



Office of Churchill County Clerk/Treasurer

Linda Rothery, Clerk/Treasurer

155 N. Taylor Street, Suite 110, Fallon, NV 89406

INSTRUCTIONS FOR A ONE-TIME CERTIFICATE OF AUTHORITY

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

The following documents are required to apply for a one-time Certificate of Authority to Solemnize Marriages in the State of Nevada:

1. Application for a one-time Certificate of Authority to Solemnize Marriages in the State of Nevada
2. Affidavit of Authority to Solemnize Marriages (**must be signed by someone in your church or religious organization who 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. Certificate of Ordination and/or other document from your organization allowing you to solemnize marriages.
4. *Application Fee.* Payment in the amount of \$30.00 for application processing payable to Churchill County Clerk. Payment must accompany the documents listed in items 1, 2 and 3. **This fee is non-refundable.**

Please Note: The Application and Affidavit listed above must be signed in front of a notary or a Deputy Clerk. All paperwork should be returned to this office at the address listed below. Note that application paperwork cannot be submitted more than 90 days prior to the marriage nor later than 30 days prior to the marriage.

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.

If the application is not approved, you will receive a letter explaining why it was not granted. Normal processing time for applications is 5 -7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 4 to 6 weeks in advance is recommended).** Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE ANY BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

County of Churchill, State of Nevada

APPLICATION FOR A ONE-TIME CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA

DATE OF WEDDING TO BE PERFORMED: _____

1. _____ Name of Groom _____ Name of Bride
_____ Full Name of Applicant _____ 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 Phone
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
_____ Physical Address _____ City _____ State _____ Zip Code
_____ Mailing Address, if Different _____ City _____ State _____ Zip Code
8. If retired, how long did you have active charge of the above church or religious organization? _____
If less than 3 years, please list any other organizations you served, when, where and for how long. _____
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
If yes, specify the date and place of conviction and what the charges were. **(A copy of the disposition of the case must be provided.)** _____
11. 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.

AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

STATE OF _____)
)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 _____
(State)

(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 a marriage.

I am duly authorized by _____
(church or religious organization)

to complete and submit this affidavit.

Signature of Official

Name of Official (type or print name)

Title of Official

Address

City, State and Zip Code

Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this ____ day _____, 20____.

NOTARY PUBLIC or COUNTY CLERK/DEPUTY CLERK