

**PLEASE NOTE:** It is unlawful to perform a marriage ceremony before you obtain a certificate from the County Clerk in the county where the ceremony is to be held.

## Minister Instructions and Applications for Wedding Ceremony Certificate

**NOTE:** A non-refundable fee of \$25 must accompany every application. Make check or money order payable to Douglas County Clerk.

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

**If you are a minister or religious official:**

1. **Notarized application** for a Certificate of Authority to Solemnize Marriages in the State of Nevada; **and**
2. **Notarized affidavit of Authority to Solemnize Marriages**. Affidavit 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 form cannot be signed by the applicant.

**If you are a notary public in the State of Nevada:**

1. **Notarized application** for a Certificate of Authority to Solemnize Marriages in the State of Nevada. Notaries cannot notarize their own application; **and**
2. **Verification from the Nevada Secretary of State** regarding status of notary public appointment. Verification must be issued from the NV Secretary of State within the three months immediately preceding the date of the officiant's application and must state that the notary public is currently in good standing.

If you are a resident of Douglas County, you can apply for a **PERMANENT** certificate to perform marriage ceremonies on a permanent basis. If you are **not** a resident of Nevada, or you are a Douglas County resident and only plan to perform five or less wedding ceremonies per calendar year in Nevada, you can apply for a **TEMPORARY** certificate to perform a single marriage ceremony.

Per NRS 122.062, when a person is authorized by the County Clerk to perform marriage ceremonies on a **TEMPORARY** basis they may perform **NOT MORE THAN FIVE (5) marriages in Nevada in any calendar year**. A **minister** or **notary public** must apply to the County Clerk for authorization for each marriage ceremony performed. Violation of this law may result in criminal prosecution.

The completed and notarized forms must be submitted to the **Douglas County Clerk's Office, PO Box 218, Minden, NV 89423** at least **three weeks prior** to the wedding ceremony. If approved, the certificate will be sent to the mailing address listed on the application. An instruction sheet, which provides information on how the officiant is to complete the couples' paperwork will be sent with the Certificate of Authority to Solemnize Marriages. If the application is not approved, you will receive a letter explaining why it was not granted. Paperwork that is incomplete or incorrect will delay the process and may result in the certificate being denied.

**Don't forget to include your \$25 check or money order!**

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU PLAN TO  
PERFORM A WEDDING IN THE NEAR FUTURE!

For More Information Contact:  
Douglas County Clerk's Office  
Physical Address: 1616 Eighth St, 2<sup>nd</sup> Floor  
Mailing Address: PO Box 218  
Minden NV 89423  
Tel: 775-782-9020  
FAX: 775-782-9016  
Website: [cltr.douglasnv.us](http://cltr.douglasnv.us)

