



200 Lewis Avenue  
Box 551604  
Las Vegas, NV 89155-1604  
702-671-0523 / 702-385-8911 Fax

# Office of the County Clerk

*Lynn Marie Goya*  
County Clerk  
Commissioner of Civil Marriages

*Carl Bates*  
Assistant County Clerk

## **MARRIAGE OFFICIANT LEGAL REQUIREMENTS AND INSTRUCTIONS**

*The following instructions pertain to all Marriage Officiants who have been authorized by the County Clerk in the performance of any marriage. It is important that the legal duties and instructions listed herein are followed carefully and in compliance with the laws of Nevada and the requirements set forth by the Clark County Clerk. Please read and understand the following instructions before performing any marriage. If you are unable to perform your duties as a Marriage Officiant, please contact our office.*

### **PERFORMING A MARRIAGE CEREMONY (PURSUANT TO NEVADA LAW, NRS 122)**

- You may be subject to a **CIVIL PENALTY** of up to \$1500 if you perform a marriage ceremony without obtaining permission from a County Clerk in the state of Nevada.
- The couple must provide you with a valid Marriage License prior to the conduct of their marriage ceremony. It is a **MISDEMEANOR** to perform a marriage ceremony without it.
- There is no set format in the performance of a marriage ceremony or the vows exchanged. However, the law specifies that the witness and the marriage officiant authorized to perform marriages must be present when the couple declares their agreement to marry each other. The requirement to be present means that the witness, the marriage officiant, and the couple must all be in the same room.
- Nevada law requires that the marriage ceremony take place within its borders. A marriage ceremony performed with a Nevada marriage license that is performed in another state is not recognized as a legal marriage in this state.
- Any person seeking to obtain a *Certificate of Permission to Perform a Single Marriage* may not obtain more than five (5) authorizations per calendar year. Permission to perform a single ceremony is granted only for a specific couple and the location where the marriage ceremony is being performed.

### **PREPARING MARRIAGE DOCUMENTS**

There are three (3) documents issued when a couple applies for a license to get married. It is important that the Marriage Officiant understands what each document is and how to prepare them after the marriage ceremony.

- **Marriage License**
  1. Check the expiration date on the top left corner. A Marriage License issued in Nevada is valid for one (1) year from the date of issuance, up to and including the expiration date.
  2. Review with the couple the spelling of their names, dates of birth, and other information.

- If the error is discovered BEFORE the ceremony, instruct the couple to return to the Marriage License Bureau to have their documents corrected. There is no fee for this service. They must bring all three (3) original documents and their IDs.
  - If the error is discovered AFTER the ceremony has been performed, contact the Marriage License Bureau as soon as possible at (702) 671-0523 (press option 1) for directions on correcting the documents before submitting them to the County Clerk's Office to be filed. There may be a fee for this service.
- 3. Keep a record of the marriage for your files as it is important for Marriage Officiants to have a complete record of each marriage ceremony performed, and be sure to also write down the witness name(s). Your record may be the only way a couple can prove the marriage if something happens to the marriage certificate.
- **Marriage Certificate Keepsake** (color document with silver foil seal)
  - 1. After the ceremony, complete the document completely and legibly by printing or typing the following information in black ink only:
    - Name of official performing marriage
    - Day, month and year of the marriage
    - Address, church, chapel or location; and city (do not abbreviate) where marriage was performed
    - Witness name(s) – must be printed and not signed
    - Official's information section: signature, name and title, address, city, state and zip code
    - Your Nevada Certificate of Permission Officiant ID Number
  - 2. Present to the couple as a **souvenir** of their wedding and explain that this is not an official document and does not get filed with the County Clerk's Office. However, it is an important document for them to retain as it is often used to acknowledge that the ceremony occurred and can help in recreating their Marriage Certificate should it become lost or destroyed.
- **State of Nevada Marriage Certificate**
  - 1. After the ceremony, complete the document completely and legibly by printing or typing the following information in black ink only:
    - Name of official performing marriage
    - Day, month and year of the marriage
    - Address, church or chapel or location; and city (do not abbreviate) where marriage was performed
    - Witness name(s) – must be printed and not signed
    - Official's information section: signature (do not use a signature stamp), name and title, address, city, state and zip code
    - Your Nevada Certificate of Permission Officiant ID Number
  - NOTE: Please refer to the sample Marriage Certificate on the last page of these instructions as an example on how to properly complete the necessary information.***
  - 2. Use caution when completing the document as the County Clerk's Office may deny the filing of a Marriage Certificate if it contains mistakes, is illegible or if there is damage of any kind (e.g., stains or tears). Per Nevada law, no writing or print may extend into the margins. If a new Marriage Certificate is required due to mistakes or damage:

- BEFORE it is filed, the Marriage Officiant must appear in person with proof that the ceremony was performed, sign the new document and pay a \$15 replacement fee.
  - AFTER it has been filed, the Marriage Officiant should contact the Marriage License Bureau for further instructions. A \$48 amendment fee will be required.
3. Make a black and white copy to keep with the Marriage License for your files.

