



# CERTIFICATE OF FILING

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**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.

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**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: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
State where notarized

COUNTY OF \_\_\_\_\_ )  
County where notarized

X \_\_\_\_\_  
(Signature of Officiant)

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

X \_\_\_\_\_  
(Notary Public Signature)

<b>Filing Instructions</b>
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**In Person:**

Need a valid government issued photo ID  
 Sign Certificate of Filing when present at the Auditor-Treasurer Office

Wilkin County Auditor-Treasurer's Office  
 300 5<sup>th</sup> St S  
 Breckenridge, MN 56520

**By Mail:**

Complete Certificate of Filing – Signature will need to be notarized Filing  
 Fee – Check is made payable to the Wilkin County Auditor-Treasurer

Wilkin County Auditor-Treasurer  
 PO Box 368  
 Breckenridge, MN 56520

**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 or TIFF format. Photos are not allowed.

E-mail: [auditortreasurer@wilkincounty.gov](mailto:auditortreasurer@wilkincounty.gov)  
 Fax to: 218-643-7112  
 Call after e-mail/faxing to provide credit card information

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

<b>Fee and Payment Information</b>
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Item	Fee Per Item	Total
Certificate of Filing	\$40.00	
<input type="checkbox"/> Check – Make payable to the Wilkin County Auditor-Treasurer		
<input type="checkbox"/> Credit Card-A convenience fee is charged for credit card transactions. This will show on your statement as a separate charge.		
Name on Card:		
Card Number:		
Expiration Date:	Billing Zip Code:	
Security Code:		
	<b>Total:</b>	

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.