

INSTRUCTIONS FOR NOTARY PUBLIC MARRIAGE OFFICIANT

Please read the following information before performing any marriages

The Marriage Ceremony:

Per Nevada Law, there is no set format for the marriage ceremony. However, the law specifies that the witness and the marriage officiant **must be present** when the couple declares that they take each other as husband and wife. The requirement to **be present** means that the witness, the marriage officiant and the couple must all be in the same room. The law also requires that the marriage ceremony take place in the **State of Nevada**. Pursuant to NRS 240.100, the fee for a Notary Public to perform a marriage ceremony is set at \$75.00.

When a bride and groom appear before you to be married, they should give you three documents:

- Marriage License
- Keepsake Marriage Certificate (with gold foil seal)
- State of Nevada Marriage Certificate (with gold foil seal)

Process each document as follows:

Marriage License:

- Pursuant to Nevada law, do not perform the marriage until you have been provided with the Marriage License.
- Check the expiration date on the top left corner of the license to be sure it is valid. Marriage Licenses in Nevada are valid for one year after the date of issue up to and including the expiration date.
- Review with the bride and groom the spelling of their names. If there is an error, please have the couple return to the Marriage License Office to have their documents corrected BEFORE the ceremony. If you find an error after the ceremony has been performed, contact the Marriage License Office as soon as possible at 775-847-0969 for directions on correcting the documents before submitting them to the County Recorder. There is no fee to correct the documents before the ceremony takes place. There may be a fee to correct documents after the ceremony.
- Keep the Marriage License for your records. It is important for you to have a complete record of each marriage ceremony you perform including the witness names.

Keepsake Marriage Certificate:

- Complete the Keepsake Marriage Certificate and present it to the couple as a souvenir of their wedding. This is not an official document and should not be recorded. However, it is an important document for the couple to retain. If their certificate is lost or destroyed, the keepsake is often used to re-create the State of Nevada Marriage Certificate, and may be used to acknowledge that the ceremony occurred.

State of Nevada Marriage Certificate:

- After the marriage ceremony, complete the information on the State of Nevada Marriage Certificate. It is recommended you keep a copy of the marriage certificate for your files.
- A sample State of Nevada Marriage Certificate is enclosed for your reference.
- Type or print all information with **black ink only**. The certificate must be filled out completely and legibly. Use caution when entering the ceremony day, month and year. Correcting this common error is time consuming and costly. The recording fee to correct or amend a certificate once it has been recorded is \$39.
- On the 3rd line, fill in the place or street address and city where the wedding was performed.
- The name of the witness should be PRINTED on the appropriate line. Do not have the witness sign his or her name.
- Sign your name on the line indicated for "Signature of Official Performing Marriage."

DO NOT use a signature stamp.

- PRINT or type your name, title and address on the lines below your signature.
- Take the State of Nevada Marriage Certificate to the Clark County Recorder's Office to be recorded. Per Nevada Law, marriage certificates must be recorded within 10 days of the marriage ceremony. **Failure to do so is a MISDEMEANOR under NRS 122.230 and may result in penalties including loss of the privilege of performing marriages in Nevada.**

The Storey County Recorder's Office is located at:
26 South B Street
Virginia City, NV 89440
Telephone: 775-847-0967

You may mail the marriage certificate to:
Storey County Recorder
P.O. Box 493
Virginia City, NV 89440

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

- PLEASE NOTE: The Storey County Recorder may deny recording of a marriage certificate if it contains any of the following:
 - Corrections made with pen or white-out
 - Wording or writing that is illegible
 - Writing in the margin. (Per Nevada law, no writing or print may extend into the margins on the certificate.)
 - Damage of any kind

The Recorder may require you to contact the Marriage License Office to prepare a replacement certificate. You will be required to appear in person at the Marriage License Office with proof that you performed the ceremony, to sign and pay the \$15 fee for a replacement certificate.

IMPORTANT INFORMATION FOR ACTIVE NOTARY PUBLIC MARRIAGE OFFICIANTS

Change of Address:

- If you change addresses, you must notify the County Clerk of the change of address by completing the Change of Address form found on our web site. Failure to notify the Clerk of a change of address may result in revocation of your certificate. Per NRS 240.036 you must also submit a request for an amended notary certificate to the Secretary of State.

When Your Notary Commission Expires:

- When your notary commission expires, your Certificate of Authority to Perform Marriages will immediately become void. You may reapply for a new Certificate of Authority to Perform Marriages once your notary commission returns to active status. If you reapply within 90 days of the expiration of your notary commission, the \$25 application fee will be waived. Performing marriages without a valid certificate is a misdemeanor.

To review the Nevada Revised Statute governing marriages and familiarize yourself with your responsibilities, please refer to NRS 122.230 at the following web page:
<http://leg.state.nv.us/NRS/NRS-122.html>