

Application for Continuing Education Provider Status

Step 1: Click on “Apply” located at the top of Figure 1.

Figure 1

The screenshot shows a web application interface for the FACS system. At the top, there are navigation links: "Locate", "Apply", and "Help". The word "public" is displayed in the top right corner. A prominent red heading reads "Notice - Updated System Security Process". Below this, a paragraph explains the two-factor authentication update and provides instructions for users who forgot their username or password. To the right of the notice is a "LOGIN" box with fields for "User Name" and "Password", a "Login" button, and links for "Forgot Username?" and "Forgot Password?". Below the notice, a blue text block states: "Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone." Another red text block says: "To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment." A thank you message follows, mentioning the Department of Financial Services' Division of Funeral, Cemetery and Consumer Services Licensee Database and its operational hours. Below this is a tabbed interface with three tabs: "Licensee" (selected), "Provider", and "Non-Licensees and Potential Providers". The "Licensee" tab contains a link to a tutorial and a red heading "PLEASE CLICK HERE TO REGISTER FOR THIS SITE:" followed by a bullet point: "Already licensed with the Division of Funeral, Cemetery and Consumer Services, but this your first visit to our site." At the bottom, a message states: "If you encounter any problems while using this system, please contact the Department Monday - Friday between the hours of 8:00 am and 5:00 pm at 850-413-3039." The footer contains the copyright notice: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Locate Apply Help public

Notice - Updated System Security Process

The FACS system has been updated to improve security. A two-factor authentication has been implemented and you can now click on the Forgot your Username or Password. Once you click on Forgot Username you will be prompted to fill in security questions. If the matching information is found in the Division's Licensing System, you will be sent a confirmation message containing your Username. If you click Forgot your Password, you will be prompted to verify your Username and your registered email address. Please remember to use ALL CAPS when entering your Username. You will then be sent an email with a verification code and asked to enter that code. Once the code is verified you can reset and confirm your new Password. Please note, the system will still require you to reset your password every 60 days.

Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone.

To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment.

Thank you for accessing the Department of Financial Services' Division of Funeral, Cemetery and Consumer Services Licensee Database. The system is operational, 7 days a week from 7:00 AM until midnight.

Licensee Provider Non-Licensees and Potential Providers

Licensee

[CLICK HERE](#) to view the tutorial on how to navigate this site.

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Step 2: Select "Provider Application."

Figure 2

Locate Apply Help

Licensee Registration
Provider Application

Updated System Security Process

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Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone.

To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment.

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Licensee Provider Non-Licensees and Potential Providers

Licensee

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Step 3: Click “Next” to continue to the next screen in the application process shown in Figure 5.

Figure 3

The screenshot displays a web application interface for the 'Provider Application' process. At the top, there is a navigation bar with links for 'Locate', 'Apply', and 'Help', and a 'public' logo on the right. Below the navigation bar, the breadcrumb 'Home > Provider Application' is visible. A progress bar shows five steps: 'Introduction' (active), 'Demographics', 'Questions', 'Affirmation', and 'Confirmation'. The main content area is titled 'Applying to become a Provider' and contains a paragraph explaining the application's purpose: 'This online application is used by persons or entities desiring to obtain approval of the Florida Board of Funeral, Cemetery and Consumer Services as a continuing education provider under Chapter 497, Florida Statutes. Once an entity becomes an approved provider, each course offering must be approved by the Board.' A 'Next' button is centered below the text. At the bottom of the page, a footer states: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Please Note: If an applicant selects “Exit” during the application process, the applicant will be directed out and see Figure 4.

Figure 4

The screenshot shows a web application interface with a dark blue header. On the left, there are navigation links: "Locate", "Apply", and "Help". On the right, the word "public" is displayed. The main content area has a large red heading "Notice - Updated System Security Process". Below this, a paragraph explains that the FACS system has been updated with two-factor authentication and provides instructions for users who forgot their username or password. To the right of the notice is a yellow login box with the title "LOGIN". It contains input fields for "User Name" and "Password", a "Login" button, and links for "Forgot Username?" and "Forgot Password?". Below the notice, there is a blue text block stating that the system is not configured for mobile phone use. This is followed by a red text block advising users to verify their continuing education classes before renewal. A thank you message follows, stating the system is operational 7 days a week from 7:00 AM to midnight. Below this is a tabbed interface with three tabs: "Licensee" (selected), "Provider", and "Non-Licensees and Potential Providers". The "Licensee" tab is active, showing a blue header "Licensee" and a white content area. The content area includes a link to a tutorial, a large red heading "PLEASE CLICK HERE TO REGISTER FOR THIS SITE:", and a bullet point for already licensed users. At the bottom of the content area, there is contact information for the Department. The footer of the page contains the copyright notice "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Locate Apply Help public

