



County of Berks Office of Election Services



610-478-6490 | elections@berkspa.gov | www.berkspa.gov/elections

INSTRUCTIONS TO CANDIDATES AND CIRCULATORS

First day to circulate and file nomination petitions.....	February 18, 2025
Last day to circulate and file nomination petitions	March 11, 2025
First day to circulate and file nomination papers.....	March 12, 2025
Last day to file objections to nomination petitions.....	March 18, 2025
Last day for withdrawal by candidates who filed nomination petitions	March 26, 2025
Last day to REGISTER to vote in the Primary	May 5, 2025
Last day to apply for a mail- in or civilian absentee ballot.....	May 13, 2025
Last day to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)...	May 20, 2025
MUNICIPAL PRIMARY.....	May 20, 2025
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 19).....	May 27, 2025
Last day to circulate and file nomination papers.....	August 1, 2025
Last day to file objections to nomination papers	August 8, 2025
Last day for candidates who filed nomination papers to withdraw.....	August 8, 2025
Last day for withdrawal by candidates nominated at the Primary.....	August 11, 2025
Last day to REGISTER to vote in the November election.....	October 20, 2025
Last day to apply for mail-in or civilian absentee ballot.....	October 28, 2025
Last day to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) ...	November 4, 2025
MUNICIPAL ELECTION.....	November 4, 2025
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 3).....	November 12, 2025

NOTE: ALL DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

<u>OFFICE</u>	<u>SIGNATURES</u>	<u>FEE</u>	<u>TERM</u>	<u>FILE</u>
County-wide	250	\$100	4 yrs.	Berks County
City-wide	100	\$25	4 yrs.	Berks County
City Council District	10	\$25	4 yrs.	Berks County
Magisterial District Judge (may cross file)	100	\$50	6 yrs.	Berks County
School Director – Reading (may cross file)	100	None	4 yrs.	Berks County
School Director – County (may cross file)	10	None	4 yrs.	Berks County
(Upper Perkiomen and Boyertown Region 3 School Directors file in Montgomery County)				
(Twin Valley School District Regions 2 & 3 file in Chester County)				
Borough Office	10	None	4 yrs.	Berks County
First Class Townships	10	None	4 yrs.	Berks County
(Colebrookdale, Cumru, and Muhlenberg)				
Second Class Townships	10	None	6 yrs.	Berks County
Municipal Auditors (Boroughs and Townships)	10	None	6 yrs.	Berks County
Judge of Election	10	None	4 yrs.	Berks County
Inspector of Election	5	None	4 yrs.	Berks County

IMPORTANT INFORMATION

IF YOU ARE PRINTING NOMINATION PETITIONS FROM THE ELECTION SERVICES WEBSITE, PLEASE NOTE THAT ALL NOMINATION PETITIONS MUST BE PRINTED AS DUPLEX (**TWO-SIDED, FRONT AND BACK, HEAD-TO-HEAD**) ON PLAIN WHITE 8 ½" 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 ½" x 11" PAPER AND AFFIXING THE TWO SHEETS TOGETHER WITH A STAPLE OR PAPER CLIP. **FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN THE REJECTION OF THOSE FORMS!**

CANDIDATES CAN OPT TO PICK UP PETITION PACKETS IN THE BERKS COUNTY OFFICE OF ELECTION SERVICES. THE OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 8AM – 5PM.

*The Berks County Office of Election Services **cannot and will not provide legal or accounting advice.** All candidates and/or voters are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.*

*The following instructions are strictly introductory in scope and **should not** be construed as legal advice. Candidates and/or voters are responsible for ensuring the correctness and completeness of all submitted documents. The Berks County Office of Election Services **is not** responsible for errors and omissions on the part of a candidate and/or voter.*

1. PRIOR TO CIRCULATION

All blank lines at the top of the nomination petition **MUST** be completed **BEFORE** signatures are obtained.

