



City of Dayton, Ohio
Domestic Partner Registry
Information, Forms, and Frequently Asked Questions

Thank you for your interest in the City of Dayton's Domestic Partner Registry. Attached you will find:

- Declaration of Domestic Partnership form,
- Notice of Termination of Domestic Partnership form,
- application procedures
- frequently asked questions about this public registry of domestic partnerships.

For additional information, please contact the Office of the Dayton City Commission at 937-333-3636.

As a record of the City of Dayton, the Domestic Partnership Registry is a public record and subject to full disclosure under State laws regarding public records.

Applications for the Domestic Partner Registry are available at the City of Dayton website www.daytonohio.gov or in the Office of the Dayton City Commission (101 West Third Street, Dayton, Ohio 45402) during normal business hours. Applications may be submitted in person or via mail. Because original signatures are required for the registry applicants may **not** be submitted electronically.

Applying in Person

Applicants who wish to apply in person, may come to the Office of the Dayton City Commission. Registration forms are available online and in the City Commission Office, 101 West Third Street. **In-person applications will be accepted by appointment only on Mondays between the hours of 2:00pm-4:00pm and Thursdays between the hours of 9:00am-11:00am.**

Both applicants are required to be present., however, only one copy of the application form is needed. There is a fee of \$50 for registering your Domestic Partnership; paying in person, you may pay by check, money order, credit card, or cash.

Applicants who wish for City staff to notarize their application must provide identification establishing their identity; a valid government issued, photo identification card from the US government or a state in the United States will be generally sufficient. A passport from the United States or a foreign country will also be generally sufficient. An identification card which includes a photograph and is issued from a non-US government or non-government entity (such as an employer or school identification card) may be acceptable on a case by case basis.

Applicants may complete the form ahead of time or may complete the form upon arrival. **THE FORM MUST BE SIGNED IN FRONT OF A NOTARY. PLEASE DO NOT SIGN THE FORM UNLESS YOU ARE IN THE PRESENCE OF A NOTARY.** Notaries are typically available in the Office of the Dayton City Commission.

After completing the application and swearing or affirming the accuracy of the information on the form, applicants will sign the form and have it notarized. Applicants will receive a personalized certificate, two personalized wallet-sized cards, and a copy of the notarized application.

Applying by Mail

A completed and notarized application may be mailed to the Office of the Dayton City Commission. There is a fee of \$50 for registering your Domestic Partnership; if paying by mail, you may pay by check or money order. Cash or credit card are not acceptable for mail-in registrations.

Mail-in applications must be notarized before submission. Applicants should complete the form but not sign it until in front of a notary. The notary you use will explain their rules for establishing your identity.

After completing the form and having it notarized, the original notarized application and \$50 registration fee should be mailed to:

Office of the City Commission
Attn: Domestic Partner Registry
101 West Third Street
Dayton, Ohio 45402

After processing, applicants will be mailed a personalized certificate, two personalized wallet-sized cards, and a copy of the notarized application.

Terminating a Registered Domestic Partnership

Once registered, each member of the Domestic Partnership has a responsibility to report the end of the Domestic Partnership to the City of Dayton so that the registration may be terminated. This can be done by completing the Notice of Termination of Domestic Partnership form which is available at the City of Dayton website www.daytonohio.gov, or in the Office of the Dayton City Commission (City Hall, 101 West Third Street, Dayton, Ohio 45402).

There is no cost to file a Notice of Termination of Domestic Partnership, which can be submitted in person or by mail. Only one party is needed to sign the Notice of Termination. That party is responsible for sending a copy of the form to the other party, if the other party is still living.

Frequently Asked Questions

***Is either party required to live or work in the City of Dayton to register for a Domestic Partnership?
Is there a geographic restriction for registering a Domestic Partnership?***

There is no requirement that either party live or work in the City of Dayton. Any Domestic Partnership that meets the City of Dayton's criteria may be registered.

Is there a fee to register for a Domestic Partnership?

There is a \$50 fee to register a Domestic Partnership with the City of Dayton. In person, payment can be made by cash, credit card, check, or money order. Through the mail, payment can be made by check or money order.

Will the Domestic Partnership information be shared with others? How can personal information submitted with the City of Dayton be kept confidential?

As a government, the City of Dayton is bound by the State laws regarding the disclosure of public records. Information submitted to register a Domestic Partnership is a public record and the City is generally required to provide this information to anyone that requests it. Except as allowed by State law, there is no method to remove the information including an applicant's name or address from the public record. Individuals may choose not to register their Domestic Partnership and not to share personal information with the City of Dayton if they wish to limit public access to the applicant's personal information.

What are the criteria for a Domestic Partnership?

