OFFICE OF THE WASHOE COUNTY CLERK JANIS GALASSINI, COUNTY CLERK

1001 E. 9th Street, Bldg. A Reno, NV 89512 Phone (775) 784-7287

INSTRUCTIONS FOR A RETIRED STATUS CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES

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

Please include the following documents when applying for authorization:

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	oplication for a Retired Status Certificate of Permission to Perform Marriages in the State of Nevada (ust be signed before a Notary Public or Deputy County Clerk)
that (3)	er from your church or religious organization, on church or religious organization letterhead, stating you have had active charge of your church or religious organization for a period of no less than thre years prior to submitting this application and, further, that you were/are authorized to perform riage ceremonies on their behalf.
Co _l	py of photo Identification (i.e. driver's license, passport, etc.)

Applicants MUST have had active charge of their church or congregation for a period of no less than three (3) years immediately prior to submitting an application for retired status. All paperwork should be returned to this office at the address listed above.

If approved, the Certificate will be mailed to the residence address listed on the Application, along with an information sheet which provides instructions on completing and recording the Marriage Certificate. If you would like to arrange to pick up the Certificate or to have it mailed to a different address, please include the instructions with the Application paperwork. The Certificate cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

If the Application is not approved, you will receive a letter explaining why it was not granted. Normal processing time for Applications is 2 to 3 weeks. PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO PERFORM A WEDDING IN THE NEAR FUTURE (sending paperwork 3 - 4 weeks in advance is recommended).

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE ANY BLANK SPACES**. Paperwork that is incomplete or incorrect will delay the process and/or may result in the Certificate being denied.

County of Washoe, State of Nevada

RETIRED STATUS APPLICATION FOR CERTIFICATE OF PERMISSION TO PERFORM MARRIAGES IN THE STATE OF NEVADA

Nickname or Aliases Used		Maiden Name (if applicable)			
Residence Physical Address		City	State	Zip Code	
Mailing Address, if different	t	City	State	Zip Code	
Date of Birth	5Place of Birth		6Social Security Num	ber	
	8		9		
Residence Phone #	Alternate Phone #		E-Mail Address		
Name & address of the	ne church or religious organiza	tion of which you had a	active charge:		
Name					
Affiliation / Denomination		Church or Religious Organization Phone Number			
Physical Address		City	State	Zip Cod	
Mailing Address, if Differen	nt	City	State	Zip Code	
Date the church or rela	igious organization was incorp	orated, organized or est	ablished in the State of N	V:	
How long did you have	ve active charge of the church	or religious organizatio	n?		
. If less than three year	s, please list any other organiz	ations you served, when	n, where & for how long?		
. Are you presently in g	good standing with your church	h or religious organizati	ion? yes:	no:	
6. Do you currently have a valid Certificate of Authority in the State of Nevada? yes: no:					
	cted of a felony, been released 0 years? yes no		ompleted parole or probati	on, whichever oc	
. Have you ever had a p	previous Certificate to perform	/solemnize marriages re	moved, revoked or suspen	ided?	
Yes: No:	If ves. date:	location:	why:		

19. Please mar	k the appropriate response (failure to do so will result in the 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 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 repayment of the amount owed pursuant to the order.
20. I hereby co	ertify:
initial	_ that my ministry is one of service to my church or religious organization or, if retired, that my active ministry was of such a nature.
initial	that I am subject to the jurisdiction of the Washoe County Clerk with respect to the provisions of NRS 122 governing the conduct of marriage officials authorized to perform a marriage.
	<u>VERIFICATION</u>
STATE OF	
COUNTY OF) ss:
the State of Ne his/her knowle them to be true	, being first duly sworn according to law, deposes and says: he Applicant in the above Application for Retired Status Certificate of Permission to Perform Marriage(s) in avada; that he/she has read the foregoing Application and knows the contents thereof; that the same are true of edge, except for such matters therein stated on information and belief, and as to those matters he/she believes the Eurther, that he/she acknowledges that they are subject to the jurisdiction of the County Clerk with respect ns of NRS 122 governing the conduct marriage officials.
	Signature of Applicant
SUBSCRIBET	O AND SWORN TO (OR AFFIRMED) BEFORE ME
	lay of, 20
_	f Notary Public or Deputy Clerk bunty Seal or Notary Stamp)

NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF PERMISSION

Marriage Official Requirements & Responsibilities

Nevada State Law requires the following when performing a Marriage Ceremony in the State of Nevada:

- ➤ THE COUPLE <u>MUST</u> OBTAIN A MARRIAGE LICENSE IN THE STATE OF NEVADA <u>PRIOR</u> TO THE CEREMONY AND PROVIDE IT TO MARRIAGE OFFICIAL.
- MARRIAGE LICENSES PURCHASED IN THE STATE OF NEVADA ARE ONLY GOOD FOR A CEREMONY IN THE STATE OF NEVADA.
- ➤ THE MARRIAGE OFFICIAL <u>MUST</u> RECORD THE MARRIAGE CERTIFICATE WITHIN 10 DAYS OF THE MARRIAGE CEREMONY.
- > THE MARRIAGE CERTIFICATE <u>MUST</u> 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 WASHOE COUNTY 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.

ACKNOWLEDGEMENT

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.

Signature of Applicant