

**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)].

<b>I. APPLICANT INFORMATION</b>	CURRENT NAME – First		Last		MAIL TO NAME - First (if different)		Last		
	YOUR STREET ADDRESS ( <i>CANNOT be a P.O. Box address</i> ) 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 <small>(See item 3 on page 2.)</small>		PHOTO ID NUMBER			STATE OF ISSUANCE		EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON(S) NAMED ON THE CERTIFICATE</b>	Per Wis. Stat. § 69.20(1), a <b>CERTIFIED</b> copy of a declaration of domestic partnership certificate is only available to those with a "direct and tangible interest." (A–E)							
	<p><b>CHECK ONE</b> box which indicates <b>YOUR RELATIONSHIP</b> to one of the <b>PERSONS NAMED</b> on the declaration of domestic partnership certificate.</p> <p>A. <input type="checkbox"/> I am <b>one of the persons named</b> on the declaration of domestic partnership certificate.</p> <p>B. I am a <b>member of the immediate family</b> of one of the persons named on the declaration of domestic partnership certificate.  <input type="checkbox"/> Parent                      <input type="checkbox"/> Child                      <input type="checkbox"/> Brother / Sister  <input type="checkbox"/> Maternal Grandparent    <input type="checkbox"/> Paternal Grandparent</p> <p>C. <input type="checkbox"/> I am the <b>legal custodian or guardian</b> of one of the persons named on the declaration of domestic partnership certificate.</p> <p>D. <input type="checkbox"/> I am a <b>representative authorized</b> by any person in categories A - C, including an attorney.  Specify the person you represent: _____</p> <p>E. <input type="checkbox"/> I can demonstrate the declaration of domestic partnership certificate is necessary for the <b>determination or protection of a personal or property right</b>.  Specify your interest _____</p> <p>F. <input type="checkbox"/> None of the above. I am requesting an <b>uncertified</b> copy. (Copy will not be valid for identity or legal purposes.)</p> <p><small>NOTE: Grandchildren, stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories C – E.</small></p>							
<b>PURPOSE FOR WHICH DOCUMENT IS REQUESTED:</b>								

<b>III. FEES</b>	First Copy Fee .....	\$ 20.00	<u>20.00</u>
	Additional copies of the same certificate issued at the same time as the first copy _____ X \$ 3.00 _____ Number of Additional Copies		
<b>TOTAL</b>			<u>          </u>

**Submit your application materials and fee to:**  
**Be sure to include:**  completed form,  acceptable identification,  payment,  any additional proof or authorization required

<b>IV. DECLARATION OF DOMESTIC PARTNERSHIP INFORMATION</b>	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)
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**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**

**APPLYING BY MAIL**

**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  
or visit our website at**