

### **1. What is the difference between a “certified” and an “uncertified” copy of a certificate of termination of domestic partnership?**

A **certified** copy of a certificate of termination of domestic partnership issued by the State Vital Records Office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. A certified copy may be required to enter into another domestic partnership.

State law restricts who may obtain a **certified** copy of a certificate of termination of domestic partnership. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – E) which means the following people:

- The partners named on the certificate of termination of domestic partnership (section II, category A).
- An immediate family member, defined as domestic partner (current domestic partner of one of the domestic partners named), current spouse, child, parent (whose name is on the domestic partners’ birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category B).  
NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as C –E.
- The legal guardian of the domestic partner named on the certificate of termination of domestic partnership. Legal proof, e.g., a court order of guardianship, is required. (section II, category C).
- A person authorized in writing by one of the above. Written authorization with NOTARIZED signatures must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category D).
- A person who can demonstrate that the certificate of termination of domestic partnership is required to determine or to protect a personal or property right (section II, category E). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a certificate of termination of domestic partnership.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes. (section II, category F)

### **2. How long will it take to process my request?**

Copies of certificates of termination of domestic partnership are available from the State Vital Records Office no less than 3 weeks from the date the certificate of termination is legally filed at the Register of Deeds Office.

#### **• Applying in Person**

In-person requests for **certified** copies of certificates of termination of domestic partnership are usually completed within 2 business hours of application, if the certificate of termination of domestic partnership is on file.

In-person requests for **uncertified** copies of certificates of termination of domestic partnership are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 6 months to complete.

#### **• Applying by Mail**

Requests for **certified** copies of certificates of termination of domestic partnership may take up to 1 month to complete.

Requests for **uncertified** copies of certificates of termination of domestic partnership are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 6 months to complete.

### **3. How will the certificate be sent?**

A Certificate of Termination of Domestic Partnership will be mailed in 1 of 3 ways:

- a self-addressed, stamped envelope provided by the applicant
- a pre-paid carrier envelope provided by the applicant (e.g., express carriers)
- first-class mail

NOTE: It is illegal to FAX Certificates of Termination of Domestic Partnership.

### **4. What identification is required when applying for a certified or uncertified copy of a certificate of termination of domestic partnership?**

A current valid photo ID (e.g., Wisconsin Driver’s License, Wisconsin State Identification Card, passport, Military Identification Card is required when applying in person.). A photocopy of the applicant’s current valid photo ID must accompany all mail applications.

**If you have questions regarding this form, please call 608-266-1373  
or visit our website at [www.dhs.wi.gov/vitalrecords](http://www.dhs.wi.gov/vitalrecords).**