



CERTIFICATE OF FILING

Use this form to register as a marriage officiant to perform marriage ceremonies within the borders 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: _____

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 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 Public Signature)

Notary/Office Seal

This documentation you have presented, which you state is in compliance with the above statute, has been filed in this office on _____ day of _____ 20____.

File No: _____

By: _____, Deputy Registrar

Filing Instructions

In Person:

Need a valid government issued photo ID
Sign Certificate of Filing when present at the License Center Office

Beltrami County Administrative Building
License Center
701 Minnesota Ave NW, Suite 100
Bemidji, MN 56601

By Mail:

Complete Certificate of Filing – Signature will need to be notarized
Filing Fee – Check is made payable to the Beltrami County License Center

Beltrami County License Center
701 Minnesota Ave NW, Suite 100
Bemidji, MN 56601

By E-Mail/Fax:

Complete Certificate of Filing – Signature will need to be notarized
Scan will need to be a black and white scan in PDF format. Photos are not allowed.

E-mail: beltrami.licensecenter@co.beltrami.mn.us
Fax to: 218-333-8352
Call after e-mail/faxing to verify receipt 218-333-4148

Copy of 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	\$35.00	
<input type="checkbox"/> Check – Make payable to: Beltrami County License Center	\$0.00	
<input type="checkbox"/> Credit Card-A 2.15% convenience fee is charged for credit card transactions.	\$0.75	
Name on Card:		
Card Number:		
Expiration Date:		
Billing Zip Code:		
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.