



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.

Choose One:

____ My authority to perform marriages has no expiration date.

____ My authority to perform marriages expires on _____.

Print name: _____

Address: _____

Phone number: _____ Email Address: _____

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 MINNESOTA

COUNTY OF HOUSTON

The documentation you have presented, which you state is in compliance with MS 517.04 has been filed in this office on _____ day of _____, 20 ____ at _____ M.

File Number: _____

Michelle L. Werner – Houston County Recorder / Local Registrar

By: _____
Recorder / Local Registrar ____ Chief Deputy ____ Deputy ____

Filing Instructions

In Person:

Need a valid government issued photo ID
Sign Certificate of Filing in person at the Recorder's Office

Houston County Recorder
304 S. Marshall Street Room 111
Caledonia MN 55921

By Mail:

Complete Certificate of Filing
Filing Fee – Check is made payable to the Houston County Recorder

Houston County Recorder
304 S. Marshall Street Room 111
Caledonia MN 55921

Fee and Payment Information	
Application Fee	\$100
Registration Fee	\$200
Exam Fee	\$300
Materials Fee	\$50
Travel Fee	\$150
Accommodation Fee	\$100
Meals Fee	\$50
Transportation Fee	\$50
Other Fees	\$50
Total Fee	\$1,000
Payment Method	Credit Card / Debit Card / Bank Transfer
Payment Due Date	30 days before the exam date
Refund Policy	Refund will be given if the exam is canceled or rescheduled within 30 days of the exam date.

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