



Eureka County Clerk Recorder

Katherine J. Bowling

RELIGIOUS OFFICIAL INSTRUCTIONS FOR SINGLE 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 Nevada. (Must be signed before a Notary Public)
- 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.

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.

Name and address of the church or religious organization with which you are currently affiliated

Affiliation/Denomination

Physical Address
City State Zip

Mailing Address, if different
City State Zip

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

If less than 3 years, please list any other organizations you served:

Name Address Dates of Service

Are you presently in good standing with your church or religious organization? _____
Yes No

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

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 I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and I am **not** in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for repayment of the amount owed pursuant to the order.

I hereby certify:

_____ that my ministry is one of service to my church or religious organization or, if retired, that
Initial my active ministry was of such a nature.

_____ that I am subject to the jurisdiction of the Eureka County Clerk Recorder with respect to
Initial the provisions of NRS 122 governing the conduct of ministers or other religious officials authorized to perform a marriage.

VERIFICATION

State of Nevada)

) ss:

County of Eureka)

_____, being first duly sworn according to law, deposes and says: that he/she is the applicant in the above Application for Single Ceremony Certificate of Permission to Perform Marriage in the State of Nevada; that he/she has read the foregoing application and knows that contents thereof; that the same are true of his/her knowledge, except for such matters therein stated on information and belief, and as to those matters he/she believes them to be true. Further, that he/she acknowledges that they are subject to the jurisdiction of the County Clerk Recorder with respect to the provision of NRS 122.062 governing the conduct marriage officials to the same extent as if he were a marriage official residing in this State.

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME _____

this _____ day of _____, 20_____.

Signature of Notary Public
(Notary Stamp)

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 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

