



**ORDER A CERTIFIED COPY OF A MARRIAGE OR
 OFFICIAL RECORD VIA THE ONLINE SHOPPING CART**
August 15, 2009

Debbie Conway, Clark County Recorder, Clark County, Nevada, has introduced eCommerce – an online way for you to search records and order copies.

If you wish to purchase copies online, you must use a major credit card. A third-party company, GovPayExpress, processes the credit card payments for us (and they affix a 3.5% fee with a minimum of \$3.50).

We are in the process of re-indexing and digitizing older marriage records. Marriages recorded before 1989 will not be available online until November, 2009. Call us for assistance in ordering an older marriage certificate that was recorded prior to 1989.

INSTRUCTIONS ON ORDERING COPIES

- 1. In your Internet browser, go to the Recorder' home page.**

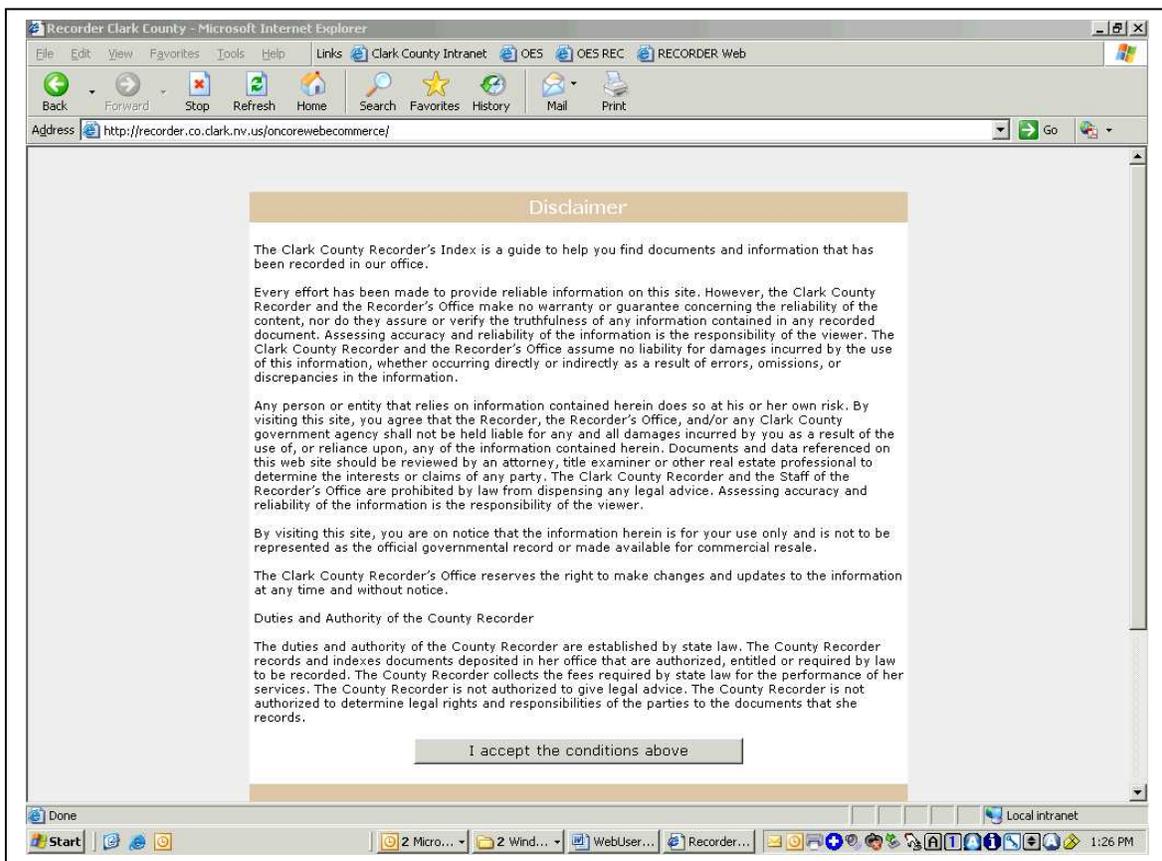
<http://www.accessclarkcounty.com/depts/recorder/Pages/default.aspx>



2. Click on **“Search Records”** or **“Online Records Search”**.



3. Please read the disclaimer and click on **I accept the conditions above**.



You have a number of search options, listed on the left. The most common search is by name for a marriage record, so this document will walk you through the **Marriage Name** search.

