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

RELIGIOUS OFFICIAL
INSTRUCTIONS FOR TEMPORARY REPLACEMENT
CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES
(For Applicant who resides within Nye County)

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

The following documents are required when applying for authorization:

1. **Application for a Temporary Replacement Certificate of Permission to Perform Marriages in the State of Nevada** (Must be signed before a Notary Public or Deputy County Clerk)

2. **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.)

3. **Written Authorization** from the minister or other church or religious official authorized to perform marriages who you are temporarily replacing stating the period of time temporary replacement is to be effective. The replacement period must not exceed 90 days.

4. **Photo Identification** (i.e. Driver's License, Passport, etc.)

5. **Release and Authorization for Background Investigation**

6. **Application Fee of $25.00** (Payable to Nye County Clerk, cash, cashier's check or money order. 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. 5, 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).**

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

County of Nye, State of Nevada

RELIGIOUS OFFICIAL
APPLICATION FOR ACERTIFICATE OF PERMISSION
TO PERFORM MARRIAGES IN THE STATE OF NEVADA

1. _____
Full Name of Applicant (First, Middle, Last, Suffix)

_____
Nickname or Aliases Used Maiden Name (If Applicable)

2. _____
Residence Physical Address City State Zip Code

3. _____
Mailing Address, if Different City State Zip Code

4. _____ 5. _____ 6. _____
Date of Birth Place of Birth Social Security Number

7. _____ 8. _____ 9. _____
Residence Phone # Alternate Phone # E-Mail Address

10. Date of licensure, ordination, appointment or authorization by church or religious organization: _____

11. 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

12. Are you presently in good standing with your church or religious organization? Yes_____ No_____

13. Starting date for Temporary Replacement:_____

14. 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 _____

15. 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.

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. Further, I 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

VERIFICATION

STATE OF NEVADA)
) ss:
COUNTY OF NYE)

_____, being first duly sworn according to law, deposes and says:

That __he is the Applicant in the foregoing *Application for a Certificate of Permission to Perform 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____.

_____
SIGNATURE OF NOTARY PUBLIC OR DEPUTY CLERK
(Affix County Seal or Notary Stamp)

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

AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES FOR CHURCHES AND RELIGIOUS ORGANIZATIONS

STATE OF _____)
)ss.
COUNTY OF _____)

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)

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 Nye 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 Nye County;
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___

_____
Signature of Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp)

2013

NYE COUNTY

WAIVER AND AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with my application for Authorization to Solemnize Marriages in the State of Nevada pursuant to NRS 122.064, subsection 3 (c), I hereby authorize Sandra L. Merlino, Nye County Clerk, and the Nye County Sheriff's Office to perform a background screening check (including future screenings for retention, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the Nye County Clerk as a sound business practice, but also for the benefit of the public. It is no reflection on an applicant. The report consists of information deemed to have a bearing on the decision to grant authorization to solemnize marriages in the State of Nevada, and may include information from public and private sources and public records. The scope of the report may include information concerning civil and criminal court records, identity, past addresses and social security number and is conducted in accordance with applicable federal and state laws.
2. All reports are confidential, and provided to the Nye County Clerk for decisions concerning authorization to solemnize marriages only.
3. I may review or obtain a copy of my report as provided by law.
4. I authorize and release people, companies, municipal, county, state and federal agencies and courts to provide all information that is requested to the Nye County Clerk or the Nye County Sheriff's Office.
5. I further release all of the above, including the Nye County Clerk and the Nye County Sheriff's Office, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

I hereby consent and authorize the Nye County Sheriff's Office, on the Nye County Clerk's behalf, to prepare each report as defined above to assist in making decisions relating to granting authorization to solemnize marriages in the State of Nevada, before such decision to grant authorization or any time after such authorization.

I understand that I have a right to receive a copy of this authorization and acknowledge that I have received a copy of it.

_____
Sign your full name Date

_____
Print your full name

Subscribed and Sworn to me on

this _____ day of _____ 20 _____

_____
Notary Public

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR INDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR INDENTIFICATION ONLY.

Last Name **First Name** **Middle Name** **Social Security Number**

DOB:_____/_____/_____
mo day year

Former Names **Date of Name Change**

Name on Driver's License **Driver's License or I.D. Number** **State of Issue**