

# 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ /email: \_\_\_\_\_

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 \_\_\_\_\_ ) Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_. )  
State where notarized (Notary must view photo ID to verify the person signing is the person named in this document).

COUNTY OF \_\_\_\_\_ )  
County where notarized \_\_\_\_\_  
(Notary Public Signature)

Notary Seal

STATE OF MINNESOTA  
COUNTY OF WADENA

The documentation you presented for filing, which you state is in compliance with MS 517.04 & MS 517.05, has been filed in this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

File No. \_\_\_\_\_

Tracy Myers Borchert, Wadena County Recorder/Local Registrar (Seal)

**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)

Wadena County Recorder  
 Courthouse Rm 220  
 415 Jefferson Street So  
 Wadena MN 56482

**By Mail:**

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

Wadena County Recorder  
 Courthouse Rm 220  
 415 Jefferson Street So  
 Wadena MN 56482

**By E-Mail/Fax:**

Complete Certificate of Filing – Signature will need to be notarized  
 Present credentials of license or 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: [tracy.borchert@wcmn.us](mailto:tracy.borchert@wcmn.us)  
 Fax to: 218-631-5709  
 Call after e-mail/faxing to provide credit card information

Certificate of Filing and ordination certificate 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 Wadena County Recorder	\$0.00	
<input type="checkbox"/> Credit Card-A \$2.00 convenience fee is charged for credit card transactions. This will show on your statement as a separate charge.	\$2.00	
Name on Card:		
Card Number: PLEASE CALL OUR OFFICE WITH YOUR INFORMATION 218-631-7622		
Expiration Date:                      Billing Zip Code:		
<b>Total:</b>		

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.