



200 Lewis Avenue  
Box 551604  
Las Vegas, NV 89155-1604  
702-671-0500 / 702-381-3611 Fax

# Office of the County Clerk

*Lynn Marie Goya*  
County Clerk  
Commissioner of Civil Marriages

*Jim Pierce*  
Assistant County Clerk

## **INSTRUCTIONS FOR A RETIRED STATUS CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES**

### **IT IS UNLAWFUL TO PERFORM MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE OF AUTHORITY.**

The following documents are required to apply for a *Retired Status Certificate of Authority to Solemnize Marriages in the State of Nevada*:

- *Application for a Retired Status Certificate of Authority to Solemnize Marriages in the State of Nevada*
- *Affidavit for Retired Status* (must be signed by someone in the church or religious organization that has authority to speak on behalf of the church or religious organization and can verify that you had active charge of the church or religious organization for at least 3 years of continuous service. **This cannot be signed by the applicant.** If the church or religious organization has since been dissolved or is no longer in existence, a notarized statement from an individual who can verify the applicant's service to the church or religious organization may be accepted.
- *Release and Authorization for Background Investigation*: Payment in the amount of \$49.00 for the background check may be by money order or cashier's check payable to ScreeningONE. Payment must be included with your submission. **This fee is non-refundable.**
- *Application Fee*. Payment in the amount of \$25.00 for application processing may be by money order or cashier's check payable to County Clerk. Payment must be included with your submission. **This fee is non-refundable.**

All paperwork must be submitted to the County Clerk's Office at the address listed above, Attention: Marriage Officiant Processing.

The Release and Authorization for Background Check, together with payment of \$49.00, will be forwarded to Screening One. ScreeningONE will prepare a background report and send it to the County Clerk. **Applicants who already hold an active/valid certificate and have already passed a background check upon their initial application are not required to complete Item No. 3 above.** The \$25 Application Fee will be processed immediately and a receipt will be mailed along with the approved certificate or notice regarding the status of your application.

Processing of the Application, including completion of the background check, requires **approximately 45 days**. **Submitting paperwork 6 to 8 weeks in advance is recommended.** Applications are processed in the order in which they are received.

*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*

## INSTRUCTIONS FOR RETIRED STATUS CERTIFICATE TO SOLEMNIZE MARRIAGES

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Paperwork must be filled out completely and properly signed and notarized. Applications that are incomplete will delay the process and may result in the certificate being denied.

If your application is approved, your Certificate of Authority, along with instructions for completing and recording a marriage certificate, will be mailed to **the residence address listed on the application**. 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 the Certificate 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 why it was not granted.

Please use the attached interactive form to complete and print your application. If that is not possible, please print the form and complete using a black ink pen.



12. Please mark the appropriate response (failure to mark one of the three will result in a delay in processing or possible denial of the Application.)

\_\_\_\_\_ I am not subject to a court order for the support of a child;

\_\_\_\_\_ I am subject to a court order for the support of one or more children 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 subject to a court order for the support of one or more children and 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.

I certify by my signature below that my active ministry was (or is) one of service to my church or religious organization.

\_\_\_\_\_  
Signature of Applicant

**Note that all application paperwork must be submitted and completed within six months or it will be necessary to reapply.**

**Applicants will not be allowed to resubmit application paperwork for six months if the application is denied.**

**VERIFICATION**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } §

\_\_\_\_\_, being first duly sworn according to law, deposes and says:  
(Name of Applicant)

That he or she is the Applicant in the foregoing *Application for a Retired Status Certificate of Authority to Solemnize Marriages in the State of Nevada*; that he or she has read the foregoing Application and knows the contents thereof; that the same are true of his/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.

\_\_\_\_\_  
Applicant Signature

**SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES  
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF  
AUTHORITY TO SOLEMNIZE MARRIAGES IN THE  
STATE OF NEVADA**

AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES – RETIRED STATUS

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

The \_\_\_\_\_  
(Church or religious organization)

is/was organized and carries/carried on its work in the State of \_\_\_\_\_. Its active meetings are/were conducted at

\_\_\_\_\_  
(Street address, city or town)

The said church or religious organization hereby finds that \_\_\_\_\_  
(Name of minister or religious official)

had active charge of the above church or religious organization from \_\_\_\_\_ to \_\_\_\_\_.

I am duly authorized by \_\_\_\_\_  
(Church or religious organization)  
to complete and submit this affidavit.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Name of Official (type or print name)

\_\_\_\_\_  
Title of Official

\_\_\_\_\_  
Address

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

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

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

LYNN MARIE GOYA  
CLARK COUNTY CLERK

**RELEASE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

In connection with my application for Authorization to Solemnize Marriages in the State of Nevada pursuant to NRS 122.0.064, Subsection 3 (c), I hereby authorize Lynn Marie Goya, Clark County Clerk, and ScreeningONE, Inc. to perform a background screening check (including future screenings for retention, if applicable, and unless revoked by applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the Clark County Clerk as a sound business practice, but also for the benefit of the public. It is no reflection on an applicant. The report consists of information deemed to have a bearing on the decision to grant authorization to solemnize marriages in the State of Nevada, and may include information from public and private sources and public records. The scope of the report may include information concerning civil and criminal court records, identity, past addresses and Social Security number and is conducted in accordance with applicable federal and state laws.
2. All reports are confidential and provided to the Clark County Clerk for decisions concerning authorization to solemnize marriages only.
3. I may review or obtain a copy of my report as provided by law by writing to: ScreeningONE, Inc., 2233 W 190<sup>th</sup> St, Torrance, CA 90504. Telephone 888-327-6511 ext. 206.
4. I authorize and release people, companies, municipal, county, state, and federal agencies and courts to provide all information that is requested to the Clark County Clerk or ScreeningONE, Inc.
5. I further release all of the above, including the Clark County Clerk and ScreeningONE, Inc., to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

I, \_\_\_\_\_, hereby consent and authorize the Clark County Clerk and/or ScreeningONE, Inc., on the Clark County Clerk's behalf, to prepare each report as defined above to assist in making decisions relating to granting authorization to solemnize marriages in the State of Nevada, before such decision to grant authorization or any time after such authorization.

Choose one:

I've included \_\_\_\_\_ \$49 Cashier's Check payable to ScreeningONE, Inc.

I've included \_\_\_\_\_ \$49 Money Order payable to ScreeningONE, Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