By City Ordinance, applicants must meet these criteria:

1. Both individuals share a common residence as defined by Section 30.30 (B) of the Revised Code of General Ordinances of the City of Dayton.
2. Both individuals affirm that they have a committed relationship and share responsibility for each other's common welfares.
3. Neither individual is married to any other individual or is part of an existing domestic partnership with any third party.
4. Each individual is 18 years of age or older.
5. The individuals are not related to one another by blood in a way that would prevent them from being married to one another in this State.

Domestic Partnerships which meet the above criteria may be registered by the parties with the City of Dayton using the application process described above.

When will a Domestic Partnership registration become valid? Is there a waiting period for a Domestic Partnership?

The City of Dayton Domestic Partnership Registry will go into effect on June 1, 2012. No Domestic Partnerships can be registered before that date. After that date, a Domestic Partnership is considered registered when applicants receive completed material from the City of Dayton. A Domestic Partnership is valid until a Notice of Termination of Domestic Partnership is received and filed by the Office of the Dayton City Commission.

Are applicants required to live at the same address full-time to qualify sharing a common address?

Applicants are required to share a common address, but are not required to only have one address. Applicants may have a separate vacation home, investment property, or second address used in order to live closer to a work site and this does not disqualify applicants from sharing a common address.

How do I receive benefits once a Domestic Partnership has been registered?

You should speak directly to the organization from which you seek to receive a discount or benefit. By itself, the Domestic Partner Registry does not provide any special discounts or access to benefits. It is a tool that domestic partners can choose to show that they are eligible for domestic partner benefits offered by employers or family discounts provided by businesses or organizations. The registry is seen as a way for domestic partners to record their relationship and for businesses and organization to have a neutrally administered means of qualifying a person for benefits or discounts that they may choose to offer.

The registry is entirely optional for all parties. No domestic partnership is required to be registered. No company is required to provide discounts or benefits. No company is required to recognize the domestic partner registry as qualification for whatever discounts they may choose to offer.

My questions is not answered here. How can I get more information?

Please contact the Office of the Dayton City Commission by calling 937-333-3636 or by mail at Office of the Dayton City Commission, 101 West Third Street, Dayton, Ohio 45402.

DECLARATION OF DOMESTIC PARTNERSHIP

The undersigned hereby declare, under penalty of perjury, the following to be true at the time of signing this form:

1. We share a common residence as defined in Section 30.30 (B) of the Revised Code of General Ordinances of the City of Dayton.
2. We affirm that we have a committed relationship and share responsibility for each other's common welfare.
3. Neither of us is married to any other individual or is a part of an existing domestic partnership with any third party.
4. Each of us is 18 years of age or older.
5. We are not related to one another by blood in a way that would prevent us from being married to one another in this State.

Our common residence and mailing address is:

_____ Street Address

_____ City, State, Zip Code

Domestic Partner

Domestic Partner

_____ Print Name

_____ Print Name

_____ Signature

_____ Signature

(Do not sign until in front of a Notary Public)

Mail-in Applicants, please provide a contact phone number: _____

<p>STATE OF OHIO)) ss: COUNTY OF MONTGOMERY)</p> <p>Before me, a Notary Public in and for said county, personally appeared _____ who acknowledged that they did sign the aforesaid instrument and the same is their free act and deed. In testimony whereof, I have hereunto set my hand and official seal at Dayton, Ohio, this</p> <p>_____ day of _____, 20_____.</p> <p>Notary Public</p>	<p>STATE OF OHIO)) ss: COUNTY OF MONTGOMERY)</p> <p>Before me, a Notary Public in and for said county, personally appeared _____ who acknowledged that they did sign the aforesaid instrument and the same is their free act and deed. In testimony whereof, I have hereunto set my hand and official seal at Dayton, Ohio, this</p> <p>_____ day of _____, 20_____.</p> <p>_____ Notary Public</p>
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A Declaration of Domestic Partnership filed with the City is a Public Record.

City of Dayton # _____

NOTICE OF TERMINATION OF DOMESTIC PARTNERSHIP

The undersigned hereby declare that the domestic partnership between the parties listed below has been dissolved.

NOTE: Following the termination of this domestic partnership, each former domestic partner who has received or qualified for any benefit or right based upon the existence of this domestic partnership and whose receipt of that benefit or enjoyment of that right has not otherwise terminated, shall give prompt notification to any third party who provides such benefit or right that the domestic partnership has been terminated. If this notice was not jointly filed by both partners, the partner filing this notice shall, within five days, send a copy of the filed notice to the other partner's last known address. However, this requirement shall not apply if the termination is due to the death of one of the domestic partners.

City of Dayton Domestic Partner Registration Number (if known): _____

Domestic Partner

Domestic Partner

Signature (only one signature required)

Signature

Print Name

Print Name

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

This domestic partnership is immediately terminated, and the names of the former domestic partners are removed from the domestic partnership registry of the City of Dayton, this,

_____ day of _____, _____.

Clerk of Commission