

VITAL RECORDS

How to obtain Birth/Death Certificates:

If the birth/death occurred in **St. Croix County** contact:

Register of Deeds
1101 Carmichael Road
Hudson, WI 54016
Telephone: 715-386-4652

If the event occurred elsewhere in the State of Wisconsin contact the Register of Deeds in that county or go to:

www.dhfs.wisconsin.gov/vitalrecords

If the birth/death occurred in another State go to:

www.cdc.gov/nchs

How to obtain a Termination Certificate:

See How to obtain a Birth/Death Certificate above.

How to obtain divorce judgments:

Copies of final divorce judgments are available from the county where the event occurred. To obtain divorce judgment from **St. Croix County** please contact:

Clerk of Courts
1101 Carmichael Road
Hudson, WI 54016
Telephone: 715-386-4630

If the divorce occurred elsewhere in the State of Wisconsin contact the Clerk of Courts in that county or go to:

www.dhfs.wisconsin.gov/vitalrecords

If the divorce occurred in another State go to:

www.cdc.gov/nchs

APPLICATION CHECKLIST

- _____ Certified copy of birth certificate (NOT a hospital certificate or state notification of birth registration)
Must be 18 Years of Age

- _____ Current Valid Photo ID

- _____ Proof of residency in St. Croix County (If photo ID does not contain the current address, the applicant can bring in a dated utility bill or other official correspondence addressed to the applicant with the applicant's current street address. Mail addressed to a post office box does not fulfill this requirement).

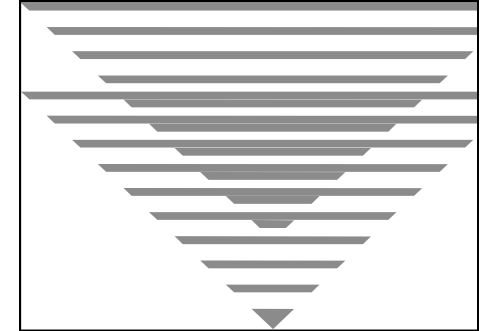
- _____ Social Security numbers (You do not need to bring your card)

- _____ Proof of how previous domestic partnership or marriage ended – (Death Certificate, Legal Annulment, Divorce Judgment, or Termination of Domestic Partnership)

- _____ \$100.00 application fee (cash or check only)

- _____ Foreign language - Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter not related to either party when they apply.

Domestic Partnership Information



This pamphlet is provided by
Cindy Campbell
St. Croix County Clerk

1101 Carmichael Road
Hudson, Wisconsin

715-386-4600

www.co.saint-croix.wi.us

Office Hours – Monday through Friday
8:00 A.M. to 5:00 P.M.*

*Applications are accepted only
until 4:30 P.M.

INFORMATION GUIDE

Age: Any person who has attained the age of 18 and is competent to enter into a legal contract may apply for a Declaration of Domestic Partnership.

Residency: Application must be made in the county in which one or both parties have resided for at least 30 days. The applicants must share a common residence.

Application: Both parties must apply together in person. The Declaration will be issued 5 days after the date of application.

Fee: The application fee of \$100.00 is payable at the time of application by cash or check.

If the couple should be unable to apply within the required time due to extenuating circumstances, the County Clerk may waive the waiting period. An additional fee of \$10.00 will be charged to waive the waiting period.

Proof of Age: Both parties are required to present a certified copy of their birth certificate which has a raised seal on it from the State or County where you were born. (*Hospital Birth Certificates and State Notification of Birth Registrations are not acceptable*). If born outside of the U.S. a Resident Alien card or passport will be accepted. Copies of certified copies are not acceptable.

Photo ID and Proof of Residency: Both parties must present photo identification (*Current valid driver's license, alien card, school ID, etc.*) and documentation showing a correct address for proof of residency (*driver license, rent receipt, checking account, utility bill, etc.*)

Social Security Numbers: Both parties must provide their social security number. It is not necessary to bring the actual card.

Proof of how Last Domestic Partnership or Marriage Ended: If either applicant has been in a prior legal domestic partnership or was previously married, they must provide a copy of the appropriate termination document.

If a prior legal domestic partnership was terminated, the termination must have been filed with the Register of Deeds office at least 90 days prior to the new application.

Foreign Language: Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter not related to either party when applying.

The regulations contained in this pamphlet are governed by the laws of the State of Wisconsin. The regulations are the same statewide. The cost of a Domestic Partnership and Waiver Fee may vary from county to county.

Certificate of Domestic Partnership

The Original Declaration of Domestic Partnership is issued 5 days after the application. One of the applicants may pick up the Certificate any time on or after the date of issue.

Completing the Declaration in the Clerk's Office

Couples wishing to sign and complete their Declaration in the Clerk's Office can do so provided both applicants are present at the same time. There is no fee for this service.

Completing the Declaration outside of the Clerk's Office

The Declaration can be signed and completed in front of any Notary Public. There is no time limit for the completion of the Declaration.

Filing the Declaration

Once completed, the Declaration must be filed in the Register of Deeds Office. The Domestic Partnership does not go into effect until the date the declaration is accepted and filed at the Register of Deeds Office.

There is no fee to file the Declaration with the Register of Deeds however there is a fee to obtain a certified copy of the Declaration.

Information regarding Certified Copies will be provided with your Declaration.