

# Request for Marriage Certificate



Did the Applicant **APPLY** for the Marriage License in Clay County?

Yes  No (If the answer is no, copies of marriage certificates are in the County that the couple applied for the license.)

Marriage Certificate Information		
Applicant 1 Full Name Prior to Marriage:		Date of Birth:
Applicant 2 Full Name Prior to Marriage:		Date of Birth:
Date of Marriage:		

Requester Information				
Name				
Mailing Address – Street	Apt/Unit#	City	State	ZIP
Daytime Phone	Email			

Item	Fee Per Item	Total
Marriage Certificate <input type="checkbox"/> Certified ___ # of copies <input type="checkbox"/> Non-Certified ___ # of copies	\$9.00	
USPS Standard mail is the default mailing method if another mailing option is not selected.	\$0.00	
Priority Mail (Optional) Check	Every effort will be made to process & ship the same business day the request is received but not guaranteed. \$7.75 \$0.00	
<input type="checkbox"/> Credit Card-A \$1.95 convenience fee is charged for credit card transactions. This will show on your statement as a separate charge.	\$1.95	
Name on Card:		
Card Number: PLEASE CALL OUR OFFICE WITH YOUR INFORMATION AFTER SUBMITTING YOUR REQUEST 218-299-5031, SELECT "0" TO SKIP MENU		
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.

### Send Certificate Request and Payment to:

**Clay County Recorder**  
**807 11<sup>th</sup> St N**  
**Moorhead, MN 56560**

**OR**

Fax or e-mail request to:  
**866-908-2452 (Fax)**  
**recorder@co.clay.mn.us**

If you have questions, please contact us at recorder@co.clay.mn.us or call 218-299-5031.