WISCONSIN DECLARATION OF DOMESTIC PARTNERSHIP APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who willfully and knowingly makes a false application for a domestic partnership shall be fined not more than $1,000 or imprisoned not more than 90 days, or both, per s. 69.24(2), Wis. Stats. Any person who willfully and knowingly obtains a declaration of domestic partnership for fraudulent purposes is guilty of a Class I felony [a fine of not more than $10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

I. APPLICANT INFORMATION

YOUR **CURRENT** NAME - First	Middle	Last	
YOUR **STREET** ADDRESS (***CANNOT*** *be a P.O. Box address)* Apt. No.		**MAIL TO** ADDRESS *(if different than street address)*	Apt. No.
City	State / ZIP Code	City	State / ZIP Code
YOUR DAYTIME TELEPHONE NUMBER ( )		EMAIL ADDRESS	
TYPE OF CURRENT VALID PHOTO ID (See item 3 on page 2.)	PHOTO ID NUMBER	STATE OF ISSUANCE	EXPIRATION DATE

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE RECORD

According to Wisconsin Statute, a CERTIFIED copy of a declaration of domestic partnership is only available to those with a "direct and tangible interest." (See item 1 on page 2.)

Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on declaration of domestic partnership.

☐ A. I am **one of the persons named** on the declaration of domestic partnership.

☐ B. I am a **member of the immediate family** of one of the partners named on the declaration. **CHECK ONE of the following:**

- ☐ Parent (My name is on one of the partners' birth certificates and my parental rights have not been terminated)
- ☐ Brother / Sister ☐ Grandparent ☐ Child

NOTE: Grandchildren, step-parents, step-children, step-brothers/step-sisters may only obtain certified copies as categories C – E.

☐ C. I am the **legal guardian** of one of the partners named on the declaration. (Legal proof is required.)

☐ D. I am a **representative, authorized** in writing, by any of the above checkboxes (categories A - C). (The written and notarized authorization must accompany this application.)

Specify the person you represent: _____

☐ E. I can demonstrate that the information from the declaration is necessary for the **determination or protection of a personal or property right** for myself/my client/my agency. (Proof is required.)

Specify your interest: _____

☐ F. None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for legal purposes.)

PURPOSE FOR WHICH DOCUMENT IS REQUESTED:

III. FEES

Required Search Fee **(includes one copy, if found)** ..... $ 20.00 20.00

Additional copies of the same certificate issued at the same time as the first copy _____ X $ 3.00 _____
Number of Additional Copies

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. **TOTAL** _____

Mail your application materials and fee to: Monroe County Register of Deeds / 202 South K St., Rm #2 / Sparta, WI 54656

Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ self-addressed, stamped, business-size envelope, and ☐ any additional proof or authorization required

IV. DECLARATION OF DOMESTIC PARTNERSHIP INFORMATION

PARTNER "A" BIRTH NAME – First	Middle	Last
PARTNER "B" BIRTH NAME – First	Middle	Last
COUNTY (where the declaration of domestic partnership was filed)	DATE OF THE OFFICIAL DECLARATION (MM/DD/YYYY)	

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested declaration of domestic partnership in accordance with the categories listed above.

SIGNATURE (Applicant) ➢	Date Signed (MM/DD/YYYY)

Important: Signature and payment are required for processing.

Clear / Reset Form

1. What is difference between a "certified" and an "uncertified" copy of a declaration of domestic partnership?

A **certified** copy of a declaration of domestic partnership issued by a Wisconsin Vital Records Office will have a raised seal, will show the signature of the State or Local Registrar, and will be printed on security paper. A certified copy may be required to assert legal rights that apply to domestic partners.

State law restricts who may obtain a **certified** copy of a declaration of domestic partnership. A **certified** copy can only be issued to those people with a "direct and tangible interest" (section II, categories A – E) which means the following people:

- One of the partners named on the declaration of domestic partnership (section II, category A).
- An immediate family member defined as a parent (whose name is on one of the partner's birth certificate and whose parental rights have not been terminated), brother, sister, grandparent, or child of the subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories C – E.
- The legal guardian of a partner named on the declaration of domestic partnership. Legal proof, *e.g.*, a court order of guardianship, is required (section II, category C).
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the declaration of domestic partnership is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a declaration of domestic partnership.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes. (section II, category F)

2. How long will it take to process my request?

Copies of declarations of domestic partnerships are available from the State Vital Records Office no less than 3 weeks from the date of the event.

- **Applying in Person**
  - Requests for **certified** copies of declaration of domestic partnerships are usually completed within 2 business hours of application, if the declaration of domestic partnership is on file.
  - Requests for **uncertified** copies of declaration of domestic partnerships are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

- **Applying by Mail**
  - Requests for **certified** copies of declarations of domestic partnerships may take up to 2 weeks plus mail time to complete.
  - Requests for **uncertified** copies of declarations of domestic partnerships are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

3. What identification is required when applying for a declaration of domestic partnership?

A **photocopy** of the applicant's ID as listed below must be submitted with **all** mail applications. ID as listed below is required when applying in-person.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Acceptable forms of identification are:

One of these:

- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license or ID card

OR

Two of these:

- US government issued photo ID
- Passport
- Check book/bank statement
- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

If you have questions regarding this form, please call (608) 269-8716
or visit our website at http://www.co.monroe.wi.us/departments/register-of-deeds/