

**OFFICE OF THE NYE COUNTY CLERK
SANDRA L. MERLINO**

Tonopah Office

Nye County Courthouse
P.O. Box 1031
101 Radar Road
Tonopah, Nevada 89049
Phone (775) 482-8127
Fax (775) 482-8133



Pahrump Office

Government Complex
1520 East Basin Avenue
Pahrump, Nevada 89060
Phone (775) 751-7040
Fax (775) 751-7047

**INSTRUCTIONS FOR A NOTARY TO OBTAIN A
CERTIFICATE OF AUTHORITY TO PERFORM MARRIAGES**

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

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. **Release and Authorization for Background Investigation.**
4. **Application Fee.** Payment in the amount of \$25.00 for application processing may be by money order or cashier's check payable to the Nye County Clerk. Payment must accompany the documents listed in items 1, 2 and 3. **This fee is non-refundable.**

Please Note: All paperwork should be returned to this office at one of the addresses listed below. (Do NOT return the instruction sheet.) Item No. 3, will be forwarded to the Nye County Sheriff's Office for the background check. The background check will be completed within approximately 7 business days and the report will be forwarded to the Nye County Clerk. Upon receipt of the background check report, the County Clerk will review all documents. If everything is in order, the Certificate of Permission to Perform Marriages should be completed within 5 – 7 business days after receipt of the background check report.

Mail to: Nye County Clerk
P.O. Box 1031
Tonopah, NV 89049

Or submit in person to our office in Pahrump or Tonopah:

Nye County Clerk
1520 East Basin Ave.
Pahrump, NV 89060

Nye County Clerk
101 Radar Road
Tonopah, NV 89049

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 you would like to arrange to pick up the Certificate or to have it mailed to a different address, please include the instructions with the application paperwork. 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 explaining why it was not granted.

Normal processing time for applications **after receipt of background check report** is 5 - 7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 3 to 4 weeks in advance is recommended).**

AFFIDAVIT OF CHARACTER REFERENCE

STATE OF _____)
)ss.
COUNTY OF _____)

I, _____ ,
(name of individual providing reference)

have known _____
(name of applicant)

as _____
(nature of relationship with applicant)

for _____ years.
(number of years applicant known)

I can attest that _____
(name of applicant)

is a person of good moral character who will be responsible and conscientious in his/her duties as a Marriage
Officiant granted the privilege of performing a marriage ceremony.

Signature of Reference

Name of Reference (type or print name)

Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this ____ day _____, 20____.

NOTARY PUBLIC

