



ELKO COUNTY CLERK

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

INSTRUCTIONS FOR A TEMPORARY CERTIFICATE OF AUTHORITY

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

1. Application for a Temporary 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 who 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.)**

Please Note: Both documents listed above must be signed in front of a notary. All paperwork should be returned to this office at the address listed above, Attention: Minister Licensing. 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. Therefore, if the applications are not received timely, there is a good chance that your application will not be acted upon prior to your intended ceremony.

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 is 5 -7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 4 to 6 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 BEING DENIED.**

AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

STATE OF _____)
)ss.
COUNTY OF _____)

The _____
(church or religious organization)

is organized and carries on its work in the State of _____. Its active meetings are conducted at
(State)

(street address, city or town)

The said church or religious organization hereby finds that

(name of minister or other person authorized to solemnize marriages)

is in good standing and is authorized by the church or religious organization to solemnize a marriage.

I am duly authorized by _____
(church or religious organization)

to complete and submit this affidavit.

Signature of Official

Name of Official (type or print name)

Title of Official

Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this ____ day _____, 20____.

NOTARY PUBLIC