

Thank you for inquiring about becoming a pre-marital course provider. Please review the Florida Statute (enclosed). If you qualify as a provider, return the notarized affidavit to us and once approved, you will be included in the Clerk of Registry.

*Note the special wording according to the state statute that must be included in the certificate of completion which you give the participants. See the attached sample certificate.

Once the application has been completed, mail to:

**BROWARD COUNTY CLERK OF COURTS
MARRIAGE DIVISION
540 SE 3RD AVE. (MIDRISE BUILDING ROOM-2460)
FORT LAUDERDALE, FL 33301**

We are open Monday to Friday from 8am-3:30pm

Hello,

Attached is the premarital packet that needs to be completed and sent in to register for Broward County. You may choose to mail it in or drop it off at one of the locations below. *If you are mailing it in, please use Central location only. Please note...affidavit must be notarized or if you choose to drop it off, one of our deputy clerks in the marriage division can sign and seal it for \$3.50 (cash/credit). Please bring your ID so that we can verify before signing/stamping it.

*Please know the address that is given on the affidavit, must match the address printed on the certificate given to the couple, which is public record. Also, if ordained, we will need the date in which you became ordained along with your other qualifications.

Any further questions, please contact us at 954-831-7283

Locations

North Courthouse
1600 W Hillsboro Blvd. Rm 160
Deerfield Beach, Fl 33442
M-F 8:00am-3:30pm

South Courthouse
3550 Hollywood Blvd. Rm 160
Hollywood, Fl 33021
M-F 8:00am-3:30pm

West Courthouse
100 N. Pine Island Rd. Rm 180
Plantation, Fl 33324
M-F 8:00am-3:30pm

Central Location-Drop off or Mail in
540 SE 3rd Ave. Rm 2460
Fort Lauderdale, Fl 33301
M-F 8:00am-3:30pm

**GUIDELINES TO REGISTERED BROWARD COUNTY
PREMARITAL COURSE PROVIDERS**

Beginning January 1, 1999, two types of marriage licenses are offered to couples:

- a – A license that has a three-day waiting period from the date of issuance and costs \$93.50.
- b – A discounted license with no waiting period that costs \$61.00.

In order for the Clerk of Courts to issue a discounted marriage license, both the bride and groom need to complete a marriage preparation course as outlined in Florida Statute 741.0305 and each participant must present an ***original** certificate of completion that must contain the following:

1. Participants full names.
2. The method used to instruct (specify at least one):
 - a. personal
 - b. video tape
 - c. electronic media
3. Date of completion (not the starting date, date(s) attended nor the date the provider signed the certificate).
4. Course provider's printed name, signature, and complete address matching the address on file so that we may verify the information.

*If you would like to provide your couples with an electronic certificate via email, you must submit a written request to the Clerk's office. If not pre-approved, only original certificates will be accepted.

Thank you for your attention.

Please note that the failure to follow these guidelines specifically will result in issuance of a regularly priced marriage license. In addition, for the certificate to be accepted, the couple must apply for their marriage license within one (1) year of completing the course.

**BROWARD COUNTY
PREMARITAL COURSE PROVIDER AFFIDAVIT**

TYPE OR PRINT, ONLY

I _____
Name

TITLE (Dr, Pastor, Minister, Rabbi, etc...): _____

Select one:

Non-Clergy (psychologist, social worker, therapist, or counselor)

License number (must provide): _____

OR

Clergy (official representative of a religious institution and has relevant training)

Name of religious organization (church, temple, etc...): _____

Qualifications relevant for training (i.e. degrees received, courses taken, etc...)

Address (must appear on certificate of completion):

Street

City, State, Zip

Phone Number : _____

Email address and/or website: _____

Do hereby attest that I am a Premarital Course Provider pursuant to specifications set out in Florida Statute 741.0305(3)(a) and do comply with the premarital preparation course requirements set forth in the Florida Statutes.

Signature of Affiant

Date

Sworn to and signed before me this _____ day of _____, _____
Month Year

By _____
Notary Public or Deputy Clerk (print/type)

Signature

Affix Notary Stamp or Clerk's Seal:

SAMPLE CERTIFICATE

CERTIFICATE OF COMPLETION

This Certifies that

(Full Name of Participant)

&

(Full Name of Participant)

Has successfully completed the

Premarital Preparation Course by

(How course was given personal, etc...)

As stated in Florida Statute 741.0305

at

(*Full Address of location course given at)

on this, the _____ day of _____, 20__

by..

Printed Name of Instructor

Signature of Instructor

09/2015

***Address MUST match the address on file with the Clerk's Office**

741.01 County court judge or clerk of the circuit court to issue marriage license; fee.—

(1) Every marriage license shall be issued by a county court judge or clerk of the circuit court under his or her hand and seal. The county court judge or clerk of the circuit court shall issue such license, upon application for the license, if there appears to be no impediment to the marriage. An application for a marriage license must allow both parties to the marriage to state under oath in writing if they are the parents of a child born in this state and to identify any such child they have in common by name, date of birth, place of birth, and, if available, birth certificate number. The name of any child recorded by both parties must be transmitted to the Department of Health along with the original marriage license and endorsements. The county court judge or clerk of the circuit court shall collect and receive a fee of \$2 for receiving the application for the issuance of a marriage license.

(2) The fee charged for each marriage license issued in the state shall be increased by the sum of \$25. This fee shall be collected upon receipt of the application for the issuance of a marriage license and remitted by the clerk to the Department of Revenue for deposit in the Domestic Violence Trust Fund. The Executive Office of the Governor shall establish a Domestic Violence Trust Fund for the purpose of collecting and disbursing funds generated from the increase in the marriage license fee. Such funds which are generated shall be directed to the Department of Children and Families for the specific purpose of funding domestic violence centers, and the funds shall be appropriated in a "grants-in-aid" category to the Department of Children and Families for the purpose of funding domestic violence centers. From the proceeds of the surcharge deposited into the Domestic Violence Trust Fund as required under s. 938.08, the Executive Office of the Governor may spend up to \$500,000 each year for the purpose of administering a statewide public-awareness campaign regarding domestic violence.

(3) An additional fee of \$25 shall be paid to the clerk upon receipt of the application for issuance of a marriage license. Each month, the clerk shall remit \$12.50 of the fee to the Department of Revenue for deposit in the General Revenue Fund and \$12.50 of the fee to the Department of Revenue for deposit into the State Courts Revenue Trust Fund.

(4) The fee charged for each marriage license issued in the state shall be reduced by a sum of \$25 for all couples who present valid certificates of completion of a premarital preparation course from a qualified course provider registered under s. 741.0305(5) for a course taken no more than 1 year prior to the date of application for a marriage license. For each license issued that is subject to the fee reduction of this subsection, the clerk is not required to transfer the sum of \$25 to the Department of Revenue for deposit in the General Revenue Fund.

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 \$32.50.

(2) The premarital preparation course may include instruction 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(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 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.