Ryan L. Butler
Clerk of Circuit Court & Comptroller
P.O. Box 1028
Vero Beach, FL 32961-1028
Telephone: (772) 770-5185

INSTRUCTIONS FOR AUTHORIZED PROVIDERS
FOR MARRIAGE PREPARATION COURSES

1. File affidavit and copy of certificate to be issued with the Clerk of Court per F.S. 741.0305(3)(a)5 "An official representative of a religious institution which is recognized under F.S. 496.404(23), if the representative has relevant training."

2. Issue certificate to couple per F.S. 741.0305(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.

In subsequent pages, please find application, copy of Florida Statutes and an example for marriage preparation class completion certificate. If you have any questions, please contact this office at 772-226-3175.

REGISTRATION AFFIDAVIT FOR
PREMARITAL PREPARATION COURSE PROVIDER
(Florida Statutes[F.S.] Section 741.0305)

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

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 Affiant deposes and states as follows:

1. Affiant's name is: _____

2. Affiant's address is (If affiliated with a church, please name the church and its address here.):
_____
_____
_____

3. Affiant's daytime phone number is: _____

4. Affiant is the provider of a premarital preparation course as prescribed by Chapter 741, Laws of Florida.

5. The premarital preparation course instructor's qualifications are as follows:
(Check applicable qualification(s) and provide license # where indicated)
_____ Psychologist licensed under F.S. Chapter 490, License # _____
_____ Clinical social worker licenses under F.S. Chapter 491, License # _____
_____ Marriage and family therapist licensed under F.S. Chapter 491, License # _____
_____ Mental health counselor licensed under F.S. Chapter 491, License # _____
_____ Official representative of a religious institution recognized under F.S. 496.404(20)
This official has had the following relevant training: _____
_____
_____

6. Affiant has complied with the premarital preparation course requirements as set forth in F.S. Section 741.0305 for providers of premarital preparation courses.

7. Affiant is executing and filing this Affidavit with the Indian River County Clerk of the Circuit Court to comply with the registration requirements of F.S. 741.0305 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:_____

_____
Clerk of the Circuit Court, Deputy Clerk or Notary Public

_____
Printed name of Official

PREMARITAL COURSE PROVIDER AFFIDAVIT

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

BEFORE ME this day personally appeared _____
who being duly sworn, deposed and stated:

1. Provider Organization Name _____

2. Provider Address _____

_____

3. Provider Phone Number _____

4. Instructor's Name (including license number if any) _____

_____

5. Attached hereto are instructor's qualifications. If instructor is an official representative of a religious institution, statement as to relevant training is attached.

6. As a representative of _____, provider of a Premarital Preparation Course, I hereby certify and attest that I have met the requirements set forth in Florida Statutes Section 741.0305.

_____
Provider Representative

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

_____
Clerk of the Circuit Court, Deputy Clerk or Notary Public

_____
Printed name of Official

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, 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.

History.—s. 5, ch. 98-403; s. 16, ch. 99-307; s. 21, ch. 2014-122; s. 76, ch. 2025-22.

Certificate of Completion

1 Corinthians 13:4-7

Love suffers long and is kind; love does not envy; love does not parade itself, is not puffed up; does not behave rudely, does not seek its own, is not provoked, thinks no evil; does not rejoice in iniquity, but rejoices in the truth; bears all things, believes all things, hopes all things, endures all things.

This Is To Certify That

[redacted]

and

[redacted]

Have completed the course of

Marriage Preparation Classes

On this 30th day of April, 2016

Jim Gallagher
Senior Pastor

CALVARY

941 18th Street
Vero Beach, Florida 32960

Grace Lutheran Church

Evangelical Lutheran Synod

Matthew Luttman, Pastor

1150 41st Avenue • Vero Beach, Florida 32960
(772) 562-2904 • Fax (772) 562-5314

Certificate of Completion

Premarital Preparation Course

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

to [redacted]

Name of Bride and/or Groom

by Grace Lutheran Church/Matthew Luttman

Name of Provider and Instructor

A qualified course provider who is registered with the Office of the Clerk, pursuant to Section 741.0305, Florida Statues.

1. The premarital preparation course was not less than four hours.

2. The date of completion is: May 6, 2016

3. The manner in which the course was completed, pursuant to Section 741.0305 (1) and (4), Florida Statues, was by:

- ☐ Personal Instruction
- ☐ Videotape Instruction
- ☐ Instruction via other electronic or written media
- ☒ A combination of all of these methods

Matthew Luttman

Signature of Instructor

May 6, 2016

Date

PREPARE ENRICH

• *building strong marriages* •

This certifies [redacted]

have completed the PREPARE ENRICH *program.*

Rev. Dr. D. Christopher Livermore

PREPARE/ENRICH *Facilitator*

May 19, 2016

Date

FORM B

Please Type
Or Print In Ink

DIOCESE OF PALM BEACH
9995 North Military Trail
Post Office Box 109650
Palm Beach Gardens, Florida 33410-9650

Tribunal Use Only **VISUM**
No._____ Date_____
Delegate of Bishop

WITNESS QUESTIONNAIRE
For Marriage of

[redacted] and [redacted]
Groom (full name) Bride (full name)

Holy Cross Vero Beach
(Parish of Marriage and Address)

Affidavit of Witness for: [redacted]
Name of Bride or Groom

TWO WITNESSES ARE TO BE USED FOR EACH PARTY: (Each witness should be interviewed alone and under oath)

1. To assist in proving baptism, when certificate is unavailable.
2. To assist in establishing freedom to marry when some doubt exists concerning that freedom (e.g. bride or groom not known to instructing priest/deacon).
3. To investigate the attitude of BOTH parents, and the stability of the proposed marriage when the party is under 19 years of age.

