



CITY OF PALO ALTO  
Administrative Procedures for  
Establishing Domestic Partnership Registration

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## PROCEDURES FOR ESTABLISHING DOMESTIC PARTNERSHIP REGISTRATION

### I. DESCRIPTION

The City of Palo Alto has administrative procedures for a Domestic Partners Registry. This registration provides unmarried couples with a vehicle to formally declare and record their self-described status as domestic partners and to obtain written certification.

The Affidavit of Domestic Partnership form must be signed by both parties and each, in signing, attest to certain facts including a declaration of responsibility by the signing parties for their common welfare. The Affidavit form **must be filed in person** by one of the parties with the City Clerks Office.

It should be noted that this Affidavit of Domestic Partnership may have potential legal implications under California law which has recognized that non-marital cohabitating couples may privately contract with respect to the financial obligations of their relationship. Questions, if any, regarding the potential legal effects of signing the Affidavit of Domestic Partnership should be referred to an attorney at their own choosing and cost.

### II. DOMESTIC PARTNERSHIP DEFINED

- A. Two persons may declare that a Domestic Partnership exists between them regardless of their gender, and each of them shall be the sole domestic partner of the other if they complete, sign, and cause to be filed with the City Clerk an Affidavit of Domestic Partnership attesting to the following:
1. The two parties reside together and share the common necessities of life.
  2. The two parties are not married to anyone.
  3. The two parties are at least eighteen (18) years of age or older.
  4. The two parties are not related by blood so close as to bar marriage in the State of California, and are mentally competent to consent to contract.
  5. The two parties are each others sole domestic partner and intend to remain so indefinitely and are responsible for their common welfare.
  6. The two parties agree to file a Statement of Termination of

Domestic Partnership with the City Clerk if any of the declarations of the Affidavit of Domestic Partnership cease to be true.

7. The two parties understand that the registration of the Affidavit of Domestic Partnership with the City Clerk constitutes a filing of a domestic partnership of continuous duration until either of the parties files a Statement of Termination or upon the death of either of the parties. In case of the death of either party, a Statement of Termination is not required.
8. Neither of the parties has filed a Statement of Termination within the last six (6) months.
9. The two parties understand that they are solely responsible for any and all statements made in an Affidavit of Domestic Partnership, and for any losses or damages caused thereby, and that they will hold the City of Palo Alto harmless from any liability arising out of or relating to any Affidavit of Domestic Partnership that is filed with the City of Palo Alto.
10. The two parties understand that registration with the City does not constitute registration as a Domestic Partnership under California State Law. For further information on the California Domestic Partners Registry, phone the Secretary of State (916) 653-3984 or the website at [www.ss.ca.gov/dpregistry/](http://www.ss.ca.gov/dpregistry/)

### **III. TERMINATION OF DOMESTIC PARTNERSHIPS**

A member of a domestic partnership may end said relationship by filing a Statement of Termination of Domestic Partnership with the City Clerk.

In the Statement of Termination, the individual will be required to affirm under penalty of perjury that the partnership is terminated.

### **IV. FILING NEW AFFIDAVITS AFTER TERMINATION**

No individual who has filed an Affidavit of Domestic Partnership may file another such Affidavit until six (6) months after a Statement of Termination of Domestic Partnership terminating the previous has been filed with the City Clerk.

## Exhibit A

### CITY OF PALO ALTO DOMESTIC PARTNERSHIP INFORMATION SHEET

Program Implemented January 18, 1996

The City of Palo Alto has an administrative procedure of Domestic Partners Registry. This registration provides unmarried couples with a vehicle to formally declare and record their self-described status as domestic partners and to obtain written certification.

The Affidavit of Domestic Partnership form must be signed by both parties and each, in signing, attest to certain facts including a declaration of responsibility by the signing parties for their common welfare. The Affidavit form **must be filed in person** by one of the parties with the City Clerks Office.

It should be noted that this Affidavit of Domestic Partnership may have potential legal implications under California law which has recognized that non-marital cohabitating couples may privately contract with respect to the financial obligations of their relationship. Questions, if any, regarding the potential legal effects of signing the Affidavit of Domestic Partnership should be referred to an attorney at their own choosing and cost.

**Exhibit B**



**CITY OF PALO ALTO  
AFFIDAVIT OF DOMESTIC PARTNERSHIP**

We declare under penalty of perjury:

1. We reside together and share the common necessities of life.
2. We are not married to anyone.
3. We are at least eighteen (18) years of age or older.
4. We are not related by blood so close as to bar marriage in the State of California and are mentally competent to consent to contract.
5. We are each other's sole domestic partner and intend to remain so indefinitely and are responsible for our common welfare.
6. We agree to file a Statement of Termination of Domestic Partnership if any of the declarations of the Affidavit of Domestic Partnership cease to be true.
7. We understand that the registration of the Affidavit of Domestic Partnership with the City Clerk creates a domestic partnership of continuous duration until either of us files a Statement of Termination or upon the death of either of us. (In case of the death of either party, a Statement of Termination is not required to be filed.)
8. Neither of us has filed a Statement of Termination within the last six (6) months.
9. We understand that we are solely responsible for any and all statements made in this Affidavit of Domestic Partnership, and for any losses and/or damages caused thereby, and that we will hold the City of Palo Alto harmless from any liability arising out of or relating to any statement made in this Affidavit of Domestic Partnership.

**WE DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.**

**Signed on \_\_\_\_\_, 20\_\_ in Palo Alto, California**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Signed on \_\_\_\_\_, 20\_\_ in Palo Alto, California**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Fee: \$38.00 for filing the Affidavit and obtaining a Certificate of Registration of a Domestic Partnership

**Exhibit C**

CITY OF PALO ALTO  
STATEMENT OF TERMINATION OF DOMESTIC PARTNERSHIP

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE STATEMENTS BELOW ARE TRUE AND CORRECT.**

That the partnership between:

\_\_\_\_\_ and \_\_\_\_\_  
**Print Name (#1)** **Print Name (#2)**

terminated on: \_\_\_\_\_, 20\_\_.

*PARTY No. 1:*

**Signed on \_\_\_\_\_, 20\_\_ in Palo Alto, California**

**Signature** \_\_\_\_\_

Print Name \_\_\_\_\_

*PARTY No. 2*

**Signed on \_\_\_\_\_, 20\_\_ in Palo Alto, California**

**Signature** \_\_\_\_\_

Print Name \_\_\_\_\_