

WISCONSIN DECLARATION OF DOMESTIC PARTNERSHIP CERTIFICATE APPLICATION
(for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who illegally possesses any vital record with knowledge that the vital record has been illegally obtained 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 Wis. Stat. § 69.24(1)].

I. APPLICANT INFORMATION
CURRENT NAME - First Last MAIL TO NAME - First (if different) 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
DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
TYPE OF CURRENT VALID PHOTO ID PHOTO ID NUMBER STATE OF ISSUANCE EXPIRATION DATE

II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE
Per Wis. Stat. § 69.20(1), a CERTIFIED copy of a declaration of domestic partnership certificate is only available to those with a "direct and tangible interest." (A-E)
CHECK ONE box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the declaration of domestic partnership certificate.
A. I am one of the persons named on the declaration of domestic partnership certificate.
B. I am a member of the immediate family of one of the persons named on the declaration of domestic partnership certificate.
C. I am the legal custodian or guardian of one of the persons named on the declaration of domestic partnership certificate.
D. I am a representative authorized by any person in categories A - C, including an attorney.
E. I can demonstrate the declaration of domestic partnership certificate is necessary for the determination or protection of a personal or property right.
F. None of the above. I am requesting an uncertified copy.
NOTE: Grandchildren, stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories C - E.
PURPOSE FOR WHICH DOCUMENT IS REQUESTED:

III. FEES
First Copy Fee \$ 20.00
Additional copies of the same certificate issued at the same time as the first copy X \$ 3.00
FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATIONS ARE NOT ACCEPTED. TOTAL

Submit your application materials and fee to: PIERCE CO. REGISTER OF DEEDS / PO BOX 267 / ELLSWORTH, WI 54011
Be sure to include: completed form, acceptable identification, payment, self-addressed, stamped, business-size envelope, and any additional proof or authorization required
PHOTO ID MUST ACCOMPANY MAIL REQUESTS. Make check or money order payable to: Register of Deeds

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.

1. **What is the difference between a “certified” and an “uncertified” copy of a declaration of domestic partnership certificate?**

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

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

APPLYING IN PERSON

- Requests for **certified** copies of declaration of domestic partnership certificates are usually completed within 2 business hours of application, if the declaration of domestic partnership certificate is on file.
- Requests for **uncertified** copies of declaration of domestic partnership certificates 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 declaration of domestic partnership certificates may take up to 2 weeks plus mail time to complete.
- Requests for **uncertified** copies of declaration of domestic partnership certificates 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 certificate?**

Requests for certified copies require proof of identification. Applicant’s original ID is required for in-person applications. A **photocopy** of the applicant’s ID is required for mail applications.

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

Examples of acceptable forms of identification include:

One of these:

- State issued driver’s license or ID card
- US Government issued photo ID
- US or Foreign passport
- Tribal or Military ID card

OR

Two of these:

- Bank/Earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

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