

# ELKO COUNTY CLERK

550 Court Street, 3rd Floor • Elko, Nevada 89801-3518  
775-753-4600 • Fax 775-753-4610  
[www.elkocountynv.net](http://www.elkocountynv.net)

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

## **INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF AUTHORITY**

The following documents are required:

1. *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada.*  
**Applicant must be authorized to solemnize marriages through the church or religious organization he/she currently serves as indicated on the application.**
2. *Affidavit of Authority to Solemnize Marriages must be signed by someone in the church or religious organization you currently serve who has authority to speak on behalf of that church or religious organization and can verify that you are in good standing within that church or religious organization.*  
**This Affidavit cannot be signed 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 and 2. **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.

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 NEVADA )  
COUNTY OF \_\_\_\_\_ ) ss:

\_\_\_\_\_, being first duly sworn according to law, deposes and says:

That \_\_\_he is the Applicant in the foregoing *Application for 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 AUTHORITY TO SOLEMNIZE MARRIAGES**

STATE OF NEVADA )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The \_\_\_\_\_  
(church or religious organization)

is organized and carries on its work in the State of Nevada. Its active meetings are conducted at  
\_\_\_\_\_  
(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 marriages.

I am duly authorized by \_\_\_\_\_  
(church or religious organization)  
to complete and submit this affidavit.

I shall notify the Elko County Clerk, in writing, by submitting an *Affidavit of Revocation of Authority to Solemnize Marriages* within five (5) days following any one or more of the occurrences listed below:

1. If the minister or other person authorized to solemnize marriages is no longer in good standing as herein stated;
2. If the minister or other person authorized to solemnize marriages has ceased to be a member of the church or religious organization;
3. If the minister or other person authorized to solemnize marriages has ceased to be a minister or other person authorized to solemnize marriages of the church or religious organization;
4. If the minister or other person authorized to solemnize marriages moves his/her residence from Elko County;
5. If the aforementioned church or religious organization changes address or location; or
6. If the church or religious organization is dissolved or otherwise terminated or changes its existence.

\_\_\_\_\_  
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 of \_\_\_\_\_, 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. 190<sup>th</sup> 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:** \_\_\_\_\_

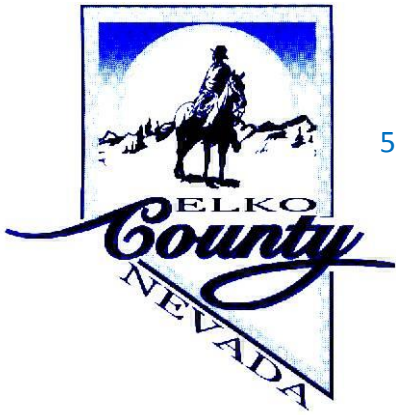
**Account Number:** \_\_\_\_\_

**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 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**.

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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 3<sup>rd</sup> 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.

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>