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# Office of the County Clerk

Lynn Marie Goya  
County Clerk  
Commissioner of Civil Marriages

Carl Bates  
Assistant County Clerk

## INSTRUCTIONS FOR A CHURCH OR RELIGIOUS ORGANIZATION TO COMPLETE THE AFFIDAVIT OF REMOVAL OF AUTHORITY TO SOLEMNIZE MARRIAGES IN THE STATE OF NEVADA

Attention: Church or Religious Organization Administrator or Official

You are required to notify the Clark County Clerk, in writing, by submitting an *Affidavit of Removal of Authority to Solemnize Marriages* not more than five (5) days if the authorized minister or religious official is no longer in good standing, or has ceased to be affiliated with the said organization for any reason. The minister or religious official that you originally authorized must have obtained their *Certificate of Permission to Perform Marriages* from the Clark County Clerk's Office in order for you to use this affidavit.

The affidavit is the only document that is needed to request the removal of authority to solemnize marriages for a minister or religious official affiliated with your organization. The affidavit must be filled out completely (do **not** leave blank spaces), and be properly signed and notarized. Incorrect or conflicting information will delay the process and may result in the request being denied.

Please complete the affidavit using a fine point black ink pen. Once complete, submit the original signed affidavit (copies are **not** accepted) to the Clark County Clerk's Office at the address listed above and include "**Attn: Marriage Officiant Processing**" in the addressing of the envelope.

Processing time for a removal request is approximately 15 days. Once the removal request is processed, the Nevada Secretary of State's Office will be notified and a confirmation letter will be sent to the organization at the address stated on the affidavit.

*Ex-Officio Clerk of:*

Board of County Commissioners • Clark County Board of Equalization  
Clark County Stadium Authority Board • Clark County Liquor and Gaming Board  
Mt. Charleston Fire Protection District • Clark County Water Reclamation District Board of Trustees  
Clark County Debt Management Commission • University Medical Center of Southern Nevada Board of Trustees

**County of Clark, State of Nevada**  
**Affidavit of Removal of Authority to Solemnize Marriages**

STATE OF NEVADA )  
 ) §  
COUNTY OF \_\_\_\_\_ )

The \_\_\_\_\_ is organized and  
*Church or Religious Organization of Affiliation*  
carries on its work in the State of Nevada. The active meetings of the said church or religious organization are  
located at \_\_\_\_\_.  
*Street Address City State Zip Code*

The said church or religious organization hereby removes the authority to solemnize marriages of  
\_\_\_\_\_, filed in the County of Clark, on the  
*Full legal name of minister or other person authorized to solemnize marriages*  
\_\_\_\_\_ day of the month of \_\_\_\_\_, \_\_\_\_\_.  
*Day Month Year*

I am duly authorized by \_\_\_\_\_  
*Church or Religious Organization of Affiliation*  
to complete and submit this affidavit.

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

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

\_\_\_\_\_  
*Title of Official*

\_\_\_\_\_  
*Street Address*

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

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

**Signed and sworn to (or affirmed) before me on this**  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
**by** \_\_\_\_\_.

*(Apply Notary Stamp/Seal Below)*

\_\_\_\_\_  
*Signature of Notarial Officer*