OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

1001 E. 9th Street, Bldg. A Reno, NV 89512-0027 Phone (775) 784-7287

NOTARY PUBLIC INSTRUCTIONS FOR SINGLE CEREMONY CERTIFICATE OF PERMISSION TO PERFORM A MARRIAGE

PLEASE NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE OF PERMISSION.

Please include the following documents when applying for a Single Ceremony Certificate of

All paperwork should be returned to this office at the address listed above, Attention: Clerk's Admin.

Clerk's Office. (Money Order, Cashier's Check or Cash only)

The County Clerk will verify the notary status with the Nevada Secretary of State. Incorrect or conflicting information will delay the process and may result in the Certificate being denied.

If approved, the Certificate will be mailed to the residence address listed on the Application, along with an information sheet which provides information on completing and recording the Marriage Certificate. If you would like to arrange to pick up your Certificate of Permission 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 10-14 days. PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO PERFORM A WEDDING IN THE NEAR FUTURE (sending paperwork 3 - 4 weeks in advance is recommended).

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE ANY BLANK SPACES**. Paperwork that is incomplete or incorrect will delay the process and/or may result in the Certificate of Permission being denied.

County of Washoe, State of Nevada

NOTARY PUBLIC APPLICATION FOR A SINGLE CEREMONY CERTIFICATE OF PERMISSION TO PERFORM A MARRIAGE IN THE STATE OF NEVADA

1. Ceremony Date:				
2. Name of institution and p	physical address where cerem	ony will be held:		
Ceremony Location (name of	acility or institution)			
Ceremony Address (physical le	ocation)	City	State	Zip Code
3. First Person (person getting	married):			
4. First Person Address:		City	State	Zip Code
5. Second Person (person gett	ing married):	·		
6. Second Person Address:		City	State	Zip Code
7.		City	State	Zip Code
7Full Name of Applicant - (First	, Middle, Last, Suffix)			
Nickname or Aliases Used		Maiden Name (it	applicable)	
8Residence Physical Address		City	State	Zip Code
9. Mailing Address, if different		City	State	Zip Code
10	11 Place of Birth		Social Security Number	
13				
Residence Phone # Alternate Phone #			E-Mail Address	
•	Nevada Secretary of State as	•		_
17. Date appointment or co	mmission expires with Nevad	la Secretary of State	2	
18. Notary Appointment Nu	ımber			
19. Are you presently in go	od standing with the Nevada	Secretary of State?	Yes □ No □	
-	d of a felony, been released fr within the last 10 years? Ye		completed parole of	or probation,
	vious Certificate to perform r			led? Yes □ No □

22. Please mark	the appropriate response (failure to do so will result in the 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 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 repayment of the amount owed pursuant to the order.
23. I hereby cert	ify:
initial	that I am subject to the jurisdiction of the Washoe County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other religious officials authorized to perform a marriage.
	<u>VERIFICATION</u>
STATE OF _)) ss:
COUNTY OF_)
Marriage(s) in the that the same are to those matters jurisdiction of the	, being first duly sworn according to law, deposes and says: e Applicant in the above Application for Single Ceremony Certificate of Permission to Perform the State of Nevada; that he/she has read the foregoing Application and knows the contents thereof; the true of his/her knowledge, except for such matters therein stated on information and belief, and as he/she believes them to be true. Further, that he/she acknowledges that they are subject to the ne County Clerk with respect to the provisions of NRS 122.062 governing the conduct marriage time extent as if he were a marriage official residing in this State.
	Signature of Applicant
SUBSCRIBED A	AND SWORN TO (OR AFFIRMED) BEFORE ME
this day	v of, 20
	Notary Public or Deputy Clerk nty Seal or Notary Stamp)

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF PERMISSION

Marriage Official Requirements & Responsibilities

Nevada State Law requires the following when performing a Marriage Ceremony in the State of Nevada:

