

**OFFICE OF THE NYE COUNTY CLERK
MARK F. KAMPF**

Tonopah Office
Nye County Courthouse
P.O. Box 1031
101 Radar Road
Tonopah, Nevada 89049
Phone (775) 482-8127
Fax (775) 482-8133



Pahrump Office
Government Complex
1520 East Basin Avenue
Pahrump, Nevada 89060
Phone (775) 751-7040
Fax (775) 751-7047

RELIGIOUS OFFICIAL
INSTRUCTIONS FOR SINGLE CEREMONY CERTIFICATE
OF PERMISSION TO PERFORM A MARRIAGE

(For In-State or Out-of-State Applicant performing a wedding ceremony in Nye County)

**PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES
BEFORE YOU OBTAIN A CERTIFICATE OF PERMISSION**

The following documents are required when applying for authorization:

- 1. Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada** (Must be signed before a Notary Public or Deputy County Clerk)
- 2. Affidavit of Authority to Solemnize Marriages** (must be signed by someone in your church or religious organization that has authority to speak on behalf of your church or religious organization and can verify that you are in good standing within that church or religious organization. This cannot be signed by the applicant.)
- 3. Photo Identification** (i.e. Driver's License, Passport, etc.)
- 4. Application Fee of \$30.00 effective December 1, 2021** (Payable to Nye County Clerk, cash, cashier's check or money order. This fee is non-refundable)

Please Note: All paperwork should be returned to this office at one of the addresses listed below. (Do NOT return the instruction sheet.) If everything is in order, the Certificate of Permission to Perform Marriages should be completed within 5 – 7 business days.

Mail to: Nye County Clerk
P.O. Box 1031
Tonopah, NV 89049

Or submit in person to our office in Pahrump or Tonopah:

Nye County Clerk
1520 East Basin Ave.
Pahrump, NV 89060

Nye County Clerk
101 Radar Road
Tonopah, NV 89049

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiant which provides information on completing the marriage certificate. If you would like to arrange to pick up the Certificate or to have it mailed to a different address, please include the instructions with the application paperwork. The Certificate cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

If the application is not approved, you will receive a letter explaining why it was not granted. Normal processing time for applications is 5 – 7 business days.

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 3 to 4 weeks in advance is recommended).

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

*PER NRS 122.062.5 – A county clerk may grant authorization to perform a specific marriage to a person who submitted an application pursuant to subsection 4 if the county clerk is satisfied that the minister or other church or religious official authorized to solemnize a marriage, whether he or she is active or retired, is in good standing with his or her church or religious organization or, in the case of a notary public, if the notary public is in good standing with the Secretary of State. The authorization must be in writing and need not be filed with any other public officer. **A separate authorization is required for each marriage performed.** A person may not obtain more than **five authorizations** to perform a specific marriage pursuant to this section in any calendar year.*

County of Nye, State of Nevada

**RELIGIOUS OFFICIAL
APPLICATION FOR SINGLE CEREMONY CERTIFICATE OF PERMISSION
TO PERFORM A MARRIAGE IN THE STATE OF NEVADA**

1. Ceremony Date: _____

2. Name of institution and physical address where ceremony will be held:

Ceremony Location (Name of facility or institution)

Ceremony Address (physical location

City

State

Zip Code

3. Party 1 Name _____

4. Party 1 Address _____

City

State

Zip Code

5. Party 2 Name _____

6. Party 2 Address: _____

City

State

Zip Code

7. _____

Full Name of Applicant – (First, Middle, Last, Suffix)

Nickname or Aliases Used

(if applicable)

8. _____

Residence Physical Address

City

State

Zip Code

9. _____

Mailing Address, if different

City

State

Zip Code

10. _____
Date of Birth

11. _____
Place of Birth

12. _____
Social Security Number

13. _____
Residence Phone #

14. _____
Alternate Phone #

15. _____
E-Mail Address

16. Date of Licensure, ordination, appointment or authorization by church or religious organization: _____

17. Name & address of the church or religious organization with which you are currently affiliated:

Name

Affiliation/Denomination

Physical Address

City

State

Zip Code

Mailing Address, if Different

City

State

Zip Code

18. If retired, how long did you have active charge of the above church or religious organization? _____

19. If less than 3 years, please list any other organizations you served, when, where & for how long?

20. Are you presently in good standing with your church or religious organization? Yes _____ No _____

21. Have you been convicted of a felony, been released from confinement or completed parole or probation, whichever occurs later, within the last 10 years? Yes _____ No _____

22. Please mark the appropriate response (failure to **mark one of the three** will result in denial of the Application)

_____ I am not subject to a court order for the support of a child;

_____ I am subject to a court order for the support of one or more children 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 subject to a court order for the support of one or more children and 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.

I hereby certify by my signature below that my ministry is one of service to my church or religious organization or if retired, that my active ministry was of such nature. Further, I hereby acknowledge that I am subject to the jurisdiction of the Nye County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other religious official authorized to perform a marriage.

Signature of Applicant

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF _____)

_____, being first duly sworn according to law, deposes and says:

That he is the Applicant in the foregoing *Application for Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada*; that he has read the foregoing Application and knows the contents thereof; that the same are true of his/her own knowledge, except for such matters therein stated on information and belief, and as to those matters he believes them to be true.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20_____.

SIGNATURE OF NOTARY PUBLIC OR DEPUTY CLERK
(Affix County Seal or Notary Stamp)

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF
AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE
OF NEVADA**

**AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES
FOR CHURCHES AND RELIGIOUS ORGANIZATIONS**

STATE OF _____)
)ss.
COUNTY OF _____)

The _____
(church or religious organization)

is organized and carries on its work in the State of Nevada. Its active meetings are conducted at

(street address, city or town)

The said church or religious organization hereby finds that

(name of minister or other person authorized to solemnize marriages)

is in good standing and is authorized by the church or religious organization to solemnize marriages.

I am duly authorized by _____
(church or religious organization)

to complete and submit this affidavit.

I shall notify the Nye County Clerk, in writing, by submitting an *Affidavit of Revocation of Authority to Solemnize Marriages* within five (5) days following any one or more of the occurrences listed below:

1. If minister or other person authorized to solemnize marriages is no longer in good standing as herein stated;
2. If minister or other person authorized to solemnize marriages has ceased to be a member of the church or religious organization;
3. If the minister or other person authorized to solemnize marriages has ceased to be a minister or other person authorized to solemnize marriages of the church or religious organization;
4. If the minister or other person authorized to solemnize marriages moves his/her residence from Nye County;
5. If the aforementioned church or religious organization changes address or location; or
6. If the church or religious organization is dissolved or otherwise terminated or changes its existence.

Signature of Official

Name of Official (type or print name)

STATE OF _____)
)ss.
COUNTY OF _____)

Title of Official

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

Address

This _____ day of _____, 20____

City, State and Zip Code

Signature of Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp)

Telephone Number