



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 FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE AFFIDAVIT OF REMOVAL OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA

Attention: Church or Religious Organization Administrator or Official

You are 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, or has ceased to be affiliated with the said organization for any reason. The minister or religious official that you originally authorized must have obtained their *Certificate of Permission to Perform Marriages* from the Clark County Clerk's Office in order for you to use this affidavit.

The affidavit is the only document that is needed to request the removal of authority to solemnize marriages for a minister or religious official affiliated with your organization. The affidavit 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 request being denied.

Please complete the affidavit using a fine point black ink pen. Once complete, submit the original signed affidavit (copies are **not** accepted) to the Clark County Clerk's Office at the address listed above and include "**Attn: Marriage Officiant Processing**" in the addressing of the envelope.

Processing time for a removal request is approximately 15 days. Once the removal request is processed, the Nevada Secretary of State's Office will be notified and a confirmation letter will be sent to the organization at the address stated on the affidavit.

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
Affidavit of Removal of Authority to Solemnize Marriages

STATE OF NEVADA)
) §
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 church or religious organization are
located at _____.
Street Address City State Zip Code

The said church or religious organization hereby removes the authority to solemnize marriages of
_____, filed in the County of Clark, on the
Full legal name of minister or other person authorized to solemnize marriages
_____ day of the month of _____, _____.
Day Month Year

I am duly authorized by _____
Church or Religious Organization of Affiliation
to complete and submit this affidavit.

Signature of Official

Name of Official (type or print name)

Title of Official

Street Address

City, State and Zip Code

Telephone Number

Signed and sworn to (or affirmed) before me on this
_____ day of _____, 20_____,
by _____.

(Apply Notary Stamp/Seal Below)

Signature of Notarial Officer