



Office of Churchill County Clerk/Treasurer

Linda Rothery, Clerk/Treasurer

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

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

INSTRUCTIONS FOR A NOTARY TO OBTAIN A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES

The following documents are required:

1. *Application for a Notary Public to Obtain a Certificate of Authority to Solemnize Marriages in the State of Nevada* **Applicant must be a licensed Notary Public in good standing with the Nevada Secretary of State. Verification page cannot be notarized by the applicant. (Form must be notarized or signed in front of a Deputy Clerk)**
2. *Release and Authorization for Background Investigation*, including the *Payment Information/Authorization For Background Check*. Payment in the amount of \$45.00 for the background check may be by money order or cashier's check payable to Screening One. Payment must accompany the documents listed in items 1 and 2. **This fee is non-refundable.**
3. *Application Fee*. Payment in the amount of \$30.00 for application processing may be by money order or cashier's check payable to County Clerk. Payment must accompany the documents listed in items 1 and 2. **This fee is non-refundable.**

All paperwork must be submitted to the County Clerk's Office at the address listed below, Attention: Marriage Officiant Licensing.

The Release and Authorization for Background Check, together with payment of \$45.00, will be forwarded to Screening One. Screening One will prepare a background report and send it to the County Clerk.

In addition to the background check, the County Clerk will verify the notary status with the Nevada Secretary of State. Incorrect or conflicting information will delay the process and may result in the certificate being denied.

The \$30 Application Fee will be processed immediately and a receipt will be mailed along with the approved certificate or notice regarding the status of your application.

Processing of the Application, including completion of the background check, requires **approximately 2 - 4 weeks**. PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. **Submitting paperwork 6 weeks in advance is recommended.** Applications are processed in the order in which they are received.

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES.** Applications that are incomplete will delay the process and may result in the certificate being denied.

If approved, your Certificate of Authority, along with instructions for completing and recording a marriage certificate, will be mailed to **the residence address listed on the application**. If you would like to arrange to pick up the certificate or have it mailed to a different address, please include the instructions with your application.

If your application is not approved, you will receive a letter or an e-mail explaining why it was not granted.

County of Churchill, State of Nevada

APPLICATION FOR A NOTARY PUBLIC TO OBTAIN A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA

1. _____
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 Cell
6. Date of appointment by Nevada Secretary of State as a Licensed Notary: _____
7. Name & address on file with the Secretary of State:

Name

Physical Address City State Zip Code

Mailing Address, if Different City State Zip Code
8. Date appointment or commission expires with Nevada Secretary of State: _____
9. Notary Appointment Number: _____
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. 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 response below WILL** result in a delay in processing or possible 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.

I hereby certify by my signature below that I am a licensed Notary in the State of Nevada appointed by the Secretary of State. I also hereby acknowledge that I am subject to the jurisdiction of the Clark County Clerk with respect to provisions of NRS 122 governing the conduct of individuals authorized to solemnize a marriage.

Signature of Applicant

Note that all application paperwork must be submitted and completed within three months or it will be necessary to reapply. If the application is denied, applicants may submit a new application after six months time.

VERIFICATION

STATE OF _____)
COUNTY OF _____) ss:

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

That he is the Applicant in the foregoing *Application for a Notary Public to Obtain a Certificate of Authority to Solemnize Marriages in the State of Nevada*; that he has read the foregoing Application and knows the contents thereof; that the same are true of his/her own knowledge, except for such matters therein stated on information and belief, and as to those matters he believes them to be true.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20_____.

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES
PRIOR TO THE ISSUANCE OF A CERTIFICATE OF
AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE
OF NEVADA**

NOTARY PUBLIC

**OFFICE OF THE CHURCHILL COUNTY CLERK
LINDA ROTHERY**

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 Linda Rothery, Churchill County Clerk, and Screening One, Inc. to perform a background screening 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 Churchill County 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 Churchill County Clerk for decisions concerning authorization to solemnize marriages only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Company or Screening One.
5. I further release all of the above, including the Churchill County Clerk and Screening One, 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 Churchill County Clerk and/or Screening One, Inc., on the Churchill County 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.

Your 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. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

_____	_____	_____	_____
Last Name	First Name	Middle Name	Social Security Number
DOB ¹ : ____/____/____			
_____		_____	_____
Former Names		Date of Name Change	

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

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

CURRENT:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

¹ _____
Date of birth month and day is mandatory, year is optional.