



**AUBREY ROWLATT
CARSON CITY CLERK-RECORDER
MARRIAGE BUREAU**

885 East Musser Street, Suite 1025, Carson City, Nevada 89701-4475
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INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES

(For Applicant who resides within Carson City)

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

Please provide our office with the following documents:

1. **Completed Application for a Certificate of Permission to Perform Marriages in the State of Nevada**
(Must be signed before a Notary Public or Deputy County Clerk)
2. **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. **Photocopy of photo identification (i.e. driver's license, passport, etc.)**
4. **Completed Release and Authorization for background check along with a *cashier's* check or money order in the amount of \$52.00 made payable to "Screening One".**
5. ***Non-refundable* 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)**

Once your completed application packet is received by our office, we will then forward the Release and Authorization along with the \$52.00 cashier's check or money order to "Screening One" to obtain your background check. This process takes approximately 14 business days and the results will be sent to our office.

If the application packet and background check are approved, you will receive your Certificate of Authority to Perform Marriages within 1-2 weeks. 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.

Carson City, State of Nevada

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

1. _____
Full Name of Applicant (First, Middle, Last, Suffix) _____
Nickname or Aliases Used
2. _____
Residence Physical Address City State Zip Code
3. _____
Mailing Address, if Different City State Zip Code
4. _____
Date of Birth Social Security Number E-mail Address
5. Telephone Nos. _____
Residence Religious Organization Cell
6. Date of licensure, ordination, appointment or authorization by church or religious organization: _____
7. Name & address of the **church or religious organization** with which you are **currently** affiliated:
- _____
- Name of Church Affiliation / Religious Organization Phone Number of Organization
- _____
- Physical Address City State Zip Code
- _____
- Mailing Address, if Different City State Zip Code
8. Date the church or religious organization was incorporated, organized or established in the State of NV: _____
9. Are you presently in good standing with your church or religious organization? Yes No
10. 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
11. Have you ever had a previous Certificate to perform/solemnize marriages removed, revoked or suspended?
 Yes No If yes, when, where and what were the grounds?

12. 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.
13. I hereby certify:
- _____ that my ministry is one of service to my church or religious organization or, if retired, that my active ministry
initial was of such a nature.
- _____ that I am subject to the jurisdiction of the Carson City Clerk with respect to the provisions of NRS 122
initial governing the conduct of marriage officials authorized to perform a marriage.

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF _____)

_____, being first duly sworn according to law, deposes and says:
Applicant's printed name

That he/she the Applicant in the foregoing *Application for Certificate of Permission to Perform Marriage(s) 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/her knowledge, except for such matters therein stated on information and belief, and as to those matters he/she believes them to be true. Further, that he/she acknowledges that they are subject to the jurisdiction of the County Clerk with respect to the provisions of NRS 122.062 governing the conduct marriage officials to the same extent as if he/she were a marriage official residing in this State.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

This _____ day of _____, 20____.

Notary Public or Deputy Clerk
(Affix County Seal or Notary Stamp below)

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF PERMISSION

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 filed with the Recorder of the County 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

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 religious 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 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 Carson City 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:
(This form is located on the marriage bureau website at www.carson.org/marriages.)

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 Carson City;
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 _____, 20_____.

Seal

NOTARY PUBLIC

AUBREY ROWLATT
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 Screening One, Inc. 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. 190th 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 of 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.
6. I agree that a copy or fax of this document shall be as valid as the original.

I, _____,
(Print name legibly)

hereby consent and authorize the Carson City Clerk and/or Screening One, Inc., on the Carson City 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 anytime after such authorization.

Signature _____ Date _____

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS

IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY.

Last Name First Name Middle Name Suffix

Former Names, Nicknames or Aliases Used Maiden Name (if applicable)

Date of Name Change (if applicable) Social Security Number DOB: ____ / ____ / ____
Month Day Year

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

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED FOR THE PAST TEN YEARS INCLUDING ZIP CODES

CURRENT: FROM: _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____

FORMER: FROM _____ TO _____
