

**WISCONSIN DECLARATION OF DOMESTIC PARTNERSHIP APPLICATION**

Check # \_\_\_\_\_

**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.].

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>					
	YOUR CURRENT NAME - First		Middle	Last	YOUR DAYTIME TELEPHONE NUMBER ( )	
	YOUR STREET ADDRESS ( <i>CANNOT</i> be a P.O. Box address) Apt. No.			MAIL TO ADDRESS ( <i>if different CAN</i> be a PO Box address) Apt. No.		
	City, Village, or Township		State	ZIP Code	City	State ZIP Code
TYPE OF CURRENT VALID PHOTO ID (See item 3 on page 2.)		PHOTO ID NUMBER		STATE OF ISSUANCE	EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE RECORD</b>	<p>According to Wisconsin Statute, a <b>CERTIFIED</b> 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.)</p> <p><b>Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the declaration of domestic partnership.</b></p> <p><input type="checkbox"/> A. I am <b>one of the persons named</b> on the declaration of domestic partnership.</p> <p><input type="checkbox"/> B. I am a <b>member of the immediate family</b> of one of the partners named on the declaration. (<i>Only those listed below qualify as immediate family.</i>)                  NOTE: Grandchildren, step-parents, step-children, step-brothers/step-sisters may only obtain certified copies as section II, categories C – E.                  CHECK ONE. <input type="checkbox"/> Parent (whose name is on one of the partners' birth certificate and whose parental rights have <u>not</u> been terminated)  <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child</p> <p><input type="checkbox"/> C. I am the <b>legal guardian</b> of one of the partners named on the declaration. (<i>Legal proof is required. See item 1 on page 2</i>)</p> <p><input type="checkbox"/> D. I am a <b>representative, authorized</b> in writing, by any of the above checkboxes (categories A - C). (<i>The written and notarized authorization must be attached to this application. See item 1 on page 2</i>)                  Specify the person you represent:                  _____</p> <p><input type="checkbox"/> E. I can demonstrate that the information from the declaration is necessary for the <b>determination or protection of a personal or property right</b> for myself/my client/my agency. (<i>Proof is required.</i>)                  Specify your interest:                  _____</p> <p><input type="checkbox"/> F. None of the above. I am requesting an uncertified copy. Copy will not be valid for legal identity or benefit purposes. See Item 1 and 2 on page 2.</p>	
	<p><b>PURPOSE FOR WHICH DOCUMENT IS REQUESTED</b> (<i>Specify. This information will assist us in processing your request.</i>)</p>	

<b>III. FEES</b>	<b>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED.</b>	
	<input checked="" type="checkbox"/> Search Fee ( <b>includes one copy, if found</b> ) ..... \$ 20.00 <u>20.00</u> <input type="checkbox"/> Additional copies of the same certificate issued at the same time as the first copy ... X \$ 3.00 _____ <div style="text-align: right; margin-right: 50px;">Number of Additional Copies</div>	<b>TOTAL \$</b> _____

Make check or money order payable to:  
**Winnebago Co. Register of Deeds**

**Be sure to include** (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, business-size envelope, and (5) check or money order **Mail to:**  
**Winnebago County Register of Deeds 415 Jackson Street, PO Box 2808, Oshkosh, WI 54903**

<b>IV. DECLARATION OF DOMESTIC PARTNERSHIP INFORMATION</b>	PARTNER "A" BIRTH NAME- First	Middle	Last Name
	PARTNER "B" BIRTH NAME First	Middle	Last Name
	COUNTY (where the declaration of domestic partnership was filed)	DATE OF THE OFFICIAL DECLARATION (Month/Day/Year)	

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 named in Part I who is completing this application)	Date Signed (Month / Day / Year)
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**Important: If you do not sign and date this form above ↑, your request cannot be processed**

**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 the Local Vital Records Office will have a raised seal, will show the signature of the 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?**

- **Applying in Person**
  - In-person requests for **certified** and **uncertified** copies of a declaration of domestic partnership are usually completed within a few minutes of application if the declaration of domestic partnership is on file.
- **Applying by Mail**
  - Requests for **certified** and **uncertified** copies of a declaration of domestic partnership are usually processed the same day they are received.

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

A photocopy of the applicant’s current ID as listed below must be submitted with **all** mail applications.

A current ID as listed below is required when applying in-person.

The acceptable forms of identification are:

**One of these:**

**OR**

**Two of these:**

Wisconsin driver’s license  
Wisconsin photo ID  
Out-of-state driver’s license or photo ID card

Government-issued employee  
ID card or badge with photo  
US Passport  
Check or bank book

Major Credit Card  
Health Insurance Card  
Recent dated, signed lease  
Recent utility bill or traffic ticket

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