



# HOW TO:

## DOMESTIC PARTNERSHIPS



### 01 - DETERMINE ELIGIBILITY

- Must Be 18 Years of Age or Older
- Proof of Identity [Two (2) Forms]
- Partners Must Share Same Physical Address A Minimum of 6 Months & Provide Proof [Two (2) Forms]
- Shared Physical Address Must Be In City Limits or One or More Partners Must Be A City Employee, or Retiree



### 02- VISIT THE COA MUNICIPAL CLERK'S WEBSITE

- Print and Complete the Domestic Partnership Affidavit
- Verify You Live In City of Atlanta Limits [HERE](#)

<https://atlantapd.maps.arcgis.com/apps/webappviewer/index.html?id=e891b9b618a747a795d2f609a349ee7b>



### 03- SUBMIT IDENTIFICATION AND PROOF OF COHABITATION DOCUMENTS

- Email Your Completed Affidavit, Two (2) Forms of ID From Each Partner, Two (2) Forms of Proof of Residency From Each Partner to The Office of Municipal Clerk, Attn: Camryn Coleman [cacoleman@atlantaga.gov]
- Acceptable Forms of ID: Driver's License, Passport, Birth Certificate, Proof of Citizenship
- Acceptable Forms of Proof of Residency: Mortgage/ Bank Statement, Lease, HOA/ Tax Assessment, Utility/ Phone/ Credit Card/ Trash Bill



### 04 - AFFIDAVIT VERIFICATION

- Document Verification May Take Up To three (3) Business Days
- If You Have Any Questions or Concerns, Contact The Office of Municipal Clerk, Attn: Camryn Coleman [cacoleman@atlantaga.gov] Or Call 404-330-6113
- The COA Municipal Clerk's Office Offers Free Notary Services During Normal Business Hours, No Appointment Is Needed



### 05 - RECEIVE DOMESTIC PARTNERSHIP CERTIFICATE

- Make An Appointment With The Office of Municipal Clerk To Receive Official Domestic Partnership Certificate, Appointments Are Available Tuesdays & Fridays From 10:30AM to 3:30PM
- A \$30 Domestic Partnership Fee Is Due At The Time Of Your Appointment. Only One (1) Partner Is Required To Be Present for the Appointment.