OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

1001 E. 9th Street, Bldg. A Reno, NV 89512 Phone (775) 784-7287

RELIGIOUS OFFICIAL INSTRUCTIONS FOR PERMANENT CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES

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

Pleas	e include the following documents when applying for authorization:
	Application for a Certificate of Permission to Perform Marriages in the State of Nevada (Must be signed before a Notary Public or Deputy County Clerk)
	Affidavit of Authority to Solemnize Marriages. This must be signed by someone in your church or religious organization that has the authority to speak on behalf of your church or religious organization verify that you are in good standing within that church or religious organization and that you are authorized to perform marriage ceremonies on their behalf. (This cannot be signed by the applicant and must be signed before a Notary Public or Deputy County Clerk)
	Release and Authorization and cashier's check or money order in the amount of \$54.00 payable to
	"Screening One", representing the fees for a background investigation. This fee is non-refundable.
	Photo Identification (i.e. driver's license, passport, etc.)
	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: Minister Licensing. The Release and Authorization, together with any money order or cashier's check for \$54.00, will be forwarded to Screening One for the background check. The background check will be completed within approximately 7 business days and the report will be forwarded to the Washoe County Clerk. Upon receipt of the background check report, the County Clerk will review all documents. If everything is in order, the Certificate of Authority to Perform Marriages should be completed within 5 – 7 business days after receipt of the background check report.

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.

County of Washoe, State of Nevada

RELIGIOUS OFFICIAL APPLICATION FOR CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA

Nickname or Aliases Used		Maiden Nan	ne (if applicable)	
Residence Physical Address		City	State	Zip Code
Mailing Address, if different		City	State	Zip Code
	5		6	
Date of Birth	5Place of Birth		6Social Security Number	er
	8Alternate Phone #		9E-Mail Address	
Residence Phone #	Alternate Phone #		E-Mail Address	
Name Affiliation / Denomination	Church or Religious Organization Phone Number		Number	
Physical Address		City	State	Zip Code
Mailing Address, if Different		City	State	Zip Code
Name & address of the chu	urch or religious organization	location in N	levada:	
Name				
Name Church or Religious Organization	n Phone Number			
Church or Religious Organization	n Phone Number	City	State	Zip Code
Church or Religious Organization Physical Address	n Phone Number	City	State	Zip Code Zip Code
Church or Religious Organization Physical Address Mailing Address, if Different	n Phone Number	City	State	Zip Code
Church or Religious Organization Physical Address Mailing Address, if Different Date the church or religiou		City ted, organized	State d or established in the Sta	Zip Code
Church or Religious Organization Physical Address Mailing Address, if Different Date the church or religious Are you presently in good Have you been convicted of	ıs organization was incorpora	City ted, organized religious org n confinemer	State d or established in the State anization? yes: t or completed parole or	Zip Code ate of NV: no:
Church or Religious Organization Physical Address Mailing Address, if Different Date the church or religious Are you presently in good Have you been convicted of whichever occurs later, with	as organization was incorpora standing with your church or of a felony, been released fror	City ted, organized religious org n confinemer no	State d or established in the State anization? yes: nt or completed parole or	Zip Code ate of NV: no: probation,

17. 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 the order or I am in compliance with a plan approved by the District Atta agency enforcing the order for repayment of the amount owed pursuant t	orney or other public
I am subject to a court order for the support of one or more children and with the order or a plan approved by the District Attorney or other public order for repayment of the amount owed pursuant to the order.	
18. I hereby certify:	
that my ministry is one of service to my church or religious organization of active ministry was of such a nature.	or, if retired, that my
that I am subject to the jurisdiction of the Washoe County Clerk with responsibilitial NRS 122 governing the conduct of marriage officials authorized to perform	
VERIFICATION	
STATE OF)	
) ss:	
COUNTY OF)	
that he/she is the Applicant in the above Application for Certificate of Permission to Per Nevada; that he/she has read the foregoing Application and knows the contents thereof; knowledge, except for such matters therein stated on information and belief, and as to those be true. Further, that he/she acknowledges that they are subject to the jurisdiction of the provisions of NRS 122.062 governing the conduct marriage officials to the same extent residing in this State.	form Marriage(s) in the State of that the same are true of his/her e matters he/she believes them to County Clerk with respect to the
Signature	of Applicant
SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME	
this day of, 20	
day 01, 20	
Signature of Notary Public or Deputy Clerk (Affix County Seal or Notary Stamp)	
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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 <u>MUST</u> OBTAIN A MARRIAGE LICENSE IN THE STATE OF NEVADA <u>PRIOR</u> 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 <u>MUST</u> RECORD THE MARRIAGE CERTIFICATE WITHIN 10 DAYS OF THE MARRIAGE CEREMONY.
- ➤ THE MARRIAGE CERTIFICATE <u>MUST</u> 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 <i>Marriage Official</i>
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.

Signature of Applicant	

AFFIDAVIT OF AUTHORITY TO PERFORM MARRIAGES FOR CHURCHES AND RELIGIOUS ORGANIZATIONS

STATE OF NEVADA)	
COUNTY OF WASHOE)ss.)	
The		
		f church or religious organization)
is organized and carries on	its work in the State of	Its active meetings are conducted at (State)
	(street ad	dress, city or town)
The said church or	religious organization here	·
(name of	minister or other church or religi	ous official authorized to solemnize marriages)
is in good standing and is a	uthorized by the church or	religious organization to solemnize a marriage.
I am duly authoriz	ed by	e of church or religious organization)
to complete and submit this	affidavit.	5 of Charles of Tellgrous Organization)
		riting, by submitting an Affidavit of Revocation of Authority to one or more of the occurrences listed below:
herein stated; 2. If minister or other church church or religious organ 3. If minister or other church religious official authoriz 4. If the minister or other church Washoe County; 5. If the aforementioned church church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious organizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious official authorizes with the minister or other church religious with the m	ch or religious official authorization; ch or religious official authorized to perform marriages of nurch or religious official a	orized to perform marriages is no longer in good standing as orized to perform marriages has ceased to be a member of the orized to perform marriages has ceased to be a minister or other of the church or religious organization; uthorized to perform marriages moves his/her residence from on changes address or location; or or otherwise terminated or changes its existence.
		Signature of Official
		Name of Official (type or print name)
		Title of Official
		Address
		City, State and Zip Code
		Telephone Number
SUBSCRIBED AND SWO	ORN TO (OR AFFIRME)	D) BEFORE ME
this day		<u></u>
	Public or Deputy Clerk	

OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

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

RELEASE AND AUTHORIZATION

In connection with my application for a Certificate of Authority 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 solemnize 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 perform 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. 190th 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 Washo County Clerk's behalf, to prepare each a granting authority to perform marriages authorization or any time after such auth	report as defined above to ass in the State of Nevada, befor	ist in making decisions relating to
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 Alia	ses Used	Mai	iden Name (if app	olicable)	
Date of Name Change (if applicabl	e)	Social Security N	Number	DOB:	/
Name on Driver's License		Driver's License o	or I.D. Number		State of Issue
PLEASE PROVIDE .	ALL ADDRE		E YOU HAV NG ZIP COI		FOR THE PAST TEN YEAR
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
				_	To