

Green County Clerk
Declaration of Domestic Partnership Information

Who may apply for a Declaration of Domestic Partnership?

- Two competent, unmarried adults (18 years old or older) of the same sex who have been residents of the county of application for at least 30 days prior to the date of application.
- Partners cannot be related to each other more closely than second cousins.

What documents are required?

- **Certified copy of birth certificate.** Certified copies have a raised seal and are issued from the state or county where the applicant was born, NOT from a hospital.
- **Current (non-expired) photo identification and proof of residence.**
- **Social security number.** The card itself does not need to be provided, but the applicant must give the number if he or she has one.
- **Proof of how any former legal domestic partnership or marriage ended.**
 - Certified copy of Termination of Domestic Partnership
 - Certified copy of Death Certificate
 - Court issued Judgment of Divorce

What is the process?

- Complete the application process at the County Clerk's office – both partners must apply in person.
- Pay the fee of **\$85** for the Declaration – cash, check or money order; we are unable to accept credit or debit cards.
- Return at the date of issuance of the Declaration to pick up the document – five days following the date of application or the next business day following five days after the date of application.
- Sign the Declaration in front of a notary, in the County Clerk's office or elsewhere.
- File the signed Declaration in the Register of Deeds office in Green County.
- **The date that the Declaration is filed with the Register of Deeds is the date that the domestic partnership becomes effective.**
- Apply for certified copies of the Declaration at the Register of Deeds office. Contact the Register of Deeds for an application and applicable fees.

Additional information?

- The five day waiting period may be waived by the County Clerk for good cause for an additional \$10 waiver fee.
- Applications are accepted Monday through Friday from 8:00 am to 4:15 pm, except holidays.
- Green County Clerk is located in the historic Green County Courthouse at 1016 16th Ave, Monroe, and can be reached at (608) 328-9430.
- Replacement copies of the Declaration, if lost or destroyed prior to it being filed in the Register of Deeds office, will be recreated at a cost of \$85. Once the document is filed, certified copies must be obtained at the Register of Deeds office.
- If any of the identity/residence/proof of eligibility documents are not in English, they will need to be translated by either an official professional translator (notarized translation statement) or by a third party. The applicants, relatives of either of the applicants, or their friends cannot act as translators.