

2004 Winona County Fee Schedule

The following fee schedule was adopted by the Winona County Board of Commissioners on 11/25/2003 and is effective on 1/1/2004. This fee schedule is not exhaustive since the Winona County Board of Commissioners may adopt or change fees in various formats that may not be reflected here.

Note: Unless you contact the County, all overpayments of three dollars or less will not be refunded and will be receipted as "miscellaneous" to improve efficiency and cost effectiveness.

Service	Fee	Required by Statute
GENERAL FEES		
Copies	\$.25 per side	
Copies - 11 x 17	\$1.00 each	
Fax	\$2.00 First Page then \$1.00 each thereafter	
Minimum mailing charge	\$1.00 per item	
Notary fee	\$.50 for each document	
Non-sufficient funds (NSF)	\$25.00 per check	
Plat Book	\$25.00, plus tax	
Plat Book – mailed	\$28.00, plus tax	
Print screen	\$1.00 each	
Verification of Information	The fee for verification of information is \$8 when applicant furnishes the specific location to locate a record. When an applicant does not furnish specific information, the fee is \$20 per hour for staff time expended.	
Videotaping	\$25.00/Tape	
ADMINISTRATOR		
Large Assembly Permit Application	\$100.00 per day per location	
Copies	See General Fees Schedule	
ASSESSOR		
Field Cards – old	\$.25 per side	
Field Cards – computerized	\$1.00	
Parcel, Name/Address, Legal Description, Research	\$25/Hour (Minimum one hour)	
ATTORNEY		
Copies of discovery documents	\$5.00 plus \$0.10 per copy	
Copies (other than discovery documents)	See General Fees Schedule	
AUDITOR		
Annual Maintenance	\$1.00/PARCEL	NO
Audit Verification	\$25.00-\$100.00 CONTENT	YES
Debt Structure Audit or Bond Issue 10 Lgst Taxpayers	\$25.00	NO
Delinquent Tax Publication	\$20.00/PARCEL	YES
Special Assess set up	\$25.00 Set Up \$1.00/PARCEL	YES

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Service	Fee	Required by Statute
Subdivision Split Fee		
With Survey	\$50.00	
Without Survey	\$100.00	
Plat	\$50.00 + \$3.00 a lot	
Green Acres Payback	\$25.00 per parcel	
AUDITOR – Licenses/Permits		
Auctioneer	\$10.00/\$10.00 COUNTY/STATE SPLIT ON FEE	YES
Dangerous Dogs	\$25.00	YES
Fireworks Permit	\$2.00	YES
Liquor Licenses		
On sale Liquor	\$1,400.00	YES
Special Sunday	\$100.00	YES
Off Sale Liquor	\$500.00	YES
On Sale Beer	\$60.00 ON SALE	YES
Off Sale Beer	\$15.00 OFF SALE	YES
Set up License	\$25.00	N/A
Seasonal Licenses		
On Sale Liquor	SEASONAL LIQ. \$300.00	YES
Temp Permit 1-3 days	KEGGER LICENSES/ON SALE \$20.00 PLUS \$10.00 FOR EACH DAY	N/A
COUNTY ADMINISTRATION/CENTRAL SERVICES/MAINTENANCE		
Copies	See General Fees Schedule	
COURT ADMINISTRATION		
Fax Fee	\$5.00 (civil documents only)	Court Rule
Civil/Family Filing Fee	\$245.00	357
Conciliation Court Filing Fee	\$60.00	491A
Rent Escrow Actions	\$60.00	
Motion Fees	\$55.00	
Foreign/Confession of Judgment		357
\$0.00 - \$7,500.00	\$60.00	
More than \$7,500.00	\$245.00	
Adoption	\$320.00	357
Tax Court Filing Fee		357
Regular Division	\$245.00	
Small Claims Division	\$160.00	
Support Modification Filing Fee	\$20.00	357
Jury Fee	\$75.00	
Assignment of Judgment	\$5.00	357
Judgment Search Per Name	\$5.00	357
Satisfaction/Partial Satisfaction of Judgment	\$5.00	357
Transcript of Judgment	\$30.00	357
All Writs	\$40.00	357
Uncertified Copy	\$5.00	357
Certified Copy	\$10.00	357
Subpoena	\$12.00	357
Annual Trust Reports	\$40.00	357