Notice - Updated System Security Process

The FACS system has been updated to improve security. A two-factor authentication has been implemented and you can now click on the Forgot your Username or Password. Once you click on Forget Username you will be prompted to fill in security questions. If the matching information is found in the Division's Licensing System, you will be sent a confirmation message containing your Username. If you click Forgot your Password, you will be prompted to verify your Username and your registered email address. Please remember to use ALL CAPS when entering your Username. You will then be sent an email with a verification code and asked to enter that code. Once the code is verified you can reset and confirm your new Password. Please note, the system will still require you to reset your password every 60 days.

Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone.

To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment.

Thank you for accessing the Department of Financial Services' Division of Funeral, Cemetery and Consumer Services Licensee Database. The system is operational, 7 days a week from 7:00 AM until midnight.

Licensee Provider Non-Licensees and Potential Providers

Licensee

[CLICK HERE](#) to view the tutorial on how to navigate this site.

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Step 4: Complete the information required in Figure 5. Click “Next” to continue.

Figure 5

Locate Apply Help public

Home > Provider Application

Introduction Demographics Questions Affirmation Confirmation

Provider Information

Provider FEIN [] - []

OR

Social Security Number [] - [] - []

Demographics

Provider Name []

DBA []

Web Site http:// []

Course Registration URL http:// []

Business Address []

City []

State FLORIDA [v]

County (select) [v]

Zip [] []

Mailing Address

☐ Same []

City []

State FLORIDA [v]

County (select) [v]

Zip [] []

E-mail []

Alternate E-mail []

Phone [] [] Extension []

Fax [] []

Toll Free 1- [] []

Login Information

Login [] Must be 5-14 numbers or letters, first one must be a letter.

Password [] Max length must be 8 characters and must require both upper and lower case characters, at least 1 number and at least 1 nonalphanumeric character.

Confirm Password []

Contact Information

First Name []

Middle Name []

Last Name []

Suffix []

Title (select one) [v]

Phone [] [] Extension []

Preferred Contact Method You will be contacted via your In-Box.
☐ I also want to be contacted by E-mail. The format I prefer is:
☒ HTML ☐ Plain text

E-mail []
Without your correct email address this division cannot keep you updated when laws and rules change that may affect you.

Exit Next

Step 5: Select “Yes” or “No.”

Please Note: Selecting “No” will direct the applicant to Figure 7.

Figure 6

The screenshot shows a web application interface for a 'Provider Application'. At the top, there are links for 'Locate', 'Apply', and 'Help', and a 'public' label. Below these is a breadcrumb trail: 'Home > Provider Application'. A progress bar indicates the current step is 'Questions', with other steps being 'Introduction', 'Demographics', 'Affirmation', and 'Confirmation'. The main heading is 'QUESTIONS'. To the right, there is a tab labeled 'INSTRUCTIONS'. The question text reads: 'Pursuant to Board rule, CE Providers must submit course completion data for every Board licensee completing an approved CE course conducted by the Provider, and the data must be provided no later than 30 days after course completion, or prior to the licensee's license renewal date, whichever occurs earlier. Can you comply with this requirement?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom of the question area are two buttons: 'Exit' and 'Next'. A warning message states: 'If you exit now, the system will not save your application!'. The footer contains the text: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Figure 7

The screenshot shows a web application interface for a 'Stopper Message'. At the top, there are links for 'Locate', 'Apply', and 'Help', and a 'public' label. Below these is a breadcrumb trail: 'Home > Stopper Message'. The main visual is a large red octagonal stop sign with the word 'STOP' in white. Below the stop sign, the text reads: 'You must meet this requirement in order to continue.'. At the bottom are two buttons: 'Exit' and 'Back'. The footer contains the text: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Step 6: Select “Yes” or “No.” Selecting “Yes” will direct the applicant to Figure 9.

Please Note: Selecting “No” will direct the applicant to Figure 7.

