

## Application for Funeral Director Licensure Renewal

Application processing using Credit Card payment.

Login to FACS-DICE.

The screenshot shows the public login page for FACS-DICE. At the top, there are navigation links: "Locate", "Apply", and "Help". The word "public" is in the top right corner. A large "Welcome" message is in the center. Below it, a red notice states: "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. On the right, there is a "LOGIN" box with fields for "User Name" and "Password", a "Login" button, and a link for "Forgot your Username or Password?". Below the login box, there are tabs for "Licensee", "Provider", and "Non-Licensees and Potential Providers". The "Licensee" tab is selected, showing a "Licensee" section with a link to view a tutorial and a prominent red link to "REGISTER FOR THIS SITE:". A bullet point indicates that users already licensed with the division but visiting for the first time should register. At the bottom, contact information for the Department is provided, and a footer states: "@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer."

Click "Renew License" link.

The screenshot shows the user dashboard after logging in. The top navigation bar includes "Locate", "Compliance", "Administrative", and "Help". A "Logout" button and a "[Licensee]" indicator are on the right. The main content area shows the user's "In-Box" with their "USER:" ID. Under the "LICENSES" section, there are "Valid" and "Pending" categories. The "Valid" category shows a license with a "CE Status" button. The "Pending" category states, "You currently have no pending license applications." Below this is an "ALERTS" section with a checkbox and the text "Please verify that your Addresses are correct..". On the right, there is a "Current Mailing Address" section, a red link to "VIEW/UPDATE PROFILE", an "Apply" section with a "Renew License" link, and a "Links of Interest" section with a link to the "Division Web Site". The footer at the bottom states: "@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer."

Select invoice and click "Continue" button.

The screenshot shows the 'License Renewal' page. At the top, there are navigation links: 'Locate', 'Compliance', 'Administrative', and 'Help'. A 'Logout' button and a '[Licensee]' label are in the top right. Below the navigation bar, the breadcrumb trail reads 'Home > In-Box > License Renewal'. The 'USER:' field is redacted. A table with the following headers is displayed: 'Invoice Number', 'Name', 'License Number - License Type', 'Renewal Due Date', 'Renewal Fee', and 'Late Fee'. The first row of the table is redacted. Below the table are 'Back' and 'Continue' buttons. At the bottom, a footer states '@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer.'

Click "Continue" button.

The screenshot shows the 'Information for Successful Processing of Your Application' page. At the top, there is a navigation bar with links: 'Application Advise', 'Profile Update', 'Background Questions', 'Application Review', 'Affirmation', 'Checkout', and 'Summary'. The main heading is 'Information for Successful Processing of Your Application'. Below this, there are four numbered sections: 1. PRINTER CAPABILITIES: You will need printer capabilities. 2. NON-REFUNDABLE FEES: In accordance with chapter 497, Florida Statutes, renewal license application fees submitted are non-refundable. 3. COMPLETION OF YOUR APPLICATION: Your application is **NOT** complete until you select a method of payment. Do not exit the system until you reach the page that advises that your application is complete. 4. THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTED FOR APPLICATIONS: Credit Cards: While we do not accept Visa, all other credit cards are permitted (MasterCard, American Express, and Discover). Please keep in mind, a convenience fee will be applied if you choose this method of payment. eCheck: eCheck works similar to paper checks and does not incur a convenience fee. A check's routing and account number are entered, then withdrawn much like using an account's debit card. At the bottom, there are 'EXIT' and 'CONTINUE' buttons. A footer at the bottom states '@2000-2022, The State of Florida - All Rights Reserved.'

Verify and update phone and/or fax number and click "Continue" button.

Application Advise **Profile Update** Background Questions Application Review Affirmation Checkout Summary

### APPLICANT INFORMATION

#### Application Contact

Name:  
License Number:  
Home Address:  
Preferred Mailing Address:  
Email:  
Primary Phone:  
Secondary Phone:  
**Business Phone:**  
Mobile Phone:  
Fax:

Ext: 0

EXIT BACK CONTINUE

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Select "Yes" or "No" and click "Continue" button.

|                                    |                                |                                      |                                    |                             |                          |                         |
|------------------------------------|--------------------------------|--------------------------------------|------------------------------------|-----------------------------|--------------------------|-------------------------|
| <a href="#">Application Advise</a> | <a href="#">Profile update</a> | <a href="#">Background Questions</a> | <a href="#">Application Review</a> | <a href="#">Affirmation</a> | <a href="#">Checkout</a> | <a href="#">Summary</a> |
|------------------------------------|--------------------------------|--------------------------------------|------------------------------------|-----------------------------|--------------------------|-------------------------|

### Background Questions

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#### License Questions

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Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the **most recent renewal**?

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

The following crimes must be reported pursuant to section 497.142(10)(c), Florida Statutes:

1. Any felony no matter when committed.
2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under question b. above, which was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section **497.005(58)**, Florida Statutes) "Principal" means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than **10** percent of the voting stock; and all other persons who can exercise control over the person or entity.

☐ Yes  
☐ No

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Click "Continue" button.

| Application Advise | Profile Update | Background Questions | Application Review | Affirmation | Checkout | Summary |
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|

APPLICATION REVIEW

PRINT

After you have confirmed that the application is complete and correct, we recommend that you print this page for your records. Please review the data and answers entered so far. If any are incorrect, you will need to restart this application process.

**CAUTION**--This screen does NOT complete the on-line application process. There are additional screens to process before your application is deemed complete.

**Florida Department of Financial Services**  
Division of Funeral, Cemetery & Consumer Services

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APPLICANT INFORMATION

SSN: [REDACTED] Date of Birth: [REDACTED]

Applicant's Name: [REDACTED]

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Contact Phone: [REDACTED] Email Address: [REDACTED]

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FEE SUMMARY

Renewal License(s) Applied For: [REDACTED]

Application ID Number: [REDACTED] Invoice Number: [REDACTED] License Number: [REDACTED]

Renewal Fee [REDACTED]  
Unlicensed Activity Fee [REDACTED]

Total Fees Due: [REDACTED]

Application to Renew License

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APPLICANT INFORMATION

SSN: [REDACTED] Date Of Birth: [REDACTED] Invoice Number: [REDACTED]

Applicant's Name: [REDACTED] Application ID: [REDACTED]

License Number: [REDACTED]

Mailing Address: [REDACTED]

Home Address: [REDACTED]

Contact Phone: [REDACTED] Email Address: [REDACTED]

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LICENSE INFORMATION

Renewal License(s) Applied For: [REDACTED]

FEE INFORMATION

(Continued on next page)

(Continued from prior page)

#### FEE INFORMATION

Renewal Fee  
Unlicensed Activity Fee  
Paper Processing Fee

Total Fees Due:

#### BACKGROUND QUESTIONS

Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the most recent renewal?

