

Start here >>> <http://www.myfloridalicense.com/DBPR/hotels-restaurants/>

Page 1

Select 'Renew & Manage My License' tab

Getting Started With Hotels & Restaurants

Apply For A Food Service License

Apply For A Lodging License

Renew & Manage My License

Step-by-Step Tutorials

- [Create your Online Account and Link Licenses to the Account](#)
- [Request a Copy of your Active License and Change Addresses /DBA](#)

LOGIN & MANAGE MY LICENSE

Renew and
Manage Tab

Quick Links

- [FAQs](#)
- [Help with Downloading](#)
- [Online Inspection Search](#)
- [File a Complaint Online](#)
- [Licensing Guides](#)
- [Food Service Manager Certification](#)
- [Food Service Employee Training](#)
- [FDACS Food Recovery Resource Guide](#)

Need Help?

All requests for public records, complaints, forms, and applications for licenses can be obtained by contacting the Customer Contact Center.

Rick Akin, Director

Division of Hotels and Restaurants
2601 Blair Stone Road
Tallahassee, FL 32399-1011

Telephone: 850.487.1395
Email: thr.info@myfloridalicense.com

CONTACT US

Hotels & Restaurants home page

Select 'LOGIN & MANAGE MY LICENSE' button

Getting Started With Hotels & Restaurants

[Apply For A Food Service License](#)

[Apply For A Lodging License](#)

[Renew & Manage My License](#)

Step-by-Step Tutorials

- [Create your Online Account and Link Licenses to the Account](#)
- [Request a Copy of your Active License and Change Addresses /DBA](#)

[LOGIN & MANAGE MY LICENSE](#)

Manage your licenses



Quick Links

- [FAQs](#)
- [Help with Downloading](#)
- [Online Inspection Search](#)
- [File a Complaint Online](#)
- [Licensing Guides](#)
- [Food Service Manager Certification](#)
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[CONTACT US](#)

Log-in page

Log-in to your account

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

DBPR Online Services Main Menu
Welcome to the Department of Business and Professional Regulation's Online Application Services.
For returning users, please login below.
If you are a new user select **"Create My Account"** link below under **"Create a New Online Profile"** to complete your initial registration.
Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

Public Services
[Apply for a New License](#)
[Public License Search](#)
[File a Complaint](#)

Log in to Online Profile
E-Mail/User ID:
Password:
Log On
[Forgot your password?](#)
Forgot User ID? Click [here](#).

Create a New Online Profile
[Create My Account](#)
[Need Help Creating An Account?](#)

Log-in to your account

If you don't have an account already you can choose 'Create My Account' on bottom left.

Linked license page

Tap on the license you wish to ask for a Duplicate Copy or change Addresses/DBA

The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services interface. At the top left is the DBPR logo. To the right are two images: the Florida State Capitol and a palm tree. Below these images is the text "DBPR ONLINE SERVICES". A navigation bar contains links for "Main Menu", "Update Profile", "Logoff", and "Contact Us". The user is logged in as "H,B".

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
Apply for a New License	Select a license below to renew/maintain: Seating #SEA0000000 (Expiration Date: 2018-12-01)
View User Profile	
File a Complaint	
Make an Online Payment	
Link an Existing License to My Account	
Application Status Inquiry	

A black button labeled "Select" has a blue arrow pointing to the license entry "Seating #SEA0000000 (Expiration Date: 2018-12-01)".

If you haven't linked any licenses to your account yet you can choose "Link an Existing License to My Account" from the Functions list on the left..

License choices page

(For just changing addresses/DBA's choose 'Address/DBA Change')



[Main Menu](#) | [Update Profile](#) | [Logout](#) | [Contact Us](#)

Seating #SEA0000000

Logged In as H,B

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:	Great Tasting Food LLC
DBA Name:	Great Tasting Food
License Status:	Current, Active
Originally Licensed On:	11/30/2017 (mm/dd/yyyy)
Expires On:	12/01/2018 (mm/dd/yyyy)
Modifiers:	Risk Level 2 11/29/2017 (mm/dd/yyyy)

Functions

- [Address/DBA Change](#)
- [Print License Certificate](#)
- [Remove This License From My Account](#)

Select 'Print License Certificate'

[Back](#)

For 'DBA changes' Select this and see page 12



Addresses except for License Location can be updated

If all correct just tap 'Next'

General Addresses	
<u>Main Address</u>	Address: 123 NE South St. West Tallahassee , FL Leon 32399 US
	Phone Number: 111.111.1111
	E-mail: Human.Being@earth.com
	Routing Name: Human Being

License Specific Addresses	
<u>License Location</u>	Name: 321 SW east St. North
	Address: Tallahassee , FL Leon 32399 US
<u>License Mailing</u>	Name: PO Box 5T6K7EE&X##
	Address: Tallahassee , FL Leon 32399 US

[Previous](#) [Next](#) [Add](#) [Cancel](#)

