

**HOW TO REGISTER AS A PREMARITAL  
PREPARATION COURSE PROVIDER**

(Florida Statute Section 741.0305)

**INSTRUCTIONS**

1. Read Florida Statute 741.0305 (attached)
2. Complete the required attached “Registration Affidavit for Premarital Preparation Course Provider” and sign it in the presence of the Clerk of the Court, a Deputy Clerk, or a Notary Public.
3. Return the completed Affidavit to:

**CLERK OF THE CIRCUIT COURT  
P.O. BOX 698  
GREEN COVE SPRINGS, FL 32043**

4. Upon receipt of the Affidavit, the Clerk will add your name to the list of the registered course providers.
5. Questions may be directed to the above address or by telephone: (904) 284-6362.
6. A copy of a Certificate of Completion is attached. You may use it to make copies to give to the prospective bride and groom upon completion of the premarital course.

Completion of the pre-marital course entitles the prospective bride and groom to a reduced fee and also waives the three (3) day waiting period for Florida residents. The couple must present the certificate of completion at the time of applying for the marriage license. The application fee is reduced from \$86.00 to \$61.00.

**F.S. 741.0305 – Marriage fee reduction for completion of premarital preparation course. –**

- (1) A man and a woman who intend to apply for a marriage license under s. 741.04 may, together or separately, complete a premarital preparation course of not less than 4 hours. Each individual shall verify completion of the course by filing with the application a valid certificate of completion from the course provider, which certificate shall specify whether the course was completed by personal instruction, videotape instruction, instruction via other electronic medium, or a combination of those methods. All individuals who complete a premarital preparation course pursuant to this section must be issued a certificate of completion at the conclusion of the course by their course provider. Upon furnishing such certificate when applying for a marriage license, the individuals shall have their marriage license fee reduced by \$25.00.
- (2) The premarital preparation course may include instruction regarding:
  - a. Conflict management
  - b. Communication skills
  - c. Financial responsibilities
  - d. Children and parental responsibilities
  - e. Data compiled from available information relating to problems reported by married couples who seek marital or individual counseling.
- (3)(a) All individuals electing to participate in a premarital preparation course shall choose from the following list of qualified instructors:
  1. A psychologist licensed under chapter 490
  2. A clinical social worker licensed under chapter 491
  3. A marriage and family therapist licensed under chapter 491
  4. A mental health counselor licensed under chapter 491
  5. An official representative of religious institution which is recognized under s. 496.404(23), if the representative has relevant training.
  6. Any other provider designated by a judicial circuit, including, but not limited to, school counselors who are certified to offer such courses. Each judicial circuit may establish a roster of area course providers, including those who offer the course on a sliding fee scale or for free.

(b) The costs of such premarital preparation course shall be paid by the applicant.
- (4) Each premarital preparation course provider shall furnish each participant who completes the course with a certificate of completion specifying the name of the participant and the date of completion and whether the course was conducted by personal instruction, videotape instruction, or instruction via other electronic medium, or by combination of these methods.
- (5) All area course providers shall register with the clerk of the circuit court by filing an affidavit in writing attesting to the provider's compliance with the premarital preparation course requirements as set forth in this section and including the course instructor's name and qualifications, including the license number, if any, or, if an official representative of a religious institution, a statement as to relevant training. The affidavit shall also include the addresses where the provider may be contacted.

**REGISTRATION AFFIDAVIT FOR  
PREMARITAL PREPARATION COURSE PROVIDER  
FLORIDA STATUTE SECTION 741.0305**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared the individual designated as “Affiant” in Paragraph 1 of this Affidavit, and after first being duly cautioned and sworn, the said Affiant deposes and states as follows:

1. Affiant’s name is: \_\_\_\_\_
2. Affiant’s address is: \_\_\_\_\_  
\_\_\_\_\_
- Affiant’s daytime phone number is: \_\_\_\_\_
3. Affiant is the provider of a premarital preparation course as prescribed by Chapter 741 Florida Statutes.
4. The premarital preparation course instructor’s name is: \_\_\_\_\_
5. The premarital preparation course instructor’s qualifications are as follows:  
(Check applicable qualification(s) and provide license # where it is indicated)
  - a. \_\_\_ Psychologist licensed under Chapter 490, Florida Statutes, with the license number:  
\_\_\_\_\_
  - b. \_\_\_ Clinical social worker licensed under Chapter 491, Florida Statutes, with the license number: \_\_\_\_\_
  - c. \_\_\_ Marriage and family therapist licensed under Chapter 491, Florida Statutes, with the license number: \_\_\_\_\_
  - d. \_\_\_ Mental health counselor licensed under Chapter 491, Florida Statutes with the license number: \_\_\_\_\_
  - e. \_\_\_ Official representative of a religious institution recognized under Florida Statute 496.404(20). This official has had the following relevant training:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - f. \_\_\_ A provider designated in writing by the Chief Judge of the Judicial Circuit in \_\_\_\_\_ County, Florida.
6. Affiant has complied and will comply with the premarital preparation course requirements set forth in Section 741.0305, Florida Statutes (1998).
7. Affiant is executing and filing this Affidavit with the \_\_\_\_\_ County Clerk of the Circuit Court to comply with the registration requirements of Florida Statute 741.0305(1998) for providers of premarital preparation courses.
8. Affiant will notify the Office of the Clerk in writing if any of the information indicated above changes in any way.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Affiant's Name

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, Affiant, who is personally known to me or who produced  
the following identification: \_\_\_\_\_

Affix Official Seal:

\_\_\_\_\_  
Clerk of the Circuit Court/Deputy Clerk/Notary Public

Name of Notary: \_\_\_\_\_

Notary's Commission: \_\_\_\_\_

**CERTIFICATE OF COMPLETION**  
**OF PREMARITAL PREPARATION COURSE**

1. This Certificate of Completion of a Premarital Preparation Course was issued and given to

\_\_\_\_\_  
Name of Bride and/or Groom – Please Print

by \_\_\_\_\_

\_\_\_\_\_  
Name of Provider and Instructor – Please Print

a qualified course provider who is registered with the Office of the Clerk, at the completion of the course, pursuant to Section 741.0305, Florida Statutes.

2. The premarital preparation course was not less than four (4) hours.

3. The name(s) of the course participant(s) is/are: \_\_\_\_\_

4. The date of completion is: \_\_\_\_\_

5. The manner in which the course was completed, pursuant to Section 741.0305(1) & (4), Florida Statutes, was by (mark all of the ones that apply):

\_\_\_\_\_ Personal Instruction

\_\_\_\_\_ Videotape Instruction

\_\_\_\_\_ Instruction via other electronic medium

\_\_\_\_\_ A combination of all of these methods

\_\_\_\_\_  
Name of Instructor – Signature

\_\_\_\_\_  
Name of Instructor – Print

\_\_\_\_\_  
Date