

**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 PUBLIC TO OBTAIN A CERTIFICATE
OF PERMISSION TO PERFORM A SINGLE MARRIAGE CEREMONY**

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

The following documents are required:

1. **Application for a Notary Public to Obtain a Certificate of Permission to Perform a Single Marriage Ceremony 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.**

Please Note: All paperwork must be submitted to the Nye County Clerk's Office at one of the addresses listed below. 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.

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

Please print your application clearly using a fine point black ink pen. 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.

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.

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.

Normal processing time for a Single Ceremony application could be up to a month. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE.** Submitting paperwork 3 to 4 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.

PER NRS 122.062.5 - A county clerk may grant authorization to perform a specific marriage to a person who submitted an application pursuant to subsection 4 if the county clerk is satisfied that the minister or other church or religious official authorized to solemnize a marriage, whether he or she is active or retired, is in good standing with his or her church or religious organization or, in the case of a notary public, if the notary public is in good standing with the Secretary of State. The authorization must be in writing and need not be filed with any other public officer. **A separate authorization is required for each marriage performed.** A person may not obtain more than **five authorizations** to perform a specific marriage pursuant to this section in any calendar year.

16. Date of wedding to be performed: _____

17. _____

Groom

Bride

I hereby certify that I am a licensed Notary in the State of Nevada appointed by the Secretary of State. I also hereby acknowledge that I am subject to the jurisdiction of the Nye County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other religious official authorized to perform a marriage.

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.

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

