

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

In order to terminate a domestic partnership that has been legally registered in the City of Takoma Park, we,  
\_\_\_\_\_ and \_\_\_\_\_,  
do hereby affirm on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under penalty of perjury, that our  
domestic partnership is no longer in force. We are registering termination of our domestic partnership with the  
City Clerk, City of Takoma Park, via certified mail, return receipt requested, or in person.

Each of us has executed this termination:

|                |                         |                         |
|----------------|-------------------------|-------------------------|
| Signature:     |                         |                         |
| Date:          |                         |                         |
| Name (print)   |                         |                         |
| Address:       |                         |                         |
| Date of Birth: |                         |                         |
|                | <b>Domestic Partner</b> | <b>Domestic Partner</b> |

IN WITNESS OF THIS DECLARATION, I, a Notary Public in and for the State of Maryland confirm that the above-named individuals both personally appeared and signed this Termination of Domestic Partnership and acknowledged that such signature represents the free act and deed of each of them.

|               |      |
|---------------|------|
|               |      |
| Notary Public | Date |

If both signers are present and both signatures are witnessed by a Notary Public, this termination is effective immediately. If, for whatever reason, one party does not sign, one partner can terminate the domestic partnership by signing and providing proof that he or she has notified the other party via certified mail, return receipt. 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.

I, \_\_\_\_\_, serve as a witness that \_\_\_\_\_, listed  
above as a domestic partner in this relationship, has been living separate from \_\_\_\_\_  
for at least 90 days.

|              |      |
|--------------|------|
|              |      |
| Signature    | Date |
|              |      |
| Name (Print) |      |

## INSTRUCTIONS

Please take a moment to read these instructions before completing this Termination of Domestic Partnership. To begin, you need three (3) copies of this form – one for each of your records and one for the City. To terminate a domestic partnership, you must declare in writing, under oath before a notary public, that the partnership is dissolved. File one copy of your Termination with the City Clerk by certified mail, return receipt requested, or in person. 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. To terminate your domestic partnership:

1. Fill out THREE copies of the Termination form, one for filing and one for each of you 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 all THREE forms to a notary public. You and your partner should be prepared to produce identification and should expect to pay a small fee for the notary services. The notary will administer an oath that the statements are true and will witness your signature. Be sure the notary signs and stamps ALL COPIES of the forms.
5. Deliver the form to the City Clerk's Office.

If you choose to return the completed Termination by mail, please read the following mailing instructions:

1. A notarized copy of the Termination must be filed with the City of Takoma Park and the other notarized copy you should keep for your records. Mail one of the notarized copies 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 Termination 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 Instruction 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

2. Take the envelope, the white receipt, and the green postcard to the postal clerk and pay the required fees. Have the clerk postmark your receipt and keep it in a safe place; this is your proof that you mailed the Termination 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 Termination form are your proof that you have dissolved a domestic partnership under the laws of Takoma Park.

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