

**State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Additional School Location
Form # DBPR RE 9**

APPLICATION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your application to ensure faster processing.

Open Additional School Location Applicants must submit:

- Fee:
 - \$50.00.
 - Make check payable to the Florida Department of Business and Professional Regulation.
- Completed Sections I, II, III and IV of this application.

Close Additional School Location Applicants must submit:

- Completed Sections I, II, III and IV of this application
- No fee is assessed for this transaction.

Please mail your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Additional School Location
Form # DBPR RE 9

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.
For additional information see Instructions at the end of this application.

Section I - Application Type

CHECK ONE OF THE APPLICATION TYPES
<input type="checkbox"/> Open Additional School Location – Fee \$50 (Complete Sections I, II, III and IV) [2507/1020] <i>Note – You may open more than one additional school location with this application; however, if you wish to also close an additional school location, you must submit another Form DBPR RE 9 and select “Close Additional School Location” as the transaction type.</i>
<input type="checkbox"/> Close Additional School Location (Complete Sections I, II, III and IV) [2507/8050] <i>Note – You may close more than one additional school location with this application; however, if you wish to also open an additional school location, you must submit another Form DBPR RE 9 and select “Open additional School Location” as the transaction type.</i>

Section II – School/Main Location Information

SCHOOL/MAIN LOCATION INFORMATION			
School Permit Number			
School Name			
Last/Surname (Permit Holder)	First	Middle	Suffix
License Number of Permit Holder			

Section III – Additional School Location Information (Attach additional copies as necessary)

ADDITIONAL SCHOOL LOCATION INFORMATION		
Additional School Location Permit Number (Provide school location permit number if closing school location):		
Street Address		
City	State	Zip Code (+4 optional)
County	Country	

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City	State	Zip Code (+4 optional)
County	Country	

Section IV – Affirmation by Written Declaration

Note: All Applicants must complete this Section.

AFFIRMATION BY WRITTEN DECLARATION	
<p>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.</p>	
Signature of School Permit Holder:	Date:
Print Name:	

Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

1. Information

- a) This form is to open one or more additional school locations, close one or more additional locations, or request a duplicate copy of one or more additional locations.
- b) If you would like to open and close an additional school location(s), please submit an application containing only additional school openings and a separate application containing only additional school closures.
- c) An additional location license may not be transferred to a new location.

2. Application Instructions by section

a) Section I – Application Type

- i) Select only one application type.
- ii) Select Open Additional School Location to open an additional school location. You may open more than one school location using this application, but you may not open and close school locations using the same application. Please use separate applications- one for all openings and one for all closures.
- iii) Select Close Additional School Location to close an additional school location. You may close more than one school location using this application, but you may not open and close school locations using the same application. Please use separate applications- one for all openings and one for all closures.

b) Section II – School Main Location Information

- i) Enter the permit number of the school (the ZH number)
- ii) Enter the name of the school.
- iii) Enter the name of the qualifying permit holder. Applicants must use the name as it appears on his or her Social Security card. Do not use any nicknames, aliases, or initials.
- iv) Enter the license number of the permit holder.

c) Section III – Additional School Location Information

- i) This section will be the same for opening or closing one or more school locations.
- ii) **Note:** Please use separate applications if you wish to open and close additional school locations- one for all openings and one for all closures.
- iii) For opening an additional location complete this section as follows:
 - (1) If you are opening a new additional location, you will not have an additional location license number. A new number will be issued for each new additional location.
 - (2) Enter the street address of the new additional location or locations. Use additional pages as needed. A P.O. Box number may not be used for an additional location.
 - (3) The country is not required unless the additional location is located outside of the United States.
- iv) For closing an additional location complete this section as follows:
 - (1) Enter the license number of the additional location that is being closed.
 - (2) Enter the street address of the additional location
 - (3) The country is not required unless the additional location is located outside of the United States.

d) Section IV – Affirmation by Written Declaration

- (1) The permit holder must sign the affirmation by written declaration.