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

The following crimes must be reported pursuant to section 497.142(10)(c), Florida Statutes:

1. Any felony no matter when committed
2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under subparagraph b. that was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section 497.005(58), Florida Statutes) "Principal" means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than 10 percent of the voting stock; and all other persons who can exercise control over the person or entity.

Yes/No

No

#### DEFICIENCIES

EXIT

@2000-2

Enter name and click "Continue" button.

Application Advise

Profile Update

Background Questions

Application Review

Affirmation

Checkout

Summary

APPLICATION

PRINT

Please complete the following to indicate whether the information and answers provided in this on-line application is true and correct. Please type in the certifying person's name, and press Continue.

CAUTION-This screen does NOT complete the on-line application process. There are several more screens after this screen.

Whoever knowingly given false information in the course of applying for or obtaining a license under this chapter, with intent to mislead the board or a public employee in the performance of her or his official duties, or the act of attempting to obtain or obtaining a license under this chapter by knowingly misleading statements or knowing misrepresentations, constitutes a felony of the third degree.

Under penalties of perjury, I declare that I have read the foregoing application for license and that the facts stated in it are true. I understand that misrepresentation of any fact required to be disclosed through this application is a violation of the Florida Statute 497.152 (4)(f)(g)(h) may result in the denial of your renewal application and/or the revocation of my Funeral Industry licenses(s).

I understand that, per 497 Florida Statutes, all application fees are non-refundable

Last, First Name:

EXIT

BACK

CONTINUE

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Select Credit Card and click "Continue" button.

Application Advise

Profile Update

Background Questions

Application Review

Affirmation

Checkout

Summary

CHECKOUT

Please select payment type below, then continue.

Name:

SSN:

Mailing Address:

Renewal License(s) Applied For:

License Type(s)

Count

Itemized Fees:

Total Amount Due:

Pay By:

☒ Credit Card (Discover, Mastercard, American Express)

☐ E-Check

☐ Mail in Payment

EXIT

BACK

CONTINUE

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Select "OK".

**JIMMY F  
FLORIDA**

facsaalfdev.fldfs.com says

You have selected to PAY BY CREDIT CARD.

There is an additional charge of [REDACTED] with this option.

To continue with this action click OK.

To return to the session click CANCEL.

OK Cancel

Mailing Address: [REDACTED]

| Renewal License(s) Applied For: | License Type(s) | Count |
|---------------------------------|-----------------|-------|
|                                 | [REDACTED]      | 1     |

Itemized Fees:

Total Amount Due: [REDACTED]

Pay By: ☒ Credit Card (Discover, Mastercard, American Express)  
☐ E-Check  
☐ Mail in Payment

EXIT BACK CONTINUE

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Enter customer information and click "Next" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description     | Unit Price | Quantity | Amount |
|-------|-----------------|------------|----------|--------|
| 1     | Convenience Fee |            | 1        |        |
| 2     | Service Amount  |            | 1        |        |
| Total |                 |            |          |        |

### Transaction Summary

|                 |  |
|-----------------|--|
| Convenience Fee |  |
| Service Amount  |  |
| <b>TOTAL</b>    |  |

### Need Help?

Please complete the Customer Information Section.

### Payment

Payment Type

Credit/Debit Card

Customer Information

Country \*

United States

First Name \*

Test

Last Name \*

Payment

Address \*

200 E Gaines St

Address 2

City \*

Tallahassee

State \*

FL - Florida

ZIP/Postal Code \*

32301

Phone Number

8504131577

Email \*

Test@myfloridacfo.com

Next >

Payment Information

Cancel

Enter valid payment information and click "Next" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description     | Unit Price | Quantity | Amount |
|-------|-----------------|------------|----------|--------|
| 1     | Convenience Fee |            | 1        |        |
| 2     | Service Amount  |            | 1        |        |
| Total |                 |            |          |        |

### Payment

Payment Type

Credit/Debit Card

Customer Information

Address

Test Payment  
200 E Gaines St  
Tallahassee, FL 32301

Phone Number

8504131577

Country

United States

Email Address

Test@myfloridacfo.com

Edit

Payment Information

Credit Card Number \*

Credit Card Type

MasterCard

DISCOVER

AMERICAN EXPRESS

Expiration Month \*

Expiration Year \*

Security Code \*

Name on Credit Card \*

Test Payment

☒ Payment Address is the same as Customer Information \*

Next >

Cancel

### Transaction Summary

Convenience Fee  
Service Amount

TOTAL

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Click "Submit Payment" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description     | Unit Price | Quantity | Amount |
|-------|-----------------|------------|----------|--------|
| 1     | Convenience Fee |            | 1        |        |
| 2     | Service Amount  |            | 1        |        |
| Total |                 |            |          |        |

### Payment

Payment Type

Credit/Debit Card

Customer Information

Address

Test Payment  
200 E Gaines St  
Tallahassee, FL 32301

Phone Number

8504131577

Country

United States

Email Address

Test@myfloridacfo.com

Edit

Payment Information

Credit Card

Name on Credit Card

Test Payment

Edit

Cancel

Submit Payment

### Transaction Summary

|                 |  |
|-----------------|--|
| Convenience Fee |  |
| Service Amount  |  |
| <b>TOTAL</b>    |  |

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

Select "Continue" button. User will be redirected to FCCS eAppoint website with confirmation number.

Click "Exit" button.

Application processing using E-Check payment.

Login to FACS-DICE.

Click "Renew License" link.

Select invoice and click "Continue" button.

The screenshot shows a web application interface for license renewal. At the top, there is a navigation bar with links: Locate, Compliance, Administrative, Help, a Logout button, and a [Licensee] link. Below the navigation bar, the breadcrumb trail reads "Home > In-Box > License Renewal". A "USER:" label is followed by a redacted black box. The main content area features a table with the following headers: Invoice Number, Name, License Number - License Type, Renewal Due Date, Renewal Fee, and Late Fee. The first row of the table is redacted with a black box. Below the table, there are two buttons: "Back" and "Continue". At the bottom of the page, a footer states: "@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer."

Click "Continue" button.

