



# 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 NOTARY PUBLIC

Your application must include the following:

1. **Application for a Certificate of Permission to Perform Marriages in the State of Nevada**
2. **Affidavit of Character Reference** – The Affidavit must be completed by an individual who has known the applicant for a minimum of two (2) years and can attest to the applicant's character. The reference should be professional or from a person who is not a blood relative and can attest to the applicant's character. Once completed, signed and notarized, it should be provided to you for submission with your application packet.
3. **\*Application Fee** – A **non-refundable** fee of \$25.00 made payable to *County Clerk* by money order or cashier's check only (personal and business checks are **not** accepted) must be included with your application. This fee will be processed when your application is received by our office, and a receipt will be mailed along with the approved certificate or notice regarding the status of your application.
4. **\*Background Check** – Once all application forms are received and approved for processing, you will be sent instructions to complete a background check. The **non-refundable** fee for the background check is \$49, of which you will pay by credit card (no other form of payment is accepted) once you complete the online application. **Do not send payment for the background check with this application.**

**\* NOTE: The Application Fee and Background Check requirement may be waived if the applicant held a previous term as a Notary Public and was issued a Certificate of Permission to Perform Marriages in the state of Nevada within the last three (3) months (ref. NRS 122.066.4b). If you are unsure whether you meet this exception, please contact our office at (702) 671-0580.**

The applicant must be a licensed Notary Public in good standing with the Nevada Secretary of State, of which the County Clerk will verify. 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 forms and complete them 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, including completion of the required background check, is approximately 45 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.

Instruction Page 1 of 2

*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*



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## **INSTRUCTIONS TO OBTAIN A CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA FOR A NOTARY PUBLIC**

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*.**

Instruction Page 2 of 2

*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

## NOTARY PUBLIC

### 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*

Check here to confirm that you are residing within Clark County, Nevada

➔ **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.

9) Have you ever had a previous certificate to solemnize a marriage(s) issued to you that has been canceled or revoked for a knowing violation of the laws of the state of Nevada or of the United States?  Yes  No

10) Have you been convicted of a felony, released from confinement or completed parole or probation, whichever occurred later, within 10 years before the date of this application?  Yes  No

➔ **NOTE: If you answered yes to the above question #10, a copy of the disposition of the case must be provided.**

#### SECTION B: NOTARY INFORMATION

1) Appointment Number: \_\_\_\_\_

2) Appointment Date: \_\_\_\_\_ 3) Expiration Date: \_\_\_\_\_  
*Month/Day/Year Month/Day/Year*

4) If this is not your first term as a Notary Public in Clark County, Nevada, were you issued a *Certificate of Permission to Perform Marriages* during your previous term?  Yes  No

- If you answered **yes** to #4 above, please call our office at (702) 671-0523 (select option 1), before submitting this application as you may be entitled to a no-charge reapplication if your previous Notary Public appointment expired within the last three (3) months (ref. NRS 122.066.4b).

# County of Clark, State of Nevada

## NOTARY PUBLIC

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

(continued...)

#### SECTION C: BACKGROUND CHECK REQUIREMENT

A background check is required for this type of *Certificate of Permission to Perform Marriages*. However, if you answered **yes** to #4 in Section B on page 1 of this application, please confirm with our office if the requirement for a background check can be waived. Once your application has been received and approved for processing, a notification will be sent to the email address provided in Section A instructing you on how to complete the process through a secure online site hosted by ScreeningONE. The non-refundable fee for the background check is \$49, of which you will pay by credit card (no other form of payment is accepted) once you complete the online application. **Do not send payment for the background check with this application.**

↳ **NOTE: Failure to complete the background check requirement will result in a denial of your application.**

#### SECTION D: 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 notary public in good standing for the state of Nevada; that he or she has read the foregoing Application and knows the contents thereof; that he or she acknowledges, understands and will comply with the background check requirement; 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. If the application is denied, you may submit a new application after six (6) months from the date of the denial.**

**County of Clark, State of Nevada**

**NOTARY PUBLIC**

**Affidavit of Character Reference**

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

I, \_\_\_\_\_, have known  
*(Name of individual providing character reference)*

\_\_\_\_\_ as  
*(Full name of applicant)*

\_\_\_\_\_ for \_\_\_\_\_ years.  
*(Nature of relationship with applicant)* *(# of years known)*

I can attest that \_\_\_\_\_  
*(Full name of applicant)*

is a person of good moral character who will be responsible and conscientious in his or her duties as a Marriage  
Officiant granted the privilege of performing marriage ceremonies.

\_\_\_\_\_  
*Signature of Character Reference*

\_\_\_\_\_  
*Name of Character Reference (type or print name)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State and Zip Code*

\_\_\_\_\_  
*Telephone Number*

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

*(Apply Notary Stamp/Seal Below)*

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

by \_\_\_\_\_.  
*Printed name of individual providing character reference*

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