



## Life Partnership Verification Statement Checklist

Name 1: \_\_\_\_\_ Name 2: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

The following items have been submitted as pre-approval that the individuals have been interdependent for at least three (3) months prior to signing the Verification Statement. **At least two (2) items must be submitted with dates showing interdependency for 90 days or more.**

**(Check only those items for which proof is submitted.)**

- Common ownership leasehold of interest in real property
- Common ownership of a motor vehicle
- Driver's licenses or other state-issued identification listing a common address
- Proof of joint bank accounts
- Proof of joint bank credit accounts
- Proof of designation as a beneficiary for life insurance
- Proof of retirement benefits
- Proof of beneficiary designation under a partner's will
- Proof of appointment as attorney-in-fact or agent under a partner's durable POA
- Proof of health care power of attorney

**The items checked above have been reviewed:**

- Pre-approved
- Rejected

Reviewer's Name: \_\_\_\_\_ Date: \_\_\_\_\_



## **Instructions for Registering Your Life Partnership**

This document serves as a comprehensive guide to registering your Life Partnership with the City of Philadelphia. Please follow the steps carefully to ensure a smooth application process.

### **Step-by-Step Instructions**

#### **1. Read and Review the Life Partnership Qualification Guideline (LP1-2024),**

#### **2. Complete the Life Partnership Verification Statement Checklist**

- Fill out the Life Partnership Verification Statement Checklist (LP3-2024), using blue or black ink only.

#### **3. Prepare Supporting Documents**

- Collect and make photocopies of at least two documents that meet the established criteria outlined in Life Partnership Verification Statement Checklist (LP3-2024).

#### **4. Submit Your Application for Pre-approval via Email**

- Please email your Life Partnership Verification Statement Checklist (LP3-2024) and copies of two supporting documents to [lifepartnership@phila.gov](mailto:lifepartnership@phila.gov) for review.
- Mail-in requests are no longer accepted

## 5. Approval and Appointment Scheduling

- Upon review and pre- approval, you will receive further instructions to schedule an in-person appointment to finalize your registration.
- During this appointment
  - Both individuals will need to present government issued photo ID
  - Original documents from the Life Partnership Verification Statement Checklist must be presented. No photocopies will be accepted.
  - Applicants whose Verification Statements are accepted will be charged a Forty Dollars (\$40.00) filing fee and may request a ceremonial certificate evidencing the verification of their Life Partnership for a fee of Ten Dollars (\$10.00)
- **Office Hours:** 8:00 AM - 4:00 PM (Last appointment at 3:15 PM).

## Payment Information

Please note that the Orphans' Court does not accept personal checks or cash. Acceptable payment methods include:

- Visa or MasterCard
- Money orders

## Contact Information

For any questions or further assistance, please reach out via email at [lifepartnership@phila.gov](mailto:lifepartnership@phila.gov) or 215-686-2233



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