The screenshot displays a page titled "Information for Successful Processing of Your Application". At the top, there is a horizontal navigation bar with the following tabs: Application Advise (active), Profile Update, Background Questions, Application Review, Affirmation, Checkout, and Summary. The main content area is divided into four numbered sections:

- 1. PRINTER CAPABILITIES:**

You will need printer capabilities.
- 2. NON-REFUNDABLE FEES:**

In accordance with chapter 497, Florida Statutes, renewal license application fees submitted are non-refundable.
- 3. COMPLETION OF YOUR APPLICATION:**

Your application is **NOT** complete until you select a method of payment. Do not exit the system until you reach the page that advises that your application is complete.
- 4. THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTED FOR APPLICATIONS:**

**Credit Cards:** While we do not accept Visa, all other credit cards are permitted (MasterCard, American Express, and Discover). Please keep in mind, a convenience fee will be applied if you choose this method of payment.

**eCheck:** eCheck works similar to paper checks and does not incur a convenience fee. A check's routing and account number are entered, then withdrawn much like using an account's debit card.

At the bottom of the page, there are two buttons: "EXIT" and "CONTINUE". A footer at the very bottom states: "@2000-2022, The State of Florida - All Rights Reserved."

Verify and update phone and/or fax number and click "Continue" button.

Application Advise   **Profile Update**   Background Questions   Application Review   Affirmation   Checkout   Summary

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**APPLICANT INFORMATION**

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**Application Contact**

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Name: [Redacted]  
License Number: [Redacted]  
Home Address: [Redacted]  
Preferred Mailing Address: [Redacted]  
Email: [Redacted]  
Primary Phone: [Redacted]  
Secondary Phone: [Redacted]  
**Business Phone:** [Redacted]  
Mobile Phone: [Redacted]  
Fax: ( [Redacted] ) [Redacted] - [Redacted]

**EXIT**   **BACK**   **CONTINUE**

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Select "Yes" or "No" and click "Continue" button.

|                                        |                                    |                                          |                                        |                             |                          |                         |
|----------------------------------------|------------------------------------|------------------------------------------|----------------------------------------|-----------------------------|--------------------------|-------------------------|
| <a href="#">Application<br/>Advise</a> | <a href="#">Profile<br/>update</a> | <a href="#">Background<br/>Questions</a> | <a href="#">Application<br/>Review</a> | <a href="#">Affirmation</a> | <a href="#">Checkout</a> | <a href="#">Summary</a> |
|----------------------------------------|------------------------------------|------------------------------------------|----------------------------------------|-----------------------------|--------------------------|-------------------------|

### Background Questions

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#### License Questions

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Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

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2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under question b. above, which was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section 497.005(58), Florida Statutes) "Principal" means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than 10 percent of the voting stock; and all other persons who can exercise control over the person or entity.

☐ Yes  
☐ No

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Click "Continue" button.

| Application Advise | Profile Update | Background Questions | Application Review | Affirmation | Checkout | Summary |
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|

APPLICATION REVIEW

PRINT

After you have confirmed that the application is complete and correct, we recommend that you print this page for your records. Please review the data and answers entered so far. If any are incorrect, you will need to restart this application process.

**CAUTION**--This screen does NOT complete the on-line application process. There are additional screens to process before your application is deemed complete.

Florida Department of Financial Services  
Division of Funeral, Cemetery & Consumer Services

APPLICANT INFORMATION

SSN: [REDACTED] Date of Birth: [REDACTED]

Applicant's Name: [REDACTED]

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Contact Phone: [REDACTED] Secondary Phone: [REDACTED] Email Address: [REDACTED]

FEE SUMMARY

Renewal License(s) Applied For: [REDACTED]

Application ID Number: [REDACTED] Invoice Number: [REDACTED] License Number: [REDACTED]

Renewal Fee [REDACTED]  
Unlicensed Activity Fee [REDACTED]

Total Fees Due: [REDACTED]

Application to Renew License

APPLICANT INFORMATION

SSN: [REDACTED] Date of Birth: [REDACTED] Invoice Number: [REDACTED]

Applicant's Name: [REDACTED] Application ID: [REDACTED]

License Number: [REDACTED]

Mailing Address: [REDACTED]

Home Address: [REDACTED]

Contact Phone: [REDACTED] Secondary Phone: [REDACTED] Email Address: [REDACTED]

LICENSE INFORMATION

Renewal License(s) Applied For: [REDACTED]

FEE INFORMATION

(Continued on next page)

(Continued from prior page)

#### FEE INFORMATION

Renewal Fee  
Unlicensed Activity Fee  
Paper Processing Fee

Total Fees Due:

#### BACKGROUND QUESTIONS

Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the most recent renewal?

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

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Yes/No

No

#### DEFICIENCIES

EXIT

© 2000-2

Enter name and click "Continue" button.

Application Advise

Profile Update

Background Questions

Application Review

Affirmation

Checkout

Summary

APPLICATION

PRINT

Please complete the following to indicate whether the information and answers provided in this on-line application is true and correct. Please type in the certifying person's name, and press Continue.

**CAUTION**-This screen does NOT complete the on-line application process. There are several more screens after this screen.

Whoever knowingly given false information in the course of applying for or obtaining a license under this chapter, with intent to mislead the board or a public employee in the performance of her or his official duties, or the act of attempting to obtain or obtaining a license under this chapter by knowingly misleading statements or knowing misrepresentations, constitutes a felony of the third degree.

Under penalties of perjury, I declare that I have read the foregoing application for license and that the facts stated in it are true. I understand that misrepresentation of any fact required to be disclosed through this application is a violation of the Florida Statute 497.152 (4)(f)(g)(h) may result in the denial of your renewal application and/or the revocation of my Funeral Industry licenses(s).

I understand that, per 497 Florida Statutes, all application fees are non-refundable

Last, First Name:

EXITBACKCONTINUE

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Select "E-Check" and click "Continue" button.

Select "OK".

Select "Payment Type" and click "Next" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description    | Unit Price | Quantity | Amount |
|-------|----------------|------------|----------|--------|
| 1     | Service Amount |            | 1        |        |
| Total |                |            |          |        |

### Payment

#### Payment Type

Payment Type \*

Electronic Check

☐ Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Next >

#### Customer Information

#### Payment Information

Cancel

### Transaction Summary

|                |  |
|----------------|--|
| Service Amount |  |
| <b>TOTAL</b>   |  |

### Need Help?

Select Payment Method and Continue to proceed with payment.

