

SUBJECT: DOMESTIC PARTNERSHIP REGISTRY

EFFECTIVE DATE: November 8, 1993

- 01 Purpose/Scope To provide a Domestic Partnership Registry for the City of Takoma Park through which persons, in committed relationships who meet the criteria established by Resolution #1993-77 as constituting domestic partners, are invited to register at the office of the City Clerk and obtain a certificate attesting to their status.
- 02 Definition **Domestic Partners.** Two individuals in a mutual caring relationship, eighteen or older, both of whom reside in a mutual domicile. A domestic partner must be unmarried, the sole domestic partner of the other, and not registered as a Domestic Partner for the last six months.
- 03 Confidential The registry will be maintained as a confidential record. Information will only be released with the written consent of the parties concerned.
- 04 Registration Applicants are required to complete two (2) copies of the Declaration of Domestic Partnership form--one for personal files and one for the City.
- 05 Registration Certificate The City Clerk will issue one Certificate of Registration to the applicants as proof of their domestic partnership registration. The certificate will be mailed or available for pick-up within five (5) working days of the date the applicants file for registration. There will be a charge for additional or replacement certificates.
- 06 Amendment to Declaration In the event domestic partners change their address from one previously listed at the time of registration, the applicants are responsible for completing two (2) copies of the Amendment to the Declaration of Domestic Partnership--one for personal files and one for the City.

PROPOSED: *Catherine E. Santop* DATE: 11/08/93
 city clerk

APPROVED: *Don S. [Signature]* DATE: 11/08/93
 City Administrator

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07 Termination

A domestic partnership is terminated one of two ways: by death of a domestic partner, or by voluntary termination by one or both domestic partners.

(1) **Death of a Partner.** The termination of a domestic partnership is effective immediately upon the death of a domestic partner. It is the responsibility of the surviving partner to notify the City Clerk of the death of his/her domestic partner.

(2) **Voluntary Termination.**

One Partner. If a domestic partnership is being terminated by one partner, that partner can terminate the partnership by completing three (3) copies of the Termination of Domestic Partnership (one for each partner's records and one for the City), and providing proof that he/she has notified the other party via certified mail, return receipt requested. If one partner cannot be located or refuses to accept certified mail, the partnership can be terminated unilaterally by providing the City Clerk with two certified mail, return receipts as proof of a good faith attempt to notify the partner and the notarized signature of a witness to testify that the partner has been given at least 90 days notice. When satisfied that these requirements have been met, the City Clerk will declare the termination effective.

Both Partners. A domestic partnership may be terminated by both domestic partners by completing three (3) copies of a Termination of Domestic Partnership--one for each partner's records and one for the City.

PROPOSED: *Catherine E. Sutopik* DATE: 11/08/93
city Clerk

APPROVED: *Don S. White* DATE: 11/08/93
City Administrator

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- 08 Verification If two partners wish for the City Clerk to verify their registration with the City of Takoma Park as Domestic Partners, they must complete the Verification of Registration form that serves as written consent for the release of information pertaining to their domestic partnership registration. This form must accompany any request made by an agency or individual requesting verification of a domestic partnership registration. Inquiries made by telephone will not be verified. No information will be released or verified without the written consent of both partners.
- 09 Limitations If a domestic partnership is terminated by one or both domestic partners, neither domestic partner may file for another registered domestic partnership for six (6) months following the effective termination date.
- 10 Forms Requests for forms may be made by calling the office of the City Clerk, (301) 270-1700, and forms will be available in the Administrative Office at the Municipal Building and at the Library.
- 11 Fees

Declaration of Domestic Partnership	\$25.00
Amendment to Declaration	10.00
Termination of Domestic Partnership	25.00
Confirmation of Registry	10.00
Additional Certificate of Registration	10.00
- 12 Filing Forms For all registry forms, the applicants must declare in writing, under oath before a notary public, that they meet the requirements of the law, and file one copy with the City Clerk by certified mail, return receipt requested, or in person during regular business hours (Mon-Fri 8:30-5:00).

