



**ALAN GLOVER
CARSON CITY CLERK-RECORDER
MARRIAGE BUREAU**

885 East Musser Street, Suite 1025
Carson City, Nevada 89701 – 4475
Phone (775) 887-2084
Fax (775) 887-2146
Email: marriages@carson.org

NOTARY PUBLIC
INSTRUCTIONS FOR SINGLE CEREMONY CERTIFICATE OF PERMISSION
TO PERFORM MARRIAGES

(For Notary Public residing in Nevada and ceremony within Carson City)

PLEASE NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES BEFORE YOU OBTAIN A CERTIFICATE OF PERMISSION

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

1. ___ **Application for a Certificate of Permission to Perform Marriage(s) in the State of Nevada By a Notary Public** (*Must be signed before a Notary Public or Deputy County Clerk*)
2. ___ **Photo Identification (i.e. driver's license, passport, etc.)**
3. ___ **Application Fee of \$25.00** – cash, credit card (VISA or MC), cashier's check or money order payable to "Carson City Clerk". This fee is non-refundable.

All paperwork should be returned to this office at the address listed.

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiant which provides instructions on completing the marriage certificate.

If the application is not approved, you will receive a letter explaining why it was not granted.

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. (Sending paperwork 2 to 3 weeks in advance is recommended). Paperwork must be filled out completely and properly signed and notarized.

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 Carson City Clerk with respect to provisions of NRS 122 governing the conduct of individuals authorized to solemnize a marriage to the same extent as if I were a minister or other church or religious official or notary public appointed by the Secretary of State permanently authorized to solemnize a marriage residing in Nevada.

That I have permission to perform (1) one marriage in the State of Nevada as listed above. I understand that I must complete an application for each marriage I perform.

Signature of Applicant

VERIFICATION

STATE OF _____)
COUNTY OF _____) ss:

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

That he/she is the Applicant in the foregoing *Application for a Certificate of Authority to Solemnize Marriages 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 own knowledge, except for such matters therein stated on information and belief, and as to those matters he/she believes them to be true.

Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this _____ day of _____, 20____.

Notary Public or Deputy Clerk Signature
(Affix County Seal or Notary Stamp)

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