4. Click on the Marriage Name search option.

Clark County Recorder

Search Records

- Name
- Book/Page
- Document Type
- Instrument #
- Remarks
- Legal Description
- Marriage Cert #
- Total Value
- Parcel #
- Record Date
- Simple Searches
- Marriage Name

Party Type: Both

Name:

Document Type: All Document Types

All Document Types: n/a

or Category: n/a

Begin Date: 1/1/1988 Yesterday Today

End Date: 8/13/2009 Yesterday Today

Click here for Assessor Site

Search Records

Directions

1. Enter an individual name last name comma then first name like "Smith, John". Enter a business name without a comma like "ABC Company".
2. Name must be at least 3 characters long
3. Select a category of documents to search.
4. Select / Enter a beginning date range.
5. Select / Enter an ending date range.
6. Click Search.

Important Message

Images are not available for viewing on the Recorder's website at this time. To purchase a document that will be mailed to you please "Login".

This application works best with Netscape Navigator 6.2, Microsoft Internet Explorer 5.5, or Mozilla 1.4 and higher. Older versions will not support all functions.

Clark County Home Page
Recorder Home Page
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5. The search screen selects MC (Vitals Type) automatically, and includes the entire date range for which we have records online. You should not need to change these fields. (If you are searching for a marriage certificate that was amended, you will also need to search separately for Marriage Type AMMC)

Clark County Recorder

Search Records

- Name
- Book/Page
- Document Type
- Instrument #
- Remarks
- Legal Description
- Marriage Cert #
- Total Value
- Parcel #
- Record Date
- Simple Searches
- Marriage Name

Name:

Marriage Type: MC

Begin Date: 1/1/1988 Yesterday Today

End Date: 8/24/2009 Yesterday Today

Reset Dates

Click here for Assessor Site

Search Records

Directions

1. Enter an individual name last name comma then first name like "Smith, John".
2. Select a Marriage Document Type.
MC=Marriage Certificate
AMMC=Amended Marriage Certificate
MARR=Marriage Correction
MCCR=Affidavit of Marriage Correction
3. Enter the date range you wish to search for the Marriage.
4. Click Search.

