



William "Scott" Hoen
Carson City Clerk-Recorder

Office of the County Clerk
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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:

1. **Completed Application for a Certificate of Permission to Perform Marriages**
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. **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 Screening One will take approximately 14 business days 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.

Please note: 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

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

2. _____
Residence Physical Address City State Zip Code

3. _____
Mailing Address, if Different City State Zip Code

4. _____
Date of Birth Social Security Number

5. _____ (This will be needed for the background check)
E-Mail Address

6. Contact Telephone Number: _____

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

8. 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

9. Date the church or religious organization was incorporated, organized or established in Nevada: _____

10. Are you presently in good standing with your church or religious organization? Yes No

11. 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

12. Have you ever had a previous *Certificate of Permission to Perform Marriages* issued to you that has been canceled or revoked for a knowing violation of the laws of the State of Nevada or of the United States?
 Yes No If yes, when, where and what were the grounds?

13. 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; -or-

_____ 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.

14. 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.

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 Rowlett, 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 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 any time after such authorization.

Signature _____ Date _____

