



## Vital Records

202 W 3rd Street Winona, MN 55987

Phone: (507) 457-6395

Fax: (507) 454-9397

### Marriage Record Application

**Request for a Certified Record**  
**Fee - \$9.00 for each copy (see attached Fee Worksheet)**

**Please provide the following data:**

First Applicant Name on the Record: \_\_\_\_\_

Second Applicant Name on the Record \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

#### **Requester's Information:**

Name: \_\_\_\_\_

Address (City, State & Zip Code): \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

***If applying by mail, send your request and a self-addressed, stamped return envelope to:***

Winona County Vital Records  
202 W 3rd St  
Winona, MN 55987

***Please allow one week for your mailed request to be processed.***



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### Marriage Certificate Fee Worksheet

Print this page and mail or fax it with your completed application(s).

Print your name as it appears on your application:			
How Many	Item	Fee for each	Total
	First certificate for each marriage record ordered	\$ 9.00	\$
	Each additional certificate of same record	\$ 9.00	\$
	Regular Mail	No Charge	--
	<b>Urgent Delivery:</b> Express Mail (1 - 2 Days)	\$26.50	\$
	Credit Card Fee – Mandatory if ordered with a credit card Tierd Convenience Fee	(fee is per order only) \$1 - \$50 = \$1.50 \$51 - \$100 = \$3.00	(Credit Card Only) \$
	<b>Total amount included:</b>		<b>\$</b>
<b>Credit Card Users:</b>		3-Digit Security Code:	
Credit Card Number:		Expiration Date:	

**Make your check or money order payable to Winona County Vital Records Department.** Checks returned for nonpayment will be charged an additional \$30.00 fee according to Minnesota Statutes, §604.113, subdivision 3 and civil penalties may be imposed for nonpayment.

**Mail** the completed application form, marriage certificate fee worksheet and payment to:

Winona County Vital Records  
202 W 3rd St  
Winona, MN 55987

OR

**Fax** the completed form, marriage certificate fee worksheet, credit card (MasterCard, Visa, American Express or Discover Card) number and expiration date to (507) 454-9397.

If you have questions, please call (507) 457-6395.