



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

885 East Musser Street, Suite 1025, Carson City, Nevada 89701-4475
Phone (775) 887-2084 | Fax (775) 887-2146
Email: marriages@carson.org

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

(For Notary Public residing in Nevada and ceremony within Carson City)

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

Please include the following documents when applying for a Certificate of Permission:

1. **Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada by a Notary Public**
(Must be signed before a Notary Public other than the Applicant or Deputy County Clerk)
2. **Photo Identification** (i.e. driver's license, passport, etc.)
3. **Application Fee of \$30.00** – payable to "Carson City Clerk" - cash, credit card (VISA or MC), cashier's check or money order. *This fee is non-refundable.*

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

The County Clerk will verify the notary status with the Nevada Secretary of State.

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

Carson City, State of Nevada

NOTARY PUBLIC

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

1. _____
Full Name (as it appears on Notary Bond) 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 Cell
6. Date of appointment by Nevada Secretary of State as a Licensed Notary: _____
7. Date appointment or commission expires with Nevada Secretary of State: _____
8. Notary Appointment Number: _____
9. Are you presently in good standing with the Nevada Secretary of State? ___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
11. Have you ever had a previous Certificate to perform marriages removed, revoked or suspended? ___Yes ___No
If yes, on what grounds? _____
12. 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 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.

1st Person Name	2nd Person Name
Address	Address
Ceremony Date	Ceremony Location & Address

13. I hereby certify by my signature below that I am a commissioned Notary Public in the State of Nevada appointed by the Secretary of State.

I also hereby acknowledge that I am subject to the jurisdiction of the Carson City Clerk with respect to provisions of NRS 122 governing the conduct of individuals authorized to solemnize a marriage to the same extent as if I were a minister or other church or religious official or notary public appointed by the Secretary of State permanently authorized to solemnize a marriage residing in Nevada.

That I have permission to perform (1) one marriage in the State of Nevada as listed above. I understand that I must complete an application for each marriage I perform.

Signature of Applicant

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