Enter customer information and click "Next" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description    | Unit Price | Quantity | Amount |
|-------|----------------|------------|----------|--------|
| 1     | Service Amount |            | 1        |        |
| Total |                |            |          |        |

### Payment

Payment Type

Electronic Check

Customer Information

Complete all required fields [ \* ]

Country \*  
United States

First Name \*  
Test

Last Name \*  
Payment

Address \*  
200 E Gaines St

Address 2

City \*  
Tallahassee

State \*  
FL - Florida

ZIP/Postal Code \*  
32301

Phone Number  
8504131577

Email \*   
Test@myfloridacfo.com

Next >

Payment Information

Cancel

### Transaction Summary

|                |  |
|----------------|--|
| Service Amount |  |
| TOTAL          |  |

### Need Help?

Please complete the Customer Information Section.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description    | Unit Price | Quantity | Amount |
|-------|----------------|------------|----------|--------|
| 1     | Service Amount |            | 1        |        |
| Total |                |            |          |        |

## Transaction Summary

|                |  |
|----------------|--|
| Service Amount |  |
| <b>TOTAL</b>   |  |



Click "Submit Payment" button.

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

### Transaction Detail

| SKU   | Description    | Unit Price | Quantity | Amount |
|-------|----------------|------------|----------|--------|
| 1     | Service Amount |            | 1        |        |
| Total |                |            |          |        |

### Payment

Payment Type

✓

Electronic Check

Customer Information

✓

Address

Test Payment  
200 E Gaines St  
Tallahassee, FL 32301

Phone Number

8504131577

Edit

Country

United States

Email Address

Test@myfloridacfo.com

Payment Information

✓

Electronic Check

\*\*\*\*3452

Name on Account

Test Payment

Edit

Terms and Conditions

[Open a new window to print](#)

850-413-3039.  
7. I understand the Originating ID for this transaction is . Please  
make sure your banking institution has released any debit blocks (if applicable) for  
this ID to ensure successful payment.  
8. I (we) agree that ACH transactions I (we) authorized comply with all applicable  
NACHA Rules and all applicable US law and the laws governing DFS - Funeral,  
Cemetery and Consumer Services's state.

☒ Yes, I authorize this transaction.

Cancel

Submit Payment

### Transaction Summary

Service Amount

TOTAL

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

Form DFS-N1-1781; Application for Funeral Director Licensure Renewal  
Rule 69K-17.0025, F.A.C.; Effective 07/26

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Click "Continue" button. User will be redirected to FCCS eAppoint website with confirmation number.

Application Advise Profile Update Background Questions Application Review Affirmation Checkout Summary

### SUMMARY

**PRINT**

Print a hard copy for your records or write down the confirmation number and the payment identification number for your records. Press continue to complete the application process.

**CAUTION** - Do not use your back button on your browser. This will cause you to begin the application process over again.

Name: [REDACTED]  
SSN: [REDACTED]  
Mailing Address: [REDACTED]

Payment ID: [REDACTED]

Applied For: [REDACTED]

E-Check Confirmation Number: [REDACTED]

**CONTINUE**

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Click "Exit" button.

Application Advise Profile Update Background Questions Application Review Affirmation Checkout Summary

### SUMMARY

Thank you for submitting your application for a renewal license to the Department.

The initial review of your application will take place within 14 business days. Applicants with a reportable criminal history are reviewed on a case-by-case basis and may take up to 90 days for a final decision.

You are welcome to call the Florida Department of Financial Services, Division of Funeral, Cemetery and Consumer Services. However, calling **will not expedite** the processing of your application.

If you have any questions, please contact the Division at 1-800-323-2627 or 850-413-3039 for assistance.

**EXIT**

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Application processing using Mail in payment.

Login to FACS-DICE.

The screenshot shows the public login page for FACS-DICE. At the top, there are navigation links: "Locate", "Apply", and "Help". The word "public" is in the top right corner. A large red "Welcome" message is centered. Below it, a red notice states: "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. On the right, there is a "LOGIN" section with fields for "User Name" and "Password", a "Login" button, and a link for "Forgot your Username or Password?". Below the login section, there are tabs for "Licensee", "Provider", and "Non-Licensees and Potential Providers". The "Licensee" tab is selected, showing a "CLICK HERE" link to a tutorial and a red "PLEASE CLICK HERE TO REGISTER FOR THIS SITE:" message. A bullet point indicates that users already licensed with the Division of Funeral, Cemetery and Consumer Services should visit the site for the first time. At the bottom, contact information for the Department is provided, and a footer contains the copyright notice: "@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer."

Click "Renew License" link.

The screenshot shows the user dashboard after logging in. The top navigation bar includes "Locate", "Compliance", "Administrative", and "Help". A "Logout" button and a "[Licensee]" indicator are in the top right. The main content area is divided into several sections. On the left, there is a "Home > In-Box" header, followed by a "USER:" label and a redacted user ID. Below this is a "LICENSES" section with a "Valid" status and a "CE Status" button. A "Pending" section indicates that there are no pending license applications. An "ALERTS" section has a checkbox for "Please verify that your Addresses are correct..". On the right, there is a "Current Mailing Address" section with a redacted address and a "VIEW/UPDATE PROFILE" link. Below this is an "Apply" section with a "Renew License" link. At the bottom, there is a "Links of Interest" section with a "Division Web Site" link. The footer contains the copyright notice: "@2000-2022, - The State of Florida - All Rights Reserved. Disclaimer."

Select invoice and click "Continue" button.

Locate | Compliance | Administrative | Help | Logout [Licensee]

Home > In-Box > License Renewal

USER: KARLA NIKOLE FLAGG - WRIGHT

| Invoice Number        | Name | License Number - License Type | Renewal Due Date | Renewal Fee | Late Fee |
|-----------------------|------|-------------------------------|------------------|-------------|----------|
| <input type="radio"/> |      |                               |                  |             |          |

Back Continue

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Click "Continue" button.

Application Advise | Profile Update | Background Questions | Application Review | Affirmation | Checkout | Summary

### Information for Successful Processing of Your Application

- 1. PRINTER CAPABILITIES:**

You will need printer capabilities.
- 2. NON-REFUNDABLE FEES:**

In accordance with chapter 497, Florida Statutes, renewal license application fees submitted are non-refundable.
- 3. COMPLETION OF YOUR APPLICATION:**

Your application is **NOT** complete until you select a method of payment. Do not exit the system until you reach the page that advises that your application is complete.
- 4. THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTED FOR APPLICATIONS:**

**Credit Cards:** While we do not accept Visa, all other credit cards are permitted (MasterCard, American Express, and Discover). Please keep in mind, a convenience fee will be applied if you choose this method of payment.

