

## VITAL RECORDS

### How to obtain Birth/Death Certificates:

If the birth/death occurred in **Buffalo County** contact:

Register of Deeds  
407 S. 2<sup>nd</sup> St.  
Alma, WI 54610  
Telephone: 608-685-6230

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 divorce judgment from **Buffalo County** please contact:

Clerk of Courts  
407 S. 2<sup>nd</sup> St.  
Alma, WI 54610  
Telephone: 608685-6212

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 Buffalo 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 applicants 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)
  
- \_\_\_\_\_ \$75.00 application fee
  
- \_\_\_\_\_ 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.

**MUST MAKE AN APPOINTMENT TO APPLY**

## Domestic Partnership Information



This Pamphlet is provided by  
**Roxann Halverson**  
**Buffalo County Clerk**

407 S. 2<sup>nd</sup> St.  
Alma, Wisconsin 54610

608-685-6209

[www.buffalocounty.com](http://www.buffalocounty.com)

\*Applications are accepted only  
until 4:00 P.M.

**MUST MAKE AN APPOINTMENT TO APPLY**

## 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 Certificate will be issued 5 days after the date of application.

**Fee:** The application fee of \$75.00 is payable at the time of application by cash.

If the couple should be unable to apply within the required time due to extenuating circumstances, the County Clerk may waive the waiting period. A form requesting that the waiting period be waived must be completed and an additional fee of \$10.00 will be charged.

**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. we will accept a Resident Alien card or passport.

**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 (*drivers license, rent receipt, checking account, utility bill, etc.*)

**Social Security Numbers:** Both parties must provide their social security number. It is not necessary for you to bring the actual card with you.

**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 Certificate of Domestic Partnership is issued 5 days after the application. One of the applicants or their designee can pick up the Certificate any time on or after the date of issue.

### Completing the Certificate in the Clerk's Office

Couples wishing to sign and complete their Certificate 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 Certificate outside of the Clerk's Office

The Certificate can be signed and completed in front of any Notary Public. There is no time limit for the completion of the Certificate.

### Filing the Certificate

Once completed, the Certificate must be filed in the Register of Deeds Office. 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 Certificate with the Register of Deeds, however there is a fee to obtain a Certified Copy of the Certificate.

Information regarding Certified Copies will be provided with your Certificate.