

**OFFICE OF THE NYE COUNTY CLERK  
SANDRA L. MERLINO**

**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 PUBLIC TO OBTAIN A CERTIFICATE  
OF PERMISSION TO PERFORM A SINGLE MARRIAGE CEREMONY**

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

The following documents are required:

1. **Application for a Notary Public to Obtain a Certificate of Permission to Perform a Single Marriage Ceremony 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. **Application Fee.** Payment in the amount of \$30.00, effective July 1, 2019, for application processing may be by money order or cashier's check payable to County Clerk. Payment must accompany the documents listed in items 1 and 2. **This fee is non-refundable.**

**Please Note: All paperwork must be submitted to the Nye County Clerk's Office at one of the addresses listed below. 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.**

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

Please print your application clearly using a fine point black ink pen. Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES.** Applications that are incomplete will delay the process and may result in the certificate being denied.

The \$30 Application Fee will be processed immediately and a receipt will be mailed along with the approved certificate or notice regarding the status of your application.

If approved, your Certificate of Authority, along with instructions for completing and recording a marriage certificate, will be mailed to **the residence address listed on the application.** If you would like to arrange to pick up the certificate or have it mailed to a different address, please include the instructions with your application. If you require the Certificate be sent by express mail, you must include a self-addressed, pre-paid express mail envelope with your application.

If your application is not approved, you will receive a letter or an e-mail explaining why it was not granted.

Normal processing time for a Single Ceremony application could be up to a month. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE.** Submitting paperwork 3 to 4 weeks in advance is recommended. Note that temporary applications may not be submitted more than 90 days prior to the marriage date. Applications are processed in the order in which they are received.

*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**

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

1. \_\_\_\_\_  
Full Name of Applicant (First, Middle, Last, Suffix)

\_\_\_\_\_  
Nickname or Aliases Used

\_\_\_\_\_  
Maiden Name (If Applicable)

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.

16. Date of wedding to be performed: \_\_\_\_\_

17. \_\_\_\_\_  
Party 1 Party 2

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

**Note that application paperwork cannot be submitted more than 90 days prior to the marriage nor later than 30 days prior to the marriage. Applications will be processed in the order in which they are received.**

**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 A Single Marriage Ceremony 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 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