

# Amateur Sanctioning Organization (ASO) Advance Notice of Amateur Event Instructions

As required by [Rule Chapter 61K1-4, Florida Administrative Code](#), Amateur Sanctioning Organizations are required to provide the Florida State Boxing Commission ten-day advance notice of all amateur boxing, kickboxing, and mixed martial arts events.

In order to submit notification electronically, you will need to do the following:

1) Download the form to your computer.

The form can be found on the Commission's website via the "Forms and Publications" link located on the Commission's home page menu or at: <http://www.myfloridalicense.com/dbpr/pro/sbc/forms.html>.

- Complete the form and save to your computer.

2) Submit the notice through DBPR Online Services.

To access the DBPR Online Services system or to register as a first-time user, go to the DBPR website: <http://www.myfloridalicense.com>. Select Licensee Login (in left column, third selection from top). This will take you to the DBPR Online Services Main Menu. If you don't have an account, click on the "Create My Account" link and follow the instructions provided.

- Once you login, you will be forwarded to your account's Main Menu.
  - Click on **Link an Existing License to My Account**: (Linking to your license is a one-time event.)
    - Select "State Boxing Commission"
    - Select "Amateur Sanctioning Organization" and enter the digits of your license number
    - Enter your Initial Activation Code and the Security Check text
    - Click "Add" to add the license to your account.

Main Menu

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

| Functions  | Licenses Linked to My Online Services Account                           |
|--|---|
| <a href="#">Apply for a New License</a>                | Select a license below to renew/maintain:                               |
| <a href="#">View User Profile</a>                      | <a href="#">Amat Sanct Org [redacted] (Expiration Date: 2014-12-31)</a> |
| <a href="#">Pay For Online Applications</a>            | <a href="#">Amat Sanct Org [redacted] (Expiration Date: 2014-12-31)</a> |
| <a href="#">Link an Existing License to My Account</a> |   |
| <a href="#">Application Status Inquiry</a>             |   |

- Select the linked license and you will be forwarded the License Menu page.
- Click on **Event Advance Notice** and follow prompts.

Functions

- [Address Change](#)
- [Event Advance Notice](#)
- [Remove This License From My Account](#)

### Event Advance Notice - Introduction

This application is to provide the Florida State Boxing Commission with advance notice of an amateur boxing, kickboxing, and/or MMA event.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the previous menu.

Next

Cancel

### Event Advance Notice - Eligibility Questions

Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

| Question                        | Answer  |
|---------------------------------|---|
| Is your notice in a PDF format? | <input type="radio"/> Yes<br><input type="radio"/> No |

Previous

Next

Cancel

### Event Advance Notice - Name and Organizational Details

Please enter or confirm your organizational details and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Organization Name:

Doing Business As Name:

Tax Number (numeric characters only):

Next

Cancel

Previous

### Event Advance Notice - Address Detail Summary

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing addresses.

Press "Cancel" to cancel this application and return to the main menu.

#### General Addresses

##### Main Address

Address:

Previous

Next

Cancel

Once you arrive at the Attachments page, "Browse" your computer for the form and "Attach" the file.

## Event Advance Notice - Attachments

Please upload the following document:

- Event Advance Notice Form.

**Please Note: If you exit before you fully submit your application summary, you will have to reattach your documents.**

If you have questions or need assistance in completing this application, please contact the Florida Boxing Commission at:

**Florida State Boxing Commission**  
**1940 North Monroe Street**  
**Tallahassee, FL 32399-1016**  
**Phone: 850.488.8500**  
**Fax: 850.922.2249**

Select a file and press "Attach" to upload.

Press "Next" when there are no more files to upload.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

\*Attach File:

 

### Files to be Uploaded

**SBC Advance Notice of Amateur  
Event.pdf**

[Remove](#)

Total Size:

**17833**

\*Attach File:

Be sure to verify that the file name appears under "Files to be Uploaded" and select "Attach."

## Event Advance Notice - Application Summary

Please review your information for completeness and accuracy. If errors are identified, click on the "Previous" button to make your corrections. If the information is correct then click on the "Next" button to submit this information.

Review the data and press "Next" to continue this application.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

### Event Advance Notice Summary

License Type: Amat Sanct Org  
Application Date: 05/21/2014 (mm/dd/yyyy)

### Event Advance Notice - Attestation

Press "Previous" to return to the previous section.

Press "Submit" to submit this application.

Press "Cancel" to cancel this application and return to the main menu.

**Please read the following statements and answer "Yes" or "No" at the bottom.**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.

**I understand that an electronic signature shall have the same force and effect as a written signature.**

- Yes  
 No

Submit Cancel  
Previous

You will receive a confirmation through email. If you have any questions or need assistance, please contact the Commission Office at 850.488.8500.