



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 A MARRIAGE IN THE STATE OF NEVADA FOR A NOTARY PUBLIC (SINGLE CEREMONY)

Your application must include the following:

1. **Application for a Certificate of Permission to Perform a Marriage 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 work-related, 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.

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 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 a Marriage*, 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
NOTARY PUBLIC – SINGLE CEREMONY

Application for a Certificate of Permission to Perform a Marriage 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.
- 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) Date of Appointment by the Nevada Secretary of State: _____
Month/Day/Year
- 2) Appointment Number: _____

➔ **NOTE: When applying for a Certificate of Permission to Perform a Marriage, the applicant must be a licensed Notary Public in good standing with the Nevada Secretary of State, of which the County Clerk's Office will verify.**

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 a marriage ceremony.

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

_____ day of _____, 20____,

by _____.
Printed name of individual providing character reference

(Apply Notary Stamp/Seal Below)

Signature of Notarial Officer