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Service	Fee	Required by Statute
Will Deposit	\$20.00	357
Order for Disclosure/Show Cause	\$5.00	491A
Civil Search	\$10.00 per hour/minimum \$5.00	Statute/Policy
DATA PROCESSING		
Alpha List (create query)	\$.10 per page and set up fee \$50.00	
Alpha List (existing query)	\$.10 per page and set up fee \$25.00	
Delinquent List	\$.10 per page and set up fee \$25.00	
Labels (create query)	\$.02 per label and set up fee \$50.00	
Labels (existing query)	\$.02 per label and set up fee \$25.00	
Labels (All co prop taxpayers)	\$.02 per label and set up fee \$25.00	
Labels (city/town)	\$.02 per label and set up fee \$25.00	
Tax Book	\$.10 per page and set up fee \$25.00	
Tax Book (query)	\$.10 per page and set up fee \$25.00	
General Information (create query)	\$.10 per page and set up fee \$50.00	
General Information (existing query)	\$.10 per page and set up fee \$25.00	
EMERGENCY MANAGEMENT		
Not applicable		
ENVIRONMENTAL HEALTH		
Food Establishment Fees*		
Facility Plan Review	\$227.00	
Base Fee (only one base fee is charged per est.)	\$145.00	
Small Establishment	\$75.00	
Medium Establishment	\$210.00	
Large Establishment	\$350.00	
Limited Food Service	\$40.00	
Mobile Food Unit	\$40.00	
Food Cart	\$40.00	
Seasonal Temporary Food Stand	\$40.00	
Seasonal Permanent Food Stand	\$40.00	
Special Events		
Non-Profit		
Hot Dog/Pre-Cooked Brat	\$10.00/event	
All other food	\$25.00/2 events	
Food Tent (under one tent)	\$50.00/event	
Promotional (give away, sampling)	\$25.00/2 events	
For Profit (limited to 2 events per year)	\$40.00/event	
Establishment using private water supply source	\$35.00/well	
Beginning with 4 th consecutive positive and subsequent resampling trip charge	\$20.00	
* Establishment second license for year pay ½ fee		
* Establishment opening after October 1 pay ½ fee		
* Late Penalty – will be assessed by postmark date		
1-15 days late	\$25.00	
16-30 days late	\$100.00	
31-over days late	\$200.00	
K-12 Schools (license held by school-no base fee)		
Full Service	\$210.00	
Small - satellite	\$100.00	
Beverage Establishment Fees*		
Facility Plan Review	\$227.00	
Base Fee (only one base fee is charged per est.)	\$145.00	

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Service	Fee	Required by Statute
Beer or Wine Table Service Alcoholic Beverage Service Establishment using private water supply source Beginning with 4 th consecutive positive and subsequent resampling trip charge * Establishment second license for year ½ fee * Establishment opening after October 1 pay ½ fee * Late Penalty – will be assessed by postmark date 1-7 days late 8-30 days late 31-over days late	\$40.00 \$105.00 \$35.00/well \$20.00 \$25.00 \$100.00 \$200.00	
Lodging Establishment Fees * Facility Plan Review Lodging per unit \$6.00 (maximum of \$600) Add \$145.00 base fee (only one base fee is charged per establishment) Establishment using private water supply source Beginning with 4 th consecutive positive and subsequent resampling trip charge * Establishment second license for year ½ fee * Establishment opening after October 1 pay ½ fee * Late Penalty – a penalty fee of \$10.00 shall be added to the amount of the license fee and paid by the applicant if the application has not reached the Environmental Services Department within 30 days after receiving your billing statement or in the case of a new or seasonal business, 10 days prior to the opening date of such business.	\$227.00 Total \$35.00/well \$20.00	
Manufactured Home Parks & Recreational Camping Areas Primary (First) License Fee - \$75.00 for each 10 sites or fraction thereof. The primary license fee covers the plan review and the license cost for the first year of operation for new sites. <u>No. of Sites</u> 2-10 11-20 21-30 31-40 41-50 51-60 61-70 71-80 81-90 91-100 101-110 111-120 121-130 131-140 141-150 151-160 161-170 171-180 181-190 191-200 Annual License Fee	<u>Fee</u> \$75.00 \$150.00 \$225.00 \$300.00 \$375.00 \$450.00 \$525.00 \$600.00 \$675.00 \$750.00 \$825.00 \$900.00 \$975.00 \$1,050.00 \$1,125.00 \$1,200.00 \$1,275.00 \$1,350.00 \$1,425.00 \$1,500.00	

