



CERTIFICATE OF FILING

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 is a judge of a court of record, a retired judge of a court of record, a court administrator, a retired court administrator with the approval of the chief judge of the judicial district, a former court commissioner who is employed by the court system or is acting pursuant to an order of the chief judge of the commissioner's judicial district, the residential school superintendent of the Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind, a licensed or ordained minister of any religious denomination, an individual who registers as a civil marriage officiant with a local registrar in a county of this state, or by any mode recognized in section [517.18](#). For purposes of this section, a court of record includes the Office of Administrative Hearings under section [14.48](#).

MINNESOTA STATUTE 517.05 CREDENTIALS OF MINISTER.

Ministers of any religious denomination, before they are authorized to solemnize a civil marriage, shall file a copy of their credentials of license or ordination or, if their religious denomination does not issue credentials, authority from the minister's spiritual assembly, with the local registrar of a county in this state, who shall record the same and give a certificate of filing thereof. The place where the credentials are recorded shall be endorsed upon and recorded with each certificate of civil marriage granted by a minister.

Choose One:

I am qualified under M.S. 517.04 to perform marriages.

I am qualified under M.S. 517.05 to perform marriages and attached credentials or a letter of good standing.

Choose One:

My authority to perform marriages has no expiration date.

My authority to perform marriages expires on _____.

Print name: _____

Address: _____

Phone number: _____

Age _____ Date of Birth _____

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

Dated: _____

X _____

(Signature of Officiant)

STATE OF _____)
State where notarized

COUNTY OF _____)
County where notarized

Subscribed and sworn before me on this _____ day of _____, 20____.

(Notary 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:

Need a valid government issued photo ID
 Sign Certificate of Filing when present at the Recorder's Office
 Present credentials of license or ordination or letter of good standing if applicable (M.S. 517.05)

Clay County Government Center
 3510 12th Ave S
 Moorhead, MN 56560

By Mail:

Complete Certificate of Filing – Signature will need to be notarized
 Attach credentials of ordination or letter of good standing if applicable (M.S. 517.05)
 Filing Fee – Check is made payable to the Clay County Recorder

Clay County Recorder
 PO Box 280
 Moorhead, MN 56561-0280

By E-Mail/Fax:

Complete Certificate of Filing – Signature will need to be notarized
 Attach credentials of ordination or letter of good standing if applicable (M.S. 517.05)
 Scan will need to be a black and white scan in PDF or TIFF format. Photos are not allowed.

E-mail: recorder@claycountymn.gov
 Fax to: 866-908-2452
 Follow credit card instructions below

Certificate of Filing and credentials of ordination or letter of good standing, if submitted, 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	
<input type="checkbox"/> Check – Make payable to the Clay County Recorder	\$0.00	
<input type="checkbox"/> Credit Card-A \$1.95 convenience fee is charged for credit card transactions. This will show on your statement as a separate charge.		
To pay with a credit card: <ol style="list-style-type: none"> 1. Have the Certificate of Filing complete with notary 2. Pay \$40.00 online https://www.paylocalgov.com/claycountyrecorder-mn/ Please do NOT submit payment if you are not ready to e-mail or fax the completed paperwork 3. Enter Confirmation Number Below 4. Fax or E-mail the Certificate of Filing to the Clay County Recorder immediately following payment CREDIT CARD PAYMENT CONFIRMATION #: _____	\$1.95	
Total:		

Due to high administrative costs, we are unable to issue refunds for overpayment.
 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.