

**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

**CHAPLAIN IN THE UNITED STATES ARMED FORCES
INSTRUCTIONS FOR A TEMPORARY REPLACEMENT
CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES**

**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. Proof of Military Status (such as a copy of military ID) and proof of current assignment as a military chaplain.** The assignment paperwork must clearly show the applicant will be serving as a military chaplain – not just the unit to which the applicant is assigned.
- 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. 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.) If everything is in order, the Certificate of Permission to Perform Marriages should be completed within 5 – 7 business days.

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.

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.**