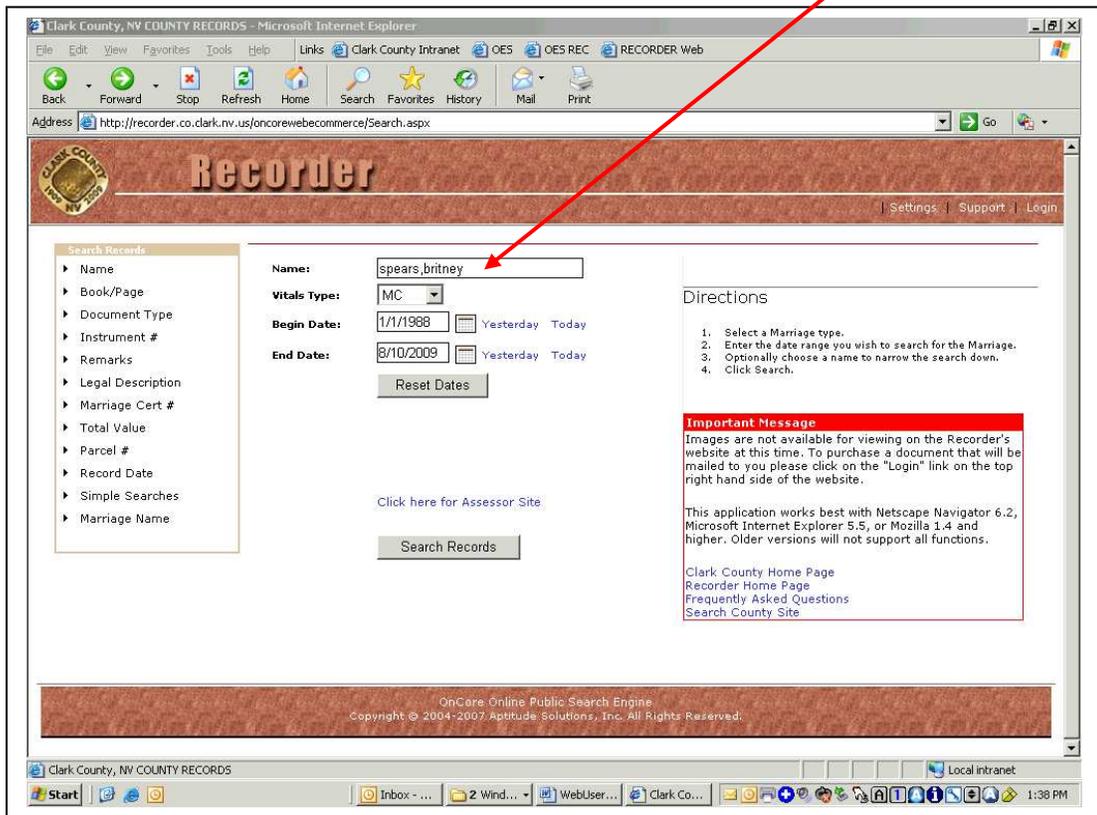
Important Message

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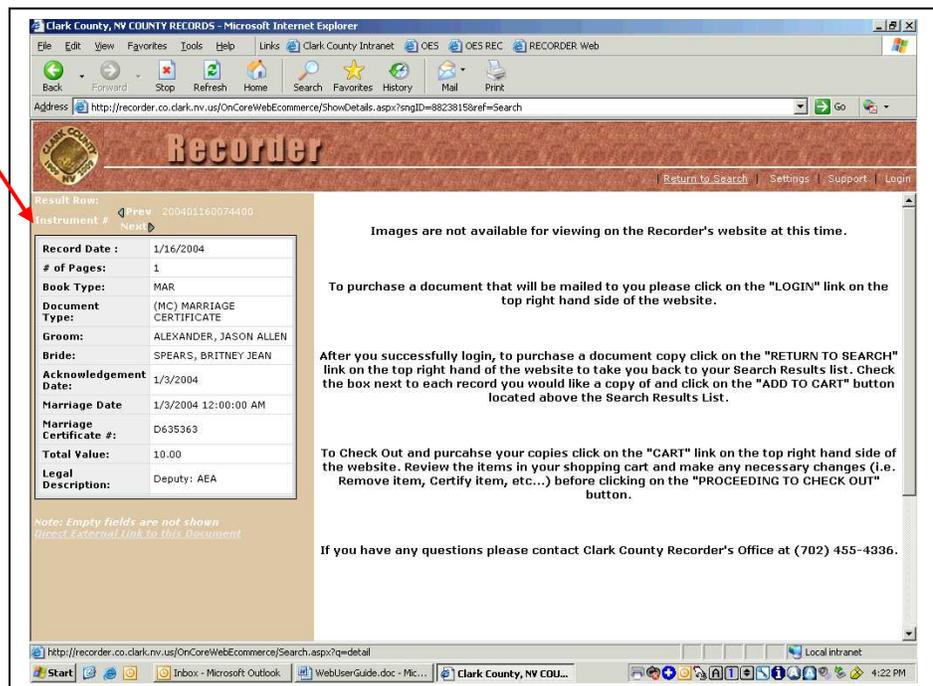
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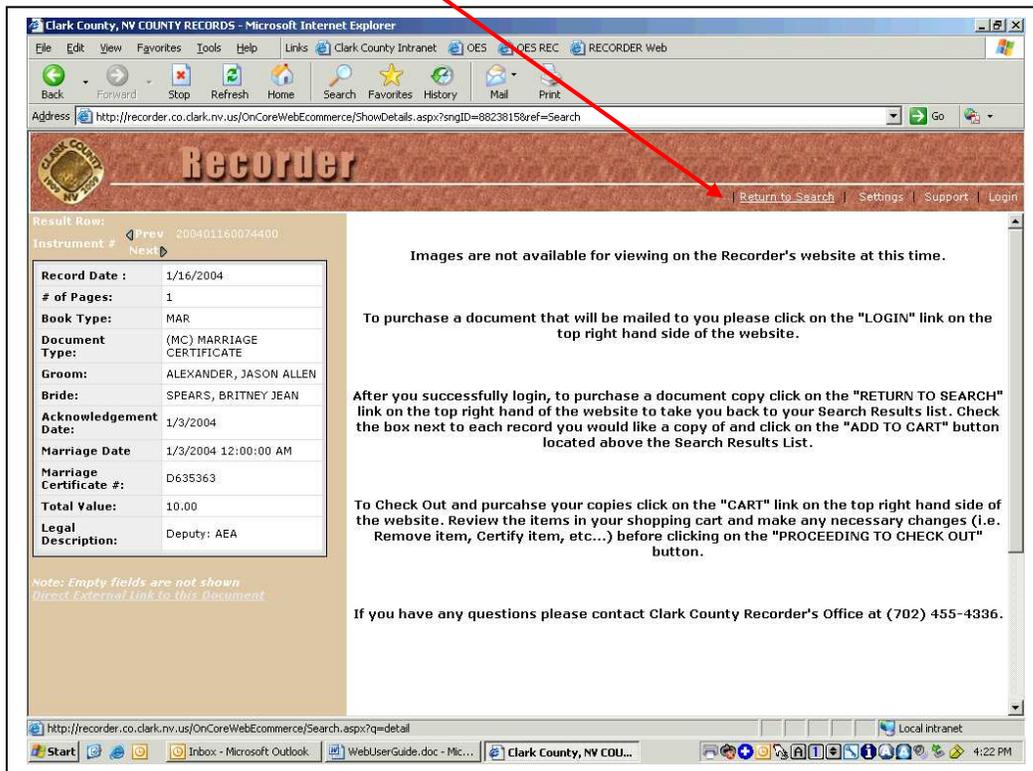
6. In the Name: field, enter the last name, a comma, and the