

**WASHINGTON COUNTY
ELECTED
POLL WORKER
POSITION
PACKET**

Washington County Board of Elections
95 W Beau St, Ste G-10
Washington PA 15301
724-228-6750
www.washingtoncopa.gov/elections



DISCLAIMER

The Washington County Elections Office cannot provide legal or accounting advice. All candidates 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.

These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of ALL documents: The Washington County Elections Office is not responsible for errors and omissions on the part of a candidate.

NOMINATION PETITIONS

IMPORTANT DATES

- The first day to circulate petitions for signatures is February 18, 2025.
- The filing deadline is March 11, 2025. All petitions **must be received** in the Elections Office **no later than 4:30 pm on March 11**. Postmarks are not accepted as timely filing.
- Someone else can file your petition, but if it is not complete it will be rejected.
- Make sure all your documents are notarized before you file with the Washington County Board of Elections Office.
 - Our office does not have a notary. The Prothonotary's Office offers notary services, or you can use any notary. The Prothonotary's Office is located in the Crossroads Center, 95 West Beau Street in Suite 510 on the fifth floor.

FILLING OUT THE PETITION

- Please print legibly or type your petition. Our Office obtains the information for the ballot from your petition.
- Be consistent when filling out your petition. Make sure your name is the same throughout the petition and be consistent in the name of the office and the municipality.
- **TOP OF PETITION**

The top of the petition **MUST** be filled out prior to circulating the petition.

 - *"Electoral District in which the nomination or election is to be made"*: Your precinct
 - *"Enrolled members of the"*: Your political party (must be Democratic or Republican for the Primary)
 - *"Name"*: Name as you want it to appear on ballot (If you are using a nickname that is not part of your legal name, you must obtain, complete, and file an Affidavit for Ballot Name Change with the Elections Office).
 - *"Occupation"*: If you are retired writing in "retired" is acceptable.
 - *"Place of Residence"*: Must be your 911/physical address. PO boxes and work addresses are not acceptable.
 - *"For the year"*: 2025

- *“Office of”*: Office you are running for and term (number of years). Listed below are the normal terms for offices appearing on the Ballot:
 - ✓ Judge of Elections: 4 years
 - ✓ Inspector of Elections: 4 years

- **ELECTOR SIGNATURES**

- **DO NOT** begin to collect signatures before Tuesday, February 18, 2025.
- Signers must be registered to vote.
- Signers must be from the same political party you are registered and seeking the nomination.
- They must live and be registered in your precinct.
- Signers must fill out the entire line for themselves.
- Signers can only sign as many petitions as there are offices up for election.
- Signature of Elector: Should be as they are registered
- Printed Name of Elector: **PRINT** name as signed and registered
- Address Where Registered or Enrolled: Where the signer lives
 - ✓ House number: House number of signer’s house
 - ✓ Street or Road: Physical name of street where signer lives
 - ✓ City, Township, Borough: NOT the mailing city. This is the municipality where the signer lives.
 - ✓ Date of Signing: Date at time of signing
- **DO NOT** let the signer use ditto (“) marks.
- If the signer makes a mistake, simply draw a single line through the entry. DO NOT use white out, erase, or completely black anything out on the petition.
- It is recommended to obtain more signatures than the required number of signatures. This will help safeguard your petition in the event that someone challenges the validity of the signatures.
- There are 30 signature lines on each petition. You can submit multiple petitions if you need more signature lines.

- Below is the minimum number of signatures required for offices appearing on the Ballot:

- ✓ Judge of Elections: 10 signatures
- ✓ Inspector of Elections: 5 signatures

- **STATEMENT OF CIRCULATOR**

- In most cases, the candidate circulates their own petition; however, petitions can be circulated by anyone as long as the circulator is a registered voter of Pennsylvania and of the same party affiliation as the candidate.
- Only 1 (one) circulator per petition sheet.
- The Statement should not be signed and completed until all signatures have been obtained.
- The circulator must complete **ALL** sections of the Statement: County of petition-signers' residence; printed name of circulator; signature of circulator; number and street address; and city, borough, or township – PO Boxes are not acceptable)

CANDIDATE'S AFFIDAVIT

- To be completed by the Candidate
- An Affidavit must be filed with each set of petitions (a set of petitions are the petitions you file in one visit to the Elections Office).
- Complete the top fields with the required information
 - Name
 - Residential address
 - City, state, zip
 - Municipality (city, borough, or township)
 - Mailing address (if difference from your residential address)
 - Mailing city, state, zip
 - Office you are running for
 - Political Party (either Democrat or Republican for the Primary)
 - Name as you want it to appear on the Ballot

- The Affidavit section is split into two (2) sections:
 - Left side is for a notary to complete
 - Right side is for the candidate to complete
 - “*Signature of Candidate*” – **DO NOT** sign this until you are in front of the Notary
 - The other sections can be completed prior to notarization. (Phone number and Election District – County; Borough; Township; or School District, include your ward or region, if applicable)

FILING FEES

- There is not a filing fee for Judge of Elections or Inspector of Elections.

FILING RECEIPT

- After filing your petition packet, you will receive a date stamped receipt from our office listing the documents filed and the number of signatures.
- If you want copies of your date stamped filed documents the cost is \$.25 per page.
- Electronic copies of your date stamped filed documents will not be provided.

CASTING OF LOTS FOR BALLOT POSITION

- If there is more than one candidate for the same office of the same party, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position.
 - The candidate needs to provide their proxy with a written authorization to submit at the drawing.
- If neither the candidate nor a proxy appear for the drawing then a member of the Elections Office staff will draw.
- The casting of lots will take place beginning at **10:00 am on March 20, 2025** in the Public Meeting Room (Room G-16) of the Crossroads Building, 95 W Beau St, Washington. It is located on the ground floor.

VOTER LISTS

- Candidates can request voter lists by completing a *Request for Voter Lists* form. The form is available in our office or on our website.
- Printed copies of voter lists are available at \$.25 per page.

- Electronic copies of voter lists are available at no charge. Electronic copies will be sent via e-mail.

PUBLIC INSPECTION OF FILED PETITIONS

- Filed nomination petitions are open to public inspection during ordinary business hours in our office by any qualified voter of the county.
- Copies of the petitions are available for a fee of \$.25 per page.
- Electronic copies of the petitions will not be provided.

CHALLENGES TO A FILED PETITION

- Objections can be filed to nomination petitions.
- The timeframe to challenge nomination petition is March 12 to March 18, 2025.
- Objections must be made via a Petition to Set Aside a Nomination Petition (Objection Petition) and filed in the Prothonotary's Office.

WASHINGTON COUNTY BOARD OF ELECTIONS

CHECKLIST FOR FILING YOUR PETITION

Completed nomination petition with the required number of signatures and the Circulator Statement signed and completed

A completed and notarized Candidate's Affidavit

Candidates for Judge of Elections and Inspector of Elections **DO NOT** need to complete the Waiver of Expense Account Reporting Affidavit as state law specifically exempts such candidates from all Campaign Expense Reporting deadlines.

Candidates for Judge of Elections and Inspector of Elections **DO NOT** need to complete the Statement of Financial Interest.

**The filing deadline is March 11, 2025 by 4:30 pm in the
Washington County Board of Elections Office.**

Postmarks are not accepted as timely filing.

Any questions please contact the Washington County Board of Elections Office by phone at 724-228-6750, by e-mail at washcoelections@co.washington.pa.us, or by visiting our office at 95 W. Beau St, Ste G-10; Washington PA 15301.