

# Florida Department of Business & Professional Regulation



A Publication from the **Board of Professional Surveyors and Mappers**

Fall 2007



FLORIDA DEPARTMENT OF BUSINESS  
AND PROFESSIONAL REGULATION

**CHARLIE CRIST**  
Governor

**HOLLY BENSON**  
Secretary

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[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

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## MESSAGE FROM THE SECRETARY Holly Benson

Dear Friend:

Our team devoted the first half of 2007 to improving our existing processes, and we made tremendous strides. We renewed our commitment to our mission: License efficiently. Regulate fairly. Every day we look for ways to streamline our services and focus on the goal of protecting the public.

Now that we have our hold times in the customer contact center down to an average of 1.5 minutes and the e-mail response time down to less than 48 hours, we are looking for ways to improve our internal processes. In the past, each one of the over 9 million documents that we received passed through 17 steps and was not entered in our computer system until day 20. Now we are implementing cutting-edge document imaging that will scan applications as they arrive and enter them into our computer system no later than 4 days after receipt. This technology is a critical component of our efforts to license more efficiently.

In our effort to regulate fairly, we are also undertaking a systematic review of every form that we require our licensees to complete. In many cases, our forms are duplicative or confusing, and we are working to streamline the forms and require only that information that is needed to demonstrate qualifications.

In addition to reducing the regulatory paperwork, we want to reduce regulatory fees. As we prepare our budget for the 2008 Session, we are looking for ways to reduce the cost of regulation to you, and we are working to eliminate unnecessary fees wherever possible. We believe that in these tough economic times that we should do whatever we can to minimize the cost of government regulation and save you money.

Please help us by doing your part to renew your license online and by encouraging your peers to renew online. The process is really quite simple, and it will help us save not only time, trees and stamps but also your money.

Finally, we encourage you to check out our new, improved website at [www.myfloridalicense.com](http://www.myfloridalicense.com) and to sign up for our weekly e-newsletter, *The Bottom Line*. We have also launched a quarterly news magazine *Business Works* which has a more in-depth look at our Department and the people we serve.

Thank you for the opportunity to serve you. We hope you will continue to let us know how we can serve you better.



### UNLICENSED SURVEY FIELD CREWS

It has been reported that field surveying staff formerly employed with duly licensed individuals and/or duly licensed businesses are offering themselves for pay as businesses or individuals providing field services, particularly construction staking.

I would like to encourage all licensed surveyors to be aware of this situation and remind them that this is illegal pursuant to Chapter 472, Florida Statutes. Other than licensed surveyors or surveying businesses, there are only a few exceptions by statute (see Chapter 472.003, Florida Statutes). These exceptions include EMPLOYEES of licensed engineers and licensed contractors. Unlicensed sub-contractors providing field surveying services are illegal.

Many times the tell-tale signs of an unlicensed crew include a field crew working without signs on the vehicle, no company identifying information with the workers, or crews that do not appear to be familiar to you in your area.

Please be reminded that you can obtain the name, address, and phone number of these unlicensed individuals or companies and file a complaint with the DBPR. A complaint can be filed anonymously. The department wants to be responsive in this area. To report unlicensed activity, please call the Department's **Unlicensed Activity Hotline** at **1.866.532.1440**, Monday–Friday, 8 a.m. to 6 p.m. (Eastern Time) or e-mail the information to [ULA@dbpr.state.fl.us](mailto:ULA@dbpr.state.fl.us).

### SURVEY AND MAP REPORT

Changes to the Minimum Technical Standards (MTS, Rule 61G17-6, Florida Administrative Code) for surveying and mapping in Florida went into effect in 2006. The majority of changes to MTS concerned the reformatting of the standards. A short review of the new format may be helpful.