first name of the party. If you are entering a bride's name, please use the maiden last name.



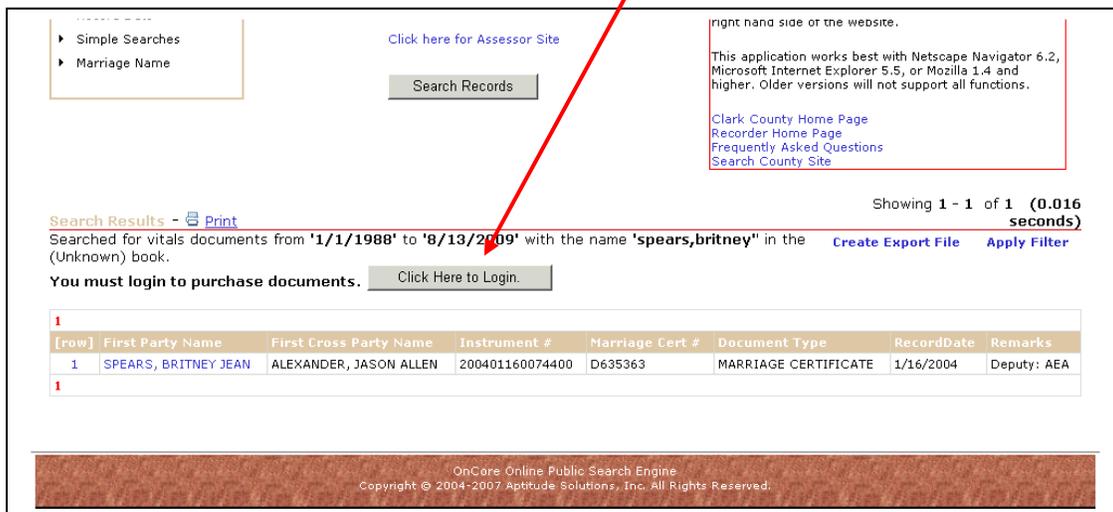
7. Images (pictures) of the marriage certificates are not available online. Verify that you have the right record by looking at the index information on the left column.