Figure 8

The screenshot shows a web application interface for a 'Provider Application'. At the top, there are links for 'Locate', 'Apply', and 'Help', and a 'public' logo. Below these is a breadcrumb trail: 'Home > Provider Application'. A progress bar contains five steps: 'Introduction', 'Demographics', 'Questions' (which is highlighted with a blue bar and an upward-pointing triangle), 'Affirmation', and 'Confirmation'. To the right of the progress bar is a button labeled 'INSTRUCTIONS'. The main heading is 'QUESTIONS'. Below this, a paragraph states: 'Pursuant to Board rule, CE Providers must submit course completion data electronically. If you are approved as a CE Provider, you will be granted access to the online system where you will have to submit course completion data online via an electronic file or manually entered data. Can you comply with this course completion data submission process?'. There are two radio buttons: 'Yes' and 'No'. At the bottom, there are two buttons: 'Exit' and 'Next'. A warning message reads: 'If you exit now, the system will not save your application!'. The footer contains the text: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Step 7: Click “I agree to the above statement” and type the applicant's name in the box. Click “Submit” to proceed to Figure 10.

Figure 9

The screenshot displays the 'Provider Application' form, specifically the 'Affirmation' step. The form is titled 'Home > Provider Application' and includes navigation links for 'Locate', 'Apply', and 'Help'. The 'public' logo is visible in the top right corner. The form is divided into five sections: 'Introduction', 'Demographics', 'Questions', 'Affirmation' (the current step), and 'Confirmation'. The 'Affirmation' section contains a 'Payment Summary' table and an 'Affirmation Statement' section.

Payment Summary	
For submitting this provider, charges are as follows:	
Initial Application Fee:	\$ 200.00
Unlicensed Activity Fee:	\$ 5.00
Total:	\$ 205.00

Affirmation Statement

I, the applicant or applicant's authorized signatory, do hereby swear or affirm that I have read the questions in this application and that all answers and information provided in this application and in all attachments to this application, are true and correct to the best of my knowledge and belief.

☐ **I agree to the above statement**

Your Name

Press Submit to print invoice.

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Step 8: Click “Login” will direct applicants to Figure 11, where users can view the status of the recently submitted application.

Figure 10

The screenshot shows a web application interface for the State of Florida Department of Financial Services. At the top, there are navigation links: "Locate", "Apply", and "Help". On the right, the word "public" is displayed. Below these, a breadcrumb trail reads "Home > Provider Application". A horizontal menu contains five items: "Introduction", "Demographics", "Questions", "Affirmation", and "Confirmation", with "Confirmation" being the active page, indicated by a small upward-pointing triangle. A "Print Notification" link with a printer icon is located on the left. The main content area is titled "STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF FUNERAL, CEMETERY AND CONSUMER SERVICES" and "PROVIDER NOTIFICATION". It begins with the instruction "Please read and follow all instructions carefully." and provides the date "March 26, 2024" and "Invoice Number: 1619937-6789". A redacted address block is shown, followed by the address "123 MAIN ST DANIA BEACH FL 33015". The text continues: "As a provider of the Division, you are solely responsible for maintaining your current mailing address. Service by regular mail to your last known address of record constitutes adequate and sufficient notice to you for any official communication to you except when other service is required." It then states: "The process of applying to be a provider by mail may take four (4) to six (6) weeks. Please allow sufficient time before calling to confirm the receipt of fees or the status of your application. You may find additional information concerning your profession at www.fldfs.com/funeralcemetery." The "Amount Due: \$205.00" is listed, followed by the instruction: "Please make checks and money orders payable to 'Department of Financial Services'." A section titled "Submit one check with this invoice to:" provides the mailing address: "Department of Financial Services, Revenue Processing Section, P.O. Box 6100, Tallahassee, Florida 32314-6100". At the bottom of the content area are two buttons: "Return to Home Page" and "Login". The footer contains the copyright notice: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Locate Apply Help public

Home > Provider Application

Introduction Demographics Questions Affirmation Confirmation

Print Notification

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF FUNERAL, CEMETERY AND CONSUMER SERVICES

PROVIDER NOTIFICATION

Please read and follow all instructions carefully.

March 26, 2024 Invoice Number: 1619937-6789

[REDACTED ADDRESS]

123 MAIN ST
DANIA BEACH FL 33015

As a provider of the Division, you are solely responsible for maintaining your current mailing address. Service by regular mail to your last known address of record constitutes adequate and sufficient notice to you for any official communication to you except when other service is required.

