

INSTRUCTIONS FOR WASHOE COUNTY MARRIAGE OFFICIALS

Completing & Filing the Marriage Certificate with the County Recorder

When a couple appears before you to be married, they must have already obtained a Marriage License from the County Clerk's Office. Pursuant to Nevada Law, **DO NOT** perform the marriage until you have been provided with the Marriage License.

The Marriage License consists of three (3) documents:

1 The Marriage License

Check the expiration date at the top, center of the license to insure that it is valid.
(Licenses in Nevada are valid for one (1) year from the date of issuance.)

Review the Marriage License with the couple. If an error is found, have the couple return to the Clerk's Office to have the License corrected **BEFORE THE CEREMONY.**

KEEP THE MARRIAGE LICENSE FOR YOUR RECORDS.
It is important that you retain a record of each marriage ceremony you perform.

2 Marriage Certificate – Original

The original Marriage Certificate **MUST** be filed within ten (10) days of the marriage ceremony with the Washoe County Recorder's Office.
THIS IS YOUR RESPONSIBILITY, Failure to do so is a **MISDEMEANOR** and may result in penalties including the loss of the privilege to perform marriages in the State of Nevada.

After the marriage ceremony, complete the information on the original Marriage Certificate. The Certificate must be filled out completely and legibly. If the certificate is not recorded there will be no official legal record of the marriage.
(It is recommended that you retain a copy of the Marriage Certificate for your files.)

3 Marriage Certificate – Couple’s Copy

NO. _____

State of Nevada
Marriage Certificate

State of Nevada)
County of Washoe) SS-

This is to certify that the undersigned, _____
(Name)
did on the _____ day of _____, 20____
at _____
(Address or County) (City) Nevada
join in lawful wedlock _____
of _____ State/Country of _____
State of Birth _____, and
of _____ State/Country of _____
State of Birth _____, with their mutual consent, in the presence of _____
and _____
_____ witnesses.

Signature of person performing marriage _____
First name and signature _____
Signature of person performing the marriage _____
Couple's Marital Address: _____

WASHOE COUNTY CLERK

COUPLE'S COPY

After the marriage ceremony, complete the information on the Couple’s Copy of the Marriage Certificate and return to the couple. This **IS NOT** a legal document and cannot be used for legal purposes.

It is important for the couple to retain their copy of this document. If their original Certificate is lost or destroyed prior to being recorded, the Couple’s Copy can be used to help re-create a replacement official Marriage Certificate.

To file the Certificate in person:

Washoe County Recorder’s Office
1001 E. 9th Street, Bldg. A, Ste. 140/150
Reno, NV 89512

To file the Certificate via mail:

Washoe County Recorder’s Office
1001 E. 9th Street, Bldg. A
Reno, NV 89512

***The Washoe County Recorder may deny recording of a Marriage Certificate if it contains any of the following:**

- Corrections made with pen or white out.
- Wording or writing that is illegible.
- Writing in the margins (*pursuant to Nevada Law, no writing or print may extend into margins.*)
- Damage to the document.

Marriage Ceremony

- There is no set format for a marriage ceremony.
- At least one (1) witness must be present in addition to the person performing the ceremony.
- The ceremony must take place in the State of Nevada.
- Nevada State Law currently requires the couple to declare that they take each other as “husband and wife” in the presence of one witness and the marriage officiant. Recent court decisions have legalized same sex marriages and you may need to adjust the “husband and wife” declaration to suit the couple you are marrying.

To review the Nevada Revised Statute(s) governing marriages to familiarize yourself with your responsibilities, please visit:
<https://www.leg.state.nv.us/NRS/NRS-122.html>