

OFFICE OF THE WASHOE COUNTY CLERK
NANCY PARENT, COUNTY CLERK

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

RELIGIOUS OFFICIAL
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 when applying for a Single Ceremony Certificate of Permission:

- _____ Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada. **(Must be signed before a Notary Public or Deputy County Clerk)**

- _____ Affidavit of Authority to Perform Marriages (must be signed by someone in your church or religious organization that has authority to speak on behalf of your church or religious organization and can verify that you are in good standing within that church or religious organization.) **(This cannot be signed by the Applicant and must be signed before a Notary Public 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

- _____ 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.

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 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 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.

**RELIGIOUS OFFICIAL
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 licensure, ordination, appointment or authorization by church or religious organization: _____

17. Name & address of the church or religious organization with which you are currently affiliated:

Name

Affiliation / Denomination

Physical Address

City

State

Zip Code

Mailing Address, if Different

City

State

Zip Code

18. If retired, how long did you have active charge of the above church or religious organization? _____

19. If less than 3 years, please list any other organizations you served, when, where & for how long? _____

20. Are you presently in good standing with your church or religious organization? yes _____ no _____

21. 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 _____

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.

Signature of Applicant

