



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

Attached is the information relating to the renewal of a foreign name registration. Pursuant to section 607.0403, 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:**

|                                  |  |
|----------------------------------|--|
| <b>Renewal Filing fee</b>        | <b>\$ 87.50</b>  |
| <b>Certified Copy (optional)</b> | <b>\$ 8.75 (plus \$1 per page for each page over 8, not to exceed a maximum of \$52.50).</b> |

- 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 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)

**Mailing Address:**  
Registration Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

**Street Address:**  
Registration Section  
Division of Corporations  
The Centre of Tallahassee  
2415 N. Monroe Street, Suite 810  
Tallahassee, FL 32303

**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 PROFIT CORPORATION**

IN COMPLIANCE WITH SECTION 607.0403, 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)