8. Click on [Return to Search](#).



9. You will be returned to the search page. Depending on the size of your monitor, you might have to scroll down to see the option to Login. Only people who login have the option to load a shopping cart. If you wish to purchase a copy of this record, click on **Click Here to Login**.



10. NEW USERS – CREATE AN ACCOUNT

- a) You must login before you can place an order.
- b) If you have logged in previously, skip to section 11.
- c) If you are a new user, click on the **New User** button.

- d) Complete the New User registration form. (Caution: The “name” that you choose as “Login” will be printed on your receipt.
- e) Be sure to enter the coded characters at the end of the form.
- f) Click Submit and your account will be created.

- g) You will see the same form come up again after you click on Submit. It is a last chance for you to verify the information or change it if needed. Then, click OK.

Email : JOHNNYQ@JOHNNY1.NET

Check here if you would like to receive an order confirmation in your email.

Enter the text in the image:

etc

New User Confirmation -
Please check the information you entered again, you can edit it now.
If you are sure, click OK to confirm.

OK Cancel

- h) If anything is wrong with your form, you will receive a message telling you what needs to be corrected. Then click on Submit again.
- i) If everything on the form has been properly completed, you will receive a “Registration Successful” message. Click on Go to Login to the login menu.

Register New User

Registration Successful!
You can now login with your username and password.

Go to Login

11. Make sure the radio button is set to Public User. Then, enter the User Name and Password that you just created. Then, click Login.

Please Login

NOTE: All Users must Login in before purchasing documents.

If you are not a Government Agency login as a Public User or if you do not have a Username & Password click on the **New User** button below to create an Account.

Login As: Agent Public User

User Name:

Password:

If you are a new user or do not have a login, please click below to create a login -

[Click here for Customer Account Site.](#)

12. You will be returned to your original search screen. You might have to scroll down to see that you now have the record listed with the option to add it to the cart.

Search Records

Name:

Vitals Type:

Begin Date: Yesterday Today

End Date: Yesterday Today

[Click here for Assessor Site](#)

Directions

- Select a Marriage type.
- Enter the date range you wish to search for the Marriage.
- Optionally choose a name to narrow the search down.
- Click Search.

Important Message

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This application works best with Netscape Navigator 6.2, Microsoft Internet Explorer 5.5, or Mozilla 1.4 and higher. Older versions will not support all functions.

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Showing 1 - 1 of 1 (0.016 seconds)

Search Results - [Print](#)

Searched for vitals documents from '1/1/1988' to '8/13/2009' with the name 'spears,britney' in the (Unknown) book. [Create Export File](#) [Apply Filter](#)

1	[row]	First Party Name	First Cross Party Name	Instrument #	Marriage Cert #	Document Type	RecordDate	Remarks
<input checked="" type="checkbox"/>	1	SPEARS, BRITNEY JEAN	ALEXANDER, JASON ALLEN	200401160074400	D635363	MARRIAGE CERTIFICATE	1/16/2004	Deputy: AEA

13. Select the record - click the checkmark box.

14. Click on Add to Cart.

15. When you have added all of your selected records to your cart, click on the Cart option in the upper right corner.

Note: Some computer settings are set too large and the options are not being displayed properly. If this area of your screen does not show the options, try changing your PC display settings to a smaller font. It might also work to click in the blank area to the right of the left-most divider line. The cart function is there, your font just may not be displaying it properly.