MTS is in three main parts: Rule 61G17-6.002, F.A.C., Definitions; Rule 61G17-6.003, F.A.C., General Survey, Map and Report Content Requirements (including those information items that are applicable to all survey work in Rule 61G17-6.003(3), F.A.C.); and Rule 61G17-6.004, F.A.C., Specific Survey, Map and Report Requirements (those information items that are applicable to particular types of survey work). In an MTS environment, reports are issued and relate to field surveys that have been completed. In order to clarify issues relative to survey and map reports the following guidance is offered:

The requirements of Rule 61G17-6.003, F.A.C., apply to

survey and map reports. The typical items listed in Rule 61G17-6.003(3), F.A.C., that must be contained (but not limited to these items) in a map report, as applicable are:

1. State Type of Survey
2. Name Certificate of Authorization, Addresses of the Business Entity and Surveyor and Mapper in Responsible Charge
3. Survey Date
4. Revision Dates
5. The "Not Valid Without The Signature And The Original Raised Seal of A Florida Licensed Surveyor And Mapper" statement
6. Professional Liability Insurance Note, if applicable
7. Bearing Reference Note
8. Abbreviations Legend
9. Note Regarding Special Conditions That Prevent MTS From Being Met
10. Note(s) Regarding Responsibility Of Mapped Features
11. Accuracy Statements
12. Feature Lists
13. Datums Used
14. Things Done Or Not Done; Data Sources
15. Measurement Methods
16. History of Data
17. Limitations Pertaining To The Information Presented
18. Map Accuracies
19. Intended Display Scale Statement

Content to be added to a survey and map report are those requirements relating to the specific type of survey as outlined in Rule 61G17-6.004, F.A.C. Therefore if the report relates to an as-built/record survey the requirements in Rule 61G17-6.004(1), F.A.C., would be added to the above; for a boundary survey the requirements in Rule 61G17-6.004(2), F.A.C. would be added to the above.

Other examples when reports are required include: providing surveying and mapping information in digital form only; providing photogrammetric data; and providing control or targeting for a photogrammetric project.

As a minimum, following the above outlined structure for a survey and map report is essential. Hopefully, this guidance will clarify the survey and map report approach and structure as required by our Florida MTS.

**W**ith discussions concerning the acceptance of education and experience from foreign professionals being held at both state and national levels, it's clear that the world of professional surveying and mapping is quickly becoming an international market. Comity among states and other countries is becoming a reality we will have to deal with at some point. One huge step that the National Council of Examiners for Engineering and Surveying (NCEES) (<http://www.ncees.org>) has taken in this direction is the advent of the Center for Professional Engineering Education Services. The Center provides U.S. engineering and surveying licensing boards with accurate, consistent, and uniform credential evaluations that can be used in assessing foreign-educated candidates for licensure. The Center is an affiliate of NCEES. And NCEES supports the Center by providing services that promote uniformed licensing procedures for the educational evaluation process. The numbers of applicants using the Center's services has steadily grown to over ten thousand, representing more than 23 different countries since its inception in 2006. Recently, I had the opportunity to review one of the Center evaluations and found it to be just as they claim - clear, concise and accurate. It removed any confusion I had in comparing the educational equivalence of the applicant with those of our state. And after hearing from Center Director Eva-Angela on how the documentation is scrutinized it relieved any concerns I had about whether the documents were legitimate or not. With the high demand of foreign professional seeking to practice in the United States, it won't be long before you or someone you know may have a need for the Center's services. For further information about the Center, log on to <http://www.cpees.org/>.



## BOARD MEETING SCHEDULE

We encourage your attendance and participation at all board meetings. The board meeting dates, times and locations are posted on the board's website at <http://www.myflorida.com/dbpr/pro/surv/meetings.html>. Routinely visiting the website will help you keep up-to-date with issues relating to your profession.

Meeting agendas will be posted to the website approximately one week prior to each meeting. Please note that the dates and locations of the board meetings listed below are subject to change.

**January 8 - 10, 2008**

**Tallahassee**

**April 8 - 10, 2008**

**Orlando**

**July 8 - 10**

**Jacksonville (area)**

## BOARD APPOINTMENTS

**Are you interested in serving on a professional board or council?**

[www.flgov.com/2007\\_boards\\_commissions](http://www.flgov.com/2007_boards_commissions)

If you have an interest in serving on one of the Department's boards or councils, you may obtain a **Gubernatorial Appointments Questionnaire** by downloading the application form at:

[www.flgov.com/pdfs/appoint\\_questionnaire.pdf](http://www.flgov.com/pdfs/appoint_questionnaire.pdf).

Once your application is complete, return the questionnaire to the

**Governor's Appointments' Office , PL01 The Capitol, Tallahassee, Florida, 32399-0001** for consideration.

## HELPFUL REMINDERS

### REMINDER TO CONTINUING EDUCATION PROVIDERS

- Please be sure to use current forms when renewing your continuing education courses. If old forms are used, the application will be considered deficient and you will be asked to resubmit the application on the appropriate forms. You may access these forms online at <https://www.myfloridalicense.com> > direct to our division > surveyors and mappers > Forms > continuing education course approval application package.

