



Office of the County Clerk

Shirley B. Parraquiere
County Clerk
Commissioner of Civil Marriages

Marriage Services Division
201 Clark Avenue
Box 551603
Las Vegas NV 89155-1603
(702) 671-0600
(702) 385-8911 -- Fax

Diana Alba
Assistant County Clerk

INFORMATION SHEET FOR OFFICIANT

PLEASE READ THE FOLLOWING INFORMATION BEFORE PERFORMING ANY MARRIAGES

When the bride and groom appear before you to be married, they will give you the marriage license and the original and a copy of the certificate. DO NOT PERFORM THE MARRIAGE UNTIL YOU HAVE BEEN PROVIDED THE MARRIAGE LICENSE. Upon completion of the ceremony, you keep the marriage license. You must complete both certificates and give the original color certificate to the bride and groom. RETURN THE SECOND ORIGINAL COPY OF THE CERTIFICATE TO THE RECORDER'S OFFICE WITHIN 10 DAYS FOR RECORDING. FAILURE TO DO SO IS A MISDEMEANOR UNDER NEVADA REVISED STATUTES 122.230. To review the statute governing marriages and familiarize yourself with your responsibilities, please refer to the following web page http://www.leg.state.nv.us/NRS/NRS-122.html

THE RECORDER'S OFFICE IS LOCATED AT 500 SOUTH GRAND CENTRAL PARKWAY, 2ND FLOOR, LAS VEGAS, NV 89101 - PHONE 455-4336. MAIL: P.O. BOX 55-1510, LAS VEGAS NV 89155-1510.

GUIDELINES FOR COMPLETING CERTIFICATE
(sample certificate enclosed for your reference)

- 1. Review the spelling of names on the certificates BEFORE performing the marriage. If there is a discrepancy, return both the original and the copy of the certificate to the Marriage Bureau for correction.

BEFORE THE CERTIFICATE IS RECORDED, PLEASE CHECK FOR THE FOLLOWING:

A. IF ANY CORRECTIONS ARE MADE TO THE MARRIAGE CERTIFICATE WITH PEN OR TYPEWRITER, IF WHITE-OUT IS USED, IF THE STAMP IS ILLEGIBLE, OR THERE IS WRITING IN THE MARGIN, OR THE CERTIFICATE IS DAMAGED IN ANY WAY, OR IF YOU FAIL TO SIGN THE CERTIFICATE, THE RECORDER'S OFFICE MAY ASK YOU TO RETURN TO THE MARRIAGE BUREAU TO COMPLETE AND SIGN AN AFFIDAVIT AND PAY A FEE OF \$15.00 FOR A DUPLICATE CERTIFICATE FOR RECORDING. THE MINISTER WILL NEED TO COME IN PERSON TO RETURN THE DAMAGED CERTIFICATE AND SIGN A NEW CERTIFICATE.

The Recorder's Office recording requirements are available online at the following web address:

http://www.accessclarkcounty.com/depts/Recorder/Pages/default.aspx

B. IF YOU FAIL TO RECORD THE CERTIFICATE, AN AFFIDAVIT FOR A DUPLICATE CERTIFICATE MUST BE FILED IN OUR OFFICE. IF THE COUPLE'S COPY IS LOST, IS NOT AVAILABLE, IS INCOMPLETE OR HAS ERRORS OF OMISSION BY THE MINISTER, THE MINISTER WILL THEN BE REQUIRED TO HAVE POSITIVE PROOF THAT HE/SHE PERFORMED THE CEREMONY BEFORE A DUPLICATE WILL BE ISSUED. THE FEE IS \$15.00 - \$34.00 DEPENDING ON WHAT IS REQUIRED. A PHOTOCOPY OF THE CERTIFICATE IS ACCEPTABLE. IF THERE IS NO PROOF OF THE CEREMONY BEING PERFORMED, THEN THE MINISTER SHOULD CONTACT THE SUPERVISOR AT THE MARRIAGE BUREAU.

- 3. Make sure the certificate is filled out completely and legibly. Use black ink only - type or print all information on the certificate. The only signature required is that of the person officiating at the marriage.
4. Place the STREET ADDRESS where the wedding was performed and the name of the city on the 3rd line.
5. PLEASE PRINT (DO NOT SIGN) the name of the witness.
6. Your ORIGINAL signature must be on the certificate. Please print your name and title on the line below your signature.

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

THANK YOU FOR YOUR COOPERATION

Ex-Officio Clerk of:

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10/08

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