Recorder

Cart | Settings | Support | Logout (johnnyq)

Search Records

Name:

Vitals Type:

Begin Date: Yesterday Today

End Date: Yesterday Today

[Click here for Assessor Site](#)

Directions

1. Select a Marriage type.
2. Enter the date range you wish to search for the Marriage.
3. Optionally choose a name to narrow the search down.
4. Click Search.

Important Message

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Search Results - [Print](#) Showing 1 - 1 of 1

Searched for vitals documents from '1/1/1988' to '8/13/2009' with the name 'spears,britney' in the (Unknown) book. [Create Export File](#) [Apply Filter](#)

1 document(s) added to cart. Proceed to Cart to checkout or continue shopping.

16. Review your order. Check the quantity and amount, and update if needed.

17. When ready, click Proceed to Check out.

Recorder

Cart | Return to Search | Settings | Support | Logout (johnnyq)

Shopping Cart

Remove	Name	First Crossparty Name	Added on	Book	Page	Instrument#	Pages	Count	Certified?	Copies	Amount(\$)
<input type="checkbox"/>	ALEXANDER, JASON ALLEN	SPEARS, BRITNEY JEAN	8/13/2009 4:47:56 PM	0	0	20040160074400	All	1	<input checked="" type="checkbox"/>	1	15.00

Click the 'Update Cart' button if you make any changes here.

Number of Items: 1 Total Amount: \$15.00

18. Complete the ship-to and bill-to address information.

Recorder Cart | Return to Search | Settings | Support | Logout (johnnyqp)

Instructions:
 1. Confirm the Mailing Address below for where your documents are to be mailed
 2. For Security enter the text displayed in the image window
 3. Enter your complete First, Middle and Last Name
 4. Click on the Continue Button

Important Information:
 You will be re-directed to the **GovPay Express Credit Card Processing Page**. An additional fee of **\$3.50 for requests up to \$100 or 3.5% for requests over \$100** will be added by GovPay Express for processing that are not reflected in your totals below.

Shopping Cart:

Name	First Crossparty Name	Certified?	Copies	Amount(\$)
ALEXANDER, JASON ALLEN	SPEARS, BRITNEY JEAN	<input checked="" type="checkbox"/>	2	30.00

Billing Address

Name : Q PUBLIC JOHN
 Street 1 : 123 MAIN STREET
 Street 2 :
 City : LAS VEGAS
 State : NV
 Country : USA
 Zip : 89106
 Phone : 7024554336
 Email : JOHNNYQ@JOHNNY1.NET

Check if same as Billing Address

Mailing Address

Check if same as Billing Address
 Name : Q PUBLIC JOHN
 Street 1 : 123 MAIN STREET
 Street 2 :
 City : LAS VEGAS
 State : NV
 Country : USA
 Zip : 89106

Check if OK to email order confirmation.

Enter the text in the image:

Process Payment

Name :
 (First) (Middle) (Last)

OnCore Online Public Search Engine
 Copyright © 2004-2007 Aptitude Solutions, Inc. All Rights Reserved.

19. Enter the text you see in the image.

20. Enter the name that appears on the credit card you will be using.

21. Click Continue

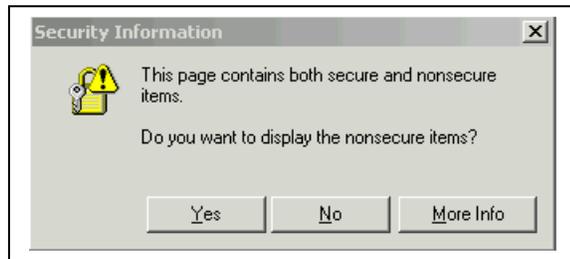
Check if OK to email order confirmation.

