



ELKO COUNTY CLERK

550 Court Street, 3rd Floor • Elko, Nevada 89801-3518

775-753-4600 • Fax 775-753-4610

www.elkocountynv.net

ELKO COUNTY CLERK
Carol Fosmo
cfosmo@elkocountynv.net

CHIEF DEPUTY CLERK
Kris Jakeman
kjakeman@elkocountynv.net

JURY COMMISSIONER
Kelly Antonucci
kantonucci@elkocountynv.net

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

INSTRUCTIONS FOR A NOTARY TO OBTAIN A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES

The following documents are required:

1. *Application for a Notary Public to Obtain a Certificate of Authority to Solemnize Marriages 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. *Release and Authorization for Background Investigation,* including the *Payment Information/Authorization for Background Check.* Payment in the amount of \$49.00 for the background check may be by credit card, money order or cashier's check payable to Screening One. Payment must accompany the documents listed in items 1, 2 and 3. **This fee is non-refundable.**
4. *Application Fee.* Payment in the amount of \$25.00 for application processing may be by credit card, personal check, money order or cashier's check payable to the Elko County Clerk. Payment must accompany the documents listed in items 1, 2 and 3. **This fee is non-refundable.**

All paperwork must be submitted to the Elko County Clerk's Office at the address listed above, Attention: Minister Licensing.

The Release and Authorization for Background Check, together with payment of \$49.00, will be forwarded to Screening One. Screening One will prepare a background report and send it to the Elko County Clerk.

In addition to the background check, the Elko 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.

The \$25.00 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.

Processing of the Application, including completion of the background check, requires **approximately 45 days**. PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. **Submitting paperwork 6 to 8 weeks in advance is recommended.** Applications are processed in the order in which they are received.

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.

If approved, your Certificate of Authority will be mailed to the mailing 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.

VERIFICATION

STATE OF _____)
COUNTY OF _____) ss:

_____, being first duly sworn according to law, deposes and says:
(Name of Applicant)

That ___he is the Applicant in the foregoing *Application for a Notary Public to Obtain a Certificate of Authority to Solemnize 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_____.

NOTARY PUBLIC

**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

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.
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Signature of Reference

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Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this ____ day _____, 20____.

NOTARY PUBLIC

**OFFICE OF THE ELKO COUNTY CLERK
CAROL FOSMO, CLERK**

RELEASE AND AUTHORIZATION

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 Carol Fosmo, Elko County Clerk, and Screening One, Inc. 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 Elko 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 Elko 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. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, municipal, county, state and federal agencies and courts to provide all information that is requested to the Elko County Clerk or Screening One.
5. I further release all of the above, including the Elko County Clerk and Screening One, 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, _____,
(Print name legibly)

hereby consent and authorize the Elko County Clerk and/or Screening One, Inc., on the Elko 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 anytime after such authorization.

Signature _____ Date _____

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 Name(s) Date of Name Change

Name on Driver's License Driver's License or I.D. Number State of Issue

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST TEN YEARS INCLUDING ZIP CODES

CURRENT: FROM: _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

Questions Contact us at:
Ph: 888-327-6511
Fx: 888-216-1003

PAYMENT AUTHORIZATION FORM FOR BACKGROUND CHECK

Please type or clearly print all information

Select Payment Method

- Cashier's Check in the amount of \$49 payable to ScreeningONE, Inc.**
- Money Order in the amount of \$49 payable to ScreeningONE, Inc.**
- Credit Card Authorization**
- Debit Card Authorization**

Type of Card: _____ (Example: Visa, Mastercard, Amex)

Name on Card: _____

Credit Card Number: _____

Expires (month/year): _____ **Security Code:** _____

Billing Address on card: _____

 Checking Account ACH please complete or provide voided check

Bank Name: _____

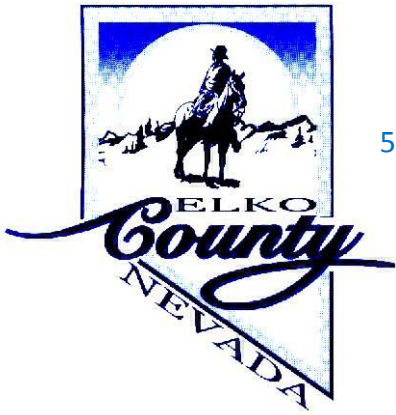
Account Number: _____

Routing Number: _____

Name of Bank Account: _____

I authorize ScreeningONE to use the information provided to process payment

Signed: _____ **Date:** _____



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INSTRUCTIONS FOR NOTARY PUBLIC MARRIAGE OFFICIANT

Please read the following information before performing any marriages.

