

Declaration Of Domestic Partnership Application Information

Where To Apply:

- Partners may only apply at the County Clerk's Office in the county where they have lived for 30 days prior to the date of application.
- If at all possible, the partners should go together to the County Clerk's Office to apply.

Where To Apply In Sauk County:

- Sauk County Clerk's Office, Sauk County West Square Building
505 Broadway, Room #144, Baraboo, Wisconsin.
- 8:00 a.m. to 4:00 p.m., Monday through Friday
(closed Saturdays, Sundays, and legal holidays & the day after Thanksgiving)
- Both parties are required to appear in person.
- The average time to apply is approximately 30 minutes.

Who May Apply:

- Partners must be 18 years of age, unmarried and currently not in a legal domestic partnership with another party.
- Partners must share a common residence.
- Partners must be of the same sex. (Chapter 770, Wis. Stats.)

Relationship:

No parties closer than second cousins, whether by whole, half blood or by adoption, may form a domestic partnership in Wisconsin.

Partners who were legally married to each other in another state may form a domestic partnership in Wisconsin.

Divorced Persons:

There is no waiting period between a divorce or annulment from a former spouse and application for a declaration of domestic partnership.

Fee due at time of application: \$75.00, payable by check or cash

Waiting Period:

Application for a declaration of domestic partnership shall be made at least five (5) business days before a declaration shall be issued, unless a waiver of this waiting period has been granted.

Special Dispensation:

A waiver of the five day waiting period may be granted by order of the County Clerk for any of the reasons outlined in Chapter 770 of the Wisconsin State Statutes. An extra fee of \$10.00, payable by check or cash at the time of application, is charged for a waiver of the (5) day waiting period.

Expiration:

There is no expiration date for the application or for the filing of the declaration of domestic partnership; however, **the domestic partnership does not become effective until the date the declaration is filed at the Register of Deeds Office.**

Identification Of Parties:

- Each party is required to present proof of where they live in the form of a driver's license, a state issued identification card, mail, rent or mortgage receipt, checking account, savings account or utility statement.
- Each party is required to provide current (non-expired) photo identification in the form of a driver's license, a state issued identification card, a government issued identification card or passport.
- Wisconsin State Statutes require all parties to present a **state certified copy of a birth certificate**. Hospital and baptism certificates cannot be accepted as proof of birth. A person born in the State of Wisconsin can obtain a certified copy of their birth record from the Register of Deeds office in the county they were born in, or from the State of Wisconsin Department of Vital Records. Applicants born out-of-state should check with the state or country they were born in to obtain a certified copy of their birth certificate.
- If an applicant has a social security number assigned, they are required to present their social security number at the time of application.
- A copy of a prior divorce proceeding, state certified death certificate or State annulment papers Affecting the last marital status, or documentary proof of how the last legal domestic partnership ended, is required as proof of how the last domestic partnership or marriage ended. 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.

✓ **NOTE:** Other than page 3, confidential portion, your domestic partnership application is a public record.

Vital Records Information:

For Birth or Death records in Wisconsin, contact the Register of Deeds Office in the county where birth or death occurred, or go to: www.dhfs.wisconsin.gov/vitalrecords

For Divorce Judgment records in Wisconsin, contact the Clerk of Courts in the county where the event occurred or go to: www.dhfs.wisconsin.gov/vitalrecords

For Birth, Death and Divorce Judgment records in another State: www.cdc.gov/nchs

For Termination of Domestic Partnership records, contact the Register of Deeds Office in the county where the Certificate of Termination of Domestic Partnership occurred or go to:

www.dhfs.wisconsin.gov/vitalrecords

www.co.sauk.wi.us