County of Clark, State of Nevada
MARRIAGE OFFICIANT – FIVE YEAR
Application for a Certificate of Permission to Perform Marriages

This application is intended for individuals **residing** in Clark County who are seeking to obtain a new *Certificate of Permission to Perform Marriages* in the state of Nevada – **not for existing Officiants** seeking to renew their certificate. Permission to perform marriages is granted for a 5-year period and has no limitation on the number of ceremonies that can be performed in Nevada. Please be aware that ordination through a church or religious organization does not provide the legal right to perform marriages in Nevada – permission must be obtained through the County Clerk in the county that you reside.

For your application to be processed, we must receive the following:

1. Completed and signed original ***Application for a Certificate of Permission to Perform Marriages*** *(copies not accepted).*

2. A **non-refundable** application fee of **$35** made payable to ***County Clerk*** by money order or cashier's check only (personal and business checks are not accepted). If you are an active Military Chaplain duty stationed in Clark County, the application fee and background check requirement are waived, but you must call our office for additional requirements.

3. Complete the required background check (see Section B for details).

4. Attend an in-person training course (see Section C for details).

Please use the fillable PDF application and print all pages. All paperwork must be filled out completely and be properly signed. Incorrect or conflicting information will delay the process and may result in the certificate being denied. **Do not leave blank spaces or unselected checkboxes to questions**.

Processing time for an application is approximately forty-five (**45**) days. Please allow sufficient time for processing if you are planning to perform a wedding ceremony in the near future. Submit all original completed documents (copies are **not** accepted) to address below:

Clark County Clerk's Office
Attn: Marriage Officiant Processing
201 E. Clark Avenue, Box 551604
Las Vegas, NV 89155-1604

Once your application is received and has been reviewed and approved for processing, you will be emailed instructions to complete an online background check. If you pass your background check, you will be emailed instructions to register for a required in-person training course. For questions or additional help in completing your application, please contact us at (702) 671-0600.

Please note: If you will be earning money conducting marriage ceremonies and/or services, you need to understand your business licensing requirements. You are encouraged to contact the state and applicable local business licensing offices in Nevada to assist you in determining your legal requirements.

County of Clark, State of Nevada

Application for a Certificate of Permission to Perform Marriages – Five Year

SECTION A: APPLICANT INFORMATION

1) Full Legal Name: _____
(Must match ID) *First* *Middle* *Last* *Suffix*

2) Social Security Number: _____
###-##-####

3) Date of Birth: _____
Month/Day/Year

4) Cell Phone Number: _____
(###) ###-####

5) Home Phone Number: _____
(###) ###-####

6) Email Address: _____
(Please provide a personal email address unique only to you and not a generic account used by others)

☐ *I am an active Military Chaplain duty stationed in Clark County.* ***STOP*** *and call our office for further instructions.*

7) Residence Address (physical address where you live in Clark County, Nevada):

_____
Street Address *City* *State* *Zip Code*

8) Mailing Address (must be in Clark County) ☐ *Same as Residence Address*

_____
Street Address *City* *State* *Zip Code*

9) Preferred method(s) of communication for updates and notifications; select **all** that apply:

☐ Cell phone (permission to text) ☐ Mail (sent to your Mailing Address) ☐ Email

10) Please read carefully and mark the appropriate response (mark only <u>one</u> selection):

☐ I am <u>NOT</u> subject to a court order for the support of a child; -**or**-

☐ I am subject to a court order for the support of a child, and 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 a child, and I am <u>NOT</u> 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.

11) Have you ever had a previous *Certificate of Permission to Perform Marriages* issued to you that has been canceled or revoked for a knowing violation of the laws of the state of Nevada or of the United States?

☐ Yes ***NOTE: If yes, contact our office to determine eligibility before proceeding with your application.***

☐ No

12) Have you been convicted of a felony, released from confinement or completed parole or probation, whichever occurred later, within 10 years before the date of this application?

☐ Yes ***NOTE: If yes, a copy of the disposition of the case must be provided with your application.***

☐ No

Applicant Signature: _____ **Date:** _____

SECTION B: BACKGROUND CHECK REQUIREMENT

A background check is required. If your application is approved to process, a notification will be sent to your email address that will instruct you on how to complete the process through a secure online site hosted by ScreeningONE. The **non-refundable** fee for the background check is $60.00 that you will pay by credit card (no other form of payment is accepted) once you complete the online application. **Do not send payment for the background check with this application. Failure to complete the background check requirement within 30 days may result in the denial of your application.**

SECTION C: TRAINING REQUIREMENT

You will be required to attend a training class to learn the roles, responsibilities, and legal requirements for Marriage Officiants in the state of Nevada. Once your application has been processed and your background check passes, a notification will be sent to your email address with instructions on how to enroll for the in-person training course. At the completion of this course, your *Certificate of Permission to Perform Marriages* and Officiant ID card will be issued. **Failure to attend your scheduled class may result in the denial of your application. If you need to reschedule, you must contact our office as soon as possible.**

PLEASE BE AWARE THAT PERFORMING A MARRIAGE PRIOR TO OBTAINING AUTHORIZATION BY THE COUNTY CLERK IS ILLEGAL AND WILL RESULT IN A CIVIL PENALTY OF UP TO $1,500.