Enter the text in the image:

Process Payment

Name :
 (First) (Middle) (Last)

22. Your browser configuration might be set to display a “warning” that you are leaving the Recorder’s website and going to the credit card processing website. If you wish to proceed, Click Yes. (If you click No, your order will not be processed.)



23. You will be redirected to the GovPayExpress website. This is a secure site, as indicated by the https: prefix in the address.

24. Verify that the proper amount due has carried over. Note that GovPayExp has added their fee. The combined fees will be charged to your credit card.

A screenshot of a web browser window showing the payment page for Clark County Recorder's Office. The address bar shows "https://www.govpaynow.com/gps/cc/index.jsp". The page header includes the Clark County Nevada logo and contact information for the Recorder's Office, and the Government PaymentEXP logo. A black bar displays the payment summary: "Total Payment Amount", "Amount Due: \$30.0000", "GovPayEXP Fee: \$3.50", and "Total Due: \$33.50". Below this is the "Credit Card Holder Information" section with fields for Name, Address, Phone, Card #, Expiration, and CVV. A red arrow points from the "Total Due" amount to the "GovPayEXP Fee" field. At the bottom right, there are "< Back" and "Next >" buttons. A footer note says: "Need help? If you have any questions please call 1-888-604-7888. (Live operators are available 24 hours a day / 7 days a week to help you). Required fields are in **BOLD**."

25. Complete entry of all your credit card information. When done properly, the Next button will become enabled. Click Next.

26. You will receive a notice that your payment was approved or declined. All notices have a GPS Reference Number. Please print this screen or make a note of the number.

<p>PLC #: 6439 702-455-3764</p>	<p>CLARK COUNTY RECORDER'S OFFICE For: COPIES, RECORDING FEES & TRANSFER TAX 500 S GRAND CENTRAL PARKWAY 2ND FLOOR LAS VEGAS, NV 89106</p>	 <p>Experience. Expertise. Express.™</p>
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Transaction Completed

Your transaction is now complete!

Your Reference Number is **2772854**. We will notify the agency of your payment immediately. The charge will appear on your credit-card statement as "GovPayExp".

Thank you for using GovPayNOW - the online service where it's easy to make a payment.

[View Receipt](#)

Need help? If you have any questions please call 1-888-604-7888. (Live operators are available 24 hours a day / 7 days a week to help you).






27. You may close this window when you are done – your authorization code will be transferred electronically to our system.



Recorder

Cart | Settings | Support | Logout (johnnyvap)

Search Records

- ▶ Name
- ▶ Book/Page
- ▶ Document Type
- ▶ Instrument #
- ▶ Remarks
- ▶ Legal Description
- ▶ Marriage Cert #
- ▶ Total Value
- ▶ Parcel #
- ▶ Record Date
- ▶ Simple Searches
- ▶ Marriage Name

Party Type:

Names:

Document Type:

or Category:

Begin Date:

End Date:

Click here for Assessor Site

Directions

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28. Continue your search or logout of the OnCore system.

WHAT IF...?

Q1: The Internet browser got hung up, or I received an error message after I put in my GPS information. I don't know if my order was completed.

A1: Do NOT go back to GPS and enter your credit card information a second time. You will be charged twice. Please call us – it is helpful if you have your reference number.

Q2: I have been charged twice by GPS.

A2: Call GPS or us and we will credit back the duplicate charge.

GovPayExpress
866-564-0169
24-hour Customer Service
servicerequests@GocPayEXP.com

Clark County Recorder
8am-5pm Pacific Time
702-455-4336

If you contact GPS directly, our office's PLC is 6443.

Q3: I cannot find my record online.

A3: Call us and we will attempt to locate the record you are seeking.

Q4: I forgot my user name and password since the last time I placed an order.

A4: We will be adding the option to have your information emailed to you. Until that is available, you can re-enroll as a new user with a different username and password.