



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 MINISTER OR RELIGIOUS OFFICIAL (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 Minister or Religious Official Character Reference** – The Affidavit must be completed by the couple for the ceremony that you are applying to solemnize, and notarized. Once completed, signed and notarized, it should be provided to you for submission with your application packet.
3. **Affidavit of Authority to Solemnize a Single Marriage** – 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.
4. **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.

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 Official 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

MINISTER OR RELIGIOUS OFFICIAL – 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: _____
(Must match Affidavit of Authority) 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: By law, 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: RELIGIOUS ORGANIZATION

- 1) Affiliated Organization Name: _____
Church or Religious Organization of Affiliation (must match Affidavit of Authority)
- 2) Date of Licensure, Ordination, Appointment or Authorization: _____
Month/Day/Year
- 3) Are You Currently Retired from this Religious Organization? Yes No
- If you answered **yes** to #3 above, before retirement, did you have active charge of this church or religious organization for a period of at least three (3) years? Yes No



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INSTRUCTIONS FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE AFFIDAVIT OF AUTHORITY TO SOLEMNIZE A SINGLE MARRIAGE IN THE STATE OF NEVADA

The *Affidavit of Authority to Solemnize a Single Marriage* 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. If the minister or religious official is retired and had active charge in the organization for a period of at least three (3) years, the dates must be specified where indicated.

The Affidavit cannot be notarized or signed by the applicant. Once completed, signed and notarized, it should be provided to the minister or religious official for submission with her or his application packet. If you have any questions regarding this Affidavit or the Marriage Officiant licensing process, please contact our office at (702) 671-0600.

Ex-Officio Clerk of:

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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 – SINGLE CEREMONY

Affidavit of Authority to Solemnize a Single Marriage

STATE OF _____)
) §
COUNTY OF _____)

The _____ is organized and carries
Church or Religious Organization of Affiliation
on its work in the state of _____. 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.

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