



# Office of the County Clerk

*Lynn Marie Goya*

*County Clerk*

*Commissioner of Civil Marriages*

*Jim Pierce*

*Assistant County Clerk*

201 East Clark Avenue

Box 551604

Las Vegas, NV 89155-1604

702-671-0600 / 702-385-8911 Fax

## **INSTRUCTIONS TO OBTAIN A CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA FOR A CHAPLAIN ACTIVELY SERVING IN THE ARMED FORCES OF THE UNITED STATES AT A DUTY STATION LOCATED WITHIN CLARK COUNTY, NEVADA**

Your application must include the following:

1. **Application for a Certificate of Permission to Perform Marriages in the State of Nevada**
2. **Proof of Military Status** – A copy of your military paperwork/orders showing your active assignment as a military chaplain at a duty station located within Clark County, Nevada. A copy of your military ID is requested as it will help verify the spelling of your name and military service, but is not required if your assignment paperwork provides all of the required information. Paperwork just showing the unit to which the applicant is assigned is not acceptable.

Please use the interactive application (fillable PDF) form to ensure all required information is provided and completed correctly. If that is not possible, print the application and complete it using a fine point black ink pen. All paperwork 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 certificate being denied.

Submit all original completed documents (copies are **not** accepted) to the Clark County Clerk's Office at the address listed above. If mailing your application, include "**Attn: Marriage Officiant Processing**" in the addressing of the envelope. Processing time for an application is approximately 30 days. Please allow sufficient time for processing if you are planning to solemnize a wedding in the near future. Applications are processed in the order in which they are received.

If approved, your *Certificate of Permission to Perform Marriages*, along with instructions for completing and filing marriage certificates, will be mailed to the residence address listed on the application (unless a mailing address is specified). If you would like to arrange to pick up the certificate or have it mailed to a different address, please include the instructions with your application. If you require it to be sent by express mail, you must include a self-addressed, pre-paid express mail envelope with your application.

If your application is not approved, you will receive a letter or an e-mail explaining the reasons why.

**PLEASE NOTE: It is unlawful to perform marriages prior to the issuance of a *Certificate of Permission*.**

*Ex-Officio Clerk of:*

*Board of County Commissioners - Clark County Board of Equalization*

*Clark County Liquor and Gaming Board - Mt. Charleston Fire Protection District*

*Clark County Water Reclamation District Board of Trustees - Clark County Debt Management Commission*

*Clark County Redevelopment Agency - University Medical Center of Southern Nevada Board of Trustees*

# County of Clark, State of Nevada

## CHAPLAIN SERVING IN THE ARMED FORCES OF THE UNITED STATES

### Application for a Certificate of Permission to Perform Marriages in the State of Nevada

#### SECTION A: APPLICANT INFORMATION

1) Full Legal Name: \_\_\_\_\_  
*First Middle Last Suffix*

2) Social Security Number: \_\_\_\_\_ 3) Date of Birth: \_\_\_\_\_  
*###-##-#### Month/Day/Year*

4) Phone Number: \_\_\_\_\_ 5) Email: \_\_\_\_\_  
*(###) ###-####*

6) Residence (Physical) Address: \_\_\_\_\_  
*Street Address City State Zip Code*

7) Mailing Address (if different): \_\_\_\_\_  
*Street Address City State Zip Code*

↳ **NOTE: You must notify our office not more than thirty (30) days after a mailing address change.**

8) Please read carefully and mark the appropriate response (only one selection should be marked):

I am NOT subject to a court order for the support of a child;

- OR -

I am subject to a court order for the support of a child, 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 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.

#### SECTION B: DUTY STATION INFORMATION

1) Are you actively serving in the Armed Forces of the United States at a duty station located within Clark County, Nevada?  Yes  No

2) Office Name or Branch: \_\_\_\_\_  
*Name of the office or branch of the military you are serving at your Duty Station*

3) Location Address: \_\_\_\_\_  
*Street Address City State Zip Code*

4) Phone Number: \_\_\_\_\_  
*(###) ###-####*

↳ **NOTE: Proof of military status and current assignment as a chaplain must be included with this application. If your military status changes or assignment location is moved outside of the state of Nevada after you have been issued a Certificate of Permission to solemnize marriages, you must notify our office within five (5) days.**

**County of Clark, State of Nevada**

**CHAPLAIN SERVING IN THE ARMED FORCES OF THE UNITED STATES**

**Application for a Certificate of Permission to Perform Marriages in the State of Nevada**

*(continued...)*

**SECTION C: NOTARIZED VERIFICATION**

STATE OF NEVADA )  
 ) §  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn according to law, deposes and says: that he or she is the Applicant in the foregoing *Application for a Certificate of Permission to Perform Marriages in the State of Nevada* as a chaplain who is assigned to duty in the state of Nevada by the Armed Forces of the United States; that he or she has read the foregoing Application and knows the contents thereof; that the same are true of his or her own knowledge, except for such matters therein stated on information and belief, and as to those matters he or she believes them to be true; that he or she acknowledges that he or she is subject to the jurisdiction of the Clark County Clerk with respect to provisions of NRS 122 governing the conduct of persons authorized to solemnize a marriage.

\_\_\_\_\_  
*Signature of Applicant*

**Signed and sworn to (or affirmed) before me on this**

*(Apply Notary Stamp/Seal Below)*

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.  
*Printed name of applicant*

\_\_\_\_\_  
*Signature of Notarial Officer*

**IMPORTANT: It is unlawful to perform marriage ceremonies prior to the issuance of a *Certificate of Permission*. All application paperwork must be submitted and completed within three (3) months from the original date of the application or it will be necessary to reapply.**