

SECURITY OFFICER HANDBOOK



Division of Licensing

**Florida Department of Agriculture and Consumer
Services**

**Adam H. Putnam
Commissioner**



Florida Department of Agriculture and Consumer Services

A message from the Commissioner:

In obtaining a Florida License as a Security Officer, a licensee enters a profession that protects the property and personal safety of others. The Department of Agriculture and Consumer Services, Division of Licensing, has the legal duty to regulate the private security industry in this state. In carrying out that duty, the Division has authority to investigate any violation of Chapter 493, Florida Statutes, the law governing the security profession.

The courts have found that a professional license is a privilege, not a right. Violations may result in denial of an application, fines and the suspension or revocation of a license granting that privilege. Knowledge of the law reduces the probability of violating it. This handbook is provided to assist licensees and agencies in that knowledge. I hope it will be helpful to you.

If you have any questions, the Division of Licensing staff will be happy to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan H. Peterson".

Commissioner

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SECURITY GUIDELINES

I. LAW – Chapter 493, Florida Statutes

The following explanations of the law are presented to assist in understanding the requirements and prohibitions of Chapter 493, Florida Statutes. However, this handbook is not the complete law. Individuals who are licensed pursuant to Chapter 493 should study the law to gain a more thorough understanding.

II. REGULATED ACTIVITY – Private Security

Definition – Advertising or performing the service of, guarding persons or property for compensation.

Sections 493.6101(18) and (19), F.S.

III. TYPES OF LICENSES

a. Security Officer – Class “D” license

Any individual who performs security services must have a Class “D” Security Officer License and must own or be employed by a licensed Class “B” Security Agency or branch office. Class “D” licensees may not enter into subcontractor agreements with any licensed agency or other business entity.

Sections 493.6301(4) and (5), F.S.

b. Statewide Firearm License – Class “G” license

Any individual who carries a firearm while on duty must have a Class “G” license in addition to his Class “D” or manager’s license.

See “Firearms,” Section V

c. Security Agency – Class “B” license

Any business which advertises as, or is engaged in, the business of furnishing security services, armored car services, or transporting prisoners for compensation is a security agency and must possess a Class “B” Security Agency License. Class “B” agencies may enter into subcontractor agreements with other

licensed agencies. Agencies must notify the Division of any changes in officers, ownership or location. Agency licenses, which reflect incorrect information because such changes have not been reported, are in violation of Chapter 493, F.S.

Section 493.6301(1), F.S.

d. Branch Office — Class “BB” license

Each additional location of an agency where security business is actively conducted must obtain a Class “BB” Branch Office License.

Section 493.6301(2), F.S.

e. Agency Managers — Class “M” or “MB” license

Any person who directs the activities of licensed security officers at any agency or branch office must have a Class “M” or Class “MB” Manager License. A Class “D” licensee, who has been so licensed for a minimum of two (2) years, may be designated as the manager, in which case the Class “M” or “MB” license is not required. The manager assigned to an agency or branch office must operate primarily from the location for which he has been designated as manager. Each licensed location must have a designated, properly licensed manager and a licensed manager may only be designated as manager for one location.

Section 493.6301(3)(a), F.S.

f. Security Officer Instructor — Class “DI” license

Any individual who teaches or instructs at a Class “DS” Security Officer School or Training Facility shall have a Class “DI” license, except instructors who are full-time faculty members and who teach exclusively for public educational facilities are exempt.

Section 493.6301(8), F.S. and 5N-1.134(3)(b), FAC

g. Security Officer School — Class “DS” license

Any school or training facility that teaches or instructs applicants for Class “D” licensure must have a Class “DS” license except those schools that are exempt pursuant to 5N-1.134(3)(a), FAC.

Section 493.6301(7), F.S and 5N-1.134(3)(a), FAC

h. Firearms Instructor – Class “K” license

Any individual who provides classroom or range instruction to applicants for a Class “G” license must have a Class “K” license. Class “K” licensees must follow the standards and procedures in the Division of Licensing *Firearms Instructors Manual*.