- a. **ELECTORAL DISTRICT:** This refers to the geographical area of the office the candidate is seeking. Examples: Candidates running for county-wide offices should insert "Berks County." Candidates for municipal offices should insert the name of the borough or township. Candidates for School Director should list the school district and region, if applicable.
- b. **POLITICAL PARTY:** This refers to the political party of the candidate and signers of the nomination petition. For offices that cross-file, it should be the party of the circulator and signers.
- c. **NAME OF CANDIDATE:** The candidate's name should be **printed clearly** on the front of the petition **exactly as the candidate wants it to appear on the official ballot.** Candidates should list their name as it appears on their voter registration record. Candidates should avoid the use of nicknames.
- d. **PROFESSION, BUSINESS, OR OCCUPATION:** This refers to the candidate's current job title. Retired is an acceptable entry for this line.
- e. **PLACE OF RESIDENCE:** This refers to the candidate's residential address and should include their house number, street name, municipality and zip code.
- f. **TITLE OF OFFICE:** This refers to the official name of the office for which the candidate is seeking election. Please refer to the "**Official List of Offices to be Elected**" provided by the Berks County Office of Election Services.
- g. **TERM OF OFFICE:** This refers to the number of years of the office for which the candidate is seeking election. Please refer to the "**Official List of Offices to be Elected**" provided by the Berks County Office of Election Services to determine what offices are up for election. For unexpired terms of office, candidates should list the years remaining in the term (example: 2 or 4).

2. SIGNERS

- a. Each signer may sign nomination petitions for as many candidates for each office **as he/she is permitted to vote for**, and no more.
- b. Each signer **MUST** be a registered voter and an enrolled member of the party referred to in the petition. **Democratic electors can only sign Democratic petitions and Republican electors can only sign Republican petitions.**
- c. Each signer must personally sign his or her name in the "Signature of Elector" column and legibly print his or her name in the "Printed Name of Elector" column.
- d. Each signer shall add his or her residence, providing the municipality (city, borough or township), with street name and number, if any, and add the date of signing, expressed in words or numbers (examples: February 18, 2025 or 2/18/25).
- e. **Do not use ditto marks or whiteout anywhere on the petition.** The use of ditto marks ("") or white out is grounds for rejecting the petition.
- f. **Cross filing:** Candidates for Magisterial District Judge and School Director are permitted to cross-file. **Separate petitions must be filed for each Party if the candidate is cross filing. Do not combine them on one petition!**

3. STATEMENT OF CIRCULATOR

The **STATEMENT OF CIRCULATOR** must be signed by the person who circulated the petition **AFTER** the necessary signatures have been collected and the nomination petition is complete. All petition circulators must **personally witness** each signature for the signatures to be valid if challenged.

All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating. The Statement of Circulator shall comply with the requirements of Section 909 of the Pennsylvania Election Code (25 P.S. § 2869) and all other legal provisions pertaining to circulator statements.

The Statement of Circulator section must be executed on each petition. Circulators for School Director candidates who are cross-filing must be an enrolled member of the party referred to in the nomination petition. However, circulators for Magisterial District Judge candidates **DO NOT** need to be an enrolled member of the same party referred to in the nomination petition.

4. WAIVER OF EXPENSE ACCOUNT REPORT AFFIDAVIT (separate from petition)

- a. Candidates may file a notarized **WAIVER OF EXPENSE ACCOUNT REPORT AFFIDAVIT** with their nomination petition if they **DO NOT** intend to form or receive support from a political committee and **DO NOT** intend to receive contributions or make expenditures greater than \$250 during any reporting period. Candidates who file a Waiver of Expense Account Report Affidavit are then not required to file pre and post campaign expense reports.
- b. Candidates exceeding \$250 in receipts or expenditures in a reporting period, or who operate with the assistance of a committee, will be required to file pre and post campaign expense reports.

The **WAIVER OF EXPENSE ACCOUNT REPORT AFFIDAVIT** can be found and downloaded from the Election Services website, www.berkspa.gov/elections or picked up at the Office of Election Services.

5. CANDIDATE AFFIDAVIT (separate from petition)

Candidates must sign and submit a notarized **CANDIDATE AFFIDAVIT** with each nomination petition. Offices permitted to cross-file must file a Candidate Affidavit with each party's petition. Do not leave anything blank. All fields must be completed to be accepted.