PROPOSED: *Catherine E. Sotop* DATE: 11/08/93
City Clerk

APPROVED: *[Signature]* DATE: 11/08/93
City Administrator

Introduced by: Councilmember Prensky

RESOLUTION NO. 1993-77

**A Resolution Establishing a Domestic Partnership Registry
For The City of Takoma park**

Whereas, the Council authorized the creation of a Task Force on Family Diversity to explore ways in which the City can recognize and support citizen's familial rights and obligations; AND

Whereas, the Family Diversity Task Force has proposed a definition of domestic partnership; AND

Whereas, the Family Diversity Task Force recommended that the City should establish a domestic partnership registry; AND

Whereas, the domestic partnership registry would give diverse families a legal document that recognized their family status;

NOW THEREFORE BE IT RESOLVED, that the City Clerk of Takoma Park shall establish and maintain a domestic partner registry that would reflect both the establishment or termination of a domestic partnership; AND

BE IT FURTHER RESOLVED, that for the purposes of this registry the following definition shall apply: "Domestic partners are two individuals in a mutual caring relationship, eighteen or older, both of whom reside in a mutual domicile. A domestic partner must be unmarried, the sole domestic partner of the other, and not registered as a Domestic Partner for the last six months." AND

BE IT FURTHER RESOLVED, that the City Administrator shall issue appropriate regulations to register or terminate a domestic partnership and to provide for verification of a domestic partnership by a third party; AND

BE IT FURTHER RESOLVED, that the following fees shall be charged to cover the cost of record keeping and administration of the registry:

\$25.00 to file a Declaration of Domestic Partnership.

\$10.00 to obtain confirmation of registry.

\$25.00 to file a Termination of Domestic Partnership.

Dated this 26th day of July, 1993.

Introduced by: Councilmember Johnson

First Reading: 07/12/93

Second Reading: 07/26/93

Effective:

ORDINANCE NO. 1993-27

Amending Takoma Park Code, Section 8B-175 regarding Health Benefits For City Employees and their Dependents to extend health benefits to employees' domestic partners and the dependents of their domestic partners.

Whereas, the City of Takoma Park, Maryland provides health benefits for City employees and their dependents ; AND

Whereas, the cost of health benefits is shared with the employee as agreed upon in collective bargaining agreements; AND

Whereas, the City of Takoma Park recognizes the diversity of families; AND

Whereas, the City of Takoma Park wishes to extend health benefits to domestic partners and their dependents, to both current and future employees.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF TAKOMA PARK, MARYLAND:

Section 1. That Section 8B-175 of the Takoma Park City Code is hereby amended as follows:

Sec 8B-175. HOSPITALIZATION.

~~All employees of the city enjoy a comprehensive program of health insurance (Blue Cross, Blue Shield and Major Medical). This service is provided for the individual employee, completely at the expense of the city; however, every employee has the option of purchasing identical family coverage at a comparatively nominal monthly (payroll deducted) charge. Upon enrollment into this program, each employee is provided with a handbook, illustrating the complete schedule of benefits.~~

(a) All employees of the city are provided health insurance benefits corresponding to the terms agreed upon in existing collective bargaining contracts. For employees who are not covered under a collective bargaining agreement, the City Administrator shall establish the terms.

(b) Employees have the option to select family coverage on a cost sharing basis (payroll deducted) as provided in an existing collective bargaining agreement or as established by the City Administrator for those not covered by a collective bargaining agreement. Family coverage shall be extended to spouses, dependent children, domestic partners who are registered in accordance with city regulations and dependent children of registered domestic partners. A dependent child of a domestic partner shall include a natural child, adopted child, stepchild, foster child, or child in the legal custody of a domestic partner.

_____ indicates existing language of the Code which is to be deleted.

██████████ indicates language to be inserted into the Code.

Section 2. EFFECTIVE DATE: This ordinance shall become effective upon enactment and upon reaching agreement with the City's health insurance provider.

Adopted this 26th day of July, 1993.

AYE: Elrich, Johnson, Leary, Porter, Prensky, Sharp.
NAY: NONE
ABSTAINED: NONE
ABSENT: Hamilton