Section 439.6115(7), F.S.

i. Class “D”, “G”, “M”, “MB”, “DI”, “DS” and “K” licenses are issued for two (2) years. Class “B”, “AB” and “BB” licenses are issued for three (3) years. The licensee is responsible for renewing his/her license on time and should apply for renewal 60-90 days prior to expiration. Although the Division sends the licensee a renewal notice approximately 120 days prior to the expiration date of the license, the licensee is ultimately responsible for renewing his/her license in a timely manner even if the renewal notice was not received. The Class “D” Security Officer License must be in the possession of the licensee while on duty. An armed security officer must also have the Class “G” Statewide Firearm License in his/her possession while on duty in an armed capacity.

Sections 493.6111(1) and (2), F.S.

IV. TRAINING REQUIREMENTS

a. An applicant for a Class “D” license must complete a minimum of 40 hours of professional training at a school or training facility licensed by the department. An applicant may fulfill the training requirement by:

1. Submitting proof of successful completion of 40 hours of training with his/her initial application, or
2. Submitting proof of successful completion of 24 hours of training with his/her initial application **and** proof of successful completion of the remaining 16 hours of training within 180 days following the submission of the initial application. Failure to submit proof of successful completion of

the remaining 16 hours of training within 180 days will result in suspension of the license.

b. An applicant for a Class “DI” Security Officer Instructor License shall have the following qualifications:

- Be at least eighteen (18) years old;

AND

- Can evidence a high school diploma or a GED certificate;

AND

- Is licensed as a Class “D” security officer and has been so licensed not less than 3 years within the 5-year period immediately preceding application;

OR

- Can evidence an associate degree from a junior college or community college with a major course of study in criminology, criminal justice, police science, or other course of study related to law enforcement or security and is currently licensed as a security officer and has been so licensed for not less than 1 year;

OR

- Can evidence a bachelor’s, master’s, or doctorate degree from a college or university with a major course of study in education, criminology, criminal justice, police science, law or other course of study related to law enforcement or security.

OR

- Can evidence a certificate of completion from a federal, state, county or municipal law enforcement academy or training facility which is comparable in hours and curriculum to the training established by the Florida Criminal Justice Standards and Training Commission or the Department of Education as acceptable to meet law enforcement officer, correctional officer or correctional probation officer minimum standards;

OR

- Can evidence having served not less than 1 year on active duty as a military policeman, security police officer, or in other military law enforcement duty;

OR

- Is currently licensed as a Class “M” office manager or a Class “MB” security office manager and is serving or has served in a licensed management position.

c. An applicant for a Class “DI” Security Officer Instructor may qualify for licensure to teach only in specific subject areas relating to his/her professional training and experience who:

- Is licensed as a nurse, emergency medical technician or paramedic, or is otherwise professionally trained and certified in emergency medical procedures;

OR

- Has been certified as an instructor by the American Red Cross, American Heart Association or other similar nationally recognized health and human care organization;

OR

- Is a certified firefighter.

d. An applicant for a Class “K” Firearms Instructors License must have one of the following certificates:

- The Florida Criminal Justice Standards and Training Commission Firearms Instructor's Certificate;

OR

- The National Rifle Association Police Firearms Instructor Certificate.
- The National Rifle Association Security Firearms Instructor Certificate.
- The National Rifle Association Law Enforcement Instructor Certificate.

OR

- A Firearms Instructor's Certificate from a federal, state, county, or municipal police academy in this state recognized as such by the Criminal Justice Standards and Training Commission or by the Department of Education.

Section 493.6105(7), F.S.

V. FIREARMS

- a. Class "G" Statewide Firearm License

A Class "D" Security Officer or Class "M" or "MB" Security Agency Manager who also possesses a Class "G" Statewide Firearm License may be armed with a firearm in the course of his/her duties. While performing duties authorized under this chapter, the only firearms that may be carried are a .38 caliber revolver; or a .380 caliber or 9-millimeter semiautomatic pistol; or a .357 caliber revolver with .38 caliber ammunition only. If an armed security officer's duties require a firearm such as a shotgun, etc., a written waiver must be obtained from the Division prior to its use. Waivers must be requested by the licensed agency and will be granted only upon a showing of sufficient need. Such waivers are valid only for the specific duty, post or activity, on or for which the request is based.

