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

INSTRUCTIONS FOR A RETIRED STATUS CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES

The following documents are required:

1. *Application for a Retired Status Certificate of Authority to Solemnize Marriages in the State of Nevada.*

2. *Affidavit of Authority for Retired Status* **must be signed by someone in the church or religious organization that has authority to speak on behalf of that church or religious organization and can verify that you had active charge of the church or religious organization for at least three years of continuous service. This Affidavit cannot be signed by the applicant.** If the church or religious organization has since been dissolved or is no longer in existence, a notarized statement from an individual who can verify the applicant's service to the church or religious organization may be accepted.

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. **Applicants who already hold an active/valid certificate and have already passed a background check upon their initial application are not required to complete Item No. 3 above.**

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.

County of Elko, State of Nevada

APPLICATION FOR RETIRED STATUS CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA

1. _____ _____
   Full Name of Applicant Nickname or Aliases Used

2. _____
   Residence Physical Address City State Zip Code

3. _____
   Mailing Address, if Different City State Zip Code

4. _____ _____ _____
   Date of Birth Social Security Number E-mail Address

5. Telephone Nos._____ _____ _____
   Residence Religious Organization Cell

6. Date of licensure, ordination, appointment or authorization by church or religious organization: _____

7. Do you currently have a valid certificate from Elko County? ☐ Yes ☐ No

8. Name & address of the **church or religious organization** of which you have had active charge for at least three years of continuous service:

   _____
   Name

   _____
   Physical Address City State Zip Code

   _____
   Mailing Address, if Different City State Zip Code

9. Dates you had active charge of the church or religious organization listed above: _____

10. Are you still affiliated with this organization? ☐ Yes ☐ No

11. If you **currently** serve or have an affiliation with a local religious organization **different than #8 above,** please provide the name and address below:

    _____
    Name

    _____
    Physical Address City State Zip Code

12. Have you been convicted of a felony, been released from confinement or completed parole or probation, whichever occurs later, within the last 10 years? ☐ Yes ☐ No

    If yes, specify the date and place of conviction and what the charges were. **(A copy of the disposition of the case must be provided.)**

    _____

    _____

13. Have you ever had a previous Certificate to perform/solemnize marriages removed, revoked or suspended?
    ☐ Yes ☐ No If yes, when, where and what were the grounds? _____

    _____

14. Please mark the appropriate response (failure to **mark one of the three** will result in denial of the Application).

_____ I am not subject to a court order for the support of a child;

_____ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

I certify by my signature below that my active ministry was (or is) one of service to my church or religious organization or, if retired, that my active ministry was of such nature.

_____
Signature of Applicant

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF _____)

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

That __he is the Applicant in the foregoing *Application for a Retired Status 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. 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 _____

_____

screening one
ScreenRight. HireSmart.

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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JURY COMMISSIONER
Kelly Antonucci
kantonucci@elkocountynv.net

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**.

* * * * * * * * * * * * * * * * * *

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.

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