### **FILING MARRIAGE CERTIFICATES**

Completed Marriage Certificates must be delivered to the Clark County Clerk’s Office within **ten (10) calendar days** of the marriage ceremony – failure to do so is a **MISDEMEANOR** and may result in penalties including the revocation of your *Certificate of Permission to Perform Marriages* in Nevada (NRS 122.230). We highly recommend delivering Marriage Certificates in person at our office. The filing date for Marriage Certificates that are mailed will be based on the business day they are processed and filed, not the date they are mailed or received – please keep this in mind when adhering to the ten (10) calendar day requirement.

In person, Monday-Friday 8am-5pm:

- or -

Mail to:

500 S. Grand Central Parkway  
Commission Division, 1<sup>st</sup> Floor  
Las Vegas, NV 89155

Clark County Clerk’s Office  
Box 551604  
Las Vegas, NV 89155-1604

### **IMPORTANT REMINDERS**

- A Marriage Officiant must provide to the County Clerk who issued his or her *Certificate of Permission to Perform Marriages* all changes to his or her status or information, including, without limitation, changes of address, the decision to no longer perform ceremonies, or any other information pertaining to certification within thirty (30) days after such a change. If a Notary Public with a valid *Certificate of Permission to Perform Marriages* changes his or her address, the Notary Public must also submit to the Secretary of State a request for an amended *Certificate of Appointment* in accordance with NRS 240.036.
- Performing marriage ceremonies without a valid *Certificate of Permission to Perform Marriages* is subject to Civil Penalty up to \$1500.
- A *Certificate of Vow Renewal* is **not** a legal document and filing is not required. If presented with one from the couple, simply complete the certificate and provide it back to them.
- It is expected that all Marriage Officiants will read and understand the Nevada law governing marriages and familiarize themselves with their legal responsibilities. Please refer to NRS 122.230 at the following web page: <http://leg.state.nv.us/NRS/NRS-122.html>.
- If you are (or will be) earning money (gratuities, fees, tips, or other non-salaried compensation) conducting marriage ceremonies and/or coordinating services, you need to understand your business licensing requirements. To inquire with the various business licensing departments, below are website addresses for the various state and local jurisdictions:
  - **State of Nevada** - <https://www.nvsos.gov/sos>
  - **Clark County** - <http://www.clarkcountynv.gov>
  - **Las Vegas** - <https://www.lasvegasnevada.gov>
  - **Henderson** - <http://www.cityofhenderson.com>
  - **North Las Vegas** - <http://www.cityofnorthlasvegas.com>
  - **Boulder City** - <http://www.bcnv.org>



STATE OF NEVADA  
MARRIAGE CERTIFICATE

No: 201810260708904

STATE OF NEVADA }  
COUNTY OF CLARK } SS:

This is to certify that the undersigned, Fred Jones, Pastor,  
(print name of official performing marriage)  
did on the 26<sup>th</sup> day of the month of October of the year 2018,  
at XYZ Church 321 N Main St.,  
(name and address of location where marriage performed)  
Las Vegas, Nevada, with their mutual consent and witnessed in the  
(city)  
presence of Susan Smith, join in lawful wedlock:  
(print name of witness or witnesses)

JOHN QUINCY PUBLIC of LAS VEGAS, NEVADA born 01/01/1970, and

SALLY MARIE SMITH of LAS VEGAS, NEVADA born 02/14/1972, who wishes to use the  
name SALLY MARIE SMITH-PUBLIC after marriage.



Lynn Marie Goya  
Lynn Marie Goya, County Clerk

Fred Jones  
Signature of Official Performing Marriage (Black Ink Only)  
Fred Jones, Pastor  
Print Name and Title of Official  
1234 Any Street  
Address of Official Performing Marriage  
Las Vegas NV 89101  
City, State and Zip Code  
201701011234567  
Nevada Certificate of Permission Officiant ID Number

Couple's Mailing Address: 123 N MAIN ST #123, LAS VEGAS, NEVADA 89101

This Certificate must be typewritten or printed in black ink and delivered  
within ten (10) calendar days by the Marriage Officiant to the  
Clark County Clerk's Office, 500 S. Grand Central Parkway,  
1st Floor, Las Vegas, Nevada 89155