

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 Permission to Perform a Marriage:

- _____ Application for a Single Ceremony Certificate of Permission to Perform a Marriage in the State of Nevada - Notary Public. *(Must be signed before a Notary Public other than the Applicant or Deputy County Clerk)*
- _____ If applying by mail, you must have your signature notarized on the application before submitting. If applying in person, you must present government issued photo identification at the time of application for a deputy clerk to witness your signature
- _____ 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. *(Must be signed before a Notary Public other than the Applicant or a Deputy County Clerk)*
- _____ A non-refundable application fee of **\$30.00** payable to the Washoe County Clerk's Office. *(Money Order, Cashier's Check or Cash only)*

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

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.

Marriage Official Requirements & Responsibilities

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

- THE COUPLE **MUST** OBTAIN A MARRIAGE LICENSE IN THE STATE OF NEVADA **PRIOR** 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 **MUST** RECORD THE MARRIAGE CERTIFICATE WITHIN 10 DAYS OF THE MARRIAGE CEREMONY.
- THE MARRIAGE CERTIFICATE **MUST** 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 NEVADA)
) ss.
COUNTY OF WASHOE)

The undersigned hereby swears or affirms under penalty of perjury as follows:

4. I _____, have personally known
 (Print Name of Person Providing Reference)

_____ for _____ years.
(Print Name of Applicant)

5. The nature of my relationship with the applicant is:

- Employer / employee Family member Friend / neighbor Other

6. I can personally attest that _____ is a person of
 (Print Name of Applicant)

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.

4. My contact information is as follows:

Residence Physical Address	City	State	Zip
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Mailing Address	City	State	Zip
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Residence Phone #	Alternate Phone #	E-Mail Address
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Signature of Reference

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)