

Carnegie Mellon University

Office of the Vice President for Student Affairs and Dean of Students Domestic Partnership Registration Packet

Carnegie Mellon University extends benefits to partners of students. Eligible students may elect benefits for their domestic partners by following the registration procedure. If your relationship meets the criteria listed in this document, your partner is eligible to receive health insurance benefits and/or a Carnegie Mellon University ID Card.

Eligibility

Carnegie Mellon defines a domestic partnership as a relationship between a Carnegie Mellon student and another individual that meets all of the first five (5) numbered criteria below and provide at least three (3) of the supporting documents listed under number 6:

1. Both parties are 18 years of age or older and are able to contract at time of registration.
2. Neither party is legally married to nor the domestic partner of any other person.
3. The parties are not related by blood to a degree that would bar marriage in the Commonwealth of Pennsylvania.
4. The relationship has been entered into voluntarily, willingly, and without reservation.
5. The partners have been in a committed relationship as a couple for at least twelve (12) continuous months prior to registration of the domestic partner relationship. The relationship is intended to continue indefinitely.
6. The relationship includes mutual support, mutual caring and commitment, and mutual responsibility for each other's welfare in the nature of a domestic partner relationship, and at least three of the following circumstances exist:
 - A. Joint lease, deed, or mortgage agreement;
 - B. Designation by the Carnegie Mellon student of the other party as primary beneficiary on a life insurance policy or retirement contract;
 - C. Designation as the primary beneficiary in the student's will;
 - D. Must have entered into a durable power of attorney for health care (authorizing the partner to make medical decisions in the event of incapacity) , as well as financial power of attorney in the event of incapacity;
 - E. A "relationship contract" must be executed which obligates each of the parties to provide for the other party and provide, in the event of the termination of the relationship, for a division for any property jointly acquired during the relationship.
 - F. Joint ownership of a motor vehicle, joint checking account, or joint credit account;
 - G. Mutual legal responsibility for the care of a child.
7. If the Domestic Partnership should end for any reason, the student or the Domestic Partner will immediately notify the Office of the Dean of Students by filing a Termination Statement of Domestic Partnership.

Domestic Partnership Registration Statement

Student and Domestic Partner Information

Last Name	First Name	M.I.	Andrew ID
Partner Last Name	Partner First Name	M.I.	Partner Email Address
Street Address			Student Cell Phone Number
City	State	Zip Code	Partner Cell Phone Number

Requested Services:

Carnegie Mellon University ID Card

Health Insurance

Affirmation of Partnership

I _____ have entered into a domestic partnership with _____.
(Carnegie Mellon Student) (Domestic Partner of Student)

In doing so we claim that we, the two parties above, have been in a committed relationship as a couple for at least twelve (12) months and the relationship is intended to continue indefinitely and that we currently reside at the address listed above. As a requirement of filing this registration we affirm that:

1. We are 18 years of age or older and are able to contract at the time of registration.
2. We are neither legally married to, nor the domestic partner of, any other person.
3. We are not related by blood to a degree that would bar marriage in the Commonwealth of Pennsylvania.
4. Our relationship has been entered into voluntarily, willingly and without reservation.
5. We have been in a committed relationship as a couple for at least twelve (12) continuous months prior to registration of the domestic partner relationship. The relationship is intended to continue indefinitely.
6. The relationship includes mutual support, mutual caring and commitment, and mutual responsibility for each other's welfare in the nature of a domestic partner relationship. We have provided supporting documentation for at least three of the circumstances described below (place a checkmark next to the documents provided):
 - Joint lease, deed, or mortgage agreement;
 - Designation by the Carnegie Mellon student of the other party as primary beneficiary on a life insurance policy or retirement contract;
 - Designation as the primary beneficiary in the student's will;
 - Entered into a reciprocal, durable power of attorney for health care (authorizing the partner to make medical decisions in the event of incapacity) , as well as financial power of attorney in the event of incapacity;
 - A "relationship contract" must be executed which obligates each of the parties to provide for the other party and provide, in the event of the termination of the relationship, for a division for any property jointly acquired during the relationship.
 - Joint ownership of a motor vehicle, joint checking account, or joint credit account;
 - Mutual legal responsibility for the care of a child.
7. As the student, I agree to notify Carnegie Mellon University if the status of this relationship changes and fails to meet any of the above criteria. I agree to notify the Office of the Dean of Students of such a change by filing a Termination Statement of Domestic Partnership. I agree that the University's Termination Statement affirms that the partnership is terminated and that a copy of the Termination Statement has been mailed to the other partner. I understand that I cannot register another domestic partnership with the University until twelve (12) months after I have filed a Termination Statement of Domestic Partnership with the Office of the Dean of Students.
8. The domestic partner understands that participation in all Carnegie Mellon University programs and services will terminate as of the date my domestic partner files a Termination Statement of Domestic Partnership.

Domestic Partnership Registration Statement

Benefits Notary Information

Please note that this registration form must be notarized. As a courtesy, there are notary services available on campus to assist you BY APPOINTMENT ONLY, or you may seek the assistance of any commissioned notary. A comprehensive list of campus notary services is listed on the Human Resources website (<https://www.cmu.edu/hr/resources/notary-publics.html>).

Please do not sign the form until you appear before a notary. A personal appearance and valid ID are required of both parties signing this form.

Notarization

_____/_____/_____
Student Name (Please Print) Student Signature Date

_____/_____/_____
Domestic Partner Name (Please Print) Domestic Partner Signature Date

State of Pennsylvania County of Allegheny Before me, a Notary Public, personally appeared who have acknowledged that they did sign this document.

Sworn before me on this day of _____, _____, _____ at _____.

Notary Public

Commission Expiration Date

Any misinformation certified in the Affidavit or provided in support of the application for Domestic Partnership will render the application and coverage void resulting in a pro-rated premium and forfeiture of the Carnegie Mellon University ID card. Carnegie Mellon University reserves the right to modify, amend, or terminate any or all of the provisions of this Domestic Partner policy and these administrative procedures at any time for any reason upon action by the University. Notwithstanding any of the prior statements, in all cases University policies will govern.

For Official Use Only	
_____ Dean of Students or Designee Signature	_____/_____/_____ Date