



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**

INSTRUCTIONS FOR A PERMANENT CERTIFICATE OF AUTHORITY

The following documents are required to apply for a Permanent Certificate of Authority to Solemnize Marriages in the State of Nevada:

1. Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada
(Form must be notarized or signed in front of a Deputy Clerk)
2. Affidavit of Authority to Solemnize Marriages. **The affidavit must be signed by someone in your church or religious organization that has authority to speak on behalf of your church or religious organization and can verify that you are in good standing within that church or religious organization. This cannot be signed by the applicant. (Form must be notarized or signed in front of a Deputy Clerk)**
3. Certificate of Ordination and/or other documentation from your organization allowing you to solemnize marriages.
4. Release and Authorization for Background Investigation, including the Payment Information/Authorization For Background Check. Payment in the amount of \$45.00 for the background check may be by money order (payable to Screening One) or cashier's check (payable to Screening One). Any money order or cashier's check must be returned with all other documents listed in Items 1, 2 and 3. **This fee is non-refundable.**
5. *Application Fee.* Payment in the amount of \$30.00 for application processing payable to Churchill County Clerk. Payment must accompany the documents listed in items 1, 2, 3 and 4. **This fee is non-refundable.**

Please Note: All paperwork should be returned to this office at the address listed below, Attention: Marriage Officiant Licensing. (Do NOT return the instruction sheet.) The \$30.00 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. Item No. 3, together with any money order or cashier's check for \$45.00, will be forwarded to Screening One for the background check. The background check will be completed within approximately 2 – 4 weeks and the report will be forwarded to the Churchill County Clerk. Upon receipt of the background check report, the County Clerk will review all documents. If everything is in order, the Certificate of Authority to Solemnize Marriages should be completed within 5 – 7 business days after receipt of the background check report.

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with a copy of the approved application and an Information Sheet for Officiant which provides information on completing 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 **after receipt of background check report** is 5 - 7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 6 weeks in advance is recommended).** Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

**OFFICE OF THE CHURCHILL COUNTY CLERK
LINDA ROTHERY**

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 Linda Rothery, Churchill County Clerk, and Screening One, Inc. to perform a background screening 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 Churchill County 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 Churchill County Clerk for decisions concerning authorization to solemnize marriages only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Company or Screening One.
5. I further release all of the above, including the Churchill County Clerk and Screening One, 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 Churchill County Clerk and/or Screening One, Inc., on the Churchill County 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 anytime after such authorization.

Your signature _____ Date _____