- ➤ THE COUPLE <u>MUST</u> OBTAIN A MARRIAGE LICENSE IN THE STATE OF NEVADA <u>PRIOR</u> TO THE CEREMONY AND PROVIDE IT TO MARRIAGE OFFICIAL.
- ➤ MARRIAGE LICENSES PURCHASED IN THE STATE OF NEVADA ARE ONLY GOOD FOR A CEREMONY IN THE STATE OF NEVADA.
- ➤ THE MARRIAGE OFFICIAL <u>MUST</u> RECORD THE MARRIAGE CERTIFICATE WITHIN 10 DAYS OF THE MARRIAGE CEREMONY.
- ➤ THE MARRIAGE CERTIFICATE <u>MUST</u> BE FILED WITH THE RECORDER OF THE COUNTY IN WHICH THE LICENSE WAS PURCHASED.
- ➤ ANY CHANGE OF NAME, ADDRESS, PHONE NUMBER OR CONGREGATION MUST BE REPORTED TO THE WASHOE COUNTY CLERK WITHIN 15 DAYS.
- ➤ VIOLATIONS OF THE ABOVE MAY CONSTITUTE A MISDEMEANOR OFFENSE AND/OR RESULT IN REVOCATION OF YOUR AUTHORITY TO PERFORM MARRIAGES IN THE STATE OF NEVADA.

ACKNOWLEDGEMENT

By my signature, I acknowledge that I have read and understand the Marriage Official
Requirements contained above and, further agree that I will comply with all Nevada Revised
Statutes regarding the performance of Marriage Ceremonies in the State of Nevada.

Signature of Applicant	

AFFIDAVIT OF CHARACTER REFERENCE

STATE OF NEVAD	(
COUNTY OF WASI) ss. HOE)			
The undersign	ned hereby swears or affin	ms under pena	lty of perjury a	s follows:
1. I	rint Name of Person Providin	a Reference	, have pers	onally known
(1	rini Ivame oj 1 erson 1 roviain			
(Print Name o	f Applicant)	_ for	_years.	
2. The natur	re of my relationship with	the applicant i	s:	
☐ Employer / employe	ee Family member	Friend / neigl	nbor Other	
	_			
3. I can pers	onally attest that	D. 1. 17		is a person of
	(.	Print Name of Ap	oplicant)	
good moral character	r who will be responsible	and conscient	ious in his/her	duties as a Marriag
Officiant granted the	privilege of performing a	marriage cere	mony.	
4. My contac	t information is as follow	s:		
Residence Physical Address		City	State	Zip
Mailing Address		City	State	Zip
Residence Phone #	Alternate Phone #	E-Mail Address		
	_	Signa	ture of Reference	
SUBSCRIBED AND SW	ORN TO (OR AFFIRMED) E	BEFORE ME		
this day of	, 20			
Signature of Notary Publ. (Affix County Seal or No				

AFFIDAVIT OF CHARACTER REFERENCE

STATE OF NEVAD	,			
COUNTY OF WASI) ss. HOE)			
The undersign	ned hereby swears or affi	rms under penal	ty of perjury as	s follows:
4. I			. have pers	onally known
(P	rint Name of Person Providi	ng Reference)	, F	
(Print Name o	f Applicant)	for	years.	
5. The natur	e of my relationship with	n the applicant i	s:	
☐ Employer / employe	ee Family member	☐ Friend / neigh	abor Other	
6. I can perso	onally attest that	Print Name of Ap	plicant)	is a person of
good moral character	who will be responsible			duties as a Marria
Officiant granted the	privilege of performing a	a marriage cerer	nony.	
4. My contac	t information is as follow	/S:		
Residence Physic	al Address	City	State	Zip
Mailing Address		City	State	Zip
Residence Phone #	Alternate Phone #	E-Mail Address		
	-	Signat	ure of Reference	
SUBSCRIBED AND SW	ORN TO (OR AFFIRMED) I	BEFORE ME		
his day of				
	, 20			
Signature of Notary Publi (Affix County Seal or No	c or Deputy Clerk			