

# Eureka County Clerk Recorder Katherine J. Bowling

## RELIGIOUS OFFICIAL INSTRUCTIONS FOR <u>SINGLE</u> CEREMONY CERTIFICATE OF PERMISSION TO PERFORM A MARRIAGE

Note: It is unlawful to perform marriages prior to the issuance of a certificate of authority to perform marriages in the State of Nevada, PURSUANT TO NRS 122

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

☐ Marriage Official Requirements & Responsibilities Acknowledgement. Please sign and return with application.

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 the 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.

☐ Application fee of \$25 payable to the Eureka County Clerk Recorder's Office. We accept cash, check, cashier's check, money order or credit card.

All paperwork should be returned to this office at the address listed below.

Nevada. (Must be signed before a Notary Public)

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. The Certificate cannot be sent via express mail unless a self-addressed, prepaid 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 7-10 business days. Please allow sufficient time for processing if you are to perform a wedding in the near future. We recommend sending the paperwork 7-10 business days in advance.

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 Eureka, State of Nevada Religious Official Application for a <u>Single Ceremony</u> Certificate of Permission to Perform a Marriages in the State of Nevada

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF AUTHORITY TO PERFORM MARRIAGES IN THE STATE OF NEVADA, pursuant to NRS 122

#### **CEREMONY INFORMATION**

Name of institution and physical	address where ceremony	will be held	:		
Ceremony Location (name of facility or inst	itution)				
Ceremony Address (physical location)		City	Sta	ate	Zip
Party A (person getting married):					
Party B Address:					
		City	State	Zip	
Party B (person getting married):					
Party B Address:					
	City		State	Zip	
APPLICANT'S INFORMATIC	ON				
APPLICANT'S INFORMATIC					
		Maiden l	Name (if applica	able)	
Full Name (First, Middle, Last, S		Maiden l		able)	Zip
Full Name (First, Middle, Last, S Nickname or Aliases Used Residence Physical Address		City		ate	
Full Name (First, Middle, Last, S Nickname or Aliases Used			Sta	ate	Zip
Full Name (First, Middle, Last, S Nickname or Aliases Used Residence Physical Address		City	Sta Sta	ate	Zip
Full Name (First, Middle, Last, S Nickname or Aliases Used Residence Physical Address Mailing Address, if different	uffix)	City	Sta Sta	ate ate curity Nun	Zip

Name and	d address of the church or religious o	organization with which	you are currently	y affiliated
Affiliation	n/Denomination			
Physical A	Address	City	State	Zip
Mailing A	Address, if different	City	State	Zip
If retired,	how long did you have active charge	of the above church o	or religious organi	zation?
If less tha	n 3 years, please list any other organi	zations you served:		
Name		Address	D	ates of Service
Are you p	presently in good standing with your c	hurch or religious org	anization? Yes	No
•	been convicted of a felony, been release to occurs later within the last 10 years?		nt or completed p  No	parole or probation
Please ma	ark the appropriate response ( <i>Failure</i>	to do so will result in	the denial of the	application.)
	I am <b>not</b> subject to a court ord	er for the support of a	child;	
	I am subject to a court order compliance with the order or Attorney or other public agence pursuant to the order; or	I am in compliance v	vith a plan appro	ved by the Distric
	I am subject to a court order compliance with the order or agency enforcing the order for	a plan approved by tl	he District Attorr	ney or other public
I hereby o	certify:			
 Initial	that my ministry is one of servi my active ministry was of such a		ligious organizatio	on or, if retired, that
 Initial	that I am subject to the jurisdic the provisions of NRS 122 gov authorized to perform a marria	verning the conduct of	•	-

#### **VERIFICATION**

State of Nevada	)		
	) ss:		
County of Eureka	)		
Marriage in the State thereof; that the same and belief, and as to t they are subject to the	nt in the above Ap e of Nevada; that e are true of his/ho those matters he/s ne jurisdiction of	oplication for Single he/she has read the er knowledge, excess the believes them to the County Clerk	sworn according to law, deposes and says: that e Ceremony Certificate of Permission to Perform he foregoing application and knows that contents ept for such matters therein stated on information to be true. Further, that he/she acknowledges that Recorder with respect to the provision of NRS ame extent as if he were a marriage official residing
			Signature of Applicant
SUBSCRIBED ANI	) SWORN BEF	ORE ME	
this day	of	, 20	_•
Signature of Notary I (Notary Stamp)	Public		_

#### 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 one year and the ceremony must be conducted in the State of Nevada
- The marriage official must record the marriage certificate within 10 days of the marriage ceremony at Eureka County Clerk Recorder's Office.
- Any change of name, address, phone number or congregation must be reported to the Eureka County Clerk Recorder 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 acknowled	$\deg$ that $I$	nave rea	d and	unders	stand th	ne M	<b>I</b> arriage	Official	Requiren	nents
contai	ned above	and further	agree that	I will c	omply	with a	ll Neva	ada I	Revised	Statutes	regarding	g the
perfor	mance of M	Iarriage Cere	emonies in	the State	e of Ne	evada.						

Signature of Applicant	

### SINGLE CEREMONY AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

State of Nevada )	
) ss: County of Eureka )	
County of Editera )	
The	ch or religious organization)
	te of Nevada. Its active meetings are conducted at
	street address and city)
The said church or religious organization here	eby finds that
(name of minister or oth	ner person authorized to solemnize marriages)
is in good standing and is authorized by the cl	hurch or religious organization to solemnize a marriage.
I am duly authorized by	
(churc	ch or religious organization)
to complete and submit this Affidavit.	
	Signature of Official
STATE OF NEVADA )	
)ss:	Name of Official (type or print name)
COUNTY OF EUREKA )	
	Title of Official
being first duly sworn according to law, depos and says that he/she is the church or religious organization official. Subscribed and sworn before me	
before the	City, State and Zip Code
Thisday of, 20	
	Telephone Number
Signature of Notary Public (Notary Stamp)	