**eCheck:** eCheck works similar to paper checks and does not incur a convenience fee. A check's routing and account number are entered, then withdrawn much like using an account's debit card.

EXIT CONTINUE

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Verify and update phone and/or fax number and click "Continue" button.

|                    |                       |                      |                    |             |          |         |
|--------------------|-----------------------|----------------------|--------------------|-------------|----------|---------|
| Application Advise | <b>Profile Update</b> | Background Questions | Application Review | Affirmation | Checkout | Summary |
|--------------------|-----------------------|----------------------|--------------------|-------------|----------|---------|

### APPLICANT INFORMATION

#### Application Contact

Name: [REDACTED]  
License Number: [REDACTED]  
Home Address: [REDACTED]  
Preferred Mailing Address: [REDACTED]  
Email: [REDACTED]  
Primary Phone: [REDACTED]  
Secondary Phone: [REDACTED]  
**Business Phone:** [REDACTED] Ext:   
Mobile Phone: (  )  -   
Fax: (  )  -

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Select "Yes" or "No" and click "Continue" button.

|                                        |                                    |                                          |                                        |                             |                          |                         |
|----------------------------------------|------------------------------------|------------------------------------------|----------------------------------------|-----------------------------|--------------------------|-------------------------|
| <a href="#">Application<br/>Advise</a> | <a href="#">Profile<br/>update</a> | <a href="#">Background<br/>Questions</a> | <a href="#">Application<br/>Review</a> | <a href="#">Affirmation</a> | <a href="#">Checkout</a> | <a href="#">Summary</a> |
|----------------------------------------|------------------------------------|------------------------------------------|----------------------------------------|-----------------------------|--------------------------|-------------------------|

### Background Questions

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#### License Questions

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Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the **most recent renewal?**

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

The following crimes must be reported pursuant to section 497.142(10)(c), Florida Statutes:

1. Any felony no matter when committed.
2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under question b. above, which was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section **497.005(58)**, Florida Statutes) "Principal" **means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than 10 percent of the voting stock; and all other persons who can exercise control over the person or entity.**

☐ Yes  
☐ No

Click "Continue" button.

|                    |                |                      |                           |             |          |         |
|--------------------|----------------|----------------------|---------------------------|-------------|----------|---------|
| Application Advise | Profile Update | Background Questions | <b>Application Review</b> | Affirmation | Checkout | Summary |
|--------------------|----------------|----------------------|---------------------------|-------------|----------|---------|

### APPLICATION REVIEW

**PRINT**

After you have confirmed that the application is complete and correct, we recommend that you print this page for your records. Please review the data and answers entered so far. If any are incorrect, you will need to restart this application process.

**CAUTION**--This screen does NOT complete the on-line application process. There are additional screens to process before your application is deemed complete.

#### Florida Department of Financial Services

Division of Funeral, Cemetery & Consumer Services

---

#### APPLICANT INFORMATION

SSN: [REDACTED] Date of Birth: [REDACTED]

Applicant's Name: [REDACTED]

Home Address: [REDACTED]

Mailing Address: [REDACTED]

Contact Phone: [REDACTED] Email Address: [REDACTED]

---

#### FEE SUMMARY

Renewal License(s) Applied For: [REDACTED]

Application ID Number: [REDACTED] Invoice Number: [REDACTED] License Number: [REDACTED]

Renewal Fee [REDACTED]  
Unlicensed Activity Fee [REDACTED]

Total Fees Due: [REDACTED]

Application to Renew License

---

#### APPLICANT INFORMATION

SSN: [REDACTED] Date of Birth: [REDACTED] Invoice Number: [REDACTED]

Applicant's Name: [REDACTED] Application ID: [REDACTED]

License Number: [REDACTED]

Mailing Address: [REDACTED]

Home Address: [REDACTED]

Contact Phone: [REDACTED] Email Address: [REDACTED]

---

#### LICENSE INFORMATION

Renewal License(s) Applied For: [REDACTED]

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#### FEE INFORMATION

(Continued on next page)

(Continued from prior page)

#### FEE INFORMATION

Renewal Fee  
Unlicensed Activity Fee  
Paper Processing Fee

Total Fees Due:

#### BACKGROUND QUESTIONS

Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the most recent renewal?

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

The following crimes must be reported pursuant to section 497.142(10)(c), Florida Statutes:

1. Any felony no matter when committed
2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under subparagraph b. that was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section 497.005(58), Florida Statutes) "Principal" means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than 10 percent of the voting stock; and all other persons who can exercise control over the person or entity.

Yes/No

No

#### DEFICIENCIES

EXIT

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Enter name and click "Continue" button.

|                    |                |                      |                    |             |          |         |
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|
| Application Advise | Profile Update | Background Questions | Application Review | Affirmation | Checkout | Summary |
|--------------------|----------------|----------------------|--------------------|-------------|----------|---------|

APPLICATION

PRINT

Please complete the following to indicate whether the information and answers provided in this on-line application is true and correct. Please type in the certifying person's name, and press Continue.

**CAUTION**-This screen does NOT complete the on-line application process. There are several more screens after this screen.

Whoever knowingly given false information in the course of applying for or obtaining a license under this chapter, with intent to mislead the board or a public employee in the performance of her or his official duties, or the act of attempting to obtain or obtaining a license under this chapter by knowingly misleading statements or knowing misrepresentations, constitutes a felony of the third degree.

Under penalties of perjury, I declare that I have read the foregoing application for license and that the facts stated in it are true. I understand that misrepresentation of any fact required to be disclosed through this application is a violation of the Florida Statute 497.152 (4)(f)(g)(h) may result in the denial of your renewal application and/or the revocation of my Funeral Industry licenses(s).

I understand that, per 497 Florida Statutes, all application fees are non-refundable

Last, First Name:

EXIT

BACK

CONTINUE

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Select "Mail in Payment" and click "Continue" button.

Select "OK."

