

OFFICE OF THE WASHOE COUNTY CLERK  
AMY HARVEY, COUNTY CLERK

75 Court Street  
P.O. Box 30083  
Reno, NV 89520-3083  
Phone (775) 328-3266  
Fax (775) 328-3582

INSTRUCTIONS FOR A CHAPLAIN IN THE UNITED STATES ARMED FORCES  
CERTIFICATE OF AUTHORITY

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

Please include the following documents when applying for authorization:

- \_\_\_\_\_ Application for a Chaplain in the United States Armed Forces Certificate of Authority to Solemnize Marriages in the State of Nevada (**Must be signed before a Notary Public or Deputy County Clerk**)
- \_\_\_\_\_ Proof of Military Status (such as a copy of military ID) and proof of current assignment as a military chaplain. The assignment paperwork must clearly show the applicant will be serving as a military chaplain – not just the unit to which the applicant is assigned.
- \_\_\_\_\_ Photo Identification (i.e. driver's license, passport, etc.)

**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 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 10-14 days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE 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.



