

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 declaration of 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	The information in Section I is about the person completing this application.					
	YOUR CURRENT NAME - First		Middle	Last		YOUR DAYTIME TELEPHONE NUMBER ()
	YOUR STREET ADDRESS (<i>CANNOT be a P.O. Box address</i>) Apt. No.			MAIL TO ADDRESS (<i>if different</i>) Apt. No.		
	City, Village, or Township		State	ZIP Code	City	State ZIP Code
	TYPE OF CURRENT VALID PHOTO ID (See item 4 on page 2.)		PHOTO ID NUMBER		STATE OF ISSUANCE (<i>Indicate country, if not issued in U.S.A.</i>)	

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE DECLARATION	According to Wisconsin Statute, a CERTIFIED copy of a declaration of domestic partnership is only available to those with a "direct and tangible interest" (<i>categories A – E below.</i>) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A – E. In that case, you may check category F below. (See item 1 on page 2 for more details.)	
	Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the declaration of domestic partnership.	
	<input type="checkbox"/> A. I am one of the PERSONS NAMED on the declaration of domestic partnership. <input type="checkbox"/> B. I am a member of the immediate family of one of the PERSONS NAMED on the declaration of domestic partnership. (<i>Only those listed below qualify as immediate family. NOTE: Grandchildren, step-parents, and step-children may only obtain certified copies as C – E.</i>) CHECK ONE. <input type="checkbox"/> Parent (whose name is on one of the domestic partners' birth certificates and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System) <input type="checkbox"/> C. I am the legal guardian of one of the PERSONS NAMED on the declaration of domestic partnership. (<i>Legal proof is required. See item 1 on page 2.</i>) <input type="checkbox"/> D. I am a representative authorized , in writing, by any of the aforementioned (categories A - C). (<i>The written, NOTARIZED authorization must accompany this application. See item 1 on page 2.</i>) Specify whom you represent. <input type="checkbox"/> E. I can demonstrate that the information from the declaration of domestic partnership is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (<i>Proof is required.</i>) Specify your interest. <input type="checkbox"/> F. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A – E above OR who do not need a copy for legal purposes. (See item 1 on page 2.)	
PURPOSE FOR WHICH DECLARATION IS REQUESTED (<i>Specify. This information will assist us in processing your request.</i>)		

III. FEES	FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.	
	Mandatory fees are already filled in. Please fill in additional fees for extra copies, if applicable.	
	<input checked="" type="checkbox"/> Search Fee (includes one copy, if found)	\$ 20.00 20.00
	<input type="checkbox"/> Each additional copy of the same record, issued at the same time as the first copy ...	X \$ 3.00
	Number of Additional Copies	TOTAL
Make check or money order payable to: STATE OF WIS. VITAL RECORDS		Mail your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309 Be sure to include (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, stamped, business-size envelope, and (5) check or money order.

IV. DECLARATION OF DOMESTIC PARTNERSHIP	PARTNER A NAME (as listed on declaration of domestic partnership) - First	Middle	Last Name
	PARTNER B NAME (as listed on declaration of domestic partnership) - First	Middle	Last Name
	COUNTY (where the declaration of domestic partnership was filed)	DATE FILED (Month/Day/Year the declaration was filed at the Register of Deeds Office)	

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 (Person Completing Application)

Date Signed (Month / Day / Year)

VITAL RECORDS OFFICE USE ONLY

Certificate Number

1. What is the 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 the State Vital Records Office will have a raised seal, will show the signature of the State 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 certificate. 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 current domestic partner of one of the partners (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), current spouse, child, parent (whose name is on one of the domestic partners' birth certificates and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category B).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as 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. Written authorization with NOTARIZED signatures must accompany the 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, such as claiming insurance benefits (section II, category F).

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

Copies of declarations of domestic partnership are available from the State Vital Records Office no less than three weeks from the date of filing the declaration of domestic partnership at the Register of Deeds Office.

• **Applying in Person**

In-person requests for **certified** copies of declarations of domestic partnership are usually completed within two business hours of application, if the declaration of domestic partnership is on file.

In-person requests for **uncertified** copies of declarations of domestic partnership are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to six months to complete.

• **Applying by Mail**

Requests for **certified** copies of declarations of domestic partnership may take up to one month to complete.

Requests for **uncertified** copies of declarations of domestic partnership are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to six months to complete.

3. How will the certificate be sent?

Declarations of domestic partnership are mailed in one of three ways:

- a self-addressed, stamped envelope provided by the applicant
- a pre-paid carrier envelope provided by the applicant (e.g., express carriers)
- first-class mail

NOTE: It is illegal to FAX declarations of domestic partnership.

4. What identification is required when applying for a certified or uncertified copy of a declaration of domestic partnership?

A current valid photo ID, such as a driver's license, containing a picture, a current address, and an expiration date is required when applying in person. A photocopy of the applicant's current valid photo ID must accompany all mail applications.

**If you have questions regarding this form, please call 608-266-1373
or visit our website at <http://dhs.wi.gov/vitalrecords/>**