



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 PUBLIC TO OBTAIN A CERTIFICATE OF AUTHORITY
TO SOLEMNIZE A SINGLE MARRIAGE CEREMONY**

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. *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 Official Licensing.

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.

Normal processing time for a Single Ceremony application is 7 - 10 days. PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. Submitting paperwork 2 - 4 weeks in advance is recommended. Note that temporary applications may not be submitted more than 90 days prior to the marriage date. 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 A SINGLE MARRIAGE CERMONY 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.

13. Date of wedding to be performed: _____

14. _____
 Groom _____ Bride

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 application paperwork cannot be submitted more than 90 days prior to the marriage nor later than 30 days prior to the marriage. Applications will be processed in the order in which they are received.

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 a Single Ceremony 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