



**AUBREY ROWLATT  
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](mailto:marriages@carson.org)

**NOTARY PUBLIC**  
**INSTRUCTIONS FOR CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES**

**( For Applicant who resides 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 – Notary Public** (Must be signed before a Notary Public or Deputy County Clerk)
2. **Photo Identification** (i.e. driver's license, passport, etc.)
3. **Release and Authorization and cashier's check or money order in the amount of \$52.00 payable to "Screening One"**, representing the fees for a background investigation. *This fee is non-refundable.*
4. **Application Fee of \$30.00** – 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 above.

In addition to the background check, the County Clerk will verify the notary status with the Nevada Secretary of State.

The Release and Authorization, together with any money order or cashier's check for \$52.00, will be forwarded to Screening One for the background check. The background check will be completed within **approximately 14 business days** and the report will be forwarded to the Carson City Clerk. Upon receipt of the background check report, the County Clerk will review all documents.

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 PERFORM 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.





## 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 filed with the Recorder of the County 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.

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Signature of Applicant

**AUBREY ROWLATT**  
**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 Rowlatt, 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. 190<sup>th</sup> 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 of 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 \_\_\_\_\_

