

## Domestic Partnership Information

Office Hours – Monday through Friday

8:00 A.M. to 5:00 P.M.\*

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

**Cindy Campbell**

**St. Croix County Clerk**

1101 Carmichael Road

Hudson, Wisconsin

715-386-4600

[www.co.saint-croix.wi.us](http://www.co.saint-croix.wi.us)

**Wis. Stat. 770.05 Criteria for forming a domestic partnership.** Two individuals may form a domestic partnership if they satisfy all of the following criteria:

- (1) Each individual is at least 18 years old and capable of consenting to the domestic partnership.
- (2) Neither individual is married to, or in a domestic partnership with, another individual.
- (3) The 2 individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
  - (a) Only one of the individuals has legal ownership of the residence.
  - (b) One or both of the individuals have one or more additional residences not shared with the other individual.
  - (c) One of the individuals leaves the common residence with the intent to return.
- (4) The 2 individuals are not nearer of kin to each other than 2nd cousins, whether of the whole or half blood or by adoption.
- (5) The individuals are members of the same sex.

### 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 on or after the date of issue. The Declaration must be filed within 30 days of issuance.

### **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. The Declaration must be filed within 30 days of issuance.

### **Filing the Declaration**

Once completed, the Declaration must be filed in the Register of Deeds Office within 30 days of issuance. 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.

## **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](http://www.dhfs.wisconsin.gov/vitalrecords)

If the birth/death occurred in another State go to: [www.cdc.gov/nchs](http://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 a divorce judgment from **St. Croix County** 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](http://www.dhfs.wisconsin.gov/vitalrecords)

If the divorce occurred in another State go to: [www.cdc.gov/nchs](http://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.