

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

(Florida Statute Section 741.0305)

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:

HONORABLE JOHN A. CRAWFORD
NASSAU COUNTY CLERK OF THE CIRCUIT COURT
76347 VETERANS WAY
YULEE, FL 32097
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)548-4604.
6. A copy of a Certificate of Completion is attached. You may use it to make copies to give to the prospective couple upon completion of the premarital course. Both names will need to be on the completed certificate.

Completion of the pre-marital course entitles the prospective couple to a reduced fee and waive 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.

Notice to Persons with Disabilities

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Clerk of the Circuit Court, 76347 Veterans Way, Yulee, FL 32097, (904)548-4600, within 2 working days of your receipt of this notice; if you are hearing or voice impaired, call 1-800-955-8771.

Florida Statute Section 741.0305

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 the 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 instructions regarding:
 - (a) Conflict management.
 - (b) Communication skills.
 - (c) Financial responsibilities.
 - (d) Children and parenting 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 a religious institution which is recognized under s.496.404(19), 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 a 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

MARRIAGE LICENSE REQUIREMENTS

- You both must be present to apply.
- You must be 18 years or older.
- Bring in Drivers License for proof of age and Social Security Number (for United States Citizens).
 - Birth Certificate (for proof of age only)
 - State ID Card
 - Passport
 - Military ID
- If you have been widowed or divorced within the past six (6) months, you must provide the month/day/year that the marriage ended.
- Effective January 1, 1999, Chapter 741, Florida Statutes was amended adding the Marriage Preparation and Preservation Act of 1998, which provides for a marriage license fee reduction of \$25.00, (from the normal rate of \$86.00) for couples who complete a certified marriage preparation course. The Clerk's Office maintains a list of registered course providers. For Florida residents who file certification that they *both* have completed a state-sanctioned marriage preparation course within the past 12 months, there is no waiting period along with the reduced fee. For Florida residents who have not taken the course, there is a full three-day waiting period between issuance of the license and the time it becomes valid for use. The parties may take the course separately, they are not required to take it together, but **both** must take it in order to qualify for the discount and both must read a 16-page Family Law Handbook (copy provided by the Clerk's Office).
- The waiting period does not apply to nonresidents of Florida. If one party is a resident of Florida and the other party is a nonresident the three-day waiting period is waived only if the Florida resident takes the state-sanctioned marriage preparation course, **but no discount is given**. If both parties are nonresidents of Florida, and **both** parties take the course, the discount applies.
- A three-day waiting period applies for those who do not complete the certified marriage preparation course (unless both applicants show proof of out-of-state residence).
- The marriage license is good for 60 days anywhere in the State of Florida.
- If you wish for the Clerk's Office to marry you, it is an additional \$30.00 Clerk's fee, and we ask for a 2-hour appointment in advance.
- The Clerk's Office performs the wedding between the hours of 9:00 am to 11:00 am and from 2:30 pm to 4:00 pm, Monday through Friday (except for legal holidays).