MARRIAGE AND FAMILY THERAPY PROFESSIONAL FIRM – ANNUAL REPORT

INFORMATION & INSTRUCTIONS

- REVIEW PROFESSIONAL FIRMS STATUTE CHAPTER 319B ([https://www.revisor.mn.gov/statutes/cite/319B](https://www.revisor.mn.gov/statutes/cite/319B)): Minnesota Statutes section 319B.11, subd. 3 states that no professional firm may furnish professional services within Minnesota until the firm files the following information with each Board having jurisdiction over the pertinent professional services.

- COMPLETE & NOTARIZE: Complete the application form. *Incomplete applications or applications not accompanied by the correct fee are considered void and will be returned.*

- ATTACH DOCUMENTATION IF REQUIRED: Attach required documentation only if firm’s organizational document(s) were amended since last professional firm report to MN Board of MFT. If amended, attach a copy of the firm’s organizational document, Certificate of Authority (if applicable), or Statement of Foreign Qualification (if applicable).

- FEES: Professional Firm Annual Report filing fee is $25.00. Submit a check or money order, made payable to the Minnesota Board of MFT, with this application. *All fees submitted to the Board are nonrefundable.*

- ONGOING REQUIREMENT: The Professional Firm Annual Report is due to the MN Board of MFT on or before January 1 each year.

PROFESSIONAL FIRM INFORMATION

- All information is classified as public data.

**NAME OF PROFESSIONAL FIRM** (specify complete name filed with the Minnesota Secretary of State):

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| PHONE: | EMAIL ADDRESS (optional): | WEBSITE (optional): |

PERSON WITH OWNERSHIP INTEREST

- Provide the following information for **EACH** person with an ownership interest. Attach additional sheets if necessary.

- Are you reporting any changes in ownership interest since your last Professional Firm report to the MN Board of MFT? _____Yes _____No

| NAME: | LICENSE TYPE: | LICENSE NUMBER: |

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POSITION(S) OF GOVERNANCE AUTHORITY WITHIN THE FIRM

- Provide the following information for **EACH** person with governance authority. Attach additional sheets if necessary.

- Are you reporting any changes in governance authority since your last Professional Firm report to the MN Board of MFT? _____Yes _____No

| NAME: | LICENSE TYPE: | LICENSE NUMBER: |

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ACKNOWLEDGMENT & NOTARIZATION

Attestation:

1. I am an owner or employee of the professional firm, licensed in at least one category of the pertinent professional services, and am duly authorized to make these statements on behalf of the professional firm.
2. All employees, agents, and independent contractors furnishing professional services within Minnesota on behalf of the professional firm are professionals authorized to furnish at least one category of the pertinent professional services.
3. All owners and persons occupying a position with governance authority are professionals authorized to furnish at least one category of the pertinent professional services.
4. If the professional firm is organized under Chapter 317A or the nonprofit corporation statute of another state, at least one person occupying a position with governance authority is a professional authorized to furnish at least one category of the pertinent professional services.

NAME OF PROFESSIONAL FIRM:

PRINT NAME:

SIGNATURE: DATE:

Subscribed to and sworn before this ________ day of ____________________

NOTARY SIGNATURE: NOTARY SEAL

FILING REQUIREMENTS & FEE

- Submit a check or money order for $25.00, made payable to the Minnesota Board of MFT with this application. All fees submitted to the Board are nonrefundable.
- ATTACH DOCUMENTATION IF REQUIRED: If reporting amendments to organizational document(s), please attach a copy of the firm’s organizational document, Certificate of Authority (if applicable), or Statement of Foreign Qualification (if applicable).
- Insure all report information is complete and form is signed and notarized.
- Mail form to: MN Board of MFT, 335 Randolph Avenue, Suite 260, St. Paul, MN  55102
- Keep a copy of this form and all documents submitted to the Board.