Pleasing note: it is unlawful to solemnize marriages before you obtain a certificate of authority to solemnize marriages

Instructions for a temporary certificate of authority

The following documents are required:

1. Application for a Temporary 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. 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 and 2. This fee is non-refundable.

Both documents listed above must be signed in front of a notary public. All paperwork must be submitted to the Elko County Clerk’s Office at the address listed above, Attention: Minister Licensing.

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.

Normal processing time for a temporary application is 30 days. Please allow sufficient time for processing if you are to solemnize a wedding in the near future. Submitting paperwork 4 to 6 weeks in advance is recommended. Note that temporary applications may not be submitted more than 90 days prior to the marriage date. 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.
APPLICATION FOR A TEMPORARY 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 Phone ___________________

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

7. Name & address of the church or religious organization with which you are currently affiliated:
   Name ______________________
   Physical Address ___________________ City ___________________ State ___________________ Zip Code ___________________
   Mailing Address, if Different ___________________ City ___________________ State ___________________ Zip Code ___________________

8. If retired, how long did you have active charge of the above church or religious organization? ___________________
   If less than 3 years, please list any other organizations you served, when, where and for how long. ___________________

9. Are you presently in good standing with your church or religious organization? □ Yes □ No

10. 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.) ___________________

11. Please mark the appropriate response (failure to mark one response below WILL result in a delay in processing or possible 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.

12. Date of wedding to be performed: ______________________

13. Groom ______________________ Bride ______________________

I hereby certify by my signature below that my ministry is one of service to my church or religious organization or, if retired, that my active ministry was of such nature. I also hereby acknowledge that I am subject to the jurisdiction of the Elko County Clerk with respect to provisions of NRS 122 governing the conduct of ministers or other persons authorized to solemnize a marriage to the same extent as if I were a minister or other person authorized to solemnize a marriage residing in Nevada.

_________________________________________ Signature of Applicant ______________________

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.
STATE OF ____________________________ } ss:
COUNTY OF ____________________________

____________________________________
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

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

OCT2013