

OFFICE OF THE EUREKA COUNTY CLERK RECORDER  
LISA HOEHNE

**RELIGIOUS OFFICIAL**  
**INSTRUCTIONS FOR A PERMANENT CERTIFICATE**  
**OF PERMISSION TO PERFORM MARRIAGES**  
(For Applicant who resides within Eureka County)

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

The following documents are required when applying for authorization:

1. **Application for a Certificate of Permission to Perform Marriages in the State of Nevada.** Applicant must be authorized to solemnize marriages through the church or religious organization he/she currently serves as indicated on the application. The application must be signed before a Notary Public.
2. **Affidavit of Authority to Solemnize Marriages.** The affidavit must be signed by someone in your church or religious organization that has the 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.
3. **Provide documentation the church or religious organization is established in the State of Nevada.** A certificate of Good Standing or current documentation of existence **MUST** be provided. Examples of establishment: Sole Proprietor, Non-Profit, Corporation, Partnership, Limited Liability Company, Articles of Incorporation that have been filed with the Secretary of State, Business License.
4. **Waiver and Authorization for Release of Information:** The Sheriff's Office will collect a background and fingerprint fee at the time you are fingerprinted. This fee may change annually. The background check will take approximately 3-4 weeks to complete.
5. **Application fee of \$25.00.** When submitting all forms a fee of \$25 will be collected. We accept cash, check, cashier's check, money order or credit card. This fee is non-refundable.

Complete and submit all forms with the \$25 fee to the:

Eureka County Clerk Recorder's Office  
PO Box 694  
10 S. Main St.  
Eureka, NV 89316

The Waiver and Authorization for Release of Information will be forwarded to the Eureka County Sheriff's Office for the background check. The background check will be completed within approximately 3-4 weeks and the report will be forwarded to the Eureka County Clerk Recorder. Upon receipt of the background report, the County Clerk Recorder will review all documents. If everything is in order, the

Certificate of Permission to Perform Marriages will be completed within 5-7 business days after receipt of the background report.

If approved, the Certificate will be mailed to the applicant's address that is listed on the application, along with information how to complete a marriage certificate. If you would like to pick up the Certificate in person or to have it mailed to a different address, please include the instructions with the application. The Certificate cannot be sent via express mail unless a self-addressed pre-paid express envelope is enclosed.

Please allow sufficient time for processing if you are to solemnize a marriage in the near future. It is recommended to submit paperwork 4 to 6 weeks in advance.

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.