Click "Continue" button.

|                    |                |                      |                    |             |                 |         |
|--------------------|----------------|----------------------|--------------------|-------------|-----------------|---------|
| Application Advise | Profile Update | Background Questions | Application Review | Affirmation | <b>Checkout</b> | Summary |
|--------------------|----------------|----------------------|--------------------|-------------|-----------------|---------|

**PAYMENT**

**PRINT**

---

**Florida Department of Financial Services**  
Division of Funeral, Cemetery & Consumer Services

---

**APPLICANT INFORMATION**

SSN: [REDACTED] Date Of Birth [REDACTED]

Applicant's Name: [REDACTED]

Home Address [REDACTED]

Mailing Address [REDACTED]

Contact Phone [REDACTED] Email Address [REDACTED]

---

**FEE SUMMARY**

Renewal License(s) Applied For: [REDACTED]

Application ID Number: [REDACTED] Invoice Number: [REDACTED] License Number: [REDACTED]

Renewal Fee [REDACTED]  
Unlicensed Activity Fee [REDACTED]  
Paper Processing Fee [REDACTED]

**Total Fees Due:** [REDACTED]

---

**Florida Department of Financial Services**  
Division of Funeral, Cemetery & Consumer Services  
**Invoice to Renew License**

Please read and follow all instructions carefully.  
August 12, 2022 Invoice Number: [REDACTED]

[REDACTED]

**DEAR LICENSEE:**

This is an informational notice to inform you that it is time to renew your license identified below for another 2-year period. **To renew your license please complete all sections of the attached license renewal application and return with payment by AUGUST 31, 2021** or your license will be delinquent.

If you are **NOT** renewing your license, please notify the Division of Funeral, Cemetery and Consumer Services in writing upon receipt of this notice. If you fail to timely renew your license by **AUGUST 31, 2021**, your license becomes delinquent. Without a valid license, you must cease and desist from engaging in any activity for which you must be licensed. Any license that remains in delinquent status for an entire two-year license cycle becomes null and void and any subsequent licensure shall be only as a result of applying for and meeting all requirements imposed on an applicant for new licensure pursuant to section 497.365 (6), Florida Statutes.

Please note that you will **NOT** receive further reminders from the Department concerning the renewal of this license.

License Type: **Funeral Director License**

(Continued on next page)

(Continued from prior page)

License Type: [REDACTED]  
License Number: [REDACTED]  
Renewal Fee: [REDACTED]  
(Renewal Fee after **AUGUST 31, 2021** is: [REDACTED])

The process of renewing a license by mail may take two (2) to four (4) weeks. Please **allow sufficient time** before calling to confirm the receipt of fees or the status of your license. You may find additional information concerning your profession at:  
[www.myfloridacfo.com/division/FuneralCemetery/](http://www.myfloridacfo.com/division/FuneralCemetery/). If you have questions, call the Division office at 850-413-3039.

To renew license, mail a copy of this completed renewal application with your check or money order payable to:

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

## **LICENSE RENEWAL APPLICATION**

### **APPLICANT INFORMATION**

SSN: [REDACTED] Date Of Birth [REDACTED] Invoice Number: [REDACTED]

Applicant's Name: [REDACTED] Application ID: [REDACTED]

License Number: [REDACTED]

Mailing Address [REDACTED]

Home Address [REDACTED]

Contact Phone [REDACTED] Email Address [REDACTED]

### **FEE INFORMATION**

Renewal Fee Unlicensed [REDACTED]  
Activity Fee Paper [REDACTED]  
Processing Fee [REDACTED]

Total Fees Due: [REDACTED]

### **BACKGROUND QUESTIONS**

Pursuant to section 497.141(5)(a), Florida Statutes, answer the following questions:

Has the licensee or any of its principal been convicted of, pled nolo contendere to, or pled guilty to, any crime required to be reported pursuant to Section 497.142(10), Florida Statutes, that was not previously disclosed to the Department upon initial application or the most recent renewal?

If you have previously reported the criminal record to the Division of Funeral, Cemetery and Consumer Services when applying for or previously renewing the license, you are NOT required to disclose it again and you may check NO below.

The following crimes must be reported pursuant to section 497.142(10)(c), Florida Statutes:

1. Any felony, no matter when committed
2. Any misdemeanor, no matter when committed, that was directly related to the practice or activities regulated under chapter 497, F.S.
3. Any other misdemeanor not already disclosed under subparagraph b. that was committed within the five (5) years immediately preceding the date this application is submitted.

"Principal" is defined as follows (see section 497.005(58), Florida Statutes) "Principal" means and includes the sole proprietor of a sole proprietorship; all partners of a partnership; all members of a limited liability company; regarding a corporation, all directors and officers, and all stockholders controlling more than 10 percent of the voting stock; and all other persons who can exercise control over the person or entity.

