

**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

**INSTRUCTIONS FOR A NOTARY TO OBTAIN A
CERTIFICATE OF AUTHORITY TO PERFORM MARRIAGES**

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

The following documents are required:

- 1. Application for a Notary Public to Obtain a Certificate of Authority to Solemnize Marriages in the State of Nevada** Applicant must be a licensed Notary Public in good standing with the Nevada Secretary of State. Verification page cannot be notarized by the applicant.
- 2. Affidavit of Character Reference.** Two Affidavits must be completed by individuals who have known the applicant for a minimum of 2 years and can attest to the applicant's character. At least one reference should be professional or from a person who is not a blood relative and can attest to the applicant's character. **Affidavits cannot be notarized by the applicant.**
- 3. Release and Authorization for Background Investigation.**
- 4. Application Fee.** Payment in the amount of \$30.00 effective December 1, 2021, for application processing may be by money order or cashier's check payable to the Nye County Clerk. Payment must accompany the documents listed in items 1, 2 and 3. **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.) Item No. 3, will be forwarded to the Nye County Sheriff's Office for the background check. The background check will be completed within approximately 7 business days and the report will be forwarded to the Nye County Clerk. Upon receipt of the background check report, the County Clerk will review all documents. If everything is in order, the Certificate of Permission to Perform Marriages should be completed within 5 – 7 business days after receipt of the background check report.

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 **after receipt of background check report** 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).**

County of Nye, State of Nevada

**NOTARY PUBLIC APPLICATION FOR CERTIFICATE OF PERMISSION
TO PERFORM MARRIAGES IN THE STATE OF NEVADA**

- 1. _____
Full Name of Applicant (First, Middle, Last, Suffix)

Nickname or Aliases Used	Maiden Name (If Applicable)
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- 2. _____
Residence Physical Address City State Zip Code

- 3. _____
Mailing Address, if Different City State Zip Code

- 4. _____ 5. _____ 6. _____
Date of Birth Place of Birth Social Security Number

- 7. _____ 8. _____ 9. _____
Residence Phone # Alternate Phone # E-Mail Address

- 10. Date of appointment by Nevada Secretary of State as a Licensed Notary: _____

- 11. Name & address on file with the Secretary of State:

Name _____

Physical Address City State Zip Code

Mailing Address, if Different City State Zip Code

- 12. Notary Appointment Number: _____

- 13. 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 _____

- 14. Have you ever had a previous Certificate to perform/solemnize marriages removed, revoked or suspended?

Yes _____ No _____ If yes, date: _____ Location: _____ Why _____

- 15. 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 that I am a licensed Notary in the State of Nevada appointed by the Secretary of State. I also 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 NEVADA)
) ss:
COUNTY OF NYE)

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

That he is the Applicant in the foregoing *Application for a Notary Public to Obtain a Certificate of Permission to Perform Marriages 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)

<p>NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA</p>

AFFIDAVIT OF CHARACTER REFERENCE

STATE OF _____)
)ss.
COUNTY OF _____)

I, _____,
(name of individual providing reference)

have known _____
(name of applicant)

as _____
(nature of relationship with applicant)

for _____ years.
(number of years applicant known)

I can attest that _____
(name of applicant)

is a person of good moral character who will be responsible and conscientious in his/her duties as a Marriage
Officiant granted the privilege of performing a marriage ceremony.

Signature of Reference

Name of Reference (type or print name)

Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day _____, 20____.

NOTARY PUBLIC



NYE COUNTY

WAIVER AND AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with my application for Authorization to Solemnize Marriages in the State of Nevada pursuant to NRS 122.064, subsection 3 (c), I hereby authorize Mark F. Kampf, Nye County Clerk, and the Nye County Sheriff's Office to perform a background screening check (including future screenings for retention, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the Nye County Clerk as a sound business practice, but also for the benefit of the public. It is no reflection on an applicant. The report consists of information deemed to have a bearing on the decision to grant authorization to solemnize marriages in the State of Nevada, and may include information from public and private sources and public records. The scope of the report may include information concerning civil and criminal court records, identity, past addresses and social security number and is conducted in accordance with applicable federal and state laws.
2. All reports are confidential, and provided to the Nye County Clerk for decisions concerning authorization to solemnize marriages only.
3. I may review or obtain a copy of my report as provided by law.
4. I authorize and release people, companies, municipal, county, state and federal agencies and courts to provide all information that is requested to the Nye County Clerk or the Nye County Sheriff's Office.
5. I further release all of the above, including the Nye County Clerk and the Nye County Sheriff's Office, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

I hereby consent and authorize the Nye County Sheriff's Office, on the Nye County Clerk's behalf, to prepare each report as defined above to assist in making decisions relating to granting authorization to solemnize marriages in the State of Nevada, before such decision to grant authorization or any time after such authorization.

I understand that I have a right to receive a copy of this authorization and acknowledge that I have received a copy of it.

Sign your full name Date

Subscribed and Sworn to me on
this _____ day of _____ 20 _____

Notary Public

Print your full name

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY.

Last Name First Name Middle Name Social Security Number

DOB: ____ / ____ / ____
mo day year Former Names Date of Name Change

Name on Driver's License Driver's License or I.D. Number State of Issue