

**STOREY COUNTY CLERK'S OFFICE  
JIM HINDLE, CLERK & TREASURER**

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**INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF AUTHORITY**

(For Applicant who resides within Storey County)

**PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE**

Please include the following documents which are required when applying for authorization:

\_\_\_\_\_ **Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada**

\_\_\_\_\_ **Affidavit of Authority to Solemnize Marriages**

Must be signed by someone in your church or religious organization that has authority to speak on behalf of your church or religious organization and can verify that you are in good standing within that church or religious organization. This cannot be signed by the applicant.

\_\_\_\_\_ **Copy of Ordained Minister License and Photo Identification** (i.e. driver's license, passport, ect.)

\_\_\_\_\_ **Minister License Filing Fee of \$25.00**

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiate, which provides instructions on completing the marriage certificate.

If the application is not approved, you will receive a letter explaining why it was not granted.

**PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. (Sending paperwork 2 to 3 weeks in advance is recommended).**

Paperwork must be filled out completely and properly signed and notarized.

***COUNTY OF STOREY, STATE OF NEVADA***

**APPLICATION FOR A PERMANENT CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA**

THE COUNTY CLERK OF STOREY COUNTY, STATE OF NEVADA

I, \_\_\_\_\_, the undersigned, having applied to the County Clerk for a Certificate of Permission to Perform Marriages in the State of Nevada, do hereby knowingly give, make and enter the following statements so as to permit and facilitate the examinations, investigations, interviews and hearing required to determine my background, character, qualifications and fitness to perform in the office applied for and should it be necessary, for subsequent requirements to revoke the civil privileges of such authority in the solemnization of marriages in 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

5. Telephone Nos. \_\_\_\_\_  
Residence Religious Organization Cell

6. \_\_\_\_\_  
Date of Birth Social Security Number E-mail Address

7. Date of licensure, ordination, appointment or authorization by church or religious organization:  
\_\_\_\_\_

8. 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

9. Date the church or religious organization was incorporated, organized or established in the State of Nevada:  
\_\_\_\_\_

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

11. 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 may be required.)**

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12. 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?

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13. 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.

14. Have you ever been convicted of a felony or any crime of which moral turpitude is an element?

Yes  No. If yes, explain on separate sheet.

15. Have you ever been arrested for any reason other than a traffic violation?

Yes  No. If yes, explain on separate sheet.

16. Have you ever had a Certificate of Permission to Perform Marriages denied or cancelled?

Yes  No. If yes, explain on separate sheet.

I hereby certify by my signature below that my ministry is one of service to my church or religious organization.

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Signature of Applicant

**VERIFICATION**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, 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

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )  
**SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME**  
this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public or Deputy Clerk

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

**STOREY COUNTY, STATE OF NEVADA**

**AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES**

*To be filled out by the church or religious organization and attached to the application*

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, state, zip code)

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 Storey 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 minister or other person authorized to solemnize marriages is no longer in good standing as herein stated;
2. If 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;
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

STATE OF \_\_\_\_\_)

) ss:

COUNTY OF \_\_\_\_\_)

**SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME**

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public or Deputy Clerk