The Marriage Ceremony:

Per Nevada Law, there is no set format for the marriage ceremony; however, the law specifies that the witness and the marriage officiant **must be present** when the couple declares that they take each other as husband and wife. The requirement to **be present** means that the witness, the marriage officiant and the couple must all be in the same room. The law also requires that the marriage ceremony take place in the **State of Nevada**. Pursuant to NRS 240.100, the fee for a Notary Public to perform a marriage ceremony is set at \$75.00.

When a couple appears before you to be married, they should give you three documents:

- Marriage License
- Keepsake Marriage Certificate (with Gold Seal)
- State of Nevada Marriage Certificate

Process each document as follows:

Marriage License:

- Pursuant to Nevada law, do not perform the marriage until you have been provided with the Marriage License.
- Check the lower right-hand corner for the date of issuance. Marriage Licenses in Nevada are valid for one year after the date of issuance.
- Review with the couple the spelling of their names. If there is an error, there may be a \$28.00 fee to correct the Marriage License.
- Keep the Marriage License for your records. It is important for you to have a complete record of each marriage ceremony you perform including the witness' names.

Keepsake Marriage Certificate:

- Complete the Keepsake Marriage Certificate and present it to the couple as a souvenir of their wedding. This is not an official document and should not be recorded; however, it is an important document for the couple to retain. If their certificate is lost or destroyed, the keepsake certificate is often used to re-create the State of Nevada Marriage Certificate, and may be used to acknowledge that the ceremony occurred.

State of Nevada Marriage Certificate:

- After the marriage ceremony, complete the information on the State of Nevada Marriage Certificate. It is recommended that you keep a copy of the marriage certificate for your files.
- Type or print all information with **black ink only**. The certificate must be filled out completely and legibly.
- On the 3rd line, fill in the place or street address and city where the wedding was performed.
- The name of the witness should be PRINTED on the appropriate line. **DO NOT** have the witness sign his or her name.
- Sign your name on the line indicated for "Signature of person performing marriage." **DO NOT** use a signature stamp.
- Type or print your name, title and address on the lines below your signature.
- Take or mail the State of Nevada Marriage Certificate to the Elko County Recorder's Office to be recorded. Per Nevada Law, marriage certificates must be recorded within 10 days of the marriage ceremony. **Failure to do so is a MISDEMEANOR under NRS 122.230 and may result in penalties including loss of the privilege of performing marriages in Nevada.**

The Elko County Recorder's Office is located at:
571 Idaho Street
Elko, NV 89801
Telephone: 775-738-6526

A certified copy of the marriage certificate may be obtained from the Recorder's Office within a few days after the certificate has been delivered.

IMPORTANT INFORMATION FOR ACTIVE NOTARY PUBLIC MARRIAGE OFFICIANTS

Change of Address:

- If you change addresses, you must notify the Elko County Clerk of the change of address. Failure to notify the Clerk of a change of address may result in revocation of your certificate. Per NRS 240.036 you must also submit a request for an amended notary certificate to the Secretary of State.

When Your Notary Commission Expires:

- When your notary commission expires, your Certificate of Authority to Perform Marriages will immediately become void. You may reapply for a new Certificate of Authority to Perform Marriages once your notary commission returns to active status. If you reapply within 90 days of the expiration of your notary commission, the \$25.00 application fee will be waived. Performing marriages without a valid certificate is a misdemeanor.

To review the Nevada Revised Statute governing marriages and familiarize yourself with your responsibilities, please refer to NRS 122.230 at the following web page:

<http://leg.state.nv.us/NRS/NRS-122.html>