

NOMINATION PETITION OVERVIEW: Democratic Presidential Candidates and their Authorized Delegate/Alternate Delegate Candidates

Declaration of Candidacy – Deadline January 11, 2016

Candidates seeking the Democratic nomination for the office of President of the United States must first file a Declaration of Candidacy with the Department of State **on or before January 11, 2016**. The Declaration authorizes candidates for Delegate/Alternate Delegate to the Democratic National Convention. This form is available here:

<http://www.dos.pa.gov/VotingElections/CandidatesCommittees/RunningforOffice>.

Appointing a Duly Authorized Representative – Deadline January 11, 2016

Declared presidential candidates for the Democratic nomination shall certify in writing to the Secretary of the Commonwealth and the State Democratic Chair, the name(s) of his or her authorized representative(s) by January 11, 2016. Although no specific form is required, the Department recommends that the candidate submit a signed letter designating the individual as the candidates authorized representative with the person's name and contact information, including telephone number and email address. **NOTE: candidates for delegate/alternate delegate committed to a particular presidential candidate may obtain petition forms only from the candidate or the candidate's duly authorized representative.**

Obtaining Unique Credentials for Using the Online Candidate Petition Form

The Department will issue login credentials unique to each candidate's authorized representative. The Department will deliver the credentials directly to the authorized representative by phone and by mail. Nomination petitions for Delegate and Alternate Delegate cannot be created without the User ID and password. The candidate's authorized representative can create petition forms in two ways: 1) generate and print nomination petition forms in the name of the delegate/alternate delegate candidates; or 2) distribute the credentials to candidates and volunteers to generate and print forms as he or she sees fit.

Creating Petition Forms Online – The Department urges all candidates, including candidates for delegate/alternate delegate to use its online petition filing application to create petition forms for circulation. This application generates pre-printed, personalized nomination petition forms online that contain a scannable bar code. Use of forms created with the Department's online petition filing application streamlines the login and petition review process when the petitions are presented in Harrisburg for filing. Using forms that are not generated online will delay both the login and review process of completed petitions.

Please refer to the *Creating and Printing a Petition Packet for Delegate and Alternate Delegate to the Democratic National Convention* job aid for step-by-step instructions for using the Candidate Petition Form application to create petitions for authorized committed delegate and alternate delegate candidates.

Certification of the Authorized Committed Delegates – Deadline January 26, 2016

Before the Department can accept a nomination petition for a committed Delegate or Alternate Delegate candidate, the Department must have received the Certification of Authorized Committed Delegates affidavit executed by the presidential candidate. The Department will issue this form to each candidate's authorized representative. To avoid an unnecessary rejection of a delegate's nomination petition, the Department recommends filing the list of authorized delegates by the first day of the nomination petition circulation, January 26, 2016.

Individuals who contact the Department of State requesting information about running as a committed delegate or alternate delegate to the Democratic National Convention will be referred to the Pennsylvania Democratic Party. The Department will only refer individuals directly to a presidential candidate's authorized representative if the individual has been certified as an authorized committed delegate or alternate delegate candidate.