

OFFICE OF THE PERSHING COUNTY CLERK
LACEY DONALDSON, COUNTY CLERK

398 Main Street
P.O. Box 820
Lovelock, NV 89419
Phone (775) 273-2208
Fax (775) 273-3015

INSTRUCTIONS FOR TEMPORARY CERTIFICATE OF AUTHORITY

**PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES
BEFORE YOU OBTAIN A CERTIFICATE OF AUTHORITY.**

Please include the following documents when applying for a Temporary Certificate of Authority:

- _____ Application for a Temporary Certificate of Authority to Solemnize Marriage(s) in the State of Nevada. **(Must be signed before a Notary Public)**
- _____ 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 and must be signed before a Notary Public)**)
- _____ Photo Identification (i.e. driver's license, passport, etc.)
- _____ \$25.00 Application Fee

All paperwork should be returned to this office at the address listed above, Attention: Minister Licensing.

If approved, the Authorization will be mailed to the residence address listed on the Application, along with an information sheet which provides information on completing and recording the Marriage Certificate. If you would like to arrange to pick up the Authorization 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 is 10-14 days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 3 - 4 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 Pershing, State of Nevada

APPLICATION FOR A TEMPORARY CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGE(S) IN THE STATE OF NEVADA

1. Ceremony Date: _____

2. Name of institution and physical address where ceremony will be held:

_____ Ceremony Location (name of facility or institution)

_____ Ceremony Address (physical location) City State Zip Code

3. Bride's Name: _____

4. Bride's Address: _____
City State Zip Code

5. Groom's Name: _____

6. Groom's Address: _____
City State Zip Code

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

_____ Nickname or Aliases Used Maiden Name (if applicable)

8. _____
Residence Physical Address City State Zip Code

9. _____
Mailing Address, if different City State Zip Code

10. _____ Date of Birth 11. _____ Place of Birth 12. _____ Social Security Number

13. _____ Residence Phone # 14. _____ Alternate Phone # 15. _____ E-Mail Address

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

17. Name & address of the church or religious organization with which you are currently affiliated:

_____ Name Affiliation / Denomination

_____ Physical Address City State Zip Code

_____ Mailing Address, if Different City State Zip Code

18. If retired, how long did you have active charge of the above church or religious organization? _____

19. If less than 3 years, please list any other organizations you served, when, where & for how long?

20. Are you presently in good standing with your church or religious organization? yes _____ no _____

21. 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 _____

22. Please mark the appropriate response (*failure to do so will result in the 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 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 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 Pershing County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other persons authorized to solemnize a marriage to the same extent as if I were a minister or other person authorized to solemnize a marriage residing in Nevada.

Signature of Applicant

VERIFICATION

STATE OF _____)
) ss:
COUNTY OF _____)

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

that he/she is the Applicant in the above Application for Temporary Certificate of Authority to Solemnize Marriage(s) in the State of Nevada; that he/she has read the foregoing Application and knows 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 of ministers or other persons authorized to solemnize a marriage to the same extent as if he were a minister or other person authorized to solemnize a marriage residing in this State.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20 _____

Signature of Notary Public
(Affix County Seal or Notary Stamp)

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

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
(State)

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 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____

Signature of Notary Public
(Affix County Seal or Notary Stamp)