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Service	Fee	Required by Statute
\$1.50 per site & add \$25.00 base fee Establishment using private water supply source Beginning with 4 th consecutive positive and subsequent resampling trip charge	\$35.00/well \$20.00	
Swimming Pool Fees First Public Swimming Pool Each Additional Pool First Spa Pool Each Additional Spa Pool	\$140.00 \$80.00 \$80.00 \$40.00	
Vending Machine Vending Machine Permits Type A Type C	\$15.00 \$3.75	
Water Test Fees Coliform Bacteria/Anions (nitrate, fluoride, chloride, sulfate & nitrite) Coliform Bacteria Only Anions Only (nitrate, fluoride, chloride, sulfate & nitrite) Lead Water Test Results Faxed	\$43.00 \$22.00 \$22.00 \$19.00 \$6.00	
Well Construction (includes State Core Function Surcharge SCFS) Well Notification Fee Drivepoint Water Well Remedial Well Monitoring Well Permit Fee Monitoring Well Monitoring Well Stipulation Single Agricultural Chemical Facility Site Permit Dewatering Well Permit Fee Dewatering Well Dewatering Well 5 or more/site Maintenance Permit Fees Water Well Monitoring Well Monitoring Well Retail Petroleum Bulksite Dewatering Well Dewatering Well 5 or more/site Single Agricultural Chemical Facility Site Permit Well Sealing Fee Drivepoint, Monitoring, Dewatering & Water Well Geoprobe/site Well Variance Site Assessment Demolition Well Site Assessment	\$70.00 \$202.00 (SCFS) \$202.00 (SCFS) \$145.00 (SCFS) \$234.00 (SCFS) \$145.00 (SCFS) \$145.00 (SCFS) \$725.00 (SCFS) \$123.00 \$123.00 \$123.00 \$123.00 \$615.00 \$123.00 \$50.00 (SCFS) \$50.00 \$50.00 \$25.00	
Fees for Service Environmental Assessment/File Search Radio Controlled Septic System Locator Radon Test Kit Geologic Atlas	\$216.00 \$22.00 \$5.00 \$25.00 & (\$3.13 shipping charge)	

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Service	Fee	Required by Statute
EXTENSION SERVICE		
Insect Identification	\$5.00 per specimen (Paid to U of M)	
Photocopying/Duplicating	See General Fees Schedule	
Plant Identification	\$5.00 per specimen (Paid to U of M)	
Publications	Varied – Cost set by University of MN	
Soil Sample	\$10.00 per sample (Paid to U of M)	
Notary fee	See General Fees Schedule	
HIGHWAY DEPARTMENT		
Blue Line Prints 33" x 34"	\$8.00	
Blue Line Prints 22" x 34"	\$7.50	
Black Line Prints 36 inch roll	\$3.50 per foot	
Black Line Prints 24" x 36"	\$7.00 first sheet, \$2.00 each additional sheet	
Copies	See General Fees Schedule	
Construction Plans		
Grading or Reconstruction	\$30.00 per set	
Bridge	\$25.00 per set	
Paving or Culvert	\$10.00 per set	
Construction Specifications		
Grading or Reconstruction	\$35.00 per set	
Bridge	\$25.00 per set	
Paving or Culvert	\$15.00 per set	
Winona County Highway Map	\$3.00	
Subdivision & Plat Review by Land Surveyor & Engineer	Furnished to Planning & Zoning for inclusion with total fees.	
Utility Permits	These permits are undergoing statutory & regulatory changes. Fees will be established when changes are finalized and ordinances are ready to adopt.	
Oversize/Overweight Vehicle Permits	These permits are undergoing statutory & regulatory changes. Fees will be established when changes are finalized and ordinances are ready to adopt.	
PERSONNEL		
Copies	See General Fees Schedule	
Employment Verification	\$7.00	
LICENSECENTER		
Filing Fee for Motor Vehicle		Yes
Plates/tabs only	\$4.50	
Plates/tabs/title transfer	\$7.00	
Filing Fee for Drivers License	\$3.50	Yes
Filing Fee for DNR	\$4.50 - \$7.00	Yes
Filing Fee for Boat Titles	\$3.50	Yes
SOLID WASTE		
Demolition Landfill	\$210.00 license fee \$1,050.00 application fee	
Incineration/Energy Recovery	\$210.00 license fee \$3,150.00 application fee	
Solid Waste Collection & Transportation License One Vehicle	\$10.50	

