



PUTNAM COUNTY CLERK'S OFFICE

County Office Building
40 Gleneida Avenue
Carmel, New York 10512
Tel. (845) 808-1142
Fax (845) 225-3953

MICHAEL C. BARTOLOTTI
County Clerk

JAMES J. McCONNELL
First Deputy County Clerk

**REGISTERING A DOMESTIC PARTNERSHIP IN
PUTNAM COUNTY IS AS EASY AS 1-2-3!**

1. Establish eligibility

- The partners must reside in the County of Putnam, or one partner must be employed by the County of Putnam.
- Each Partner must be eighteen (18) years of age or older, unmarried and competent to enter into a contract.
- The partners must not be related by blood in a manner that would bar marriage under the laws of the State of New York.
- The partners must share a common household.
- The partners must be in a close, committed, financially interdependent personal relationship and intend to remain in the relationship.
- The partners must be each other's sole domestic partner, have no other domestic partner and intend to remain each other's sole domestic partner.
- Neither partner can have terminated a domestic partnership within the last sixty (60) calendar days.
- The partners must agree to file a termination statement in the event that the domestic partnership is terminated.

2. Complete an Affidavit of Domestic Partnership Registration

- The Affidavit is available at the County Clerk's Office at 40 Gleneida Avenue, Carmel, New York 10512 – Room 100 or online below.
- Names of both partners and their home addresses must be clearly printed.
- Both partners must sign the Affidavit and the signatures must be notarized.
- If eligibility is based on employment, the name of the county department in which one partner is employed must be clearly printed.

3. File the Affidavit in the Office of the Putnam County Clerk

- There is a \$35.00 filing fee payable by cash, check or money order (payable to the Putnam County Clerk).
- The partners will receive two (2) certified copies of the Affidavit
- The County Clerk's Office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday (Summer Hours: 8:00 a.m. to 4:00 p.m.) excluding holidays
- If you have any questions, please contact the Clerk's Office at 845-808-1142.