

OFFICE OF THE WASHOE COUNTY CLERK  
JANIS GALASSINI, COUNTY CLERK

1001 E. 9<sup>th</sup> Street, Bldg. A  
Reno, NV 89512  
Phone (775) 784-7287

RELIGIOUS OFFICIAL  
INSTRUCTIONS FOR SINGLE CEREMONY CERTIFICATE OF  
PERMISSION TO PERFORM A MARRIAGE

**PLEASE NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES  
BEFORE YOU OBTAIN A CERTIFICATE OF PERMISSION.**

Please include the following when applying for a Single Ceremony Certificate of Permission:

- \_\_\_\_\_ Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada. **(Must be signed before a Notary Public or Deputy County Clerk)**
- \_\_\_\_\_ Affidavit of Authority to Perform Marriages (must be signed by someone in your church or religious organization that has authority to speak on behalf of your church or religious organization and can verify that you are in good standing within that church or religious organization.) **(This cannot be signed by the Applicant and must be signed before a Notary Public or Deputy County Clerk)**
- \_\_\_\_\_ If applying by mail, you must have your signature notarized on the application before submitting. If applying in person, you must present government issued photo identification at the time of application for a deputy clerk to witness your signature
- \_\_\_\_\_ Application fee of **\$30.00** payable to the Washoe County Clerk's Office.  
*(Money Order, Cashier's Check or Cash only - No Personal Checks, Please)*

**All paperwork should be returned to this office at the address listed above, Attention: Minister Licensing.**

If approved, the Certificate will be mailed to the residence address listed on the Application, along with an information sheet which provides information on completing and recording the Marriage Certificate. If you would like to arrange to pick up the Certificate or to have it mailed to a different address, please include the instructions with the Application paperwork. The Certificate cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

If the Application is not approved, you will receive a letter explaining why it was not granted. Normal processing time for Applications is 10-14 days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO PERFORM A WEDDING IN THE NEAR FUTURE (sending paperwork 3 - 4 weeks in advance is recommended).**

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE ANY BLANK SPACES.** Paperwork that is incomplete or incorrect will delay the process and/or may result in the Certificate being denied.





## Marriage Official Requirements & Responsibilities

Nevada State Law requires the following when performing a Marriage Ceremony in the State of Nevada:

- THE COUPLE **MUST** OBTAIN A MARRIAGE LICENSE IN THE STATE OF NEVADA **PRIOR** TO THE CEREMONY AND PROVIDE IT TO MARRIAGE OFFICIAL.
- MARRIAGE LICENSES PURCHASED IN THE STATE OF NEVADA ARE ONLY GOOD FOR A CEREMONY IN THE STATE OF NEVADA.
- THE MARRIAGE OFFICIAL **MUST** RECORD THE MARRIAGE CERTIFICATE WITHIN 10 DAYS OF THE MARRIAGE CEREMONY.
- THE MARRIAGE CERTIFICATE **MUST** BE FILED WITH THE RECORDER OF THE COUNTY IN WHICH THE LICENSE WAS PURCHASED.
- ANY CHANGE OF NAME, ADDRESS, PHONE NUMBER OR CONGREGATION MUST BE REPORTED TO THE WASHOE COUNTY CLERK WITHIN 15 DAYS.
- VIOLATIONS OF THE ABOVE MAY CONSTITUTE A MISDEMEANOR OFFENSE AND/OR RESULT IN REVOCATION OF YOUR AUTHORITY TO PERFORM MARRIAGES IN THE STATE OF NEVADA.

### ACKNOWLEDGEMENT

By my signature, I acknowledge that I have read and understand the *Marriage Official Requirements* contained above and further agree that I will comply with all Nevada Revised Statutes regarding the performance of Marriage Ceremonies in the State of Nevada.

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Signature of Applicant

