



ELKO COUNTY CLERK

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ELKO COUNTY CLERK

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

INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF AUTHORITY

The following documents are required to apply for a Permanent Certificate of Authority to Solemnize Marriages in the State of Nevada:

1. Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada **(in duplicate - original plus 1 copy of the completed, signed & notarized form)**
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. Ordination papers from your church or religious organization.
4. Release and Authorization for Background Investigation, including the Payment Information/Authorization For Background Check. (Payment in the amount of \$45.00 for the background check may be by money order (payable to Screening One), cashier's check (payable to Screening One), credit card, debit card, or checking account by providing a voided check. Any money order or cashier's check must be returned with all other documents listed in Items 1, 2 and 3.) **This fee is non-refundable.**

Please Note: All paperwork should be returned to this office at the address listed above, Attention: Minister Licensing. (Do NOT return the instruction sheet.) Item No. 3, together with any money order or cashier's check for \$45.00, will be forwarded to Screening One for the background check. The background check will be completed within approximately 7 business days and the report will be forwarded to the Elko County Clerk. Upon receipt of the background check report, the County Clerk will review all documents. If everything is in order, the Certificate of Authority to Solemnize Marriages should be completed within 5 – 7 business days after receipt of the background check report.

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with a copy of the approved application and 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 6 to 8 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.**