

Office of the Storey County Clerk-Treasurer

Vanessa Stephens, Clerk-Treasurer

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INSTRUCTIONS FOR A TEMPORARY CERTIFICATE OF AUTHORITY (For Out-of-State Applicant performing a wedding ceremony in Storey County, Nevada)

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

Please include the following documents when applying for a Temporary Certificate of Authority:

_____ **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**

All paperwork should be returned to this office at the address listed. Please wait to sign your paperwork in front of the Deputy Clerk; or if you are mailing in your application, please have your signature notarized.

Once the above documents are signed and returned to our office, a background check will be done. Upon receipt of the background check, the County Clerk will review all documents. If everything is in order, the Certificate of Authority to Solemnize Marriages should be completed. Please allow 5-7 business days for this process.

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiant which provides information 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 *Per NRS 122.062*. A county clerk may authorize a licensed, ordained or appointed minister or other person authorized to solemnize a marriage whose residence and church or religious organization is in another state to perform marriages in the county. A separate authorization is required for each marriage performed. The minister may perform NOT more than five marriages in this state in any calendar year. Violation of this law may result in criminal prosecution.

11. 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.

12. Groom's Name	Bride's Name
Address	Address
Date of Wedding:	Where Wedding will be Performed:

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 Storey 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

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 from Carson City;
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