

Office of the County Clerk 885 East Musser St., Ste. 1025 Carson City, NV 89701 Tele: 775.887.2084 Fax: 775.887.2146

Email: marriages@carson.org

#### INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES

(Applicants must reside in Carson City)

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

#### 1. Carson City Clerk Application Process

#### Please provide our office with the following:

- Completed Application for a Certificate of Permission to Perform Marriages
   Must be signed before a Notary Public or Deputy County Clerk
- Completed Affidavit of Authority to Solemnize Marriages
   This document must be signed by an individual within your church or religious organization who has the authority to speak on behalf of the church or religious organization. This affidavit may not be signed by the applicant.

The church or religious organization identified within the affidavit must be incorporated, organized or established within the State of Nevada, and in good standing with the Nevada Secretary of State. (NRS 122.062)

- 3.\_\_\_\_Application fee in the amount of \$30.00 made payable to the "Carson City Clerk" (cash, VISA or MC, cashier's check or money order)
- 4.\_\_\_\_\_Photocopy of photo identification (i.e. driver's license, passport, etc.)

#### 2. Background Check Instructions

Once your application is received and has been reviewed and approved by our office for processing, you will be emailed instructions to complete an online background check through a secure online site hosted by Screening One.

The non-refundable fee for the background check is \$52.00 payable by credit card only. Do not send payment for the background check with this application.

The background check hosted by <u>Screening One</u> will take approximately <u>14 business days</u> and the results will be sent to our office.

All reports are confidential and provided to the Carson City Clerk for decisions concerning authorization to solemnize marriages only.

#### 3. Finalization of Application

When the application packet and background check are approved, you will receive your Certificate of Authority to Perform Marriages. The certificate will be mailed to the residence address listed on the application along with an instructional cover letter.

If the application is not approved, you will receive a letter of explanation from our office.

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING YOUR APPLICATION. IF YOU ARE PLANNING TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE, IT IS RECOMMENDED THAT YOU PROVIDE OUR OFFICE WITH YOUR COMPLETED APPLICATION PACKAGE 3 TO 4 WEEKS IN ADVANCE.

<u>Please note:</u> If you will be earning money conducting marriage ceremonies and/or services, you need to understand your business licensing requirements. You are encouraged to contact the state and applicable local business licensing offices in Nevada to assist you in determining your legal requirements.

## APPLICATION FOR CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA

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# **VERIFICATION**

STATE OF	)
COUNTY OF	) ss: )
Annilia antia a sinta d	, being first duly sworn according to law, deposes and says:
Applicant's printed	
That he/she the Applicant in the	pregoing Application for Certificate of Permission to Perform Marriages in the State of
Nevada; that he/she has read the	foregoing Application and know the contents thereof; that the same are true of his/he
knowledge, except for such matte	s therein stated on information and belief, and as to those matters he/she believes then
to be true; that he/she acknowled	ges that they are subject to the jurisdiction of the Carson City Clerk with respect to the
provisions of NRS 122 governing	ne of persons authorized to perform marriages
	Signature of Applicant
SUBSCRIBED AND SWORN TO	OR AFFIRMED) BEFORE ME
This day of	20
This day of	, 20
by	
Printed name of Ap	licant (not the notary)
Signature of Notary Public or D (Affix County Seal or Notary Sta	• •
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#### Marriage Official Requirements & Responsibilities

Nevada State Law requires the following when performing a Marriage Ceremony in the State of Nevada:

- The couple must obtain a marriage license in the State of Nevada prior to the ceremony and provide it to the marriage official.
- Marriage Licenses purchased in the State of Nevada are only good for a ceremony in the State of Nevada.
- The marriage official **must** record the marriage certificate within 10 days of the marriage ceremony.
- The marriage certificate **must** be recorded with the County Recorder in which the license was purchased.
- Any change of name, address, phone number or congregation must be reported to the Carson City Clerk within 15 days.
- Violations of the above may constitute a misdemeanor offense and/or result in revocation of your authority to perform marriages in the State of Nevada.

#### **Acknowledge**

By my signature, I acknowledge that I have read and understand the *Marriage Official Requirements* contained above and further agree that I will comply with all Nevada Revised Statutes regarding the performance of Marriage Ceremonies in the State of Nevada.

Signature of Applicant

# WILLIAM "SCOTT" HOEN CARSON CITY CLERK - RECORDER

#### RELEASE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

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 Aubrey Rowlatt, Carson City Clerk-Recorder, and <u>Screening One, Inc.</u> to perform a background 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 Carson City 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 Carson City Clerk for decisions concerning authorization to solemnize marriages only.
- 3. I may review or obtain a copy of my report as provided by law. Screening One, Inc. may be contacted by writing to: Screening One, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
- 4. I authorize and release people, companies, municipal, county, state and federal agencies and courts to provide all information that is requested to the Carson City Clerk or Screening One, Inc.
- 5. I further release all the above, including the Carson City Clerk and Screening One, Inc., to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.

I agree that a copy or fax of this document shall be as valid as the original.

6.

Date

## Carson City, State of Nevada

# AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES FOR CHURCHES AND **RELIGIOUS ORGANIZATIONS**

To be filled out by the church or religious organization and attached to the application

STATE OF NEVADA )	
)SS. COUNTY OF)	
The	
(church or religiou	us organization)
is organized and carries on its work in the State of	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 as is in good standing and is authorized by the church or religious	uthorized to solemnize marriages) s organization to solemnize marriages.
I am duly authorized by	<u>-</u>
to complete and submit this affidavit. (church	or religious organization)
I shall notify the Carson City Clerk, in writing, by submitting an within five (5) days following any one or more of the occurrenc (This form is located on the marriage bureau website at www.c	es listed below:
<ol> <li>If minister or other person authorized to solemnize marriage organization;</li> <li>If the minister or other person authorized to solemnize marriage authorized to solemnize marriages of the church or religious.</li> <li>If the minister or other person authorized to solemnize marriages of the church or religious.</li> <li>If the minister or other person authorized to solemnize marriages.</li> <li>If the aforementioned church or religious organization charriages.</li> <li>If the church or religious organization is dissolved or otherwise.</li> </ol>	riages has ceased to be a member of the church or religious riages has ceased to be a minister or other person us organization; rriages moves his/her residence from Carson City; nges address or location; or
	Signature of Official
	Name of Official (type or print name)
	Title of Official
	Address
STATE OF	City, State and Zip Code
COUNTY OF)ss.	Telephone Number
SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE	ME
this, 20	
	Seal
NOTARY PUBLIC	 Page 5 of 5