



# 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  
Carol Fosmo  
[cfosmo@elkocountynv.net](mailto:cfosmo@elkocountynv.net)

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

**CHAPLAIN IN THE UNITED STATES ARMED FORCES  
INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF AUTHORITY  
ASSIGNMENT TO DUTY MUST BE IN THE STATE OF NEVADA (NRS 122.062(3))**

The following documents are required:

1. *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada for Chaplain in the United States Armed Forces. (Must be signed before a Notary Public)*
2. *Proof of military status (such as a copy of military ID) and proof of current assignment as a military chaplain. The assignment paperwork must clearly show the applicant will be serving as a military chaplain – not just the unit to which the applicant is assigned.*

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

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 to have it mailed to another address, please include the instructions with the application. 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 or an e-mail explaining why it was not granted. Normal processing time for the applications is 30 days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE.**

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.



**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 above *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada for Chaplain in the United States Armed Forces*; 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.

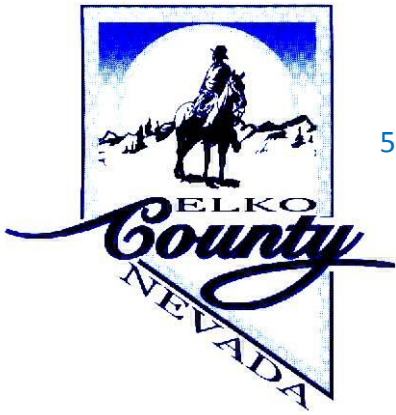
\_\_\_\_\_  
Signature of Applicant

**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.**



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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>