Sections 493.6115(2), (5), and (6), F.S.

- b. An armed security officer or licensed manager who has been granted a firearms waiver must carry the waiver at all times while on duty and armed with the firearm for which the waiver was granted.

Section 493.6115(6), F.S.

- c. Upon termination of employment all waivers must be returned to the employing agency. Agencies are then responsible for returning waivers to the Division of Licensing.

d. Firearms and Ammunition – Licensed agencies shall allow licensed employees to use only standard (factory) ammunition of a type and load which is appropriate for the location and duty requirements of armed employees, except use of the following type ammunition is prohibited:

1. Glaser-type or any other pre-fragmented-type bullets
2. Exploding bullets
3. Full metal jacket (fmj)/full metal case (fmc) bullets except in semiautomatic firearms
4. Teflon-coated (ktw-type) or any other type of armor piercing bullets
5. Full wadcutter bullets (except on firing range)
6. Reloads (except on firing range)

Rule 5N1-129, F.A.C.

e. A Class “D” Security Officer who also possesses a Class “G” license may carry a firearm only when the duty assignment requires armed security and only while on the post of duty.

Section 493.6115(3), F.S.

Example: A Class “D” Security Officer who also has a Class “G” license and is normally assigned to an armed post is assigned, temporarily, to an unarmed post. He may not carry his firearm on the temporary assignment.

Example: The same security officer, while serving on his usual armed post, may not wear his firearm when he leaves his assigned post for other than duty purposes, such as for lunch, or when traveling to or from home. During such non-duty periods, the firearm must be removed and secured.

f. Operational circumstances which allow security officers who do not have the Class “G” Statewide Firearm License to have access to firearms are prohibited.

Example: A Security Officer without a Class “G” license may not be assigned a vehicle that contains a shotgun.

Example: A Security Officer without a Class “G” license may not be assigned to a perimeter gate guard shack where firearms are kept in a locked gun rack if the officer is issued keys to the gun rack.

g. While the licensee is on duty his firearm must be carried in a holster and in plain view. It may be carried concealed only under the conditions addressed in VIII.c.

Section 493.6115(3), F.S.

VI. FIREARMS TRAINING

a. An applicant for a Class “G” Statewide Firearm License must have a minimum of twenty-eight (28) hours of range and classroom training taught and administered by a Class “K” Firearms Instructor.

Section 493.6105(6), F.S.

b. Class “G” licensees must obtain four (4) hours of firearms range recertification training during each year of the 2-year licensure period. If the four (4) hours annual training is not completed each year of the 2-year licensure period, the full initial training program (twenty-eight (28) hours) is required for renewal. This training must be taught by a Class “K” Firearms Instructor. Renewal of the Class “G” license will be denied if the licensee has failed to obtain the required training.

Example: A licensee who is issued his Class “G” license on June 1, 2006 which expires May 31, 2008 must receive four (4) hours of firearms recertification training between June 1, 2006 and May 31, 2007 and four (4) hours between June 1, 2007 and May 31, 2008.

c. Security officers and agencies are required to notify the Division of Licensing within five (5) working days of any discharge of a firearm in the course of the security officer’s

duties. The incident report should contain an explanation describing the nature of the incident, the necessity for using the firearm and a copy of any report prepared by a law enforcement agency.

Section 493.6115(9), F.S.

VII. USE OF FORCE

a. Licensed security officers are not law enforcement officers and are not granted any police powers regarding arrest or use of force.

Section 493.6118(1)(i), F.S.

b. Deadly force may never be used by a security officer except in self-defense or defense of another from imminent death or great bodily harm. The use of deadly force to protect property or to prevent property loss is prohibited by law.

Section 776.012, F.S.

c. Non-deadly force may be used by a security officer to the extent necessary for self-defense or defense of another against the use of unlawful force or to prevent or terminate trespass or "interference" with property the security officer has a legal duty to protect.

