

**CITY OF TAKOMA PARK, MARYLAND
DECLARATION OF DOMESTIC PARTNERSHIP**

In order to establish partnership and to secure rights, benefits, and privileges of this status, we,

_____ and _____, do

hereby affirm on this _____ day of _____, 20____, under penalty of perjury, that:

- We are each at least eighteen (18) years of age;
- We are each the sole domestic partner of the other;
- Neither of us is married;
- Neither of us has had a different domestic partner in the last six (6) months (not applicable if that domestic partner has died).

We declare that the above statements are true and we declare that we are in a familial relationship characterized by mutual caring and the sharing of a mutual domicile. In accordance with the laws of the City of Takoma Park, Maryland, we are registering this domestic partnership with the City Clerk via certified mail, return receipt requested, or in person.

IN WITNESS OF THIS DOMESTIC PARTNERSHIP, each of us has executed this Declaration:

Signature: _____

Date: _____

Name (print) _____

Address: _____

Date of Birth: _____

Domestic Partner

Domestic Partner

IN WITNESS OF THIS DECLARATION, I, a Notary Public in and for _____,

confirm that _____ and _____

personally appeared and signed this Declaration and acknowledged that such signature represents the free act and deed of each of them.

Notary Public

Date

INSTRUCTIONS

Please take a moment to read these instructions before completing this Declaration of Domestic Partnership. To begin, you need two (2) copies of this form – one for your records and one for the City. To establish a domestic partnership, you must declare in writing, under oath before a notary public, that you meet the requirements of the law and file one copy of your Declaration with the City Clerk by certified mail, return receipt requested, or in person at the times designated by the City. To declare your domestic partnership:

1. Fill out TWO (2) copies of the Declaration form, one for filing and one to keep with your personal records.
2. Type or print your names where indicated. DO NOT SIGN THE SIGNATURE LINES IN ADVANCE; your signatures must be witnessed by a notary.
3. Type or print the date, month, and year where indicated.
4. Take BOTH forms to a notary public. Notaries can be found in law offices, real estate companies, banks, and other commercial establishments. The City of Takoma Park also provides notary services **by appointment only** by calling 301-891-7100. You and your partner should be prepared to produce identification and should expect to pay a small fee for the notary's services. The notary will administer an oath that the statements are true and will witness your signature. Be sure the notary signs and stamps BOTH COPIES of the form.
5. Deliver one copy of the Declaration form to the City Clerk's Office. Keep the other for your files.

IF you choose to return the completed Declaration by mail, please read the following mailing instructions:

1. File one copy of the Declaration by certified U.S. mail, return receipt requested. To avoid any confusion regarding the date of the filing, you may wish to mail the Declaration on the same day as notarized.
2. Place one notarized copy of the Declaration in an envelope addressed to:

City Clerk
City of Takoma Park
7500 Maple Avenue
Takoma Park, MD 20912

3. In any Post Office, fill out a white "Certified Mail Receipt" (PS Form 3800) and a green "Domestic Return Receipt" (PS Form 3811). Write your address on the stamped side of the green postcard so that it will come back to you. Complete the following items on the reverse of the green card:

- | | |
|----------|--|
| Item 3. | Write the address given under Instructions 2, above |
| Item 4a. | Write the number that appears in the green box on the white "Certified Mail Receipt" |
| Item 4b. | Check the "Certified" box |

4. Take the envelope, the white receipt, and the green postcard to the postal clerk and pay the required fees. Have the postal clerk postmark your receipt and keep it in a safe place; this is your proof that you mailed the Declaration in accordance with the law. When the green postcard comes back to you, keep it with your important papers. The card and your notarized copy of the Declaration form are your proof that you have established a domestic partnership under the laws of Takoma Park. Congratulations!

***THIS INFORMATION DOES NOT CONSTITUTE LEGAL ADVICE.
INDIVIDUALS WITH SPECIFIC LEGAL QUESTIONS ARE URGED TO CONSULT AN ATTORNEY***