



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 MINISTER OR RELIGIOUS OFFICIAL

Your application must include the following:

1. **Application for a Certificate of Permission to Perform Marriages in the State of Nevada**
2. **Affidavit of Authority to Solemnize Marriages** – Separate instructions are provided for this affidavit and should be carefully read and understood by the church or religious official completing it. 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.**

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.

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

MINISTER OR RELIGIOUS OFFICIAL

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*. 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 minister, other church or religious official; that his or her ministry is one of service to his or her church or religious organization or, in the case of a retired minister or other church or religious official authorized to solemnize a marriage, that his or her active ministry was of such a nature; 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.



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INSTRUCTIONS FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

The *Affidavit of Authority to Solemnize Marriages* must be completed and signed by someone who has authority to speak on behalf of the church or religious organization and can verify that the applicant is currently in good standing. The *Affidavit of Authority to Solemnize Marriages* cannot be notarized or signed by the applicant.

According to Nevada Revised Statutes 122.062(1), the authorizing agent must be a church or religious organization "incorporated, organized or established in this State." In addition, AB364 of the 2015 Nevada legislative session removed NRS sections 602.020(3) and (4b), which now means foreign (out of state) organizations must be organized under the laws of Nevada to do business here. **Therefore, organizations must substantiate that they are both organized in Nevada under the laws of this state and doing business as a church or religious organization as a requirement in the application process for licensing new ministers or religious officials seeking a Certificate of Permission to Perform Marriages.**

There are two ways for the organization to do this:

1. Provide a copy of the *Articles of Incorporation* **and** the current *List of Officers and Directors* as filed with the Nevada Secretary of State; or
2. Provide any **two** (2) of the following:
 - ✓ Notarized statement from a member confirming where and when services are held;
 - ✓ Copy of a rental agreement or mortgage statement for the location where active services are held;
 - ✓ Copy of a recent public notice advertising the organization and the service dates and times, such as a newspaper article, flyer or online web page;
 - ✓ Copy of the letter from the state of Nevada's Department of Taxation granting tax exempt status to the organization as a religious organization; or
 - ✓ Copy of the letter from the Internal Revenue Service (IRS) granting organizational status as a 501(c)(3).

The *Affidavit of Authority to Solemnize Marriages* and documents providing proof of the organization's establishment in Nevada should be provided to the applicant for submission with his or her application paperwork. Failure to submit all required paperwork may result in a delay or denial of the application.

As well, please remember that your organization is required by state law to inform our office using an *Affidavit of Removal of Authority to Solemnize Marriages* not later than five (5) days if the minister or religious official you have authorized is no longer in good standing as herein stated, or has ceased to be affiliated with your organization for any reason. Your organization must also notify our office not more than thirty (30) days upon a change to the organization's address or location, is dissolved or otherwise terminated, or changes its existence.

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

MINISTER OR RELIGIOUS OFFICIAL

Affidavit of Authority to Solemnize Marriages

STATE OF _____)
) §
COUNTY OF _____)

The _____ is organized and
Church or Religious Organization of Affiliation
carries on its work in the state of Nevada. The active meetings of the said organization are located at
_____. The said
Street Address City State Zip Code
organization hereby finds that _____ is in good
Full legal name of minister or other person authorized to solemnize marriages
standing and is authorized to solemnize marriages.

If the said minister or other person authorized to solemnize marriages is retired from the said church or religious organization, the said organization hereby verifies that he or she had active charge for a period of at least three (3) years from _____ to _____.
Month/Day/Year or N/A if not retired Month/Day/Year or N/A if not retired

I am duly authorized by _____
Church or Religious Organization of Affiliation
to complete and submit this affidavit; and that I, or another official, am required to notify the Clark County Clerk, in writing, by submitting an *Affidavit of Removal of Authority to Solemnize Marriages* not more than five (5) days if the authorized minister or religious official is no longer in good standing as herein stated, or has ceased to be affiliated with the said organization for any reason.

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

_____ day of _____, 20____,

by _____
Printed name of official (from church or religious organization)

Signature of Notarial Officer

(Apply Notary Stamp/Seal Below)

Signature of Official (from Church or Religious Organization)

Name of Official (type or print name)

Title of Official

Street Address

City, State and Zip Code

Telephone Number