



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 17, 2026
Last day to circulate and file nomination petitions	March 10, 2026
Last day to file objections to nomination petitions.....	March 17, 2026
Drawing for ballot positions	March 19, 2026
Last day for candidates to withdraw nomination petitions	March 25, 2026
Last day to REGISTER to vote in the Primary	May 4, 2026
Last day to apply for a mail- in or civilian absentee ballot.....	May 12, 2026
Last day to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M) ...	May 19, 2026
GENERAL PRIMARY	May 19, 2026
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 18)	May 26, 2026

NOTE: ALL DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

<u>OFFICE</u>	<u>SIGNATURES</u>	<u>TERM</u>
Democratic County Committee	10	4 yrs.
Republican County Committee	10	4 yrs.

IMPORTANT PRINTING INFORMATION

If you are copying or 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-Friday, from 8 a.m. to 5 p.m.

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 that all submitted documents are correct and complete. 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. For County Committee positions, the electoral district is the candidate's voting precinct.
- b. **POLITICAL PARTY:** This refers to the political party of the candidate and signers of the nomination petition.
- 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 position for which the candidate is seeking election. *Examples: Democratic County Committeeperson, Republican County Committeeman.*
- g. **TERM OF OFFICE:** This refers to the number of years of the office for which the candidate is seeking election. All County Committee positions are 4-year terms.

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 17, 2026 or 2/17/26).
- 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.

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.

4. CANDIDATE AFFIDAVIT (separate from petition)

Candidates must sign and submit a notarized **CANDIDATE AFFIDAVIT** with each nomination 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.

5. FILING YOUR PETITIONS

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**

- a. Petitions **must** be filed in the Office of Election Services by **5:00 PM on March 10, 2026**, the "Last day to circulate and file nomination petitions" for the 2026 General 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 with their submitted nomination petition. **The Candidate Affidavit must be notarized.** The Office of Election Services employs two notary publics who charge \$5 per seal. The notaries only accept cash.

- 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)
- a. 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.**

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 17, 2026.
- 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.
- The petition does not include the notarized Candidate Affidavit.