CERTIFICATE OF FILING

Use this form to register as a marriage officiant to perform marriage ceremonies within the border of Minnesota.

MINNESOTA STATUTE 517.04 PERSONS AUTHORIZED TO PERFORM CIVIL MARRIAGES
Civil marriages may be solemnized throughout the state by an individual who has attained the age of 21 years and registers as a civil marriage officiant with a local registrar in a county of this state. The county where the civil marriage officiant is registered must be endorsed upon and recorded with each certificate of civil marriage.

Print name: _____

Address: _____

_____

Phone number: _____

Age: _____ Date of Birth: _____

I, the undersigned, hereby declare under oath that I have read the above Minnesota State Statute and I declare the information provided to be true and correct.

Dated: _____ X_____
    (Signature of Officiant)

STATE OF _____)
    State where signed

COUNTY OF_____)
    County where signed

Subscribed and sworn before me on this _____ day of _____, 20____ .
(Notary Public must view photo ID to verify the person signing is the person named in this document.)

_____
Notary Seal   *(Notary Public Signature)*

Filing Instructions

In Person:

> Present a valid government issued photo ID
> Sign Certificate of Filing when present at the Recorder's Office
>
> Clay County Government Center
> 3510 12th Ave S
> Moorhead, MN 56560

By Mail:

> Complete Certificate of Filing – Signature will need to be notarized
> Filing Fee – Check is made payable to the Clay County
>
> Clay County Recorder
> PO Box 280
> Moorhead, MN 56561-0280

The Certificate of Filing will be returned by mail to the address on the certificate of filing.

Fee and Payment Information

Item	Fee Per Item	Total
Certificate of Filing	$40.00	
Check or Money Order #_____ Make payable to the Clay County Recorder	$0.00	
	Total:	

Due to high administrative costs, we are unable to issue refunds for overpayment of $10.00 or less.

Checks returned for non-payment will be charged a $30 fee according to Minnesota Statutes, section 604.113, subdivision 2 and civil penalties may be imposed.