



City of Columbus Domestic Partnership Registry

FREQUENTLY ASKED QUESTIONS, APPLICATION CHECKLIST & FORMS

(Effective date January 2025)

Thank you for your interest in the City of Columbus' Domestic Partner Registry. Below are frequently asked questions about the domestic partnership registry. For additional information, please contact the City Clerk's office at (614) 645-7380.

As a record of the City of Columbus, 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 <https://www.columbus.gov/Government/City-Council/DomesticPartnership>. Applications must be submitted online.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE QUALIFICATIONS FOR THE REGISTRY?

To establish a domestic partnership, two adult individuals must file a Declaration of Domestic Partnership with the Columbus City Clerk affirming that they share a government-issued marriage license not recognized by the State of Ohio, or that they meet all of the following eligibility requirements as set forth below.

- (1) **Are not currently married to another adult as recognized by Ohio law; and**
- (2) **Are not legally separated from another person either under statutory or common law; and**
- (3) **Shares responsibility for each other's common welfare; and**
- (4) **Are at least eighteen (18) years of age and mentally competent to consent to contract; and**
- (5) **Are financially interdependent, (financial interdependence is demonstrated by at least four (4) of the following):**
 - a) Joint ownership of real estate property or joint tenancy on a residential lease; or
 - b) Joint ownership of an automobile; or
 - c) Joint bank or credit account; or
 - d) Joint liabilities (e.g., credit cards or loans); or
 - e) A will designating the interdependent adults as primary beneficiaries; or
 - f) A retirement plan or life insurance policy beneficiary designation form designating the interdependent adults as primary beneficiaries; or
 - g) A durable power of attorney signed to the effect that the two interdependent adults have granted powers to one another.

***PLEASE DO NOT FORWARD DOCUMENTS A-G TO THE CITY CLERK'S OFFICE. THEY SHOULD BE PRESENTED TO THE NOTARY PUBLIC.**

HOW DO I REGISTER MY DOMESTIC PARTNERSHIP?

Please Note: Applicants must complete the application and have the form notarized prior to submission

Applications for the Domestic Partner Registry are available at the Columbus City Council website. Completed applications should be emailed to DomesticPartnership@columbus.gov and payments submitted electronically.

Note: Please provide a copy of the payment receipt with the submitted application.

How to Submit Your Domestic Partnership Application and Payment Online

Complete Your Application: <https://www.columbus.gov/Government/City-Council/DomesticPartnership>

Original signatures are required.

After completing your application, go to our online payment portal at <https://ipn4.paymentus.com/rotp/ccco>

- Select the "Domestic Partnership Application Fee" option and enter the amount **(\$50)** as outlined in the instructions. Please note a service fee will be applied.
 - Fill in your details, including the application reference number, and complete the payment.
 - You will receive a confirmation email once your payment has been successfully processed.
2. **Confirm Your Application:**
- Once your application and online payment receipt have been received via email, you will receive an acknowledgment email that your application will be processed.
 - If additional information is required, you will be contacted.
3. **Questions or Assistance:**
- If you have any questions or need assistance, please contact our office at 614-645-7380 or email DomesticPartnership@columbus.gov

****Please allow up to 30 days for processing***

WHAT DOES THE REGISTRATION FEE PROVIDE?

Accepted applications will receive a certificate, two business card sized certificates and will be listed in the City's domestic partner registry. (This registry is a public record and may be requested by outside parties. If requested, all of the information, including name and address, is part of the public record.)

HOW TO TERMINATE A REGISTERED DOMESTIC PARTNERSHIP?

Once registered, one or both parties may terminate the partnership. This may be done by completing the Notice of Termination of Domestic Partnership form which is available at the Columbus City Council Website (click [here](#) for form) one party is required to sign the Notice of Termination; however, that party is responsible for sending a copy of the form to the other party, if the party is still living.

There is no cost to file a Notice of Termination of Domestic Partnership. **Email the completed and signed termination form to the City Clerk at DomesticPartnership@columbus.gov.**

In the event one of the partners is deceased and at such time the remaining partner should wish to register another partnership, a copy of a death certificate or published obituary from a periodical/newspaper is sufficient documentation for the Clerk's office to list the partnership as terminated in the registry.

IS EITHER PARTY REQUIRED TO LIVE OR WORK IN CITY OF COLUMBUS TO REGISTER A DOMESTIC PARTNERSHIP?

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

IS THERE A FEE TO REGISTER A DOMESTIC PARTNERSHIP?

The fee to register a Domestic Partnership with the City of Columbus is a \$50 (plus service fee). Fees must be paid at <https://ipn4.paymentus.com/rotp/ccco>

WILL DOMESTIC PARTNERSHIP INFORMATION BE SHARED WITH OTHERS? HOW CAN PERSONAL INFORMATION SUBMITTED TO THE CITY OF COLUMBUS BE KEPT CONFIDENTIAL?

As a government, the City of Columbus 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.

WHEN WILL A DOMESTIC PARTNERSHIP REGISTRATION BECOME VALID? IS THERE A WAITING PERIOD FOR A DOMESTIC PARTNERSHIP?

A Domestic Partnership is valid once the Clerk enters the information into the registry. (***Please allow up to 30 days for processing***). A Domestic Partnership is valid until a Notice of Termination of Domestic Partnership is received and filed by the Office of the City Clerk, or upon the death of one of the partners.

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.

DOES THE DOMESTIC PARTNER REGISTRY TAKE THE PLACE OF A POWER OF ATTORNEY FOR LEGAL MATTERS?

No, the two are not related and one does not take the place of the other for either intended purpose.

DO I NEED TO INCLUDE ANY OTHER DOCUMENTS WITH MY APPLICATION TO ESTABLISH PROOF?

No. Your notarized application is all that is required. Please present the documents establishing financial interdependence to the Notary Public.

MY QUESTION IS NOT ANSWERED HERE--HOW CAN I GET MORE INFORMATION?

Please contact the Office of the City Clerk by phone at (614) 645-7380, or by email at DomesticPartnership@columbus.gov

APPLICATION CHECKLIST

DO:

- ☐ Complete in full the Declaration of Domestic Partnership application.
- ☐ Both applicants must appear together in the presence of a Notary Public with completed Declaration of Domestic Partnership application and documentation of financial interdependency (see above)
- ☐ Email the notarized form and payment receipt to DomesticPartnership@columbus.gov

DO NOT:

- ☐ **DO NOT** email documents other than the notarized application and payment receipt to the Office of the City Clerk.