

OFFICE OF THE WASHOE COUNTY CLERK  
JANIS GALASSINI, COUNTY CLERK

1001 E. 9<sup>th</sup> Street, Bldg. A  
Reno, NV 89512-0027  
Phone (775) 784-7287

NOTARY PUBLIC  
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 documents when applying for a Single Ceremony Certificate of Permission to Perform a Marriage:

- \_\_\_\_\_ Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada - Notary Public. *(Must be signed before a Notary Public other than the Applicant 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
- \_\_\_\_\_ 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.**

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.

***County of Washoe, State of Nevada***

**NOTARY PUBLIC  
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 appointment by Nevada Secretary of State as a Notary Public \_\_\_\_\_

17. Date appointment or commission expires with Nevada Secretary of State \_\_\_\_\_

18. Notary Appointment Number \_\_\_\_\_

19. Are you presently in good standing with the Nevada Secretary of State? Yes ☐ No ☐

20. 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 ☐

21. Have you ever had a previous Certificate to perform marriages removed, revoked or suspended? Yes ☐ No ☐  
If yes, on what grounds? \_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_ 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.

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Signature of Applicant

**AFFIDAVIT OF CHARACTER REFERENCE**

STATE OF NEVADA            )  
  ) ss.  
COUNTY OF WASHOE        )

The undersigned hereby swears or affirms under penalty of perjury as follows:

1. I \_\_\_\_\_, have personally known  
  *(Print Name of Person Providing Reference)*

\_\_\_\_\_ for \_\_\_\_\_ years.  
  *(Print Name of Applicant)*

2. The nature of my relationship with the applicant is:

☐ Employer / employee    ☐ Family member    ☐ Friend / neighbor    ☐ Other

\_\_\_\_\_

3. I can personally attest that \_\_\_\_\_ is a person of  
  *(Print Name of Applicant)*

good moral character who will be responsible and conscientious in his/her duties as a Marriage  
Officiant granted the privilege of performing a marriage ceremony.

4. My contact information is as follows:

<b>Residence Physical Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Residence Phone #</b>	<b>Alternate Phone #</b>	<b>E-Mail Address</b>	

\_\_\_\_\_  
Signature of Reference

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)

**AFFIDAVIT OF CHARACTER REFERENCE**

STATE OF NEVADA            )  
  ) ss.  
COUNTY OF WASHOE        )

The undersigned hereby swears or affirms under penalty of perjury as follows:

4. I \_\_\_\_\_, have personally known  
  *(Print Name of Person Providing Reference)*

\_\_\_\_\_ for \_\_\_\_\_ years.  
  *(Print Name of Applicant)*

5. The nature of my relationship with the applicant is:

☐ Employer / employee    ☐ Family member    ☐ Friend / neighbor    ☐ Other

\_\_\_\_\_

6. I can personally attest that \_\_\_\_\_ is a person of  
  *(Print Name of Applicant)*

good moral character who will be responsible and conscientious in his/her duties as a Marriage  
Officiant granted the privilege of performing a marriage ceremony.

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<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Residence Phone #</b>	<b>Alternate Phone #</b>	<b>E-Mail Address</b>	

\_\_\_\_\_  
Signature of Reference

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)