Yes/No

No

### **DEFICIENCIES**

EXIT

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## Appendix

Pages 10 and 23

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

|                                         |                                              |                                          |                                                   |
|-----------------------------------------|----------------------------------------------|------------------------------------------|---------------------------------------------------|
| <u>Afghanistan</u>                      | <u>Cambodia</u>                              | <u>Finland</u>                           | <u>Jersey</u>                                     |
| <u>Aland Islands</u>                    | <u>Cameroon</u>                              | <u>France</u>                            | <u>Jordan</u>                                     |
| <u>Albania</u>                          | <u>Canada</u>                                | <u>French Guiana</u>                     | <u>Kazakhstan</u>                                 |
| <u>Algeria</u>                          | <u>Cape Verde</u>                            | <u>French Polynesia</u>                  | <u>Kenya</u>                                      |
| <u>American Samoa</u>                   | <u>Cayman Islands</u>                        | <u>French Southern Territories</u>       | <u>Kiribati</u>                                   |
| <u>Andorra</u>                          | <u>Central African Republic</u>              | <u>Gabon</u>                             | <u>Korea, Democratic People's Republic of</u>     |
| <u>Angola</u>                           | <u>Chile</u>                                 | <u>Gambia</u>                            | <u>Korea, Republic of</u>                         |
| <u>Anguilla</u>                         | <u>China</u>                                 | <u>Georgia</u>                           | <u>Kuwait</u>                                     |
| <u>Antarctica</u>                       | <u>Christmas Island</u>                      | <u>Germany</u>                           | <u>Kyrgyzstan</u>                                 |
| <u>Antigua and Barbuda</u>              | <u>Cocos (Keeling) Islands</u>               | <u>Ghana</u>                             | <u>Lao People's Democratic Republic</u>           |
| <u>Argentina</u>                        | <u>Comoros</u>                               | <u>Gibraltar</u>                         | <u>Latvia</u>                                     |
| <u>Armenia</u>                          | <u>Congo</u>                                 | <u>Greece</u>                            | <u>Lebanon</u>                                    |
| <u>Aruba</u>                            | <u>Congo, the Democratic Republic of the</u> | <u>Greenland</u>                         | <u>Lesotho</u>                                    |
| <u>Australia</u>                        | <u>Cook Islands</u>                          | <u>Grenada</u>                           | <u>Liberia</u>                                    |
| <u>Austria</u>                          | <u>Costa Rica</u>                            | <u>Guadeloupe</u>                        | <u>Libya</u>                                      |
| <u>Azerbaijan</u>                       | <u>Côte d'Ivoire</u>                         | <u>Guam</u>                              | <u>Liechtenstein</u>                              |
| <u>Bahamas</u>                          | <u>Croatia</u>                               | <u>Guatemala</u>                         | <u>Lithuania</u>                                  |
| <u>Bahrain</u>                          | <u>Cuba</u>                                  | <u>Guernsey</u>                          | <u>Luxembourg</u>                                 |
| <u>Bangladesh</u>                       | <u>Curaçao</u>                               | <u>Guinea</u>                            | <u>Macao</u>                                      |
| <u>Barbados</u>                         | <u>Cyprus</u>                                | <u>Guinea-Bissau</u>                     | <u>Macedonia, the former Yugoslav Republic of</u> |
| <u>Belarus</u>                          | <u>Czech Republic</u>                        | <u>Guyana</u>                            | <u>Malawi</u>                                     |
| <u>Belgium</u>                          | <u>Denmark</u>                               | <u>Haiti</u>                             | <u>Malaysia</u>                                   |
| <u>Belize</u>                           | <u>Djibouti</u>                              | <u>Heard Island and McDonald Islands</u> | <u>Maldives</u>                                   |
| <u>Benin</u>                            | <u>Dominica</u>                              | <u>Holy See (Vatican City State)</u>     | <u>Mali</u>                                       |
| <u>Bermuda</u>                          | <u>Dominican Republic</u>                    | <u>Honduras</u>                          | <u>Malta</u>                                      |
| <u>Bhutan</u>                           | <u>Ecuador</u>                               | <u>Hong Kong</u>                         | <u>Marshall Islands</u>                           |
| <u>Bolivia, Plurinational State of</u>  | <u>Egypt</u>                                 | <u>Hungary</u>                           | <u>Martinique</u>                                 |
| <u>Bonaire, Sint Eustatius and Saba</u> | <u>El Salvador</u>                           | <u>Iceland</u>                           | <u>Mauritania</u>                                 |
| <u>Bosnia and Herzegovina</u>           | <u>Equatorial Guinea</u>                     | <u>India</u>                             | <u>Mauritius</u>                                  |
| <u>Botswana</u>                         | <u>Eritrea</u>                               | <u>Indonesia</u>                         | <u>Mayotte</u>                                    |
| <u>Bouvet Island</u>                    | <u>Estonia</u>                               | <u>Iran, Islamic Republic of</u>         | <u>Mexico</u>                                     |
| <u>Brazil</u>                           | <u>Ethiopia</u>                              | <u>Iraq</u>                              | <u>Micronesia, Federated States of</u>            |
| <u>British Indian Ocean Territory</u>   | <u>Falkland Islands</u>                      | <u>Ireland</u>                           |                                                   |
| <u>Brunei Darussalam</u>                | <u>Maldives</u>                              | <u>Isle of Man</u>                       |                                                   |
| <u>Bulgaria</u>                         | <u>Maldives</u>                              | <u>Israel</u>                            |                                                   |
| <u>Burundi</u>                          | <u>Fiji</u>                                  | <u>Italy</u>                             |                                                   |
|                                         |                                              | <u>Jamaica</u>                           |                                                   |
|                                         |                                              | <u>Japan</u>                             |                                                   |

|                        |
|------------------------|
| <u>Moldova,</u>        |
| <u>Republic of</u>     |
| <u>Monaco</u>          |
| <u>Mongolia</u>        |
| <u>Montenegro</u>      |
| <u>Montserrat</u>      |
| <u>Morocco</u>         |
| <u>Mozambique</u>      |
| <u>Myanmar</u>         |
| <u>Namibia</u>         |
| <u>Nauru</u>           |
| <u>Nepal</u>           |
| <u>Netherlands</u>     |
| <u>New Caledonia</u>   |
| <u>New Zealand</u>     |
| <u>Nicaragua</u>       |
| <u>Niger</u>           |
| <u>Nigeria</u>         |
| <u>Niue</u>            |
| <u>Norfolk Island</u>  |
| <u>Northern</u>        |
| <u>Mariana Islands</u> |
| <u>Norway</u>          |
| <u>Oman</u>            |
| <u>Pakistan</u>        |
| <u>Palau</u>           |
| <u>Palestine,</u>      |
| <u>State of</u>        |
| <u>Panama</u>          |
| <u>Papua New</u>       |
| <u>Guinea</u>          |
| <u>Paraguay</u>        |
| <u>Peru</u>            |
| <u>Philippines</u>     |

|                         |
|-------------------------|
| <u>Pitcairn</u>         |
| <u>Poland</u>           |
| <u>Portugal</u>         |
| <u>Puerto Rico</u>      |
| <u>Qatar</u>            |
| <u>Réunion</u>          |
| <u>Romania</u>          |
| <u>Russian</u>          |
| <u>Federation</u>       |
| <u>Rwanda</u>           |
| <u>Saint Barthélemy</u> |
| <u>Saint Helena,</u>    |
| <u>Ascension and</u>    |
| <u>Tristan da Cunha</u> |
| <u>Saint Kitts</u>      |
| <u>and Nevis</u>        |
| <u>Saint Lucia</u>      |
| <u>Saint Martin</u>     |
| <u>(French part)</u>    |
| <u>Saint Pierre</u>     |
| <u>and Miquelon</u>     |
| <u>Saint</u>            |
| <u>Vincent and</u>      |
| <u>the</u>              |
| <u>Samoa</u>            |
| <u>Samoa</u>            |
| <u>San Marino</u>       |
| <u>Sao Tome</u>         |
| <u>and Principe</u>     |
| <u>Saudi Arabia</u>     |
| <u>Senegal</u>          |
| <u>Serbia</u>           |
| <u>Seychelles</u>       |
| <u>Sierra Leone</u>     |
| <u>Singapore</u>        |