The **CANDIDATE AFFIDAVIT** can be found and downloaded from the Election Services website, www.berkspa.gov/elections or picked up at the Office of Election Services.

6. STATEMENT OF FINANCIAL INTERESTS (Ethics Statement - separate from petition)

A completed **STATEMENT OF FINANCIAL INTERESTS (Ethics Statement)** should be present at the time of filing nomination petitions. Each candidate is responsible for making any necessary additional copies. The Office of Election Services charges \$0.25 for a single-sided copy and \$0.50 for a double-sided copy.

- **One copy must accompany the nomination petition at the time of filing. Nomination petitions will not be accepted if they do not include a Statement of Financial Interests.**
- **One copy of the Statement of Financial Interests must be filed with the local governing body for the office being sought no later than March 11, 2025. The filer is responsible for making additional copies.**
 - Example: A candidate for Muhlenberg Township Commissioner must file a copy of their Statement of Financial Interest with the Secretary of Muhlenberg Township.
 - Example: A candidate for Muhlenberg School Director must file a copy of their Statement of Financial Interest with the Muhlenberg School District.

Questions about how to complete the Statement of Financial Interests or how to obtain a copy of the form should be directed to the State Ethics Commission at 1-800-932-0936 or online at www.ethics.pa.gov.

7. FILING FEES

- a. A nomination petition will only be accepted by the Office of Election Services if it is accompanied by the proper filing fee (if applicable). Filing fees may be **paid via cash, certified check, or money order**, payable to the "County of Berks". **No personal checks will be accepted.**
- b. Filing fees will not be refunded for any reason (including candidate withdrawal). Offices permitted to cross-file are required to pay a filing fee (if applicable) for **each party's petition**.

THE FOLLOWING ARE REQUIRED AT THE TIME OF FILING:

- 1) **Nomination Petition** with the required number of signatures
- 2) **Completed and Notarized Candidate's Affidavit/ Waiver of Expense Reporting Affidavit**
- 3) **Copy of your Statement of Financial Interests (Ethics Form)**
- 4) **Filing fee payment**

8. FILING YOUR PETITIONS

- a. Petitions **must** be filed in the Office of Election Services by **5:00 PM on March 11, 2025**, the “Last day to circulate and file nomination petitions” for the 2025 Municipal Primary. Petitions will be accepted if the submitter is in line by 5:00 PM. **POSTMARKS DO NOT COUNT!** Candidates **must** include all required documents and the filing fee, if applicable, with their submitted nomination petition. **The Candidate Affidavit and Waiver of Expense Account Report Affidavit must be notarized.**
- b. Nomination petitions may consist of several sheets. If more than one sheet is used, all sheets for that nomination petition shall be bound together when submitted, and each sheet shall be numbered consecutively, beginning with the number one (1) of ___ at the bottom of each page. (Ex. 1 of 2, 2 of 2)
- c. If no obvious defects are identified when a petition is filed, the petition will be accepted at face value. The Office of Election Services cannot determine or speculate what challenges may be filed against any petition or how any judge will rule on those challenges. **The Office of Election Services does NOT provide legal advice on petition challenges.**
- d. **NOTICE: TAX COLLECTORS** - Non-incumbents filing a nomination petition for the position of Tax Collector **must include their criminal history information from the PSP through the Criminal History Record Information Act with their petition.** The information must have been obtained within the year immediately prior to the filing of the petition. For example, if a petition is filed on 2/21/2025, the information must have been obtained between 2/21/2024 and 2/21/2025. Petitions **will not** be accepted without this report. For additional information, visit the Pennsylvania State Tax Collectors Association website: www.pstca.org.
- e. **NOTICE: MAGISTERIAL DISTRICT JUDGES** – A sitting Magisterial District Judge **elected** to the office is not required to file a nomination petition to run for reelection. Instead, a sitting Magisterial District Judge may file an **Incumbent Magisterial District Judge Certificate of Nomination**, which states their intent to seek reelection to the office. If a sitting Magisterial District Judge files a Certificate of Nomination for reelection, the sitting Magisterial District Judge may **not** challenge the nomination petition of another candidate for Magisterial District Judge. All other filing requirements, such as a Candidate Affidavit, Statement of Financial Interests and filing fees, remain in effect.

