



# 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)**

In order for your application to be processed, we must receive the following:

1. Completed and notarized **Single Ceremony Minister or Religious Official Application**.
2. Completed and notarized **Affidavit of Authority to Solemnize a Single Marriage** (separate instructions are provided that should be carefully read and understood by the church or religious official completing it).
3. Completed and notarized **Affidavit of Character Reference** – 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.
4. A **non-refundable** application fee of **\$25** made payable to **County Clerk** by money order or cashier's check only (personal and business checks are **not** accepted) – an electronic copy of the receipt will be emailed to you

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 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 Single 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.

## **PERFORMING A MARRIAGE PRIOR TO THE COUNTY CLERK'S AUTHORIZATION TO DO SO WILL RESULT IN A CIVIL PENALTY OF UP TO \$1,500.**

*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**

**SINGLE CEREMONY MINISTER OR RELIGIOUS OFFICIAL APPLICATION**

**Affidavit of Character Reference**

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

I, \_\_\_\_\_, and I,  
*(Party 1 name of Wedding Couple providing character reference)*

\_\_\_\_\_, have known  
*(Party 2 name of Wedding Couple providing character reference)*

\_\_\_\_\_ for \_\_\_\_\_  
*(Full name of Minister or Religious Official - applicant)* *(# of years known)*

years as \_\_\_\_\_.  
*(Nature of relationship with Minister or Religious Official - applicant)*

We can attest that \_\_\_\_\_  
*(Full name of Minister or Religious Official - applicant)*

is a minister or religious official of good moral character who will be responsible and conscientious in his or her duties as a Marriage Officiant granted the privilege of performing our marriage ceremony.

\_\_\_\_\_  
*Signature of Party 1*

\_\_\_\_\_  
*Signature of Party 2*

\_\_\_\_\_  
*Name of Party 1 (type or print name)*

\_\_\_\_\_  
*Name of Party 2 (type or print name)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Street Address (If different from Party 1)*

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

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

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

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

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

*(Apply Notary Stamp/Seal Below)*

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_  
*Printed name of Party 1 of Wedding Couple*

and \_\_\_\_\_  
*Printed name of Party 2 of Wedding Couple*

\_\_\_\_\_  
*Signature of Notarial Officer*



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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:*

*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**

**SINGLE CEREMONY MINISTER OR RELIGIOUS OFFICIAL APPLICATION**

**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*