you have any questions, please feel free to contact the Potter County Election Office 814-274-8467.

## Casting of Lots for Ballot Position

If more than one (1) candidate is seeking the same 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. The casting of lots will take place **at 10AM on Friday, March 20<sup>th</sup>**, location to be announced. Once the petition filing period closes, a list of candidates filed will be posted on the County's website.

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF STATE BUREAU OF ELECTIONS

**2026 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER**

First day to circulate and file nomination petitions .....	February 17
Last day to circulate and file nomination petitions.....	March 10
First day to circulate and file nomination papers.....	March 11
Last day to file objections to nomination petitions.....	March 17
Ballot lottery .....	March 18
Last day for withdrawal by candidates who filed nomination petitions without a court order.....	March 25
Last day to REGISTER to vote in the primary .....	May 4
Last day to apply for a mail-in or civilian absentee ballot .....	May 12
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.).....	May 19
<b>GENERAL PRIMARY</b> .....	May 19
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 18).....	May 26
Last day to circulate and file nomination papers.....	August 3
Last day to file objections to nomination paper .....	August 10
Last day for withdrawal by candidates nominated by nomination papers without a court order .....	August 10
Last day for withdrawal by candidates nominated at the primary without a court order .....	August 10
Last day to REGISTER to vote in the November election.....	October 19
Last day to apply for a mail-in or civilian absentee ballot .....	October 27
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) .....	November 3
<b>GENERAL ELECTION</b> .....	November 3
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 2).....	November 10

*Note: All dates in this calendar are subject to change without notice.*

## **Important Notice Regarding Downloaded Nomination Petitions**

**Nomination petitions must be printed as duplex (two-sided, front and back) on plain white 8 1/2" x 11" (letter size) paper.** This requirement **cannot** be satisfied by printing each side of the duplex nomination petition on a separate sheet of 8 1/2" x 11" paper and affixing the two sheets together.

These forms are for candidates of the democratic and republican parties only. **Candidates of minor political parties and political bodies may not utilize these forms.**

Before downloading or printing any of the nomination petitions on this page, please read the following instructions very carefully. **Failure to reproduce the nomination petitions correctly will result in the rejection of those forms.**

All fields must be completed

Please read all instructions provided with the nomination petitions prior to circulation.

If you have any questions or are unsure whether you have correctly reproduced any of the forms on this page, please contact the Potter County Elections Office at (814) 274-8467.

**Note: Altering any of the fields on the following pages may invalidate the content.**

# **CHECK-OFF LIST BEFORE FILING YOUR PETITION**

## **FRONT OF PETITION**

- \_\_\_\_\_ Candidate's descriptive information all completed.
- \_\_\_\_\_ Name of candidate **EXACTLY** as it will appear on ballot.
- \_\_\_\_\_ Minimum of ten (10) signatures obtained.
- \_\_\_\_\_ First date of signing not earlier than February 17, 2026.

## **BACK OF PETITION**

- \_\_\_\_\_ Statement of Circulator section is filled in and signed **AFTER** obtaining the last signature.
- \_\_\_\_\_ Candidate's Affidavit is signed (including address, municipality and election district where indicated) and notarized within the time frame of circulation period.

## **NOTARIZATION**

- \_\_\_\_\_ Candidate's affidavit **MUST** include the Notary's signature and the official inked stamp indicating the municipality and expiration date of commission. Please note: Notary's embossed seal is not the official inked stamp.
  - ***If you are unable to have the Candidate's Affidavit notarized, you may complete and sign an unsworn declaration to submit with your petition materials. The Candidate's Affidavit must be filled out in addition to the unsworn declaration. The unsworn declaration only replaces the notary stamp on the candidate affidavit.***

It is the candidate's responsibility to ensure that:

- If the petition was printed by anyone other than the Elections Office, the petition was printed correctly (double sided and containing all information).
- Candidate is of the district and party named on petition.
- Circulator is of the party of the candidate.
- All signers are of the district and party of the candidate.