### HELPFUL REMINDERS FOR LICENSEES

- Please check the Department's online services to assure your mailing address is current. You can access this information by logging on to the department web site at <https://www.myfloridalicense.com> > direct to our division > contact us > update an account...More>change my address.
- A list of all continuing education providers and the entire course that they offer is now available on line at <https://www.myfloridalicense.com> > direct to our division > surveyors and mappers > list of continuing education providers and courses, and hours required > surveyors and mappers.



## Check out our new website!

In an effort to improve the ways we serve you, we have designed this website with improved navigation and accessibility. Now you will find it easier to get the information and services you need. Please go to [www.myfloridalicense.com](http://www.myfloridalicense.com)



## DBPR Announces the E-Career Fair

Addition to DBPR website will help students choose a career



The Department of Business and Professional Regulation is providing high schools, community colleges, and vocational-technical schools access to its newly developed "E-Career Fair." The online career directory is located on the Department's website and gives students and administrators easy online access to the licensure requirements for the professions that the Department regulates.

"Florida's students are now choosing career tracks as early as high school," DBPR Secretary Holly Benson said. "In an effort to help them learn about the professions we regulate, we created the E-Career Fair with profiles of many of our professionals."

The site includes a page for each category of professionals licensed by the Department, with information on the requirements to get licensed, the number of licensed professionals currently in the field, average salary, some fun facts, and a picture of the professional at work. The Department of Business and Professional Regulation licenses nearly one million businesses and professionals including construction and electrical contractors, barbers and cosmetologists, architects and interior designers, surveyors and mappers, talent and athlete agents, and more.



The Department of Business and Professional Regulation's E-Career Fair is available online at: <http://www.myflorida.com/dbpr/pro/index.html>



## WEEKLY E-NEWSLETTER WILL KEEP YOU INFORMED

In order to keep you informed on legislative issues and other issues that may impact your profession, the department has launched a weekly e-newsletter, the *Bottom Line*. Each week we address issues that concern you and provide information on bills before the legislature, agendas for the department's various boards, and background on rules being developed by the department.

If you are interested in subscribing, please go to [www.myfloridalicense.com](http://www.myfloridalicense.com) and click on the **Bottom Line subscribe link** at the bottom of the page. There you can also find back issues of the Bottom Line. We are looking for other ways to share information about the department and its activities, and if you have suggestions, please send them to [bottomline@dbpr.state.fl.us](mailto:bottomline@dbpr.state.fl.us).

## ON-LINE SERVICES

### Licensees can now perform the following online:

- > Update contact information
- > Renew individual licenses
- > Check continuing education credits

### First time users must follow these steps to activate their personal, secure online accounts with DBPR:

- > From [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com), select > APPLY FOR/RENEW A LICENSE from the top navigation bar > Then select Path 1 for first-time users
- > You will be prompted to enter the following:
  - **License Board/Division:** Select the appropriate Board
  - **License Profession:** Select the appropriate professional license type
  - **License Number:** As it appears on your license
  - **Initial Pin:** Last four digits of your SSN
  - **Select >** Continue
- > For security purposes, you will be prompted to enter a new PIN Number:
  - **Enter PIN:** Enter a new unique PIN number
  - **Confirm PIN:** Enter your unique PIN number again
  - **Select >** Continue
- > You will then be prompted to enter a hint question and answer. Most people use questions in which the answer never changes, such as "What is my mother's maiden name?"
  - **Enter Hint Question:** What is my mother's maiden name?
  - **Enter Hint Answer:** Smith
  - **Confirm Hint Answer:** Smith
  - **Select >** Continue

**NOTE:** The hint answer is case sensitive. For example, Smith is not the same as smith or SMITH.

At this point, the system will automatically generate a seven-digit User ID Number for you. Please be sure you write down your User ID Number and the four-digit PIN you created. Each time you log on to your account, you will be prompted for your User ID and PIN.