Verify address – Changing an address

License Location cannot be changed. Neither can the ownership

General Addresses	
<u>Main Address</u>	Address: 123 NE South St. West Tallahassee , FL Leon 32399 US
	Phone Number: 111.111.1111
	E-mail: Human.Being@earth.com
	Routing Name: Human Being
License Specific Addresses	
<u>License Location</u>	Name: 321 SW east St. North Address: Tallahassee , FL Leon 32399 US
<u>License Mailing</u>	Name: PO Box 5T6K7EE&X## Address: Tallahassee , FL Leon 32399 US

[Previous](#) [Next](#) [Add](#) [Cancel](#)

You can change
Either Main
Address or License
Mailing address by
just tapping on the
blue font



If you missed something you can always go back with 'Previous'

Organization Name: **Great Tasting Food LLC**
Doing Business As Name: **Great Tasting Food**
Tax Number: *******0000**
Entity Type:

Addresses

General Addresses

Main Address

Address: **123 NE South St. West
Tallahassee , FL
Leon
32399
US**

Phone Number: **111.111.1111**
E-mail: **Human.Being@earth.com**
Routing Name: **Human Being**

License Specific Addresses

License Location

Name: **321 SW east St. North**
Address: **Tallahassee , FL
Leon
32399
US**

License Mailing

Name: **PO Box 5T6K7EE&X##**
Address: **Tallahassee , FL
Leon
32399
US**

Select 'Submit'

[Previous](#) [Submit](#) [Cancel](#)

Affirmation page

You will receive a confirmation email after selecting 'Submit'



[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Seating #SEA0000000

Logged in as H,B

Contact Details

Application Summary

Print License Certificate - Affirmation

Press "Previous" to return to the previous section.

Press "Submit" to complete this transaction.

Press "Cancel" to cancel 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

[Previous](#) [Submit](#) [Cancel](#)

Select 'Yes'



Select 'Submit'



Confirmation page: Success

You will receive an email with a .pdf copy of your license



To go to other selections select 'Main Menu'

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Seating #SEA0000000

Logged in as H,B

Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

[Return](#)

Change Addresses and/or DBA

Just select Address/DBA Change



[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Seating #SEA0000000

Logged In as HJB

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:	Great Tasting Food LLC
DBA Name:	Great Tasting Food
License Status:	Current, Active
Originally Licensed On:	11/30/2017 (mm/dd/yyyy)
Expires On:	12/01/2018 (mm/dd/yyyy)
Modifiers:	Risk Level 2 11/29/2017 (mm/dd/yyyy)

Functions

- [Address/DBA Change](#)
- [Print License Certificate](#)
- [Remove This License From My Account](#)

[Back](#)

For DBA and address changes Tap this



DBA Change

Just enter in new DBA and tap 'Next'



[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Seating #SEA0000000

Logged In as H,B

Name and Personal/Organization Details

Contact Details

Application Summary

Address/DBA Change - Name and Organizational Details

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

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

Organization Name:

Great Tasting Food

Doing Business As Name:

GREAT TASTING FOOD AND MORE x

Tax Number (numeric characters only):

***0000

Entity Type:

Next Cancel

Address Change

The choices replicate slides 6-8

Organization Name: **Great Tasting Food LLC**
Doing Business As Name: **Great Tasting Food**
Tax Number: *******0000**
Entity Type:

Addresses

General Addresses

Main Address

Address: **123 NE South St. West
Tallahassee , FL
Leon
32399
US**
Phone Number: **111.111.1111**
E-mail: **Human.Being@earth.com**
Routing Name: **Human Being**

License Specific Addresses

License Location

Name: **321 SW east St. North**
Address: **Tallahassee , FL
Leon
32399
US**

License Mailing

Name: **PO Box 5T6K7EE&X##**
Address: **Tallahassee , FL
Leon
32399
US**

[Previous](#) [Next](#) [Add](#) [Cancel](#)

If all
accurate
Tap 'Next'

Submit

Now your DBA has been updated

Organization Name: **Great Tasting Food LLC**
Doing Business As Name: **Great Tasting Food**
Tax Number: *******0000**
Entity Type:

Addresses

General Addresses

Main Address

Address: **123 NE South St. West
Tallahassee , FL
Leon
32399
US**

Phone Number: **111.111.1111**
E-mail: **Human.Being@earth.com**
Routing Name: **Human Being**

License Specific Addresses

License Location

Name: **321 SW east St. North**
Address: **Tallahassee , FL
Leon
32399
US**

License Mailing

Name: **PO Box 5T6K7EE&X##**
Address: **Tallahassee , FL
Leon
32399
US**

[Previous](#) [Submit](#) [Cancel](#)

Then Tap
'Submit'

Web Quick Links

<http://www.myfloridalicense.com/DBPR/>

[Hotels & Restaurants - Licensing Guides](#)

[Hotels & Restaurants - Home page](#)

[Hotels & Restaurants - FAQ](#)

[Hotels & Restaurants - Forms & Publications](#)

[Hotels & Restaurants - Food Service Manager Certification](#)

[Hotels & Restaurants - Food Service Employee Training](#)

[Elevators - Home page](#)

[Elevators - FAQ](#)

<http://www.myfloridalicense.com/contactus/>