

OFFICE OF THE EUREKA COUNTY CLERK RECORDER

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MARRIAGE OFFICIANT LEGAL REQUIREMENTS AND INSTRUCTIONS

MARRIAGE CEREMONY

Per Nevada Law, there is no set format for a marriage ceremony; however the law specifies that the witness and the marriage officiant must be present when the couple declares that they take each other in marriage. The requirement to **be present** means that the witness, the marriage officiant and the couple must all be in the same room. The law also requires that the marriage ceremony take place **in the State of Nevada**.

When a couple appears before you to be married, they should give you three documents:

- Marriage License,
- Keepsake Marriage Certificate (with gold seal), and
- State of Nevada Marriage Certificate.

Process each document as follows:

Marriage License:

- Pursuant to Nevada law, do not perform the marriage until you have been provided with the Marriage License.
- Check the date the license was issued. A Marriage License issued in Nevada is valid for one (1) year from the date of issuance.
- Review the license for errors. If an error is found please have the couple return to the Clerk Recorder's Office to have their documents corrected **before the ceremony**. Depending on the error there may be a fee to correct the error.
- Keep the Marriage License for your records. It is important that you have a record of each marriage ceremony you perform including the witness' names.

Keepsake Marriage Certificate (gold seal):

- Complete the Keepsake Marriage Certificate and present it to the couple as a souvenir of their wedding. This is not an official document and should not be recorded; however it is an important document for the couple to retain. If their certificate is lost or destroyed, the keepsake certificate is often used to re-create the State of Nevada Marriage Certificate and may be used to acknowledge that the ceremony occurred

State of Nevada Marriage Certificate

- After the ceremony, complete the information on the original Marriage Certificate. It is recommended that you retain a copy of the Marriage Certificate for your files.
- Type or print all information with **black ink only**. The certificate must be filled out completely and legibly.
- The name of the witness should be printed on the appropriate line.
- Sign your name on the line indicated. **Do not use a signature stamp**.
- Type or print your name, title and address on the appropriate lines.
- Within ten (10) days of the marriage ceremony, file this original Marriage Certificate with the Eureka County Clerk Recorder's Office. This is your responsibility and **failure to do so is a**

misdemeanor and may result in penalties including loss of the privilege to perform marriages in the State of Nevada, per NRS 122.230.

You may provide the marriage certificate in person or mail it to:
Eureka County Clerk Recorder's Office
10 S. Main St.
PO Box 540
Eureka, NV 89316

To review the Nevada Revised Statute governing marriages and familiarize yourself with your responsibilities, please refer to NRS 122 at: <https://www.leg.state.nv.us/NRS/NRS-122.html>