

**OFFICE OF THE NYE COUNTY CLERK  
SANDRA L. MERLINO**

**Tonopah Office**

Nye County Courthouse  
P.O. Box 1031  
101 Radar Road  
Tonopah, Nevada 89049  
Phone (775) 482-8127  
Fax (775) 482-8133



**Pahrump Office**

Government Complex  
1520 East Basin Avenue  
Pahrump, Nevada 89060  
Phone (775) 751-7040  
Fax (775) 751-7047

**CHAPLAIN IN THE UNITED STATES ARMED FORCES  
INSTRUCTIONS FOR A SINGLE CEREMONY CERTIFICATE  
OF PERMISSION TO PERFORM A MARRIAGE**

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

The following documents are required when applying for authorization:

- 1. Application for a Chaplain in the United States Armed Forces Certificate of Permission to Perform a Marriage in the State of Nevada** (Must be signed before a Notary Public or Deputy County Clerk)
- 2. Proof of Military Status (such as a copy of military ID) and proof of current assignment as a military chaplain.** The assignment paperwork must clearly show the applicant will be serving as a military chaplain – not just the unit to which the applicant is assigned.
- 3. Photo Identification** (i.e. Driver's License, Passport, etc.)
- 4. Application Fee of \$30.00 effective July 1, 2019**(Payable to Nye County Clerk, cash, cashier's check or money order. This fee is non-refundable)

**Please Note: All paperwork should be returned to this office at one of the addresses listed below. (Do NOT return the instruction sheet.) If everything is in order, the Certificate of Permission to Perform Marriages should be completed within 5 – 7 business days.**

Mail to: Nye County Clerk  
P.O. Box 1031  
Tonopah, NV 89049

Or submit in person to our office in Pahrump or Tonopah:

Nye County Clerk  
1520 East Basin Ave.  
Pahrump, NV 89060

Nye County Clerk  
101 Radar Road  
Tonopah, NV 89049

If approved, the Certificate will be mailed to **the residence address listed on the application**, along with an Information Sheet for Officiant which provides information on completing the marriage certificate. If you would like to arrange to pick up the Certificate or to have it mailed to a different address, please include the instructions with the application paperwork. The Certificate cannot be sent via express mail unless a self-addressed, pre-paid express mail envelope is enclosed.

If the application is not approved, you will receive a letter explaining why it was not granted.

**PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 3 to 4 weeks in advance is recommended).**

Paperwork must be filled out completely and properly signed and notarized. **DO NOT LEAVE BLANK SPACES. PAPERWORK THAT IS INCOMPLETE OR INCORRECT WILL DELAY THE PROCESS AND/OR MAY RESULT IN THE CERTIFICATE BEING DENIED.**

*PER NRS 122.062.5 – A county clerk may grant authorization to perform a specific marriage to a person who submitted an application pursuant to subsection 4 if the county clerk is satisfied that the minister or other church or religious official authorized to solemnize a marriage, whether he or she is active or retired, is in good standing with his or her church or religious organization or, in the case of a notary public, if the notary public is in good standing with the Secretary of State. The authorization must be in writing and need not be filed with any other public officer. **A separate authorization is required for each marriage performed.** A person may not obtain more than **five authorizations** to perform a specific marriage pursuant to this section in any calendar year.*

**County of Nye, State of Nevada**

**CHAPLAIN IN THE UNITED STATES ARMED FORCES  
APPLICATION FOR A SINGLE CEREMONY CERTIFICATE OF PERMISSION  
TO PERFORM MARRIAGES IN THE STATE OF NEVADA**

1. Ceremony Date: \_\_\_\_\_

2. Name of institution and physical address where ceremony will be held:

\_\_\_\_\_  
Ceremony Location (Name of facility or institution)

\_\_\_\_\_  
Ceremony Address (physical location) City State Zip Code

3. Party 1 Name \_\_\_\_\_

4. Party 1 Address \_\_\_\_\_  
City State Zip Code

5. Part 2 Name \_\_\_\_\_

6. Party 2 Address \_\_\_\_\_  
City State Zip Code

7. \_\_\_\_\_  
Full Name of Applicant – (First, Middle, Last, Suffix)

\_\_\_\_\_  
Nickname or Aliases Used (if applicable)

8. \_\_\_\_\_  
Residence Physical Address City State Zip Code

9. \_\_\_\_\_  
Mailing Address, if different City State Zip Code

10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_  
Date of Birth Place of Birth Social Security Number

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_  
Residence Phone # Alternate Phone # E-Mail Address

16. What branch of the military do you currently serve? \_\_\_\_\_

17. What is your current duty station? \_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Mailing Address, if Different City State Zip Code

**Proof of military status and current assignment as a military chaplain must be included with this Application.**

18. Have you been convicted of a felony, been released from confinement or completed parole or probation, whichever occurs later, within the last 10 years? Yes \_\_\_\_\_ No \_\_\_\_\_

19. Please mark the appropriate response (failure to **mark one of the three** will result in denial of the Application)

\_\_\_\_\_ I am not subject to a court order for the support of a child;

\_\_\_\_\_ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

\_\_\_\_\_ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

I hereby certify by my signature below that my ministry is one of service to my church or religious organization or if retired, that my active ministry was of such nature. Further, I hereby acknowledge that I am subject to the jurisdiction of the Nye County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other religious official authorized to perform a marriage.

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

### **VERIFICATION**

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

\_\_\_\_\_, being first duly sworn according to law, deposes and says:

That \_\_\_he is the Applicant in the foregoing *Application for Single Ceremony Certificate of Permission to Perform a Marriage 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. Further, \_\_\_ he hereby acknowledges that \_\_\_he is subject to the jurisdiction of the Nye County Clerk with respect to the provisions of NRS 122 governing the conduct of ministers or other religious official authorized to perform a marriage to the same extent as if he were a minister or other religious official authorized to perform a marriage residing in this state.

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

### **SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME**

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

\_\_\_\_\_  
**SIGNATURE OF NOTARY PUBLIC OR DEPUTY CLERK**  
**(Affix County Seal or Notary Stamp)**

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