Section 776.031, F.S.

d. Security officers in the employ of, or contracted with, retail establishments, who have probable cause to believe that retail theft has occurred, have specific statutory authority to detain shoplifting suspects until law enforcement can respond to make an arrest. Law enforcement must be called to the scene immediately.

Section 812.015(3)(a), F.S.

e. Firing a warning shot for any reason, including an attempt to stop a person suspected of the commission of a crime, is prohibited.

Sections 776.012 and 493.6118(1)(f), F.S.

VIII. UNIFORMS AND IDENTIFICATION CARDS

a. A “uniform” is any distinctive clothing intended to identify the individual wearing it as a member of a specific group or an employee of a specific company or agency.

Example: Security officers at a resort are in “uniform” when they wear yellow knit shirts and white shorts during the day and navy blazers with grey slacks after dark.

b. The Class “D” Security Officer must perform his/her duties in a uniform that has at least one patch or emblem visible at all times clearly identifying the employing agency.

Example: Security officers in standard uniforms must display a patch or nametag, which contains the agency name in an easily readable form. Displaying only a badge containing the agency name is not sufficient.

Example: The agency employing the security officers working at the resort displayed the agency name on both “uniforms” described above by printing the agency name on the knit shirts and by affixing the agency patch to the blazer breast pockets.

Section 493.6305(1), F.S.

c. Class “D” Security Officers may perform their duties in plain-clothes status on a limited special assignment basis, and only when duty circumstances or special requirements of the client necessitate such dress. A Class “D” Security Officer who also possesses a Class “G” Statewide Firearm License and who is temporarily performing duties in plain-clothes may carry his/her firearm concealed. Limited special assignments are determined by the licensed agency management within the guidelines provided herein.

Sections 493.6305(2), and (3), F.S.

d. "Limited special assignment basis" is defined as non-routine, temporary duty limited to a few days in duration.

Example: A licensed security agency providing uniformed security personnel to an industrial plant temporarily assigns plain-clothes security personnel for a 3-day period to perform personal security functions for the plant manager after the manager receives a threat.

e. Identification Card

Every agency must furnish to its partners, principal corporate officers, and all licensed employees, an identification card bearing the name and license number of the holder of the card and the name and license number of the agency. The identification card must be signed by the individual licensee and a representative of the agency. The identification card must be in the possession of the licensee while on duty.

Section 493.611(5), F.S.

f. Failure to return company-owned equipment (uniforms, firearms, agency identification card, etc.) to the employer upon termination of employment is considered misconduct.

Section 493.6305(1), F.S.

IX. INSURANCE REQUIREMENTS

a. A Class "B" Security Agency must have not less than \$300,000 commercial general liability coverage for death, bodily injury, property damage and personal injury coverage. Insurance must include coverage for the activities of all licensed persons under the operational guidance and direction of the licensed agency.

Section 493.6110, F.S.

b. The security agency must notify the Division of any and all claims filed against the insurance.

Section 493.6110(1), F.S.

c. The agency must notify the Division of cancellation of coverage. Automatic suspension of the agency license occurs upon the date of expiration or cancellation unless evidence of continued insurance is provided.

Sections 493.6110(2) and (3), F.S.

X. APPLYING FOR A LICENSE

a. Any person applying for a license must be at least eighteen (18) years of age, be of good moral character, not have a disqualifying criminal history or a disqualifying history of mental illness, drug or alcohol abuse and must be authorized to work in this country.

Section 493.6106(1), F.S.

b. The applicant must provide the following information or documentation: Name; date of birth; social security number; place of birth; residence address(es) for the past five (5) years; places of employment for the past five (5) years; a passport-type color photograph; a statement of all criminal convictions or cases where adjudication was withheld; a statement whether he/she has been adjudicated incapacitated, committed to a mental institution, or has a history of illegal drug use or alcohol abuse; a full set of prints on the Division's fingerprint card; a personal inquiry waiver and the appropriate fee. Applications are available from the Department of Agriculture and Consumer Services, Division of Licensing, or any regional office, or you may visit our website at: <http://www.licgweb.doacs.state.fl.us>

Section 493.6105(3), F.S.

c. Any non-U.S. citizen who applies for a license under Chapter 493 must submit proof of current employment authorization issued by the U.S. Citizenship and Immigration Services (USCIS). A copy of one of the following USCIS forms is sufficient: I-327; I-151; I-551; I-571; I-688; I-688A; I-688B; I-766 (front and back, if form is two-sided).

