

# **INSTRUCTIONS WHEN APPLYING FOR A NEW OR AMENDING AN EXISTING STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY TO PROVIDE CABLE AND/OR VIDEO SERVICES**

It is recommended that you read Chapter 610, Florida Statutes, before applying for a State-Issued Certificate of Franchise of Authority to Provide Cable and/or Video Service.

- 1) All new applicants must submit the following:
  - a) An original completed Application.
  - b) An original completed and notarized Affidavit signed by an officer, partner, owner, or managing member. Section 610.104 (2)(e), Florida Statutes requires the affidavit to affirm and contain all information. Attachments and reference to attachments are not accepted.
  - c) A check in the amount of \$10,035.00 (\$10,000.00 application fee and \$35.00 accompanying fee) made payable to Department of State.
  
- 2) If you are filing an Amendment, please submit the following:
  - a) An original completed Amendment form. (When amending service areas, please include existing service area(s) followed by new additional area(s).
  - b) A check in the amount of \$35.00 (accompanying fee) made payable to the Department of State.
  
- 3) If you are filing a Renewal, please submit the following:
  - a) An original completed Application. (Renewals are filed every five years on the anniversary date.)
  - b) An original completed and notarized Affidavit signed by an officer, partner, owner, or managing member. Section 610.104 (2)(e), Florida Statutes requires the affidavit to affirm and contain all information. Attachments are not accepted.
  - c) A check in the amount of \$1,035.00 (\$1,000 renewal fee and \$35.00 accompanying fee) made payable to the Department of State.

**MAILING ADDRESS:**

Cable and/or Video Franchising  
Division of Corporations  
PO Box 5678  
Tallahassee, Florida 32314

**STREET ADDRESS:**

Cable and/or Video Franchising  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, Florida 32301

Any further inquiries concerning this matter should be directed to the Cable and/or Video Franchising Section by calling (850) 245-6010 between the hours of 8:00am- 5:00pm or writing to the address above.

**\*\*\*A HAND DELIVERED APPLICATION AND AFFIDAVIT WILL BE ACCEPTED, BUT NOT PROCESSED, ON THE SAME DAY. THE APPLICATION AND AFFIDAVIT WILL BE PROCESSED WITHIN THE TIMEFRAMES SPECIFIED IN STATUTE.**