**FILE EARLY**

**DO NOT WAIT UNTIL THE LAST DAY TO FILE. PLEASE ALLOW TIME TO MAKE ANY CORRECTIONS OR NECESSARY CHANGES.**



Signatures must be procured within the legal time period for securing same.  
 This Petition must be filed in the office of the Potter County Board of Elections on or before the last day prescribed by law.  
 Each signer may sign petitions for as many candidates for each office as he or she can vote for, and no more.

Commonwealth of Pennsylvania  
**Nomination Petition**

To have Name of Candidate printed upon the  
 Official Ballot for the Primary Election

Date/Time Received

We, the undersigned, all of whom are qualified electors of ① \_\_\_\_\_  
(Electoral district in which the nomination or election is to be made)

and are registered and enrolled members of the ② \_\_\_\_\_ Party or Policy, hereby petition the County Board  
 of Elections of Potter County to have the name of ③ \_\_\_\_\_,  
(Type, print, or write plainly the name as you wish it to appear on the official ballot)

whose Profession, Business or Occupation is ④ \_\_\_\_\_ and whose  
 address where registered and enrolled is ⑤ \_\_\_\_\_,  
(Residential address with street, number [where possible], and zip code)

printed upon the Official Ballot of the aforesaid Party in said District, for the Primary Election for the year 2026 as a  
 candidate for the Office of ⑥ \_\_\_\_\_ ⑦ \_\_\_\_\_.  
(Title of office) (Term of office)

**SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS**

SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	ADDRESS WHERE REGISTERED AND ENROLLED			DATE OF SIGNING
		House No.	Street or Road	Municipality (City, Borough, or Township)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

**Statement of Circulator**

I state that I am a qualified elector of the Commonwealth; that I am duly registered and enrolled as a member of the political party designated in this nomination petition; that my residence is as set forth below; that the signers to the foregoing nomination petition signed the same with full knowledge of the contents thereof; that their respective residences are correctly stated therein; that each signed on the date set opposite his or her name; that to the best of my knowledge and belief, the signers are qualified electors, duly registered and enrolled members of the political party and of the political district designated in this petition, and that they are residents in the county specified in number one below. (Underlined portion not applicable to a circulator for the office of Magisterial District Judge).

Further, I state that the information set forth herein is true and correct to the best of my knowledge, information, and belief, and that this statement is made subject to the penalties of 18Pa.C.S. §4904 (relating to unsworn falsification to authorities).

\_\_\_\_\_  
(SIGNATURE of CIRCULATOR)

\_\_\_\_\_  
(PRINTED NAME of CIRCULATOR)

\_\_\_\_\_  
(STREET ADDRESS, POST OFFICE and ZIP CODE)

\_\_\_\_\_  
(MUNICIPALITY and ELECTION DISTRICT of CIRCULATOR)

The Statement of Circulator must be executed **after** all signatures have been obtained.

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**Candidate's Affidavit**

Commonwealth of Pennsylvania

County of \_\_\_\_\_

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that his or her residence is as set forth below; that his or her election district is as set forth below; that the name of the office for which he or she consents to be a candidate is:

\_\_\_\_\_  
(Title of office, party, and length of term)

that he or she is eligible for said office; that he or she will not knowingly violate any election law. Or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_



\_\_\_\_\_  
(SIGNATURE of CANDIDATE)

\_\_\_\_\_  
(PRINTED NAME of CANDIDATE)

\_\_\_\_\_  
(STREET ADDRESS, POST OFFICE and ZIP CODE)

\_\_\_\_\_  
(HOME PHONE and CELL PHONE NUMBER)

\_\_\_\_\_  
(EMAIL ADDRESS)

\_\_\_\_\_  
(MUNICIPALITY and ELECTION DISTRICT of CANDIDATE)

\_\_\_\_\_  
(SIGNATURE of NOTARY)

**This nomination petition is to be used by candidates for a COUNTY PARTY OFFICE ONLY (i.e. Republican Committeeman or Republican Committeewoman) and may not be used by candidates for Public Office.**



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)