**Congratulations, your account has been activated.** Select > **Continue** to view your Account Summary page.

### Here you can:

- > **Renew a license**
- > **Maintain Account**
- > **Maintain/Renew This License**
  - Renew This License
  - View/Maintain Related Licenses
  - Maintain Profile
- > **Change Your Address**
- > **View Messages**
- > **Change Your PIN**
- > **View Continuing Ed**

**Returning users,** if you have forgotten your User ID or PIN, from the log on page select > **Forgot Your User ID** or **Forgot Your PIN**. In order to retrieve your User ID, the system will prompt you for license information. In order to retrieve your PIN, you must correctly answer the hint question you created when you activated your account. If you attempted to log on to your account or answer your hint question three times unsuccessfully, the system will lock you out. This is a security feature designed to ensure that unauthorized persons do not have access to your account information. If you get locked out, please call our Customer Contact Center at 850.487.1395. An agent will issue you a one time PIN to enter your account. Once you log on, the system will again prompt you to change your PIN.

**If you have any questions or need assistance accessing DBPR's Online Services, please call our Customer Contact Center at 850.487.1395.**

Renew Your License Online at:  
[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)



It saves time, trees and stamps.

## TOP 10 VIOLATIONS From January, 2007 – August, 2007

Violations of Florida Minimum Technical Standards (MTS) Rule 61G17-6, F.A.C, and Florida Statutes relating to the practice of surveying and mapping, come to light during the probable cause and disciplinary processes. The Probable Cause Panel, together with department and board legal council and experts review complaints. Those cases where the facts indicate that probable cause for discipline exists often end up in written complaints filed by the Department and probationary action by the board. The table below is a summary of the top ten MTS or statutory violations that were present in discipline cases from January 2007 to August 2007. We encourage you to review these violations and be proactive in your practice to avoid these problem areas.

<b>VIOLATIONS</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
472.033(1)(h)	Failing to perform any statutory or legal obligation placed upon a licensed surveyor and mapper; violating any provision of this chapter, a rule of the board or department, or a lawful order of the board or department previously entered in a disciplinary hearing; or failing to comply with a lawfully issued subpoena of the department.	17
61G17-6.003(1)(b)	Records of measurements shall be maintained for each survey by either the individual surveyor and mapper or the surveying and mapping business entity.	15
61G17-6.003(3)(p)2.a.	Failing to express or display features in publicly published coordinate systems or indicate the coordinate datum and description of the control point upon which the survey is based.	11
61G17-6.004(2)(a)8.a.	Failure to include the lot(s) and block numbers or other designations, including those of adjoining lots.	10
472.033(1)(g)	Fraud or deceit, or of negligence, incompetency, or misconduct, in the practice of surveying and mapping;	10
61G17-6.004(2)(a)8.c.	Failure to make a comparison between the recorded directions and distances with field measured directions and distances to the nearest street intersection or other identifiable reference point.	9
61G17-6.004(2)(a)4	Failing to show discrepancies between the survey map and the real property description.	6
61G17-6.004(2)(a)8b	Failure to make a comparison between recorded directions and distances with field measured directions and distances when they vary.	6
61G17-6.004(2)(a)5	Failing to show all changes in direction, including curves, on the survey map by angles, bearings or azimuths.	5
61G17-6.004(2)(b)2	Failing to set monuments as defined herein, unless monuments already exist.	5

## DISCIPLINARY ACTIONS

The Department of Business and Professional Regulation has taken disciplinary action against the following licenses. Before making any decisions based upon this information, you may want to request a copy of the administrative complaint and final order to ensure accuracy. Contact the department's agency clerk at [sarah.wachman@dbpr.state.fl.us](mailto:sarah.wachman@dbpr.state.fl.us) for this information. The listing of disciplinary actions does not reflect pending appeals or requests for rehearing.

**J.H. Manucy, Inc.**

**License Number: LB6632**

Allegations were respondent violated 18 Minimum Technical Standards. A final order was entered imposing a fine of \$4,750.00 and costs of \$287.44.

**David Lee Futch**

**License Number: LS4843**

Allegations were respondent aided or assisted in procuring, employment, or advised for an unlicensed entity to practice surveying and mapping. A final order was entered imposing a fine of \$1,000.00, costs of \$284.98 and a reprimand.

**Jeffrey B. Morrow**

**License Number: LS6296**

Allegations were respondent violated 3 Minimum Technical Standards. A final order was entered imposing a fine of \$750.00, costs of \$400.21 and probation.

**Daniel M. Croft**

**License Number: LS2001**

Allegations were respondent violated 12 Minimum Technical Standards. A final order was entered imposing a fine of \$3,000.00, costs of \$558.50 and a reprimand.