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Service	Fee	Required by Statute
Two or More Vehicles	\$31.50	
Intermediate Solid Waste Disposal Facility/Recycling Facility	\$52.50 license fee \$105.00 application fee	
MSW Composting Facility	\$52.50 license fee \$630.00 application fee	
Municipal Solid Waste Landfill	\$210.00 license fee \$2,100.00 application fee	
Permit-By-Rule Demolition Landfill Capacity	0 – 500 cy \$52.50 license fee \$105.00 application fee 500 – 1000 cy \$52.50 license fee \$262.50 application fee 1000 – 15,000 cy \$52.50 license fee \$787.50 application fee	
All Facility Types: Environmental Assessment Worksheet	\$273.00 for first five hours and \$82.95 an hour thereafter	
Environmental Impact Statement	\$273.00 for first five hours and \$82.95 an hour thereafter	
All Facility Types Other Engineering/Consulting Review Costs	Actual chargeback of cost incurred by Winona County	
PLANNING		
Accessibility Plan Review & Inspection	65% Permit Fee	Yes
Ag Preserve Application	\$50.00 + recording fee	40A
Conditional Use Permit	\$450.00	No
Documents		
Land Use Plan	\$77.00 plus tax	
Zoning Ordinance	\$77.00 plus tax	
Water Plan	\$77.00 plus tax	No
E911 Addressing-Sign/Post (replacement)	\$50.00 plus tax	No
Feedlot Operating Permit Application	\$300.00	No
If Construction Project Add to Permit Fee	\$ 80.00	No
GIS Mapping		
HP Heavy Coated Paper Cost Per Foot	\$ 4.05 plus tax	No
HP Opaque Film Cost Per Foot	\$ 8.25 plus tax	
Laser Printer Per Page 8.5.x 11	\$ 0.60 plus tax	
Custom Mapping	\$70.00 per hour	
GPS – Site Location only	\$80.00	
Grading and Filling Permit	\$250.00	No
Sewage Treatment System Permits (ISTS)		
ISTS Permit Application	\$210.00	No
Mound System Permit	\$350.00	No
Commercial Sewer Permit	\$450.00	No
Ordinance and Comprehensive Plan Amendment	\$900.00	No

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Service	Fee	Required by Statute
Other Fees		
After the fact	\$500.00 + permit fee	No
Consultant Delineation Review / Mitigation Plan Review	\$200.00	
Exemption Determine Application	\$100.00	
No-loss Determination Application	\$100.00	
Replacement / Restoration Plan Application	\$300.00	
Site Monitoring Report Review	\$ 75.00	
Banking Plan Review		
Less than 1 acre	\$250.00	
1 –1 0 acres	\$500.00	
Greater than 10 acres	\$750.00	
Special Meeting –		
Amendments	\$1,400.00	No
Conditional Use Permit	\$1,000.00	No
Variance	\$ 950.00	No
Subdivision Plats		
Preliminary Plat Application	\$900.00	
Final Plat Application	\$450.00	
Highway Engineer Review / Report		
Preliminary Plat and Re-subdivisions	\$300.00 plus \$10.00 per lot	
Final Plat	\$100.00 plus \$5.00 per lot	No
Timber Harvesting License	\$200.00	
Timber Harvesting Permit	\$75.00	No, new 12-7-2000
Variance (or appeal) Application	\$550.00	
Zoning Certificate Application		No
New Dwelling / Commercial Structure	\$400.00	
Accessory Structure	\$200.00	
Change of Use / Home Occupation	\$150.00	
PUBLIC HEALTH/CHS		Local Public Health Act allows Board to set.
Childhood Immunizations	\$14.00 per immunization	
CPR Fees	\$15.00 for class and equipment	
CPR Instructor Annual Fee – Winona County	\$5.00	
CPR Instructor Annual Fee – Out of Winona County	\$10.00	
CPR Cards – Each Issue	\$2.00	
Diversion Program for Smokers	\$15.00 with Refund after 6 months if smoke-free	
Semcac Educational Fee per class	\$25.00	
Health Education	\$85.00 per hour or as arranged	
Hepatitis B	Vaccination cost + \$14.00	
Home Health Aide Fee (sliding available)	\$45.00 per hour	
Mantoux Testing	\$14.00	
Medical Examiner Fee	\$150.00 3 rd Party Request for Record Verification and Certification	
Public Health Nursing Fees (sliding available)	\$135.00 per visit public health nurse	

