OFFICE OF THE WASHOE COUNTY CLERK
JANIS GALASSINI, COUNTY CLERK

1001 E. 9th 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.

RELIGIOUS OFFICIAL
APPLICATION FOR A SINGLE CEREMONY CERTIFICATE OF PERMISSION
TO PERFORM A MARRIAGE IN THE STATE OF NEVADA

1. Ceremony Date: _____

2. Name of institution and physical address where ceremony will be held:

_____
Ceremony Location (name of facility or institution)

_____
Ceremony Address (physical location) City State Zip Code

3. First Person *(person getting married)*: _____

4. First Person Address: _____
City State Zip Code

5. Second Person *(person getting married)*: _____

6. Second Person Address: _____
City State Zip Code

7. _____
Full Name of Applicant - (First, Middle, Last, Suffix)

_____ _____
Nickname or Aliases Used Maiden Name (if applicable)

8. _____
Residence Physical Address City State Zip Code

9. _____
Mailing Address, if different City State Zip Code

10. _____ 11. _____ 12. _____
Date of Birth Place of Birth Social Security Number

13. _____ 14. _____ 15. _____
Residence Phone # Alternate Phone # E-Mail Address

16. Date of licensure, ordination, appointment or authorization by church or religious organization: _____

17. Name & address of the church or religious organization with which you are currently affiliated:

_____ _____
Name Affiliation / Denomination

_____
Physical Address City State Zip Code

_____
Mailing Address, if Different City State Zip Code

18. If retired, how long did you have active charge of the above church or religious organization? _____

19. If less than 3 years, please list any other organizations you served, when, where & for how long? _____

20. Are you presently in good standing with your church or religious organization? yes_____ no _____

21. Have you been convicted of a felony, been released from confinement or completed parole or probation, whichever occurs later, within the last 10 years? yes _____ no _____

22. Please mark the appropriate response ***(failure to do so will result in the denial of the application.)***

_____ I am not subject to a court order for the support of a child;

_____ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for repayment of the amount owed pursuant to the order.

23. I hereby certify: ***(please initial to acknowledge BOTH statements)***

_____ that my ministry is one of service to my church or religious organization or, if retired, that my
initial active ministry was of such a nature.

_____ that I am subject to the jurisdiction of the Washoe County Clerk with respect to the provisions of
initial NRS 122 governing the conduct of ministers or other religious officials authorized to perform a marriage.

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF_____)

_____, being first duly sworn according to law, deposes and says: that he/she is the Applicant in the above Application for Single Ceremony Certificate of Permission to Perform Marriage(s) in the State of Nevada; that he/she has read the foregoing Application and knows the contents thereof; that the same are true of his/her knowledge, except for such matters therein stated on information and belief, and as to those matters he/she believes them to be true. Further, that he/she acknowledges that they are subject to the jurisdiction of the County Clerk with respect to the provisions of NRS 122.062 governing the conduct marriage officials to the same extent as if he were a marriage official residing in this State

_____
Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20 _____

_____
Signature of Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp)

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF PERMISSION

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.

_____

Signature of Applicant

SINGLE CEREMONY
AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

STATE OF_____)
) ss.
COUNTY OF _____)

The _____
(church or religious organization)

is organized and carries on its work in the State of _____. Its active meetings are
(State)

conducted at _____
(street address, city or town)

The said church or religious organization hereby finds that

_____
(name of minister or other person authorized to solemnize marriages)

is in good standing and is authorized by the church or religious organization to solemnize a marriage.

I am duly authorized by _____
(church or religious organization)
to complete and submit this Affidavit.

_____
Signature of Official

_____
Name of Official (type or print name)

_____
Title of Official

_____
Address

_____
City, State and Zip Code

_____
Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day _____, 20_____

_____
Signature of Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp)