

DOMESTIC PARTNERSHIP APPLICATION CHECKLIST

All documents must be presented and fees paid at the time the application is made.

- _____ ***CERTIFIED** Birth Certificates
(Hospital certificates or Notification of Birth Registration NOT ACCEPTED.
Documents not in English must be translated and **notarized**)

- _____ *Current (non-expired) Photo Identification
(Driver's License)

- _____ *Proof of Residency
(If photo ID does not show current address; a dated utility bill or other
correspondence with applicant's name and street address.)

- _____ *Previous Domestic Partnership or Marriage Documentation
Certified copy of the Certificate of Termination of Domestic Partnership;
Signed Final divorce judgment - "Findings of Facts and Conclusions", Legal
annulment papers or death certificate

- _____ \$100.00 Application Fee
(**Cash or Check ONLY – NO credit/debit cards**)

- _____ \$10.00 Waiver Fee
(For waiving the 5-day waiting period - **Pre-approval required** from the
County Clerk)

- _____ Translator (If needed)
If either partner does not speak English, a translator must be present at the time
of application. The translator must be someone who is not related.

* A penalty of \$1,000 or imprisonment of 90 days or both to any person who knowingly gives false information when applying for a domestic partnership.