



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Attached is the information relating to the renewal of a foreign name registration. Pursuant to section 617.0403, Florida Statutes, the requirements for renewing a foreign corporate name registration in the state of Florida are listed below.

- The renewal application for foreign corporate name registration printed on the reverse side must be completed in its entirety and submitted between October 1 and December 31 preceding the year of renewal.
- **Fees:**
 - Renewal Filing fee \$ 87.50**
 - Certified Copy (optional) \$ 8.75 (plus \$1 per page for each page over 8, not to exceed a maximum of \$52.50).**
- Send one check for the total amount made payable to the Department of State.
- Please be sure to include a cover letter with your application and check. The cover letter should include the name of the contact person and his/her telephone number during the day and the name and address to which the acknowledgment should be addressed.

A letter of acknowledgment is issued free of charge upon renewal. The filing of a renewal application renews the registration for the following calendar year.

Any further questions concerning the renewal should be directed to the Registration Section by calling (850) 245-6051 or by writing Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314.

COVER LETTER

TO: Registration Section
Division of Corporations

SUBJECT: _____
(Name of Foreign Not For Profit Corporation)

Dear Sir or Madam:

The enclosed Foreign Name Registration Renewal and fee(s) are submitted for filing.

Please return all correspondence concerning this matter to the following:

(Name of Person)

(Firm/Company)

(Address)

(City/State and Zip Code)

For further information concerning this matter, please call:

_____ at (_____) _____
(Name of Person) (Area Code & Daytime Telephone Number)

STREET/COURIER ADDRESS:

Registration Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, Florida 32301

MAILING ADDRESS:

Registration Section
Division of Corporations
P.O. Box 6327
Tallahassee, Florida 32314

Enclosed is a check for the following amount:

\$87.50 Filing Fee

\$96.25 Filing Fee & Certified Copy

**RENEWAL APPLICATION FOR A FOREIGN NAME
REGISTRATION FOR FOREIGN NOT FOR PROFIT CORPORATION**

IN COMPLIANCE WITH SECTION 617.0403, FLORIDA STATUTES, THE
FOLLOWING IS SUBMITTED TO RENEW A FOREIGN NAME REGISTRATION:

1. _____
(Corporate name as listed in number 1 of initial registration)

2. _____
(State or country under the laws of which it is incorporated)

3. _____
(Document number assigned by Florida Department of State)

4. _____
(Date of incorporation)

5. _____
(Federal Employer Identification number, if applicable)

6. _____
(Current mailing address)

7. _____
(Brief description of the nature of the business in which it is engaged)

8. _____
(Signature of Chairman, Vice Chairman, or officer)

9. _____
(Typed or printed name and capacity of person signing application)