Note: Parental testimony is always preferred.

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1. Do you solemnly swear to tell the truth, without any reservations, in answering the following questions? YES
2. Name (First/Middle/Last) [redacted]

   Address _____ City/State/Zip _____
3. What is your relationship to the person whose name appears above? [redacted]
4. How long have you known this person? 10 yrs How well? Very
5. Has the above mentioned person ever gone through any type of marriage ceremony? NO

   How many times_____ With whom?_____

   How did this marriage(s) end? (i.e. death, divorce, still exists) _____
6. Is the above mentioned person related to the other party to this intended marriage? No

   If "yes", in what way? _____
7. To the best of your knowledge, is the above person: (a) intending to enter a life-long union? YES

   (b) entering this marriage freely? YES (c) intending to be faithful for life to the partner in this marriage? YES

   If "no" to any part of question 7, explain _____
8. Do you know of any reason why this person should not be married? No

   If "yes", explain _____

(over)

TO BE COMPLETED IF BAPTISMAL CERTIFICATE NOT AVAILABLE:

9. Was the above mentioned person ever baptized?_____ In what religion? _____

When? _____ In what church and place? _____

By whom? _____ Who were the sponsors? _____

_____ Were you present? _____ If not, how do you know of the

Baptism? _____

What religion does this person practice at present? _____

TO BE COMPLETED IF THE BRIDE OR GROOM NOT BAPTIZED:

10. If the above person was not baptized, how do you know of the non-baptism? _____

_____

What religion does this person practice at present? _____

IF THE PARTY IS UNDER 19 YEARS OF AGE: The following questions should be answered.

11. How long have these parties known one another? _____

12. How long have they been dating with a view to marriage? _____

13. When did you become aware of their intention to marry? _____

14. Have you tried to discourage them from entering this marriage? _____

15. Is there any reason why this person feels compelled to marry at this time? _____

_____

16. How does this couple intend to meet their financial responsibilities? _____

_____

[redacted]

_____

Signature of Witness

SEAL

_____

Signature of Interrogating Priest or Deacon

_____

Date Place

Comments by interviewer (if necessary) _____

_____

FORM B

Please Type
Or Print In Ink

DIOCESE OF PALM BEACH
9995 North Military Trail
Post Office Box 109650
Palm Beach Gardens, Florida 33410-9650

Tribunal Use Only **VISUM**
No._____ Date_____
Delegate of Bishop

WITNESS QUESTIONNAIRE
For Marriage of

[redacted] and [redacted]
Groom (full name) Bride (full name)

Holy Cross Vero Beach
(Parish of Marriage and Address)

Affidavit of Witness for: [redacted]
Name of Bride or Groom

TWO WITNESSES ARE TO BE USED FOR EACH PARTY: (Each witness should be interviewed alone and under oath)

1. To assist in proving baptism, when certificate is unavailable.
2. To assist in establishing freedom to marry when some doubt exists concerning that freedom (e.g. bride or groom not known to instructing priest/deacon).
3. To investigate the attitude of BOTH parents, and the stability of the proposed marriage when the party is under 19 years of age.

Note: Parental testimony is always preferred.

---

1. Do you solemnly swear to tell the truth, without any reservations, in answering the following questions? yes
2. Name (First/Middle/Last) [redacted]
   Address [redacted] City/State/Zip [redacted]
3. What is your relationship to the person whose name appears above? [redacted]
4. How long have you known this person? 30 yrs. How well? very close
5. Has the above mentioned person ever gone through any type of marriage ceremony? no
   How many times_____ With whom?_____
   How did this marriage(s) end? (i.e. death, divorce, still exists) _____
6. Is the above mentioned person related to the other party to this intended marriage? no
   If "yes", in what way? _____
7. To the best of your knowledge, is the above person: (a) intending to enter a life-long union? yes
   (b) entering this marriage freely? yes (c) intending to be faithful for life to the partner in this marriage? yes
   If "no" to any part of question 7, explain _____
8. Do you know of any reason why this person should not be married? no
   If "yes", explain _____

(over)

TO BE COMPLETED IF BAPTISMAL CERTIFICATE NOT AVAILABLE:

9. Was the above mentioned person ever baptized? _____ In what religion? _____

When? _____ In what church and place? _____

By whom? _____ Who were the sponsors? _____

_____ Were you present? _____ If not, how do you know of the Baptism? _____

What religion does this person practice at present? _____

TO BE COMPLETED IF THE BRIDE OR GROOM NOT BAPTIZED:

10. If the above person was not baptized, how do you know of the non-baptism? _____

_____

What religion does this person practice at present? _____

IF THE PARTY IS UNDER 19 YEARS OF AGE: The following questions should be answered.

11. How long have these parties known one another? _____
12. How long have they been dating with a view to marriage? _____
13. When did you become aware of their intention to marry? _____
14. Have you tried to discourage them from entering this marriage? _____
15. Is there any reason why this person feels compelled to marry at this time? _____

_____

16. How does this couple intend to meet their financial responsibilities? _____

_____

[redacted]

Signature of Witness

SEAL

_____

Signature of Interrogating Priest or Deacon

_____

Date Place

Comments by interviewer (if necessary) _____

_____