

**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. *Application Fee.* Payment in the amount of \$25.00 for application processing may be by money order or cashier's check payable to County Clerk. Payment must accompany the documents listed in items 1 and 2. **This fee is non-refundable.**

All paperwork must be submitted to the County Clerk's Office at the address listed above.

In addition to the background check, the 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 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, along with instructions for completing and recording a marriage certificate, will be mailed to **the residence 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_____.

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF
AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE
OF NEVADA**

NOTARY PUBLIC