Office of the County Clerk

Diana Alba
County Clerk
Commissioner of Civil Marriages

Jim Pierce
Assistant County Clerk

200 Lewis Avenue
Box 551604
Las Vegas NV 89155-1604
(702) 671-0500
(702) 382-3611 -- Fax

INFORMATION SHEET FOR OFFICIANT

Please read the following information before performing any marriages.

When a bride and groom appear before you to be married they will give you three documents:

- Marriage License
- Keepsake Marriage Certificate (Color document with silver foil seal)
- State of Nevada Marriage Certificate

Ceremony

There is no specific format a marriage ceremony must follow. Per NRS 122.110, the minister and witness must be physically present when the couple declares that they take each other to be man and wife.

Process each document as follows:

Marriage License:

- Pursuant to Nevada law, do not perform the marriage until you have been provided with the Marriage License.
- Check the expiration date on the top left corner of the license to be sure it is valid. Marriage Licenses in Nevada are valid for one year after the date of issue up to and including the expiration date.
- Review with the bride and groom the spelling of their names. If there is an error, please have the couple return to the Marriage License Office to have their documents corrected BEFORE the ceremony. If you find an error after the ceremony has been performed, contact the Marriage License Office as soon as possible at 671-3061 for directions on correcting the documents before submitting them to the County Recorder. There is no fee to correct the documents before the ceremony takes place. There may be a fee to correct documents after the ceremony.
- Keep the Marriage License for your records. It is important for you to have a complete record of each marriage ceremony you perform including the witness names.

Keepsake Marriage Certificate:

- Complete the Keepsake Marriage Certificate and present it to the couple as a souvenir of their wedding. This is not an official document and should not be recorded. However, it is an important document for the couple to retain. If their certificate is lost or destroyed, the keepsake is often used to re-create the State of Nevada Marriage Certificate, and may be used to acknowledge that the ceremony occurred.

State of Nevada Marriage Certificate:

- After the marriage ceremony, complete the information on the State of Nevada Marriage Certificate. It is recommended you keep a copy of the marriage certificate for your files.
- A sample State of Nevada Marriage Certificate is enclosed for your reference.
- Type or print all information with **black ink ONLY**. The certificate must be filled out completely and legibly. Use caution when entering the ceremony day, month and year. Correcting this common error is time consuming and costly. The recording fee to correct or amend a certificate once it has been recorded is $39.
- On the 3rd line, fill in the place or street address and city where the wedding was performed.
- The name of the witness should be PRINTED on the appropriate line. Do not have the witness sign his or her name.
- Sign your name on the line indicated for "Signature of Official Performing Marriage."
- PRINT or type your name, title and address on the lines below your signature.
- Take the State of Nevada Marriage Certificate to the Clark County Recorder's Office to be recorded. Per Nevada Law, marriage certificates must be recorded within 10 days of the marriage ceremony. **Failure to do so is a MISDEMEANOR under NRS 122.230 and may result in penalties including loss of the privilege of performing marriages in Nevada.**

  The Clark County Recorder's Office is located at:
  500 Grand Central Parkway, 2nd Floor
  Las Vegas, NV 89101
  Telephone: 702-455-4336

  You may mail the marriage certificate to:
  Clark County Recorder
  P.O. Box 551510
  Las Vegas, NV 89155-1510

  A certified copy of the marriage certificate may be obtained from the Recorder's Office within a few days after the certificate has been delivered to the Recorder's Office.

- PLEASE NOTE: The Clark County Recorder may deny recording of a marriage certificate if it contains any of the following:
  - Corrections made with pen or white-out
  - Wording or writing that is illegible
  - Writing in the margin. (Per Nevada law, no writing or print may extend into the margins on the certificate.)
  - Damage of any kind

  The Recorder may require you to contact the Marriage License Office to prepare a replacement certificate. You will be required to appear in person at the Marriage License Office with proof that you performed the ceremony, to sign and pay the $15 fee for a replacement certificate.

FOR INDIVIDUALS LIVING IN CLARK COUNTY:

Change of Address or Organization:

- If you or your religious organization changes address, you must notify the County Clerk of the change of address by completing the Change of Address form found on our web site. Failure to notify the Clerk of a change of address may result in revocation of your certificate.
- If you change religious organizations or sever ties with your religious organization, your certificate will immediately become void. You must reapply for a new certificate through your new organization. Performing marriages without a valid certificate is a **misdemeanor.**

To review the Nevada Revised Statute governing marriages and familiarize yourself with your responsibilities, please refer to NRS 122.230 at the following web page:

http://leg.state.nv.us/NRS/NRS-122.html

Thank you.

SAMPLE CERTIFICATE

STATE OF NEVADA
MARRIAGE CERTIFICATE
No. 20091004000728100

STATE OF NEVADA
COUNTY OF CLARK } ss:

This is to certify that the undersigned, FRED JONES, PASTOR
(print name and title of official performing marriage)

did on the 4th day of the month of October of the year 2009,

at XYZ CHURCH LAS VEGAS, Nevada,
(address or church) (city)

join in lawful wedlock JONATHAN N MEDI
(groom)

of LAS VEGAS, State/Country of NEVADA,
(city)

date of birth 00/00/1900,

and HARELLE D WATSON,
(bride)

of LAS VEGAS, State/Country of NEVADA,
(city)

date of birth 00/00/1900,

with their mutual consent, in the presence of Susan Smith.
(witness)

Fred Jones
Signature of Official Performing Marriage (Black Ink Only)

FRED JONES, PASTOR
Print Name and Title of Official

1234 GREEN ST.
Address of Official Performing Marriage

LAS VEGAS, NV 89101
City, State and Zip Code

UNITED STATES OF AMERICA
SEAL OF THE COUNTY OF CLARK
STATE OF NEVADA

Diana Alba
DIANA ALBA, COUNTY CLERK

Bride/Groom Mailing Address: 2245 Brown Drive
Las Vegas, NV 00000

This Certificate must be **typewritten or printed in black ink** and presented within 10 days to the Clark County Recorder, 500 S. Grand Central Parkway, Las Vegas, Nevada 89155-1510.