

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

INSTRUCTIONS FOR A RETIRED STATUS 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 authorization:

- \_\_\_\_\_ Application for a Retired Status Certificate of Permission to Perform Marriages in the State of Nevada  
(**Must be signed before a Notary Public or Deputy County Clerk**)
  
- \_\_\_\_\_ Letter from your church or religious organization, on church or religious organization letterhead, stating that you have had active charge of your church or religious organization for a period of no less than three (3) years prior to submitting this application and, further, that you were/are authorized to perform marriage ceremonies on their behalf.
  
- \_\_\_\_\_ Copy of photo Identification (i.e. driver's license, passport, etc.)

**Applicants MUST have had active charge of their church or congregation for a period of no less than three (3) years immediately prior to submitting an application for retired status. All paperwork should be returned to this office at the address listed above.**

If approved, the Certificate will be mailed to the residence address listed on the Application, along with an information sheet which provides instructions 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 2 to 3 weeks. **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.



19. 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.

20. I hereby certify:

\_\_\_\_\_ 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 marriage 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 Retired Status 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 governing the conduct marriage officials.

\_\_\_\_\_  
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