



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS

Attached is the information relating to the registration of a foreign not for profit corporate name in Florida. This application does not register the foreign not for profit corporation to conduct its affairs in Florida. It merely reserves the name for future use in this state. Pursuant to section 617.0403, Florida Statutes, the requirements for registering a foreign corporate name in the state of Florida are listed below.

- ◀ Application for the registration of a foreign corporate name containing all the information requested by the form printed on the reverse side of this letter. You may use this printed form.
- ◀ A certificate of existence from the state or country of incorporation, or a certificate stating that the corporation is in good standing under the laws of the state or country wherein it is organized, must accompany the application. The date of issuance of the certificate cannot be more than 90 days prior to the delivery of the application to the Department of State.

◀ Fees:

<b>Application 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 documents 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 registration and said registration shall be effective until the close of the calendar year in which the application for registration is filed.

A foreign name registration may be renewed from year to year by annually filing a renewal application between October 1 and December 31 proceeding the year of renewal. The fee to file a renewal application is \$87.50, and the registration is renewed for the following calendar year.

Any further questions concerning a foreign name registration should be directed to the Filing Section by calling (850) 245-6052 or by writing Division of Corporations, P. O. Box 6327, Tallahassee, FL 32314.

**COVER LETTER**

**TO:** Filing Section  
Division of Corporations

**SUBJECT:** \_\_\_\_\_  
Name of Foreign Not For Profit Corporation

Dear Sir or Madam:

The enclosed Foreign Not for Profit Name Registration, certificate 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

\_\_\_\_\_  
E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

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

**STREET/COURIER ADDRESS:**  
New Filing Section  
Division of Corporations  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, Florida 32301

**MAILING ADDRESS:**  
New Filing 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

**APPLICATION FOR THE REGISTRATION OF A FOREIGN  
CORPORATE NAME FOR FOREIGN NOT FOR PROFIT  
CORPORATION**

*IN COMPLIANCE WITH SECTION 617.0403, FLORIDA STATUTES, THE FOLLOWING IS  
SUBMITTED TO REGISTER A FOREIGN CORPORATE NAME:*

1. \_\_\_\_\_  
(Name of corporation: must include the word "INCORPORATED" or "CORPORATION" or words or abbreviations of like import in language as will clearly indicate that it is a corporation instead of a natural person or partnership if not so contained in the name at present. "Company" or "Co." may not be used as a corporate suffix by a nonprofit corporation.)

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

3. \_\_\_\_\_  
(Date of Incorporation)

4. \_\_\_\_\_  
(Federal Employer Identification number, if applicable)

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Current mailing address)

6. \_\_\_\_\_  
(Brief description of the nature of the business in which it is engaged)

7. Attached is a certificate of existence from the state or country of incorporation or a certificate setting forth that the corporation is in good standing under the laws of the state or country wherein it is organized.

8. \_\_\_\_\_  
(Signature of Chairman, Vice Chairman, or officer)

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