

**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

**RELIGIOUS OFFICIAL
INSTRUCTIONS FOR A PERMANENT CERTIFICATE
OF PERMISSION TO PERFORM MARRIAGES
(For Applicant who resides within 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 Certificate of Permission to Perform Marriages 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. **Provide documentation the church or religious organization is established in the State of Nevada** (A certification of Good Standing or current documentation of existence **MUST** be provided. Examples of establishment: Sole Proprietor, Non-Profit, Corporation, Partnership, Limited Liability Company, Articles of Incorporation that have been filed with the Secretary of State, Business License)
5. **Release and Authorization for Background Investigation**
6. **Application Fee of \$30.00 effective July 1, 2019** (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.) Item No. 5, 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).**

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.**

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 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 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)**

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



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 Sandra L. Merlino, 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	