



# 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  
Leia Wells, Chief Deputy Clerk  
Melissa Tremain, Deputy Clerk/Jury  
Commissioner  
Susan Lujan, Deputy Clerk  
Robert Dugan, Deputy Clerk

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

**INSTRUCTIONS FOR A NOTARY PUBLIC TO OBTAIN A CERTIFICATE OF AUTHORITY  
TO SOLEMNIZE A SINGLE MARRIAGE CEREMONY**

The following documents are required:

1. *Application for a Notary Public to Obtain a Certificate of Authority to Solemnize a Single Marriage Ceremony in the State of Nevada.* **Applicant must be a licensed Notary Public in good standing with the Nevada Secretary of State. Verification page cannot be notarized by the applicant.**
2. *Affidavit of Character Reference.* Two Affidavits must be completed by individuals who have known the applicant for a minimum of 2 years and can attest to the applicant's character. At least one reference should be professional or from a person who is not a blood relative and can attest to the applicant's character. **Affidavits cannot be notarized 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 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 CHARACTER REFERENCE

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

I, \_\_\_\_\_,  
(name of individual providing reference)

have known \_\_\_\_\_  
(name of applicant)

as \_\_\_\_\_  
(nature of relationship with applicant)

for \_\_\_\_\_ years.  
(number of years applicant known)

I can attest that \_\_\_\_\_  
(name of applicant)

is a person of good moral character who will be responsible and conscientious in his/her duties as a Marriage Officiant if granted the privilege of performing a marriage ceremony.

\_\_\_\_\_  
Signature of Reference

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

\_\_\_\_\_  
Address

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

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

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

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

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

# AFFIDAVIT OF CHARACTER REFERENCE

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\_\_\_\_\_  
Signature of Reference

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

\_\_\_\_\_  
Address

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

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

SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME

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

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

## INSTRUCTIONS FOR NOTARY PUBLIC MARRIAGE 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 marriage officiant **must 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 marriage officiant 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**. Pursuant to NRS 240.100, the fee for a Notary Public to perform a marriage ceremony is set at \$75.00.

\* \* \* \* \*

When a bride and groom appear before you to be married, they should 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 lower right-hand corner for the date of issuance. Marriage Licenses in Nevada are valid for one year after the date of issuance.
- Review with the bride and groom the spelling of their names. If there is an error, there may be a \$28.00 fee to correct the Marriage License.
- 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 certificate 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 that you keep a copy of the marriage certificate for your files.
- Type or print all information in ink. The certificate must be filled out completely and legibly. The recording fee to file an amended certificate once it has been recorded is \$14.00.
- On the 3rd 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 person performing marriage." DO NOT use a signature stamp.
- Type or print your name, title and address on the lines below your signature.
- Take or mail the State of Nevada Marriage Certificate to the White Pine County 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 2.  
Telephone: 775-293-6507.

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.

**IMPORTANT INFORMATION FOR ACTIVE NOTARY PUBLIC MARRIAGE OFFICIANTS**

Change of Address:

- If you change addresses, you must notify the White Pine County Clerk of the change of address. Failure to notify the Clerk of a change of address may result in revocation of your certificate. Per NRS 240.036 you must also submit a request for an amended notary certificate to the Secretary of State.

When Your Notary Commission Expires:

- When your notary commission expires, your Certificate of Authority to Perform Marriages will immediately become void. You may reapply for a new Certificate of Authority to Perform Marriages once your notary commission returns to active status. If you reapply within 90 days of the expiration of your notary commission, the \$25.00 application fee will be waived. Performing marriages without a valid certificate is a misdemeanor.

To review the Nevada Revised Statute governing marriages and familiarize yourself with your responsibilities, please refer to NRS 122.230 at the following web page: <http://leg.state.nv.us/NRS/NRS-122.html>