



Office of the County Clerk

Diana Alba

County Clerk

Commissioner of Civil Marriages

*Marriage Services Division
201 East Clark Avenue
P O Box 551603
Las Vegas NV 89155-1603*

**PLEASE NOTE: IT IS UNLAWFUL TO SOLEMNIZE MARRIAGES BEFORE YOU OBTAIN A
CERTIFICATE FOR CHAPLAIN IN THE ARMED FORCES OF THE UNITED STATES**

INSTRUCTIONS FOR A CERTIFICATE OF AUTHORITY

The following documents are required to apply for a *Certificate of Authority to Solemnize Marriages in the State of Nevada for a Chaplain in the Armed Forces of the United States*:

1. *Application for a Certificate of Authority to Solemnize Marriages in the State of Nevada for Chaplain in the Armed Forces of the United States (in duplicate - original plus 1 copy of the completed, signed & notarized form).*
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.

Please Note: The application must be signed in front of a notary.

ALL PAPERWORK SHOULD BE RETURNED TO THIS OFFICE AT THE ADDRESS LISTED ABOVE, ATTENTION: MINISTER LICENSING. (Do NOT return the instruction sheet.)

If approved, the certificate will be mailed to **the residence address listed on the application**, along with a copy of the approved application and 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 another 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. Normal processing time for applications is 5 - 7 business days. **PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING IF YOU ARE TO SOLEMNIZE A WEDDING IN THE NEAR FUTURE (sending paperwork 4 to 6 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.**

Sept 2009

Ex-Officio Clerk of:

*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*

