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Las Vegas, NV 89155-1604
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Office of the County Clerk

Lynn Marie Goya
County Clerk
Commissioner of Civil Marriages

Jim Pierce
Assistant County Clerk

MARRIAGE OFFICIANT LEGAL REQUIREMENTS AND INSTRUCTIONS

The following instructions pertain to all Marriage Officiants (Ministers or Religious Officials, Notaries Public and Military Chaplains) in the performance of any marriage. It is important that the legal duties and instructions listed herein are followed carefully and in compliance with the laws of Nevada and the requirements set forth by the Clark County Clerk. Please read and understand the following instructions before performing any marriage. If you are unable to perform your duties as a Marriage Officiant, please contact our office.

PERFORMING A MARRIAGE CEREMONY

- Pursuant to Nevada law (NRS 122.110), there is no set format in the performance of a marriage ceremony. However, the law specifies that the witness and the minister, or other person authorized to perform marriages, must be present when the couple declares their agreement to marry each other. The requirement to be present means that the witness, the minister, and the couple must all be in the same room.
- Nevada law also requires that the marriage ceremony take place in the state of Nevada. If the Marriage Officiant was issued a *Certificate of Permission to Perform Marriages* as a Notary Public, Nevada law (NRS 240.100) allows a Notary Public to charge \$75 for the performance of a marriage ceremony.
- It is a **misdemeanor** to perform a marriage ceremony without being issued a *Certificate of Permission to Perform Marriages* in the state of Nevada by a County Clerk. A Marriage Officiant approved to perform a single marriage may only conduct the ceremony in the county where the *Certificate of Permission to Perform a Single Marriage* was issued. Any person seeking to obtain a *Certificate of Permission to Perform a Single Marriage* may not obtain more than five (5) authorizations per calendar year.
- A Marriage Officiant cannot perform a marriage in this state unless the couple has provided a valid Marriage License issued by a Nevada County Clerk at the time of the ceremony.

PREPARING MARRIAGE DOCUMENTS

There are three (3) documents issued when a couple applies for a license to get married. It is important that the Marriage Officiant understand what each document is and how to prepare them after the marriage ceremony.

- **Marriage License**
 1. Check the expiration date on the top left corner. A Marriage License issued in Nevada is valid for one (1) year from the date of issuance, up to and including the expiration date.

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*

2. Review with the couple the spelling of their names, dates of birth, and other information.
 - BEFORE the ceremony, instruct the couple to return to the Marriage License Bureau to have their documents corrected. There is no fee for this service.
 - AFTER the ceremony has been performed, contact the Marriage License Bureau as soon as possible at (702) 671-0523 (press option 1) for directions on correcting the documents before submitting them to the County Clerk's Office to be filed. There may be a fee for this service.
 3. Keep for your files as it is important for Marriage Officiants to have a complete record of each marriage ceremony performed, and be sure to also write down the witness name(s).
- **Souvenir (or "Keepsake") Marriage Certificate** (color document with silver foil seal and perforation)
 1. After the ceremony, complete the document completely and legibly by printing or typing the following information in black ink only:
 - Name and title of official performing marriage
 - Day, month and year of the marriage
 - Address, church or chapel; and city (do not abbreviate) where marriage was performed
 - Witness name(s) – must be printed and not signed
 - Official's information section: signature, name and title, address, city, state and zip code
 2. Present to the couple as a souvenir of their wedding and explain that this is not an official document and does not get filed with the County Clerk's Office. However, it is an important document for them to retain as it is often used to acknowledge that the ceremony occurred and can help in recreating their Marriage Certificate should it become lost or destroyed.
 - **State of Nevada Marriage Certificate**
 1. After the ceremony, complete the document completely and legibly by printing or typing the following information in black ink only:
 - Name and title of official performing marriage
 - Day, month and year of the marriage
 - Address, church or chapel; and city (do not abbreviate) where marriage was performed
 - Witness name(s) – must be printed and not signed
 - Official's information section: signature (do not use a signature stamp), name and title, address, city, state and zip code

NOTE: Please refer to the sample Marriage Certificate on the last page of these instructions as an example on how to properly complete the necessary information.

