

**HOW TO REGISTER AS A
PREMARITAL PREPARATION COURSE PROVIDER**
(Florida Statute Section 741.0305)

1. Read Florida Statute [741.0305](#) Course provider and instructor requirements

Per Florida Statute Section 741.0305(5) all premarital course providers are to 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 the statute.

2. Complete the attached "Registration Affidavit for Premarital Preparation Course Provider" and sign it before a Deputy Clerk or a Notary Public.

3. Please submit the completed affidavit to:

Clerk of the Circuit Court

Attn: Marriage License

4010 Lewis Speedway

St. Augustine, Florida 32084

4. Upon receipt of the Affidavit, the Clerk will add your name to the list of the registered course providers.

5. A Certificate of Completion must be given to the prospective bride and groom upon completion of the premarital course. This entitles the prospective bride and groom to a reduced fee and also waives the 3 day waiting period for Florida residents. The couple must present the certificate of completion at the time of applying for the marriage license.

NOTE:

Each completion certificate must include:

- The name of the participants
- Date of completion
- Whether the course was completed by personal instruction, videotape instruction, instruction via other electronic medium or by a combination of these methods

If the certificate does not meet the above criteria, it will not be accepted and a license will not be issued at the reduced fee.

**REGISTRATION AFFIDAVIT FOR
PREMARITAL PREPARATION COURSE PROVIDER**

Complete the name, title, address, contact information and license number of the checked qualification. Please check the applicable definition of a qualified premarital preparation course instructor below that applies to you. **If the Instructor is a representative of a religious institution, attach a statement as to relevant training.** Your signature will need to be notarized

Course Instructor:

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Course Provider (Business or Institution) (if different than the Instructor):

Name: _____

Address: _____

Telephone Number: _____

Provider's preparation course is: Open to the public Congregational only

Florida Statute 741.0305(3)(a) defines qualified premarital preparation course instructors as:
(Check applicable qualification(s) and provide license number where indicated)

- a. Psychologist licensed under Chapter 490 License number: _____
- b. Clinical social worker licensed under Chapter 491 License number: _____
- c. Marriage and family therapist licensed under Chapter 491 License number: _____
- d. Mental health counselor licensed under Chapter 491 License number: _____
- e. Official representative of a religious institution recognized under Florida Statute 496.404(19). (Attach training statement)
- f. A provider designated in writing by the Chief Judge of a Judicial Circuit.

Notification is required in writing if any of the information indicated above changes in any way.

I hereby attest that I am in compliance with the premarital preparation course requirements as set forth in Florida Statute 741.0305:

Name

Date

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before me personally appeared _____, who produced _____ as identification to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes herein expressed.

WITNESS my hand and official seal this _____ day of _____, 20____.

NOTARY PUBLIC/DEPUTY CLERK

**RETURN ORIGINAL SIGNED AND NOTORIZED AFFIDAVIT TO:
CLERK OF THE CIRCUIT COURT
ATTN: MARRIAGE LICENSE
4010 LEWIS SPEEDWAY
ST. AUGUSTINE, FLORIDA 32084**