



## WHITE PINE COUNTY CLERK

801 Clark Street, Suite 4 Ely, Nevada 89301

775/293-6509

Fax 775/289-2544

Email: [wpclerk@whitepinecountynv.gov](mailto:wpclerk@whitepinecountynv.gov)

### INFORMATION SHEET FOR OFFICIANT

Please read the following information before performing any marriages.

#### The Marriage Ceremony:

Per Nevada Law, there is no set format for the marriage ceremony. However, the law specifies that the witness and the minister, or other person authorized to perform marriages, **be present** when the couple declares that they take each other as husband and wife. The requirement to **be present** means that the witness, the minister and the couple must all be in the same room. The law also requires that the marriage ceremony take place in the **State of Nevada**.

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When a bride and groom appear before you to be married they will give you three documents:

- Marriage License
- Keepsake Marriage Certificate
- State of Nevada Marriage Certificate

Process each document as follows:

#### Marriage License:

- Pursuant to Nevada law, do not perform the marriage until you have been provided with the Marriage License.
- Check the expiration date on the top left corner of the license to be sure it is valid. Marriage Licenses in Nevada are valid for one year after the date of issue up to and including the expiration date.
- Review with the bride and groom the spelling of their names. If there is an error, please have the couple return to the County Clerk Office to have their documents corrected BEFORE the ceremony. If you find an error after the ceremony has been performed, contact the County Clerk Office as soon as possible at 293-6509 for directions on correcting the documents before submitting them to the County Recorder. There is no fee to correct the documents before the ceremony takes place. There may be a fee to correct documents after the ceremony.
- Keep the Marriage License for your records. It is important for you to have a complete record of each marriage ceremony you perform including the witness names.

Keepsake Marriage Certificate:

- Complete the Keepsake Marriage Certificate and present it to the couple as a souvenir of their wedding. This is not an official document and should not be recorded. However, it is an important document for the couple to retain. If their certificate is lost or destroyed, the keepsake is often used to re-create the State of Nevada Marriage Certificate, and may be used to acknowledge that the ceremony occurred.

State of Nevada Marriage Certificate:

- After the marriage ceremony, complete the information on the State of Nevada Marriage Certificate. It is recommended you keep a copy of the marriage certificate for your files.
- A sample State of Nevada Marriage Certificate is enclosed for your reference.
- Type or print all information with **black ink ONLY**. The certificate must be filled out completely and legibly. Use caution when entering the ceremony day, month and year. Correcting this common error is time consuming and costly. The recording fee to correct or amend a certificate once it has been recorded is \$14 for Page 1 + \$1/page.
- On the 3<sup>rd</sup> line, fill in the place or street address and city where the wedding was performed.
- The name of the witness should be PRINTED on the appropriate line. Do not have the witness sign his or her name.
- Sign your name on the line indicated for "Signature of Official Performing Marriage." **DO NOT** use a signature stamp.
- PRINT or type your name, title and address on the lines below your signature.
- Take the State of Nevada Marriage Certificate to the <sup>White Pine</sup> Recorder's Office to be recorded. Per Nevada Law, marriage certificates must be recorded within 10 days of the marriage ceremony. **Failure to do so is a MISDEMEANOR under NRS 122.230 and may result in penalties including loss of the privilege of performing marriages in Nevada.**

The White Pine County Recorder's Office is located at:  
801 Clark Street, Suite 1  
Ely, NV 89301  
Telephone: 775/293-6507

You may mail the marriage certificate to the same address.

A certified copy of the marriage certificate may be obtained from the Recorder's Office within a few days after the certificate has been delivered to the Recorder's Office.

- PLEASE NOTE: The White Pine County Recorder may deny recording of a marriage certificate if it contains any of the following:
  - \* Corrections made with white-out
  - \* Wording or writing that is illegible
  - \* Writing in the margin (per Nevada law, no writing or print may extend into the margins on the certificate)
  - \* Damage of any kind

The Recorder may require you to contact the County Clerk's Office to prepare a replacement certificate. You will be required to appear in person at the Clerk's Office with proof that you performed the ceremony, to sign and pay the \$15 fee for a replacement certificate.