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Service	Fee	Required by Statute
Tobacco Ordinance Fees	Gross Receipts under \$10,000 is \$150.00 Gross Receipts \$10,001 - \$50,000 is \$300.00 Gross Receipts above \$50,001 or nondisclosure is \$500.00	
WIC/MCH	Federal Income Eligibility as mandated – no charge for local service per published Federal Register.	
Laboratory Fees including Blood Draws	\$40.00 per visit	
Immunization Record Certification	\$15.00 per record	
RECORDER		
REAL ESTATE FEES		
Recording	\$20.00 Documents over 15 pages add \$1.00 per page Non-Standard forms are an additional \$10.00	
Filing Plats	\$34.50 \$0.50 per lot - \$34.50 minimum	
Filing of Condominium Floor Plan	\$34.50	
Well Disclosure Certificates	\$30.00	
Conservation Fee	\$5.00 Required when Deed Tax or Mortgage Tax is paid.	
Certified Tract Index Search		
1 to & including 3 entries	\$20.00	
4 to & including 6 entries	\$25.00	
7 to & including 9 entries	\$30.00	
10 & over	\$40.00	
Metes & Bounds	\$ 5.00 (additional)	
GENERAL FEES		
Plat Book	See General Fees Schedule	
Certified copies of plats	\$10.00	
Uncertified copies of plats	\$ 9.50	
Expedite Fee (Routine search info within 24 Hrs)	\$20.00	
County Maps	\$ 1.50	
Certified copies of documents	\$ 5.00	
Uncertified copies of documents	\$ 2.00	
Mailing & Handling	\$ 1.50	
Fax	\$ 5.00 (Plus \$2.00 per document fee)	
Computer Print-outs	See Data Processing	
Certified Tax Lien Search (per name)	\$15.00	
Verbal Tax Lien Search (per name)	\$ 3.00	
Notary Fee	\$ 0.50 per document	
Engineer Copy Prints	\$ 5.00	
UNIFORM COMMERCIAL CODE		

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Service	Fee	Required by Statute
Finance Statement	Standard Form	
Continuation	\$20.00	
Assignment	\$20.00	
Amendment	\$20.00	
Partial Release	\$20.00	
Termination	\$20.00	
Search Certification (per name)	\$20.00	
Finance Statement filed in Real Estate (add'l)	\$30.00 \$20.00	
Termination filed in Real Estate (add'l)	\$20.00	
CENTRAL NOTIFICATION SYSTEM		
CNS Filing	\$15.00	
CNS Continuation	\$15.00	
CNS Termination	No Charge (no charge if filed within 30 days \$10.00 if after 30 days)	
Search Certification (per name)	\$15.00	
HUMAN/SOCIAL SERVICES		
Adoption Home Study	5% of gross income up to \$2,974	No
Child Support Collections – Application Fee	\$25.00	Yes
Child Foster Care – Parental Fee	Sliding scale using child support guidelines	No
Correctional Placement – Parental Fee		
Custody Study	Cost up to \$1500 (suggest go to \$1750)	No
Detox	Cost/Sliding fee scale	No
Records & Documents	Follow County Policy unless State requirement	No
UA Kits	\$15.00	No
Mediation	Sliding fee scale	
Mediation/Visitation Expeditor	Sliding fee scale of Family Services	No
Mental Health Case Management	Pursuant to approved sliding fee scale	No
In-Home Family Therapy	Pursuant to approved sliding fee scale	No
DD Services	Pursuant to approved sliding fee scale	No
Child Support Fees per Court Order	Pursuant to Court Order	No
Day Care License Fee	Pursuant to County Policy	No
Licensed Non-Legal Fee	Pursuant to County Policy	No
Waiver Billing Fee	\$15.00	No
HVMHC Patient Fees	HVMHC sliding fee scale	No
Day Care Assistance Parental Fees	State Sliding Fee Scale	Yes
Parents Forever Classes	\$60.00 per series	YES
TREASURER		
Copies of statements		
Owner	\$.25	
Non-owner	\$1.00	
Duplicate of statement	\$2.00	

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Service	Fee	Required by Statute
Escrow account maintenance	\$3.00 per parcel	
Non-sufficient checks	\$25.00	
Searches (real estate)	\$2.00	
SHERIFF DEPARTMENT		
Civil Process	\$60.00 for up to 5 attempts	
NOTE: 6% collection on execution after levy	\$50.00 Mortgage foreclosure sale	
	\$50.00 Mechanic Lien Sale	
	\$50.00 Other Sales	
	\$5.00 Cancel/Postpone Sales if no notice	
	\$35.00 Quiet Title search per person	
	\$60.00 Posting 3 notices	
	\$250.00 Redemption of property	
	\$50.00 per hour in one hour increments for Deputy Time	
	4% Commission amount collected on a wage levy	
	\$0.25 Copies per page when attorney only sent originals	
Miscellaneous Fees	\$1.00 per page report \$2.00 copies of photos \$5.00 records check \$4.00 accident report \$3.00 DL check \$5.00 Audio tape \$30.00 Video tape \$100.00 Handgun carry permit \$75.00 Handgun carry permit renewal	\$21.50 to state \$21.50 to state
Jail Fees	Huber \$12 for each day worked Fingerprints \$10 per card Booking Fees \$10 Boarding Fees \$65 per day (out of county Prisoners). Pay for stay \$65 per day Copy of D.W.I. Video tapes \$40	11-22-99
VERY SMALL QUANTITY GENERATOR (VSQG)/HAZARDOUS WASTE		
Hazardous Waste Management Fees		
Waste Analysis, Technical Assistance, Record Keeping, & Reporting	\$18.90 per hour	
Hazardous Waste Disposal Fees	*(includes container weight)	

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Service	Fee	Required by Statute
Aerosols	\$0.69 per pound*	
Acids/Bases	\$1.65 per pound*	
Antifreeze	\$1.31/gallon	
Batteries (Alkaline)	\$0.41 per pound*	
Batteries (Lead Acid) *excludes Auto Batteries	\$0.67 per pound*	
Batteries (Mixed Button)	\$1.07 per pound*	
Cyanides	\$1.65 per pound*	
Chlorinated Products	\$1.65 per pound*	
Dioxins	\$1.65 per pound*	
Flammable Products	\$1.65 per pound*	
Mercury Compounds	\$1.65 per pound*	
Oil-Based Paint/Latex Paint	\$.41 per pound *	
Oil Filters	\$0.26 each	
Organic Peroxides/Oxidizers	\$1.65 per pound*	
PCB Liquids	\$1.65 per pound*	
PCB Solids	\$1.65 per pound*	
Pesticides	\$0.53 per pound*	
Poisons/Heavy Metals	\$1.65 per pound*	
Solvents	\$0.32 per pound*	
VETERAN SERVICES		
No Fees are Charged	N/A	N/A
VITAL STATS		
Amendment of Birth or Death one or more years after filing date	\$20.00	
Birth Certificate – certified	\$14.00 first copy each additional ordered at same time \$8.00	MN 144.226
Birth Certificate – non certified	\$11.00 first copy each additional ordered at same time \$5.00	
Certificate of Magistrate	\$1.00	
Certification that No Birth Record on File STATE OFFICE ONLY	\$14.00	
Certification that No Death Record on File STATE OFFICE ONLY	\$11.00	
Death Certificate – certified	\$11.00 first copy each additional ordered at same time \$5.00	
Death Certificate – non certified	\$8.00	
Delayed Registration of Birth or Death	\$20.00	
Marriage Certificate – certified	\$8.00	
Marriage Certificate – non certified	\$8.00	
Minnesota Marriage License	\$75.00	
Notary	\$25.00	
Passport	\$15.00	
Replacement Birth Certificate	\$20.00	
Verification of Information	See General Fees.	