



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

Thank you for your interest in the City of Dayton's Domestic Partner Registry. Attached are Declaration of Domestic Partnership and Notice of Termination of Domestic Partnership forms, application procedures and answers to 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 Partner 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](http://www.daytonohio.gov) or, during business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. (holidays may affect this schedule), in the Office of the Dayton City Commission, located on the Second Floor of Dayton City Hall, 101 West Third Street, Dayton, Ohio 45402. Applications may be submitted in person or via mail. Because original signatures are required for the registry, applications may **not** be submitted electronically.

### **Applying In Person**

Applicants may come to Office of the Dayton City Commission, located on the Second Floor of Dayton City Hall, 101 West Third Street, Dayton, Ohio 45402 during regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. (holidays may affect this schedule). Both applicants are required to be present at the same time to apply in person. One copy of the application form is needed. There is a fee of \$50 for registering your Domestic Partnership; if 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 acceptable identification establishing their identity; a valid, government issued, photo identification card from the US government or a state in the United States will generally be sufficient. A passport from the United States or a foreign country will also generally be sufficient. An identification card which includes a photograph and is issued from a non-US government entity or a 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 get an application when they arrive and complete the form. **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 to 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 cards are not acceptable for mail-in registrations.

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 may be done by completing the Notice of Termination of Domestic Partnership form which is available at the City of Dayton website [www.daytonohio.gov](http://www.daytonohio.gov) or, during business hours, in the Office of the Dayton City Commission, located on the Second Floor of Dayton 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 by mail (Office of the City Commission, Attn: Domestic Partner Registry, 101 West Third Street, Dayton, Ohio 45402) or in person (Office of the Dayton City Commission, located on the Second Floor of Dayton City Hall, 101 West Third Street, Dayton, Ohio 45402.) 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 City of Dayton to register 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 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 Domestic Partnership information be shared with others? How can personal information submitted to the City of Dayton be kept confidential?**

As a government, the City of Dayton is bound by 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 any media outlet, business, organization or individual that requests it. Except as allowed by State law, there is no method to remove any of the information including an applicant's name or address from the public record. Individuals may choose to not register their Domestic Partnership and not to share personal information with the City if they wish to limit public access to an 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 in 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 welfare.
3. Neither individual is married to any other individual or is a 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 have only one address. Applicants may have a separate vacation home, investment property, or a 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 and organizations. The registry is seen as a way for domestic partners to record their relationships and for businesses and organizations to have a neutrally administered means of qualifying 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 question is not answered here. How can I get more information?**

Please contact the Office of the Dayton City Commission by phone at 937.333.3636, by email at [anita.johnson@daytonohio.gov](mailto:anita.johnson@daytonohio.gov), or by mail at Office of the Dayton City Commission, Second Floor, 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: \_\_\_\_\_

STATE OF OHIO )  
 ) ss:  
COUNTY OF MONTGOMERY )

STATE OF OHIO )  
 ) ss:  
COUNTY OF MONTGOMERY )

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

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\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**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