

OFFICE OF THE WASHOE COUNTY CLERK  
JANIS GALASSINI, COUNTY CLERK

1001 E. 9<sup>th</sup> Street, Bldg. A  
Reno, NV 89520-0027  
Phone (775) 784-7287

NOTARY PUBLIC  
INSTRUCTIONS FOR CERTIFICATE OF PERMISSION TO  
PERFORM MARRIAGES

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

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

- \_\_\_ Application for a Certificate of Permission to Perform Marriage(s) in the State of Nevada - Notary Public (*Must be signed before a Notary Public other than the Applicant or Deputy County Clerk*)
- \_\_\_ Photo Identification (*i.e. driver's license, passport, etc.*)
- \_\_\_ Release and Authorization and cashier's check or money order in the amount of \$54.96 payable to "Screening One", representing the fees for a background investigation. (*This fee is non-refundable*)
- \_\_\_ Affidavit of Character Reference. Two Affidavits must be completed by individuals who have known the applicant for a minimum of 2 years and can attest to the applicant's character. At least one reference should be professional or from a person who is not a blood relative and can attest to the applicant's character. (*Must be signed before a Notary Public other than the Applicant or a Deputy County Clerk*)
- \_\_\_ A non-refundable application fee of **\$30.00** payable to the Washoe County Clerk's Office. (*Money Order, Cashier's Check or Cash only*)

**All paperwork should be returned to this office at the address listed above, Attention: Clerk's Admin.**

In addition to the background check, the County Clerk will verify the notary status with the Nevada Secretary of State. Incorrect or conflicting information will delay the process and may result in the Certificate being denied.

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 your Certificate of Permission 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 of Permission 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

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RELEASE AND AUTHORIZATION

In connection with my application for a Certificate of Permission to Perform Marriages in the State of Nevada pursuant to NRS 122.064, subsection 3 (c), I hereby authorize Janis Galassini, Washoe County Clerk, and Screening One, Inc. to perform a background screening check (including future screenings for retention, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the Washoe County Clerk as a sound business practice, but also for the benefit of the public. It is no reflection on an applicant. The report consists of information deemed to have a bearing on the decision to grant authority to perform marriages in the State of Nevada, and may include information from public and private sources and public records. The scope of the report may include information concerning civil and criminal court records, identity, past addresses and social security number and is conducted in accordance with applicable federal and state laws.
2. All reports are confidential, and provided to the Washoe County Clerk for decisions concerning authority to solemnize marriages only.
3. I may review or obtain a copy of my report as provided by law. Screening One, Inc. may be contacted by writing to: Screening One, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
4. I authorize and release people, companies, municipal, county, state and federal agencies and courts to provide all information that is requested to the Washoe County Clerk or Screening One, Inc.
5. I further release all of the above, including the Washoe County Clerk and Screening One, Inc., to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

I, \_\_\_\_\_  
(print name legibly)

hereby consent and authorize the Washoe County Clerk and/or Screening One, Inc., on the Washoe County Clerk's behalf, to prepare each report as defined above to assist in making decisions relating to granting permission to perform marriages in the State of Nevada, before such decision to grant permission or anytime after such permission.

Signature \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION PURPOSES ONLY.

\_\_\_\_\_  
Last Name                                      Middle Name                                      First Name                                      Suffix

\_\_\_\_\_  
Former Names, Nicknames or Aliases Used                                      Maiden Name (if applicable)

\_\_\_\_\_  
Date of Name Change (if applicable)                                      Social Security Number                                      DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Name on Driver's License                                      Driver's License or I.D. Number                                      State of Issue

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST TEN YEARS, INCLUDING ZIP CODES.

\_\_\_\_\_  
Current Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_

\_\_\_\_\_  
Former Address                                      City                                      State                                      Zip Code                                      From \_\_\_\_ To \_\_\_\_