The process of applying to be a provider by mail may take four (4) to six (6) weeks. Please allow sufficient time before calling to confirm the receipt of fees or the status of your application. You may find additional information concerning your profession at www.fldfs.com/funeralcemetery.

Amount Due: \$205.00

Please make checks and money orders payable to "Department of Financial Services".

Submit one check with this invoice to:

Department of Financial Services
Revenue Processing Section
P.O. Box 6100
Tallahassee, Florida 32314-6100

Return to Home Page Login

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Step 9: Enter the “User Name” and “Password” then select “Login.”

Figure 11

The screenshot displays the FACS system login interface. At the top, there are navigation links: "Locate", "Apply", and "Help". The word "public" is visible in the top right corner. A prominent red heading reads "Notice - Updated System Security Process". Below this, a paragraph explains the security update, mentioning two-factor authentication and the "Forgot your Username or Password" feature. To the right of the notice is a yellow login box with the title "LOGIN". It contains input fields for "User Name" and "Password", a "Login" button, and links for "Forgot Username?" and "Forgot Password?". Below the notice, a blue text block states: "Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone." Another red text block says: "To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment." A thank you message follows, mentioning the Department of Financial Services' Division of Funeral, Cemetery and Consumer Services Licensee Database. Below this is a tabbed interface with "Licensee", "Provider", and "Non-Licensees and Potential Providers" tabs. The "Licensee" tab is active, showing a "CLICK HERE" link to a tutorial and a red instruction: "PLEASE CLICK HERE TO REGISTER FOR THIS SITE:". A bullet point indicates that users already licensed with the Division should visit the site for the first time. At the bottom, contact information is provided: "If you encounter any problems while using this system, please contact the Department Monday - Friday between the hours of 8:00 am and 5:00 pm at 850-413-3039." The footer contains the copyright notice: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Locate Apply Help public

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Licensee Provider Non-Licensees and Potential Providers

Licensee

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The next screen will provide an update on the status of the application. Note the “Pending” status displayed once the user is logged in. The applicant name will be in place of the black box.

Figure 12

This screenshot shows the 'In-Box' status page. At the top left, there is a 'Help' link. On the top right, there is a 'Logout' button and a '[Provider]' label. Below the 'Help' link, the breadcrumb 'Home > In-Box' is displayed. The 'USER:' field is followed by a black redaction box. To the right of the user information, the status is shown as 'STATUS: PENDING' in red text. Below this, there are three tabs: 'Notifications' (selected), 'Roster/Expired', and 'DFS Requests'. The main content area is titled 'Bureau of Funeral & Cemetery Services Licensing Notifications' and contains a table with the following structure:

Application Type	Notification	Date Received
There are no matches.		

At the bottom of the page, a footer reads: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Below is a display of the content of the “Roster/Expired” tab.

Figure 13

This screenshot shows the 'Roster/Expired' tab selected. The layout is similar to Figure 12, with 'Help', 'Logout', and '[Provider]' at the top right. The breadcrumb is 'Home > In-Box'. The 'USER:' field is redacted. The status is 'STATUS: PENDING' in red. The tabs are 'Notifications', 'Roster/Expired' (selected), and 'DFS Requests'. The main content area is titled 'Remove Notices' and contains a table with the following structure:

There are no matches.		
-----------------------	--	--

The footer at the bottom reads: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Below is a display of the content of the “DFS Requests” tab.

Figure 14

The screenshot shows a web application interface for the Bureau of Funeral & Cemetery Services Licensing. The top navigation bar includes a 'Help' link, a 'Logout' button, and a user identifier '[Provider]'. Below the navigation bar, the breadcrumb 'Home > In-Box' is displayed. The main content area is titled 'Bureau of Funeral & Cemetery Services Licensing Notifications' and contains three tabs: 'Notifications', 'Roster/Expired', and 'DFS Requests'. The 'DFS Requests' tab is active, showing a table with columns 'Application Type', 'Name', and 'Date Received'. The table is currently empty, with the message 'There are no matches.' displayed below the header. The status 'STATUS: PENDING' is shown in red text. The footer of the application displays the copyright notice '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Help Logout [Provider]

Home > In-Box

USER: [REDACTED] STATUS: **PENDING**

Notifications Roster/Expired **DFS Requests**

Bureau of Funeral & Cemetery Services Licensing Notifications

Application Type	Name	Date Received
There are no matches.		