|                         |
|-------------------------|
| <u>Sint Maarten</u>     |
| <u>(Dutch part)</u>     |
| <u>Slovakia</u>         |
| <u>Slovenia</u>         |
| <u>Solomon Islands</u>  |
| <u>Somalia</u>          |
| <u>South Africa</u>     |
| <u>South Georgia</u>    |
| <u>and the South</u>    |
| <u>Sandwich Islands</u> |
| <u>South Sudan</u>      |
| <u>Spain</u>            |
| <u>Sri Lanka</u>        |
| <u>Sudan</u>            |
| <u>Suriname</u>         |
| <u>Svalbard and</u>     |
| <u>Jan Mayen</u>        |
| <u>Swaziland</u>        |
| <u>Sweden</u>           |
| <u>Switzerland</u>      |
| <u>Syrian Arab</u>      |
| <u>Republic</u>         |
| <u>Taiwan,</u>          |
| <u>Province of</u>      |
| <u>Tajikistan</u>       |
| <u>Tanzania,</u>        |
| <u>United Republic</u>  |
| <u>of</u>               |
| <u>Thailand</u>         |
| <u>Timor-Leste</u>      |
| <u>Togo</u>             |
| <u>Tokelau</u>          |
| <u>Tonga</u>            |
| <u>Trinidad and</u>     |
| <u>Tobago</u>           |

|                       |
|-----------------------|
| <u>Tunisia</u>        |
| <u>Turkey</u>         |
| <u>Turkmenistan</u>   |
| <u>Turks and</u>      |
| <u>Caicos Islands</u> |
| <u>Tuvalu</u>         |
| <u>Uganda</u>         |
| <u>Ukraine</u>        |
| <u>United Arab</u>    |
| <u>Emirates</u>       |
| <u>United Kingdom</u> |
| <u>United States</u>  |
| <u>United States</u>  |
| <u>Minor</u>          |
| <u>Outlying</u>       |
| <u>Islands</u>        |
| <u>Uzbekistan</u>     |
| <u>Vanuatu</u>        |
| <u>Venezuela,</u>     |
| <u>Bolivarian</u>     |
| <u>Republic of</u>    |
| <u>Viet Nam</u>       |
| <u>Virgin</u>         |
| <u>Islands,</u>       |
| <u>British</u>        |
| <u>Islands, U.S.</u>  |
| <u>Wallis and</u>     |
| <u>Futuna</u>         |
| <u>Western Sahara</u> |
| <u>Yemen</u>          |
| <u>Zambia</u>         |
| <u>Zimbabwe</u>       |

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

|                                                |                              |                                      |
|------------------------------------------------|------------------------------|--------------------------------------|
| <u>AA - Armed Forces Americas</u>              | <u>IN - Indiana</u>          | <u>ND - North Dakota</u>             |
| <u>AE - Armed Forces Europe</u>                | <u>IA - Iowa</u>             | <u>MP - Northern Mariana Islands</u> |
| <u>AP - Armed Forces Pacific</u>               | <u>KS - Kansas</u>           | <u>OH - Ohio</u>                     |
| <u>AL – Alabama</u>                            | <u>KY - Kentucky</u>         | <u>OK - Oklahoma</u>                 |
| <u>AK – Alaska</u>                             | <u>LA - Louisiana</u>        | <u>OR - Oregon</u>                   |
| <u>AS - American Samoa</u>                     | <u>ME - Maine</u>            | <u>PW - Palau</u>                    |
| <u>AZ – Arizona</u>                            | <u>MH - Marshall Islands</u> | <u>PA - Pennsylvania</u>             |
| <u>AR – Arkansas</u>                           | <u>MD - Maryland</u>         | <u>PR - Puerto Rico</u>              |
| <u>CA - California</u>                         | <u>MA - Massachusetts</u>    | <u>RI - Rhode Island</u>             |
| <u>CO - Colorado</u>                           | <u>MI - Michigan</u>         | <u>SC - South Carolina</u>           |
| <u>CT - Connecticut</u>                        | <u>MN - Minnesota</u>        | <u>SD - South Dakota</u>             |
| <u>DE - Delaware</u>                           | <u>MS - Mississippi</u>      | <u>TN - Tennessee</u>                |
| <u>DC - District of Columbia</u>               | <u>MO - Missouri</u>         | <u>TX - Texas</u>                    |
| <u>FM - Federated States of<br/>Micronesia</u> | <u>MT - Montana</u>          | <u>UT - Utah</u>                     |
| <u>FL - Florida</u>                            | <u>NE - Nebraska</u>         | <u>VT - Vermont</u>                  |
| <u>GA - Georgia</u>                            | <u>NV - Nevada</u>           | <u>VI - Virgin Islands</u>           |
| <u>GU - Guam</u>                               | <u>NH - New Hampshire</u>    | <u>VA - Virginia</u>                 |
| <u>HI - Hawaii</u>                             | <u>NJ - New Jersey</u>       | <u>WA - Washington</u>               |
| <u>ID - Idaho</u>                              | <u>NM - New Mexico</u>       | <u>WV - West Virginia</u>            |
| <u>IL - Illinois</u>                           | <u>NY - New York</u>         | <u>WI – Wisconsin</u>                |
|                                                | <u>NC - North Carolina</u>   | <u>WY - Wyoming</u>                  |

The dropdown for “Expiration Month” provides the following options:

|                       |
|-----------------------|
| <u>01 – January</u>   |
| <u>02 – February</u>  |
| <u>03 – March</u>     |
| <u>04 – April</u>     |
| <u>05 – May</u>       |
| <u>06 – June</u>      |
| <u>07 – July</u>      |
| <u>08 – August</u>    |
| <u>09 – September</u> |
| <u>10 – October</u>   |
| <u>11 – November</u>  |
| <u>12 – December</u>  |

The dropdown for “Expiration Year” provides the following options:

|             |
|-------------|
| <u>2024</u> |
| <u>2025</u> |
| <u>2026</u> |
| <u>2027</u> |
| <u>2028</u> |
| <u>2029</u> |
| <u>2030</u> |
| <u>2031</u> |
| <u>2032</u> |
| <u>2033</u> |
| <u>2034</u> |
| <u>2035</u> |
| <u>2036</u> |
| <u>2037</u> |
| <u>2038</u> |
| <u>2039</u> |
| <u>2040</u> |
| <u>2041</u> |
| <u>2042</u> |
| <u>2043</u> |
| <u>2044</u> |

The dropdown for Payment Type provides the following options:

|                          |
|--------------------------|
| <u>Credit/Debit Card</u> |
| <u>Electronic Check</u>  |