PETITIONS WILL BE REJECTED FOR THE FOLLOWING REASONS:

- The petition was **not** reproduced correctly
- There are **not enough** signatures on the petition
- The petition was circulated **prior** to February 18, 2025.
- The petition contains incorrect or incomplete information in the designated columns or blank lines. (ex. Zip code instead of date)
- The petition contains ditto marks and/or whiteout.
- Any part of the petition document is not filled in.
- An incorrect notary stamp, no notary stamp, or expired notary commission on the Candidate Affidavit or Waiver of Expense Account Report Affidavit.
- The petition does not include a copy of the candidate’s Statement of Financial Interest.
- The petition does not include the Candidate Affidavit.
- The required filing fee (if applicable) **is not** submitted
- Non-incumbent tax collectors **do not** submit the required criminal history information at the time of filing.

IMPORTANT CAMPAIGN FINANCE INFORMATION

NOTE: ALL DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE IN THE EVENT OF PASSAGE OF ANY AMENDATORY LEGISLATION.

2025 CAMPAIGN FINANCE REPORTING DATES		
Type of Report	Complete as of	Filing Deadline
2nd Friday Pre-Primary	May 5, 2025	May 9, 2025
24-Hour Reporting (Daily)	Starts May 6, 2025	Through and including May 20, 2025
30 Day Post-Primary	June 9, 2025	June 20, 2025
2nd Friday Pre-Election	October 20, 2025	October 24, 2025
24-Hour Reporting (Daily)	Starts October 21, 2025	Through and including November 4, 2025
30 Day Post-Election	November 24, 2025	December 4, 2025
2025 Annual Report	December 31, 2025	February 2, 2026

- **POSTMARKS** - are acceptable as proof of timely filing when the report is postmarked by the U.S. Postal Service **no later than the day PRIOR to the filing deadline**. Fax and e-mail copies are **not acceptable**.

- **PENALTIES** - In accordance with the Campaign Finance Reporting Law, those who file required reports after the filing deadline are assessed a late filing fee of \$20.00 per day for the first six days that the report is overdue, and \$10.00 per day thereafter, up to a maximum of \$250.00.

- Candidates at the local level who are not supported by a committee and do not intend to receive or expend more than \$250 in a reporting period should complete the **Waiver of Expense Account Report Affidavit**, which will alleviate the necessity of filing pre and post campaign expense reports. Candidates exceeding \$250 in receipts or expenditures in a reporting period or who operate with the assistance of a committee will be required to file pre and post campaign expense reports. Additional information can be obtained in the Office of Election Services.

- **24-HOUR REPORTING** – Section 1628 of the Campaign Expense Reporting Law requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of \$500 dollars or more, **or** any person making an independent expenditure of \$500 or more after the final pre-election/pre-primary report has been deemed completed shall report such contribution or expenditure to the appropriate supervisor. The candidate, chairperson, or treasurer of the political committee shall send the report of late contributions within 24 hours of receipt of the contribution. The same shall apply to persons making independent expenditures. The Board of Elections will accept the filing of 24-Hour Reports by fax at 610-478-6218 or by e-mail to elections@berkspa.gov. The filing of reports by fax or e-mail applies **only** to 24-Hour Reports. Late filing fees will be assessed for each day a 24-Hour Report is not filed.

- **Purdon’s Statutes Title 25 Section 3258** – Whenever any person makes an expenditure for the purpose of financing communications expressly advocating the election or defeat of a candidate, or ballot questions, through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general public political advertising, such communication if authorized by the candidate, his authorized political committee or their agents, shall clearly and conspicuously state that the communication has been authorized. All campaign material must also state that it has either been “Paid for by the (Name of Committee)” or “Paid for by (Name of Candidate)”.

- **POLITICAL COMMITTEE TREASURER** – It is the treasurer’s responsibility to file required committee reports. Reporting forms can be downloaded and printed from the Election Services website: www.berkspa.gov/elections. Forms are also available in the Office of Election Services.