



# White Pine County Clerk

801 Clark Street, Suite 4 ★ Ely, Nevada 89301  
★ (775) 293-6509 ★ fax (775) 289-2544 ★  
wpclerk@whitepinecountynv.gov

Nichole Baldwin, County Clerk  
Susan Lujan, Deputy Clerk  
Debbie Underwood, Jury Commissioner  
Leia Wells, Deputy Clerk  
Maggie Reed, Deputy Clerk

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

## **INSTRUCTIONS FOR A SINGLE MARRIAGE CEREMONY CERTIFICATE OF AUTHORITY**

The following documents are required:

1. *Application for a Single Marriage Ceremony Certificate of Authority 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.**
2. *Affidavit of Authority to Solemnize Marriages* **must be signed by someone in the church or religious organization you currently serve who has authority to speak on behalf of that church or religious organization and can verify that you are in good standing within that church or religious organization. This Affidavit cannot be signed by the applicant.**
3. **Current photo identification** (ie: driver's license, passport)
4. *Application Fee.* Payment in the amount of \$25.00 for application processing may be by credit card, personal check, money order or cashier's check payable to the White Pine County Clerk. Payment must accompany the documents listed in items 1 and 2. **This fee is non-refundable.**

All paperwork must be submitted to the White Pine County Clerk's Office at the address listed above, Attention: Minister Licensing.

The White Pine County Clerk will verify the notary status with the Nevada Secretary of State. Incorrect or conflicting information will delay the process and may result in the certificate being denied.

The \$25.00 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.

**Normal processing time for a Single Ceremony application is 30 days.** PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE. Submitting paperwork 4 to 6 weeks in advance is recommended. Note that temporary applications may not be submitted more than 90 days prior to the marriage date. Applications are processed in the order in which they are received.

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES.** Applications that are incomplete will delay the process and may result in the certificate being denied.

If approved, your Certificate of Authority will be mailed to the mailing address listed on the application. If you would like to arrange to pick up the certificate or have it mailed to a different address, please include the instructions with your application. If you require the Certificate be sent by express mail, you must include a self-addressed, pre-paid express mail envelope with your application.

If your application is not approved, you will receive a letter or an e-mail explaining why it was not granted.



**VERIFICATION**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn according to law, deposes and says:  
(Name of Applicant)

That he is the Applicant in the foregoing Application for a Notary Public to Obtain a Certificate of Authority to Solemnize a Single Marriage Ceremony in the State of Nevada; that he has read the foregoing Application and knows the contents thereof; that the same are true of his/her own knowledge, except for such matters therein stated on information and belief, and as to those matters he believes them to be true.

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: IT IS UNLAWFUL TO PERFORM MARRIAGES PRIOR TO THE ISSUANCE OF A CERTIFICATE OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA**

# AFFIDAVIT OF AUTHORITY TO SOLEMNIZE MARRIAGES

## Single Ceremony

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The \_\_\_\_\_  
(church or religious organization)

is organized and carries on its work in the State of \_\_\_\_\_. Its active meetings are conducted at  
(State)

\_\_\_\_\_  
(street address, city or town)

The said church or religious organization hereby finds that:

\_\_\_\_\_  
(name of minister or other person authorized to solemnize marriages)

is in good standing and is authorized by the church or religious organization to solemnize a marriage. I am duly

authorized by \_\_\_\_\_  
(church or religious organization)

to complete and submit this affidavit.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Name of Official (type or print name)

\_\_\_\_\_  
Type of Official

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

this \_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC