



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 TEMPORARY CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA FOR THE TEMPORARY REPLACEMENT OF A MINISTER OR RELIGIOUS OFFICIAL

Your application must include the following:

1. **Application for a Temporary Certificate of Permission to Perform Marriages in the State of Nevada**
2. **Temporary Replacement Authorization Request** – Completed and signed by the current minister or religious official that is authorizing you to be a temporary replacement for a period **not to exceed 90 days**. Once completed, signed and notarized, it should be provided to you for submission with your application packet.
3. **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.
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 *Temporary 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

TEMPORARY REPLACEMENT FOR A MINISTER OR RELIGIOUS OFFICIAL

Application for a Temporary Certificate of Permission to Perform Marriages in the State of Nevada
(continued...)

SECTION C: 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 Temporary 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 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.

County of Clark, State of Nevada

Temporary Replacement Authorization Request

STATE OF NEVADA)
) §
COUNTY OF _____)

I, _____, am authorized by
Full legal name of current licensed Minister or Religious Official authorizing a temporary replacement

_____ to solemnize marriages.
Church or Religious Organization of Affiliation

My *Certificate of Permission* number as issued by the Clark County Clerk is _____.

I am hereby authorizing _____
Full legal name of the temporary replacement Minister or Religious Official

as a temporary replacement to solemnize marriages in my absence, for a period **not to exceed 90 days**, from
_____ to _____.
Month/Day/Year *Month/Day/Year*

Signature of Current Minister or Religious Official

IMPORTANT: This request must be completed and signed by the current minister or religious official that is authorizing his or her temporary replacement for a specified period not to exceed 90 days. Once completed, signed and notarized, this request must be provided to the temporary replacement minister or religious official to submit with his or her application.

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

(Apply Notary Stamp/Seal Below)

_____ day of _____, 20____,

by _____.
Printed name of current licensed minister or religious official

Signature of Notarial Officer



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

The *Affidavit of Authority to Temporarily 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 cannot be notarized or signed by the applicant, but 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

TEMPORARY REPLACEMENT FOR A MINISTER OR RELIGIOUS OFFICIAL

Affidavit of Authority to Temporarily 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 for a temporary period **not to exceed 90 days** as a replacement
for _____.
Full legal name of current licensed Minister or Religious Official this applicant is temporarily replacing

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 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

Signature of Notarial Officer

(Apply Notary Stamp/Seal Below)