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The dropdown menu for “State” provides the following options:

<u>AA - Armed Forces Americas</u>
<u>AE - Armed Forces Europe</u>
<u>AP - Armed Forces Pacific</u>
<u>AL – Alabama</u>
<u>AK – Alaska</u>
<u>AS - American Samoa</u>
<u>AZ – Arizona</u>
<u>AR – Arkansas</u>
<u>CA - California</u>
<u>CO - Colorado</u>
<u>CT - Connecticut</u>
<u>DE - Delaware</u>
<u>DC - District of Columbia</u>
<u>FM - Federated States of Micronesia</u>
<u>FL - Florida</u>
<u>GA - Georgia</u>
<u>GU - Guam</u>
<u>HI - Hawaii</u>
<u>ID - Idaho</u>
<u>IL - Illinois</u>

<u>IN - Indiana</u>
<u>IA - Iowa</u>
<u>KS - Kansas</u>
<u>KY - Kentucky</u>
<u>LA - Louisiana</u>
<u>ME - Maine</u>
<u>MH - Marshall Islands</u>
<u>MD - Maryland</u>
<u>MA - Massachusetts</u>
<u>MI - Michigan</u>
<u>MN - Minnesota</u>
<u>MS - Mississippi</u>
<u>MO - Missouri</u>
<u>MT - Montana</u>
<u>NE - Nebraska</u>
<u>NV - Nevada</u>
<u>NH - New Hampshire</u>
<u>NJ - New Jersey</u>
<u>NM - New Mexico</u>
<u>NY - New York</u>
<u>NC - North Carolina</u>

<u>ND - North Dakota</u>
<u>MP - Northern Mariana Islands</u>
<u>OH - Ohio</u>
<u>OK - Oklahoma</u>
<u>OR - Oregon</u>
<u>PW - Palau</u>
<u>PA - Pennsylvania</u>
<u>PR - Puerto Rico</u>
<u>RI - Rhode Island</u>
<u>SC - South Carolina</u>
<u>SD - South Dakota</u>
<u>TN - Tennessee</u>
<u>TX - Texas</u>
<u>UT - Utah</u>
<u>VT - Vermont</u>
<u>VI - Virgin Islands</u>
<u>VA - Virginia</u>
<u>WA - Washington</u>
<u>WV - West Virginia</u>
<u>WI – Wisconsin</u>
<u>WY - Wyoming</u>

The dropdown menu for “County” provides the following options:

<u>Alachua</u>
<u>Baker</u>
<u>Bay</u>
<u>Bradford</u>
<u>Brevard</u>
<u>Broward</u>
<u>Calhoun</u>
<u>Charlotte</u>
<u>Citrus</u>
<u>Clay</u>
<u>Collier</u>
<u>Columbia</u>
<u>DeSoto</u>
<u>Dixie</u>
<u>Duval</u>
<u>Escambia</u>
<u>Flager</u>
<u>Gadsden</u>
<u>Gilchrist</u>
<u>Glades</u>
<u>Gulf</u>
<u>Hamilton</u>

<u>Hardee</u>
<u>Hendry</u>
<u>Hernando</u>
<u>Highlands</u>
<u>Hillsborough</u>
<u>Holmes</u>
<u>Indian River</u>
<u>Jackson</u>
<u>Jefferson</u>
<u>Lafayette</u>
<u>Lake</u>
<u>Lee</u>
<u>Leon</u>
<u>Levy</u>
<u>Liberty</u>
<u>Madison</u>
<u>Manatee</u>
<u>Marion</u>
<u>Martin</u>
<u>Miami-Dade</u>
<u>Monroe</u>
<u>Nassau</u>

<u>Okaloosa</u>
<u>Okeechobee</u>
<u>Orange</u>
<u>Osceola</u>
<u>Palm Beach</u>
<u>Pasco</u>
<u>Pinellas</u>
<u>Polk</u>
<u>Putnam</u>
<u>Santa Rosa</u>
<u>Sarasota</u>
<u>Seminole</u>
<u>St Johns</u>
<u>St Lucie</u>
<u>Sumter</u>
<u>Suwannee</u>
<u>Taylor</u>
<u>Union</u>
<u>Volusia</u>
<u>Wakulla</u>
<u>Walton</u>
<u>Washington</u>

The dropdown menu for “Title” provides the following options:

<u>Mr.</u>
<u>Mrs.</u>
<u>Ms.</u>