Declaration Checklist

_____ State Certified Copy of Birth Certificate with raised seal. (Not a photocopy, Hospital Certificate or State Notification of Birth Registration).

_____ Photo ID *(Driver's License, State ID Card, Passport, or Military ID)*

_____ Proof of Residency *(Driver's License with current address, mail addressed in your name and current address with postmark dated at least 30 days ago, Utility Bill, Bank Statement, Pay Stub, Residential Lease)*

_____ Social Security Numbers (you do not need to provide the *card, but must provide SSN if you have one*).

_____ Proof of Termination of Previous Domestic Partnership or Marriage if applicable. *(If in a previous domestic partnership, we must see a Legal Termination of Domestic Partnership or death certificate. If previously married, a Conclusions of Law and Judgment or Judgment of Divorce with Judge's signature and date, Death Certificate, or State Annulment)*

_____ *$80* Application fee. Additional $10 fee if the legally mandated 5-Day waiting period is waived.

Declaration of Domestic Partnerships are issued at the County Clerk's Office:
Monday thru Friday:
8:00 a.m. to 4:00 p.m.
No appointment is necessary

Applicants must apply together in person. The Domestic Partnership process takes approximately 30 minutes to complete

Vital Records Information
How to obtain Birth/Death Certificates:
If the birth/death occurred in Kewaunee County contact:
Register of Deeds
810 Lincoln St.
Kewaunee, WI 54216
(920) 388-7126
If birth/death occurred elsewhere in the State of Wisconsin contact the Register of Deeds in that County or go to:

www.dhfs.wisconsin.gov/vitalrecords

for another state go to:
www.cdc.gov/nchs

Kewaunee County Declaration of Domestic Partnership Information

Jamie Annoye

Kewaunee County Clerk

Administration Building

810 Lincoln St.

Kewaunee, WI 54216

(920) 388-7133

Criteria for forming a Domestic Partnership

(Per Wisconsin State Statutes 770.95)

- Each Individual is at least 18 years old and must be competent to enter into a legal contract.
- Neither individual can be married or in a domestic partnership with another party
- The parties must share a common residence.
- The parties must be of the same sex.
- The parties are not nearer of kin to each other than 2nd cousins, whether they are related by adoption or by whole or half blood.

Requirements:

- Both applicants must apply, together, in person.
- Both applicants must be 18 years old.
- Certified Copy of Birth Certificate with raised seal (No photocopies or Hospital Records can be accepted). Certificates not in English will require a notarized translation to English - **No Exceptions.**
- Photo ID & Proof of Residency. Proof of where you have been residing for the past 30 days. Acceptable items include: Drivers License showing current residence, passport, mail addressed in your name and current address with postmark dated at least 30 days ago, utility bill, rent receipt, lease, bank statements. At least one applicant must be a resident of Kewaunee County for the previous 30 days.
- Social Security Number: Number must be given if you have one. You do not need to bring in your card.
- If Previous Domestic Partnership/Marriage: Each applicant shall submit a copy of any judgment, certificate of termination of Domestic Partnership, or death certificate affecting the domestic partnership status. If previously married, you must provide proof of how marriage ended: signed copies of judgment of divorce (can be obtained from the Clerk of Courts Office in the County where divorce took place), court annulment papers, or death certificate. There is a 90 day waiting period between the date a termination of Domestic Partnership is filed and the date a party can enter into a new Domestic Partnership. There is no waiting period between the death of a domestic partner and the application for a Declaration of Domestic Partnership. There is no waiting period between a divorce or annulment from marriage and application for a Declaration of Domestic Partnership.
- If one or both applicants do not speak English, a third person (un-related to the applicants) needs to interpret. Partners cannot translate for each other. **No Exceptions.**
- The Declaration will be issued 5 days after the date of application. A Waiver of the waiting period may be granted for an additional $10.00. The Declaration does not become effective until it is filed with the Register of Deeds Office.