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## *Tips for Completing the Marriage Certificate*

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*Print legibly. This is a legal document that will remain on record forever.*

*Have both witnesses sign and print their names.*

*Have both applicants sign their married names.*

*Fill out each line on the certificate. Missing or illegible information will delay the issuance of the certified copy.*

*If questions, call the County listed on the Marriage License before sending in the marriage certificate.*

## **COUNTY RECORDER**

130 East Minnesota Ave

Glenwood, MN 56334

320-634-7840

[pub.recorder@popecountymn.gov](mailto:pub.recorder@popecountymn.gov)

[www.popecountymn.gov](http://www.popecountymn.gov)



*Information  
for the  
Minnesota  
Marriage  
Officiant*

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## Registration

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*Individuals must be 21 years of age to officiate a wedding.*

*An individual must register with a county in the State of Minnesota before performing a marriage ceremony.*

*A Certificate of Filing will be issued at the local county office. Once filed/registered, the county of where you registered shall be endorsed upon and recorded with each certificate of civil marriage. (M.S. 517.05)*

*Once registered, officiants would be able to perform a marriage ceremony anywhere in the State of Minnesota.*

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## Statutes for Officiants

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### **M.S. 517.05**

*The county where you filed your credentials and/or registered shall be endorsed upon and recorded with each certificate of civil marriage performed.*

### **M.S. 517.06**

*The couple and witnesses must be present at the ceremony, and you must view ID of all four people.*

### **M.S. 517.10**

*The officiant and witnesses print and sign their names on the certificate.*

### **M.S. 517.13**

*Complete and return the original marriage certificate to the local records office within 5 days after the ceremony to avoid penalty.*

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## Essentials

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*A MN Marriage License must be used in the borders of the State of Minnesota.*

*A license is valid for six months. The marriage license will state the date range that it is valid for.*

*The Marriage License is to be kept by the officiant and the Marriage Certificate is to be returned to the county office where the applicants applied.*

*Witnesses must be 16 years of age or older.*