 2. Use caution when completing the document as the County Clerk's Office may deny the filing of a Marriage Certificate if it contains mistakes, or if there is damage of any kind (e.g., stains or tears). Per Nevada law, no writing or print may extend into the margins. If a new Marriage Certificate is required due to mistakes or damage:
 - BEFORE it is filed, the Marriage Officiant must appear in person with proof that the ceremony was performed, sign the new document and pay a \$15 replacement fee.
 - AFTER it has been filed, the Marriage Officiant should contact the Marriage License Bureau for further instructions. A \$43 amendment fee will be required.
 3. Make a copy to keep with the Marriage License for your files.

FILING MARRIAGE CERTIFICATES

Completed Marriage Certificates must be delivered to the Clark County Clerk's Office within **ten (10) calendar days** of the marriage ceremony – failure to do so is a **misdemeanor** and may result in penalties including the revocation of your *Certificate of Permission to Perform Marriages* in Nevada (NRS 122.230). We highly recommend delivering Marriage Certificates in person at our office. The filing date for Marriage Certificates that are mailed will be based on the business day they are processed and filed, not the date they are mailed or received – please keep this in mind when adhering to the ten (10) calendar day requirement.

In person, Monday-Friday 8am-5pm:

- or -

Mail to:

500 S. Grand Central Parkway
Commission Division, 1st Floor
Las Vegas, NV 89155

Clark County Clerk's Office
Box 551604
Las Vegas, NV 89155-1604

NOTE: Marriage Officiants who are authorized to perform a single ceremony only must include the designated copy of their Certificate of Permission to Perform a Single Marriage with the Marriage Certificate when filing it in person or by mail.

IMPORTANT REMINDERS

- A Marriage Officiant must provide to the County Clerk who issued his or her *Certificate of Permission to Perform Marriages* any changes to his or her status or information, including, without limitation, the address or telephone number of the church or religious organization, if applicable, or any other information pertaining to certification within thirty (30) days after such a change. If a Notary Public to whom a *Certificate of Permission to Perform Marriages* has been issued changes his or her address, the Notary Public must also submit to the Secretary of State a request for an amended *Certificate of Appointment* in accordance with NRS 240.036.
- If a minister or religious official changes affiliation or severs ties with his or her church or religious organization, the *Certificate of Permission to Perform Marriages* issued to the Marriage Officiant will immediately become void and will no longer be authorized to legally perform marriage ceremonies. In this situation, the Marriage Officiant must reapply and obtain a new *Affidavit of Authority to Solemnize Marriages* from his or her new church or religious organization. Performing marriage ceremonies without a valid *Certificate of Permission to Perform Marriages* is a **misdemeanor**.
- It is expected of all Marriage Officiants to read and understand the Nevada law governing marriages and familiarize themselves with their legal responsibilities. Please refer to NRS 122.230 at the following web page: <http://leg.state.nv.us/NRS/NRS-122.html>.



STATE OF NEVADA
 MARRIAGE CERTIFICATE
 No: 201506210000999

STATE OF NEVADA }
 COUNTY OF CLARK } SS:

This is to certify that the undersigned, Fred Jones, Pastor
 (print name and title of official performing marriage)

did on the 21st day of the month of June of the year 2015,

at XYZ Church Las Vegas, Nevada,
 (address or church) (city)

join in lawful wedlock JOHNNY TEST

of VICTORIA, State/Country of TEXAS
 (city)

date of birth 12/03/1982

and SUSIE SAMPLE

of VICTORIA, State/Country of TEXAS
 (city)

date of birth 07/15/1984

with their mutual consent, in the presence of Susan Smith
 (witness)



Lynn Marie Goya
 LYNN MARIE GOYA, COUNTY CLERK

Fred Jones
 Signature of Official Performing Marriage (Black Ink Only)

Fred Jones, Pastor
 Print Name and Title of Official

1234 Any Street
 Address of Official Performing Marriage

Las Vegas, NV 89101
 City, State and Zip Code

Couples Mailing Address: 12345 MAIN ST
VICTORIA, TEXAS 77905

This Certificate must be **typewritten or printed in black ink** and presented within 10 days to the
 Clark County Clerk, 500 S. Grand Central Parkway,
 1st Floor, Las Vegas, Nevada 89155