**Joseph E. Trott**

**License Number: LS5153**

Allegations were respondent violated 11 Minimum Technical Standards. A final order was entered imposing a fine of \$2,750.00, costs of \$220.34 and probation.

**Donnie R. Sparkman**

**License Number: LS5147**

Allegations were respondent violated 6 Minimum Technical Standards. A final order was entered imposing a fine of \$1,500.00, costs of \$258.75 and probation.

**Leland E. Bedwell Surveying, Inc.**

**License Number: LB7113**

Allegations were respondent violated 4 Minimum Technical Standards. A final order was entered imposing a fine of \$1,000.00 and costs of \$210.69.

**Name: Thomas E. Jenkins & Associates, Inc.**

**License Number: LB1355**

Allegations were respondent violated 4 Minimum Technical Standards and found guilty of fraud or deceit, negligence, incompetence, or misconduct. A final order was entered imposing a fine of \$1,250.00 and costs of \$821.23.

**American Services of Miami Corp.**

Allegations were respondent violated 8 Minimum Technical Standards. A final order was entered imposing a fine of \$5,000.00, costs of \$1,040.04 and a reprimand.

**Robinson Land Surveying, Inc.**

**License Number: LB6392**

Allegations were respondent violated 4 Minimum Technical Standards. A final order was entered imposing a fine of \$1,500.00 and costs of \$508.70.

**Edwin G. Brown & Associates, Inc.**

**License Number: LB6475**

Allegations were respondent violated 5 Minimum Technical Standards. A final order was entered imposing a fine of \$1,500.00, costs of \$601.17 and a reprimand.

**Jacob Gomis**

**License Number: LS6231**

Allegations were respondent violated 18 Minimum Technical Standards. A final order was entered imposing a fine of \$4,750.00, costs of \$243.31 and probation.

**Robert J. Dearlove**

**License Number: LS3938**

Allegations were respondent violated 6 Minimum Technical Standards. A final order was entered imposing a fine of \$1,250.00, costs of \$185.84 and probation.

**John Albritton & Associates, Inc.**

**License Number: LB6565**

Allegations were respondent violated 2 Minimum Technical Standards. A final order was entered imposing a fine of \$500.00, costs of \$258.28 and probation.

**Environmental Land Services, Inc.**

**License Number: LB5986**

Allegations were respondent employed an unlicensed person to practice land surveying. A final order was entered imposing a fine of \$21,000.00, costs of \$699.77 and probation.

**William Michael Carr**

**License Number: LS5092**

Allegations were respondent violated 9 Minimum Technical Standards. A final order was entered imposing a fine of \$2,250.00, costs of \$278.07 and probation.

**Ellery Paul Morris**

**License Number: LS4004**

Allegations were respondent violated 3 Minimum Technical Standards, and engaged in fraud or deceit, negligence, incompetence, or misconduct in the practice of surveying and mapping. A final order was entered imposing a fine of \$1,000.00 and costs of \$635.84.

**Universal Surveying Systems, Inc.**

**License Number: LB5984**

Allegations were respondent engaged in conflict of interest through surveying his personal property for a personal benefit. A final order was entered imposing a fine of \$250.00, costs of \$714.32 and a reprimand.

## DISCIPLINARY ACTIONS

**Thomas E. Jenkins, Jr.**

**License Number: LS4063**

Allegations were respondent violated 4 Minimum Technical Standards and found guilty of fraud or deceit, or of negligence, incompetence, or misconduct. A final order was entered imposing a fine of \$1,250.00, costs of \$742.84 and probation.

**Billy Ray Davis**

**License Number: LS5099**

Allegations were respondent violated 6 Minimum Technical Standards. A final order was entered imposing a fine of \$1,750.00, costs of \$769.11 and probation.

**American Services of Miami Corp.**

**License Number: LB6683**

Allegations were respondent violated 9 Minimum Technical Standards. A final order was entered imposing a fine of \$5,000.00, costs of \$1,040.04 and a reprimand.

**Accuright Surveys of Orlando, Inc.**

**License Number: LB4475**

Allegations were respondent violated 6 Minimum Technical Standards. A final order was entered imposing a fine of \$1,750.00 and costs of \$394.96.

