

Tgi ~~hugt~~ Declaration of Domestic Partnership form SF/DP-1 with the California Secretary of State's office in Sacramento ****State Filing turnaround time is about 3 business days.****

Please send this completed order form and **NOTARIZED** Declaration of Domestic Partnership to:
Sun Document Filings, Domestic Partnership Unit, 7700 College Town Dr. Ste. 205 Sacramento, CA 95826
Please complete this form using your computer, use the hand tool in Adobe Acrobat

STEP 1: We will return the filed document to the Address below (must be a physical address if you have chosen FedEx).

Ship to Name (First and Last name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (required): _____ Ext. _____ Alt. #: _____

STEP 2: Shipping - How would you like your order returned? If no choice is indicated, documents will be returned via regular mail.

Add \$5.00 for a Fax (to one location in the U.S. only) OR add \$5.00 for Scan and e-mail (to one e-mail address only)

The original document will be returned via regular mail after we fax or e-mail a copy to you. Choose FedEx for faster delivery.

Fax or E-Mail address for scanned document: _____

FedEx: add \$28.00 for priority overnight or add \$23.00 for 2nd day I have my own FedEx acct. _____

Regular Mail: No charge. Please note that we highly recommend that you use FedEx as we do not and cannot guarantee regular mail.

STEP 3: Filing Fees - \$100.00 service fee includes filing the Declaration of Domestic Partnership with the California Secretary of State + State fees: State counter fee is \$15.00 for in person filings. **If partnership is between same sex partners*** Add \$33.00 filing fee. **Total: \$148.00 + return shipping options for same sex partners.**

If partnership is between opposite sex partners over the age of 62 Add \$10.00. **Total: \$125.00 + return shipping option for opposite sex partners.** Rejected documents will incur additional state and service fees of \$50.00. Review your document carefully prior to sending it to our office. We cannot legally review your document.

* For same-sex partners, Family Code section 298 requires that an additional \$23.00 fee be paid at the time of filing the form, for a total of \$33.00. The additional \$23.00 fee will be used to develop and support a training curriculum specific to lesbian, gay, bisexual, and transgender domestic abuse support service providers who serve that community in regard to domestic violence, and to provide brochures specific to lesbian, gay, bisexual, and transgender domestic abuse. Brochures developed by the California Department of Public Health will be available upon request from the Secretary of State, as funding allows.

SERVICE OPTIONS:

Obtain a certified copy (red seal). If this option is not chosen, you will only receive a file stamped copy back. We highly recommend obtaining a certified copy as many banks, insurance companies, and courts will require a certified copy. Fees are \$5.00 certification fee + \$1.00 for the first page and .50 thereafter. For a 2 page document (state form + notarized acknowledgment page) total fee is \$6.50.

How many certified copies do you want to order? _____ If you are paying with a credit card, limit 2 or add \$2.00 convenience charge to each additional certified copy in excess of 2.

Our \$100.00 fee includes: Filing your document with the Secretary of State the same day we receive your request in Sacramento before 2:00 PM PST and returning the file stamped copy/certified copy and payment receipt via regular mail. FedEx is additional. The state takes an average of 3 business days to file Declaration of Domestic Partnership documents. The document will be given the file date it was submitted on.

STEP 5: Payment Information: If you would like to mail checks (checks must contain full name and address), send one check payable to **Sun Document Filings, Inc. for \$100.00 + FedEx fees (if applicable).**

Write 2 (3 checks if certified copy is required) separate checks made **payable to Secretary of State**; 1 check for \$15.00 (counter fee must be separate) and 1 check for \$33.00 if same sex partners or 1 check for \$10.00 if opposite sex partners. Write a separate check for \$6.50 for a certified copy (based on a 2 page document).

To pay with a credit card, please complete the information below. ****Card holder MUST SIGN this form****

Credit Card Type: Visa MasterCard American Express Discover

Card Number: _____ - _____ - _____ - _____ Exp. Date _____/_____/_____ (mo/yy)

Billing address: Same as shipping Different billing address: _____

City: _____ State: _____ Zip: _____

Total Amount: _____ (Please indicate our fee, the state fee, and any shipping fee)

Name of Cardholder as it appears on the card: _____

Signature of Card Holder (Required): _____

By signing this form, I give permission to Sun Document Filings, Inc. (SDF) to bill the above listed credit card for the price of this order. I confirm that I have read and agree with SDF's terms and conditions found at www.sundocumentfilings.com. I understand that SDF makes no guarantee that the Secretary of State will accept this document. Rejected documents will incur a resubmittal fee of \$50.00; fee includes \$15.00 state fee and \$35.00 service. Contact information found on our website. Thank you for your business.