



Eureka County Clerk Recorder

Lisa Hoehne

INSTRUCTIONS FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE *AFFIDAVIT OF REMOVAL OF AUTHORITY TO SOLEMNIZE MARRIAGES* IN THE STATE OF NEVADA

Attention: Church or Religious Organization Administrator or Official:

You are required to notify the Eureka County Clerk Recorder in writing, by submitting an *Affidavit of Removal of Authority to Solemnize Marriages* not more than five (5) days if the authorized minister or religious official is no longer in good standing, or has ceased to be affiliated with the said organization for any reason. The minister or religious official that you originally authorized must have obtained their *Certificate of Permission to Perform Marriages* from the Eureka County Clerk Recorder's Office in order for you to use this affidavit.

The affidavit is the only document that is needed to request the removal of authority to solemnize marriages for a minister or religious official affiliated with your organization. The affidavit must be filled out completely (do **not** leave blank spaces), and be properly signed and notarized. Incorrect or conflicting information will delay the process and may result in the request being denied.

Please complete the affidavit using black ink. Once complete, submit the original signed affidavit (copies are **not** accepted) to the Eureka County Clerk Recorder's Office at the address listed above.

Processing time for a removal request is approximately 5 business days. Once the removal request is processed, the Nevada Secretary of State's Office will be notified and a confirmation letter will be sent to the organization at the address stated on the affidavit.