**Patrick Crowley**

**License Number: LS4988**

Allegations were respondent violated 5 Minimum Technical Standards. A final order was entered imposing a fine of \$1,500.00, costs of \$520.18 and probation.

**Survey Dynamics, Inc.**

**License Number: LB7067**

Allegations were respondent violated 3 Minimum Technical Standards. A final order was entered imposing a fine of \$1,750.00 and costs of \$827.55.

**Emerald Coast Associates, Inc.**

**License Number: LB3274**

Allegations were respondent violated 2 Minimum Technical Standards. A final order was entered imposing a fine of \$1,000.00, costs of \$389.00 and a reprimand.

**Prim & Crowley**

**License Number: LB6477**

Allegations were respondent violated 5 Minimum Technical Standards. A final order was entered imposing a fine of \$1,500.00 and costs of \$309.23.

**Global Surveying of Naples, LLC**

**License Number: LB7311**

Allegations were respondent violated 3 Minimum Technical Standards. A final order was entered imposing a fine of \$750.00 and costs of \$454.87.

**John Albritton**

**License Number: LS2791**

Allegations were respondent violated 1 Minimum Technical Standard. A final order was entered imposing a fine of \$500.00, costs of \$258.28 and probation.

**Meridian Group of South Florida, Inc.**

**License Number: LB6046**

Allegations were respondent violated 10 Minimum Technical Standards. A final order was entered imposing a fine of \$2,000.00 and costs of \$237.71.

**ACM Surveying, Inc.**

**License Number: LB6702**

Allegations were respondent violated 3 Minimum Technical Standards and failed to show the position of all fixed improvements on his survey. A final order was entered imposing a fine of \$1,750.00 and costs of \$658.66.

**Regional Engineering, Inc.**

**License Number: LB7178**

Allegations were respondent violated 17 Minimum Technical Standards and engaged in fraud or deceit, negligence, incompetence, or misconduct in the practice of surveying and mapping. A final order was entered imposing a fine of \$4,500.00 and costs of \$662.99.

**Dearlove & Associates, Inc.**

**License Number: LB6944**

Allegations were respondent violated 5 Minimum Technical Standards and engaged in fraud or deceit, negligence, incompetence, or misconduct in the practice of surveying and mapping. A final order was entered imposing a fine of \$1,250.00 and costs of \$170.59.

**Morris Surveying & Mapping, Inc.**

**License Number: LB4734**

Allegations were respondent violated 4 Minimum Technical Standards, and engaged in fraud or deceit, negligence, incompetence, or misconduct in the practice of surveying and mapping. A final order was entered imposing a fine of \$1,000.00 and costs of \$657.14.

## ADDRESS CHANGES

Please help us by notifying the Department when your address changes. Service by regular mail to a licensee's last known address of record constitutes adequate and sufficient notice to the licensee for any official communication, so it is important to notify us.

You may change your mailing address using our online services at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) or you may submit a written address change request by fax to 850.487.9529 or by mail to **DBPR, Attention: Central Intake Unit—Licensure Maintenance, 1940 North Monroe Street, Tallahassee, Florida, 32399-2205**. Or fax it to **850.487.9529**. If you have any questions regarding this requirement, or need assistance using the online services menu, please telephone the Customer Contact Center at **850.487.1395** or send an email to [Call.Center@dbpr.state.fl.us](mailto:Call.Center@dbpr.state.fl.us).

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### REQUEST FOR ADDRESS CHANGE

DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION

#### SELECT TRANSACTION TYPE

- Change Contact Information (phone and/or e-mail) **No charge**
- Change Mailing Address (If you use a P.O. box you must also provide a physical address)  
**Pay \$25 if requesting a new license, otherwise no charge**
- Change Physical Address **Pay \$25 if requesting a new license, otherwise no charge**

#### LICENSEE INFORMATION

License Number

Licensee Name

#### NEW MAILING ADDRESS

Street Address or P.O. Box

City

State Zip Code (+4 optional)

County (if Florida address) Country

#### NEW CONTACT INFORMATION

Primary Phone Number

Primary E-Mail Address

#### NEW PHYSICAL ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)

Street Address

City

State Zip Code (+4 optional)

County (if Florida address)

Country

#### NEW ADDITIONAL CONTACT INFORMATION (OPTIONAL)

Alternate Phone Number

Fax Number

Alternate E-Mail Address

I affirm that I have provided the above information completely and truthfully to the best of my knowledge.

Licensee Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_