# OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

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

# NOTARY PUBLIC INSTRUCTIONS FOR 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 a Certificate of Permission:

 Application for a Certificate of Permission to Perform Marriage(s) in the State of Nevada - Notary Public (Must be signed before a Notary Public other than the Applicant or Deputy County Clerk)
 Photo Identification (i.e. driver's license, passport, etc.)
 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. ( <i>This fee is non-refundable</i> )
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.

In addition to the background check, 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 CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA

1. [	☐ New Application ☐ Renewal			
2				
2 F	Full Name of Applicant - (First, Middle, Last	t, Suffix)		
N	fickname or Aliases Used	Maiden Na	me (if applicable)	
2				
3 R	esidence Physical Address	City	State	Zip Code
4	Mailing Address, if different	City	State	Zip Code
N	Walling Address, it different	City	State	Zip Code
	6	Place of Birth	7Social Security Numl	
]	Date of Birth	Place of Birth	Social Security Number	per
8	9	•	10	
o	Residence Phone #	Alternate Phone #	10E-Mail Address	
11.	Date of appointment by Nevada Se	ecretary of State as a Notary Publ	ic	
12.	Date appointment or commission e	expires with Nevada Secretary of	State	
13.	Notary Appointment Number	<del></del>		
14.	Are you presently in good standing	g with the Secretary of State? Yes	es 🗆 No 🗆	
15.	Have you been convicted of a felor whichever occurs later, within the l	•	ent or completed parole	or probation,
	Have you ever had a previous Certi: Yes □ No □ If yes, when, when	•	•	•
17.	Please mark the appropriate respons	·	v 11	ication)
	I am not subject to a	court order for the support of a c	hild;	
	the order or I am in o	rt order for the support of one or compliance with a plan approved corder for repayment of the amou	by the District Attorney	or other public
	with the order or a pl	rt order for the support of one or lan approved by the District Atto of the amount owed pursuant to t	rney or other public age	

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF PERMISSION

18. I here	eby certify:		
<u>.</u>			Tashoe County Clerk with respect to the provisions of s or other religious officials authorized to perform a
		<u>VERIFICA</u>	<u>TION</u>
STATE C		) ) ss: )	
State of N true of his he/she bel County C	Nevada; that he/she s/her knowledge, e lieves them to be lerk with respect t	t in the above Application for C e has read the foregoing Applica except for such matters therein st true. Further, that he/she acknow	ng first duly sworn according to law, deposes and says: Certificate of Permission to Perform Marriage(s) in thation and knows the contents thereof; that the same artated on information and belief, and as to those matter wledges that they are subject to the jurisdiction of the 2 governing the conduct marriage officials to the same
			Signature of Applicant
SUBSCR	IBED AND SWOI	RN TO (OR AFFIRMED) BEFO	RE ME
this	day of	, 20	
-	ure of Notary Publ x County Seal or N	lic or Deputy Clerk Notary Stamp)	

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## 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 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	

## OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

1001 E. 9<sup>th</sup> Street Reno, NV 89520-0027 Phone (775) 784-7287

#### RELEASE AND AUTHORIZATION

In connection with my application for a Certificate of Permission 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 perform 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 solemnize 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. 190<sup>th</sup> 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 legible	(y)	
hereby consent and authorize the Washoe County C Washoe County Clerk's behalf, to prepare each repo decisions relating to granting permission to perform such decision to grant permission or anytime after such	ort as defined above to marriages in the State	assist in making
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.

Middle Name		First Name		Suffix
s Used	Maid	den Name (if app	licable)	
			DOB:	/
S	Social Security N	umber		
Dı	river's License or	r I.D. Number	State	of Issue
ADDRESSES	WHERE Y	OU HAVE I	LIVED FOR T	ΓHE PAST TEN YE
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	S Used  ADDRESSES IN  City  City  City  City  City	Social Security Notes and social Security No	Social Security Number    Driver's License or I.D. Number	S Used Maiden Name (if applicable)    DOB:

### AFFIDAVIT OF CHARACTER REFERENCE

OOT IN 100 17 OF 117 A CT	) ss.			
COUNTY OF WASH	IOE )			
The undersign	ed hereby swears or affin	rms under penal	lty of perjury	as follows:
1. I	int Name of Person Providin		, have pe	rsonally known
(Pr	int Name of Person Providin	g Reference)		
(Print Name of	Applicant)	_ for	years.	
2. The nature	e of my relationship with	the applicant i	s:	
☐ Employer / employed	e   Family member	Friend / neigh	abor $\square$ Other	
3. I can perso	onally attest that			_ is a person of
1	(.	Print Name of Ap	plicant)	1
good moral character	who will be responsible	and conscient	ious in his/he	r duties as a Marriag
Officiant granted the p	privilege of performing a	marriage cerer	nony.	
			J	
4. My contact	information is as follow	s:		
Residence Physica	al Address	City	State	Zip
Residence Physica Mailing Address	al Address	City	State State	Zip
	Alternate Phone #	City		<u>-</u>
Mailing Address		City E-N	State	Zip
Mailing Address		City E-N	State Mail Address	Zip
Mailing Address  Residence Phone #		City E-M	State Mail Address	Zip
Mailing Address  Residence Phone #  SUBSCRIBED AND SW	Alternate Phone #	City E-M	State Mail Address	Zip
Mailing Address  Residence Phone #	Alternate Phone #	City E-M	State Mail Address	Zip
Mailing Address  Residence Phone #  SUBSCRIBED AND SW	Alternate Phone #  ORN TO (OR AFFIRMED)  , 20  c or Deputy Clerk	City E-M	State Mail Address	Zip

### **AFFIDAVIT OF CHARACTER REFERENCE**

	) ss.			
OUNTY OF WASHO	OE )			
The undersigne	ed hereby swears or affir	ms under penal	ty of perjury a	s follows:
4. I	nt Name of Person Providin		, have pers	sonally known
(Pri	nt Name of Person Providin	g Reference)		
(Print Name of A	Annlicant)	_ for	years.	
		the englisher is		
5. The nature	of my relationship with	the applicant is	S.	
Employer / employee	☐ Family member ☐	Friend / neigh	bor $\square$ Other	
6 I can persor	nally attest that			is a nerson of
o. Team person	(A	Print Name of App	plicant)	_ 15 a person or
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ood moral character	who will be responsible	and conscient	ous in his/her	duties as a Mar
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A. My contact in Residence Physical Mailing Address  Residence Phone #	rivilege of performing a information is as follow	City  City  Signat	State State Aail Address	Zip
A. My contact is  Residence Physical  Mailing Address  Residence Phone #	rivilege of performing a information is as follow  Address  Alternate Phone #	City  City  Signat	State State Aail Address	Zip
A. My contact in Residence Physical Mailing Address  Residence Phone #	rivilege of performing a information is as follow  Address  Alternate Phone #	City  City  Signat	State State Aail Address	Zip