



**WILLIAM "SCOTT" HOEN
CARSON CITY CLERK-RECORDER
MARRIAGE BUREAU**

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**INSTRUCTIONS FOR A SINGLE CEREMONY CERTIFICATE OF PERMISSION
TO PERFORM A MARRIAGE**

(For In-State or Out-of-State Applicant performing a wedding ceremony in Carson City)

PLEASE NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE OF PERMISSION

Please provide our office with the following documents:

1. **Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada**
2. **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 your 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.
3. **Photo Identification** (i.e. driver's license, passport, etc.)
4. **Application Fee of \$30.00** – payable to "Carson City Clerk" - *cash, credit card (VISA or MC), cashier's check or money order.*

All paperwork should be returned to this office at the address listed above. Please wait to sign your paperwork in front of the Deputy Clerk; or if you are mailing in your application, please have your signature notarized.

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiant which provides information on completing the marriage certificate.

If the application is not approved, you will receive a letter explaining why it was not granted.

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO PERFORM A WEDDING IN THE NEAR FUTURE. (Sending paperwork 2 to 3 weeks in advance is recommended). Paperwork must be filled out completely and properly signed and notarized.

*PER NRS 122.062(5) – A county clerk may grant authorization to perform a specific marriage to a person who submitted an application pursuant to subsection 4 if the county clerk is satisfied that the minister or other church or religious official authorized to solemnize a marriage, whether he or she is active or retired, is in good standing with his or her church or religious organization or, in the case of a notary public, if the notary public is in good standing with the Secretary of State. The authorization must be in writing and need not be filed with any other public officer. **A separate authorization is required for each marriage performed.** A person may not obtain more than **five authorizations** to perform a specific marriage pursuant to this section in any calendar year.*

Carson City, State of Nevada

APPLICATION FOR A SINGLE CEREMONY CERTIFICATE OF PERMISSION TO PERFORM A MARRIAGE IN THE
STATE OF NEVADA

1. _____
Full Name of Applicant _____ Nickname or Aliases Used _____
2. _____
Residence Physical Address _____ City _____ State _____ Zip Code _____
3. _____
Mailing Address, if Different _____ City _____ State _____ Zip Code _____
4. _____
Date of Birth _____ Social Security Number _____ E-mail Address _____
5. Telephone Nos. _____
Residence _____ Religious Organization _____ Cell Phone _____
6. Date of licensure, ordination, appointment or authorization by church or religious organization: _____
7. Name & address of the **church or religious organization** with which you are **currently** affiliated:
- _____
- Name of church or religious organization _____
- _____
- Physical Address _____ City _____ State _____ Zip Code _____
- _____
- Mailing Address, if Different _____ City _____ State _____ Zip Code _____
8. 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, when, where and for how long. _____
9. Are you presently in good standing with your church or religious organization? ____ Yes ____ No
10. 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
If yes, specify the date and place of conviction and what the charges were. **(A copy of the disposition of the case must be provided.)**
11. Please mark the appropriate response (failure to **mark one of the three** will result in 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 the 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 the repayment of the amount owed pursuant to the order.

12. 1 st Person Name	2 nd Person Name
Address	Address
Date of Wedding	Place of Wedding

13. I hereby certify:

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

initial _____ that I am subject to the jurisdiction of the Carson City Clerk with respect to the provisions of NRS 122 governing the conduct of marriage officials authorized to perform a marriage.

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF _____)

_____, being first duly sworn according to law, deposes and says:
Applicant's printed name

That he/she the Applicant in the foregoing *Application for Certificate of Permission to Perform Marriage(s) in the State of Nevada*; that he/she has read the foregoing Application and know the 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 with respect to the provisions of NRS 122.062 governing the conduct marriage officials to the same extent as if he/she were a marriage official residing in this State.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

This _____ day of _____, 20_____.

Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp below)

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

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 the marriage official.
- Marriage Licenses purchased in the State of Nevada are only good for a ceremony in the State of Nevada.
- The marriage official **must** record the marriage certificate within 10 days of the marriage ceremony.
- The marriage certificate **must** 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 Carson City 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.

Acknowledge

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

Carson City, State of Nevada
**AFFIDAVIT OF AUTHORITY TO PERFORM MARRIAGES FOR CHURCHES AND
RELIGIOUS ORGANIZATIONS**

(To be filled out by the church or religious organization and attached to the application)

STATE OF NEVADA)
)ss.
COUNTY OF _____)

The _____
(church or religious organization)

is organized and carries on its work in the State of _____. Its active meetings are conducted at

(street address, city or town, state, zip code)

The said church or religious organization hereby finds that

(name of minister or other person authorized to solemnize marriages)

is in good standing and is authorized by the church or religious organization to solemnize marriages.

I am duly authorized by _____
(church or religious organization)

to complete and submit this affidavit.

I shall notify the Carson City Clerk, in writing, by submitting an *Affidavit of Removal of Authority to Perform Marriages* within five (5) days following any one or more of the occurrences listed below:
(This form is located on the marriage bureau website at www.carson.org/marriages.)

1. If minister or other church or religious official authorized to perform marriages is no longer in good standing as herein stated;
2. If minister or other church or religious official authorized to perform marriages has ceased to be a member of the church or religious organization;
3. If the minister or other church or religious official authorized to perform marriages has ceased to be a minister or other church or religious official authorized to perform marriages of the church or religious organization;
4. If the minister or other church or religious official authorized to perform marriages moves his/her residence from Carson City;
5. If the aforementioned church or religious organization changes address or location; or
6. If the church or religious organization is dissolved or otherwise terminated or changes its existence.

Signature of Official

Name of Official (type or print name)

Title of Official

Address

City, State and Zip Code

Telephone Number

STATE OF _____)
) ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day _____, 20_____.

Seal

NOTARY PUBLIC
(Affix County Seal or Notary Stamp)