Title 18, U.S. Code, Section 922, imposes greater standards for non-U.S. citizens to carry firearms. To assure compliance with this section, any non-U.S. citizen who applies for a Class "G" Statewide Firearm License or a Class "K" Firearms Instructor License must submit a legible copy of the front and back of his/her valid permanent resident alien card issued by the USCIS (USCIS form I-551) and proof that he/she has resided in the state of residence as shown on the application for at least ninety (90) consecutive days prior to the date the application is submitted. The Division of Licensing will accept copies of utility bills, credit card statements, insurance invoices, or other similar documentation that includes the applicant's name and address as proof of the ninety (90)-day minimum residency requirement.

d. A fingerprint check with the Florida Department of Law Enforcement and Federal Bureau of Investigation will be conducted on all applicants to determine if they have a disqualifying criminal history.

e. The licensee is required to notify the Division of Licensing within 10 days of a change to his/her residence and/or mailing address.

Section 493.6106(3), F.S.

XI. CANCELLATION/INACTIVATION OF LICENSE

a. In the event the licensee desires to cancel his/her license, he/she shall notify the department in writing and return the license to the department within ten (10) days of the date of cancellation.

b. The department may place a licensee's license in an inactive status at the written request of the licensee. A license may remain inactive for a period of three (3) years, at the end of which time, if the license has not been renewed, it will be automatically canceled. If the license expires during the inactive period, the licensee must pay any license fees incurred during the inactive period and, if applicable, show proof of insurance or proof of firearms training before the license can be made active.

Late fees are not incurred while a license is in an inactive status. Insurance does not have to be in force while the license is in an inactive status.

Section 493.6114, F.S.

XII. AGENCY ADVERTISEMENTS REQUIRE LICENSE NUMBER

A licensed agency must include its agency license number in any advertisement in any print medium or directory, and must include its agency license number in any written bid or offer to provide services.

Example: An agency's license number must be included on bids, yellow page listings, trade journals, etc.; however, employment advertising does not require the agency license number.

Section 493.6111(6), F.S.

XIII. USE OF STATE SEAL PROHIBITED

Licenses may not use the Great Seal of the State of Florida or any part thereof on any badge, patch, credentials, identification cards, correspondence, advertisements, business cards, or any other means of identification used in connection with private security services.

Section 493.6124, F.S.

XIV. OTHER PROHIBITED ACTS

a. Fraud or willful misrepresentation in applying for or obtaining a license.

Section 493.6118(1)(a), F.S.

b. Use of any fictitious or assumed name by an agency unless the agency has Division of Licensing approval and has registered that name with Division of Corporations pursuant to Section 865.09, F.S.

Section 493.6118(1)(b), F.S.

c. Being found guilty of a crime or entering a plea of guilty or *nolo contendere* to a crime, which directly relates to the business for which the license is held or sought, regardless of adjudication or conviction. A conviction based on a plea of *nolo contendere* shall create a rebuttable presumption of guilt to the underlying criminal charges, and the department shall allow the individual being disciplined or denied an application for a license to present any mitigating evidence relevant to the reason for, and the circumstances surrounding, his/her plea.

Section 493.6118(1)(c), F.S.

d. A false statement by the licensee that any individual is or has been in his/her employ.

Section 493.6118(1)(d), F.S.

e. Proof that the applicant or licensee is guilty of fraud or deceit, or of negligence, incompetency, or misconduct, in the practice of the activities regulated under Chapter 493.

Section 493.6118(1)(f), F.S.

Example: It is misconduct for a security officer to abandon his post for any period of time without relief or authorization, to sleep on duty, or to be under the influence of drugs or alcohol while on duty.

f. Conducting activities regulated under Chapter 493 without a license or with a revoked or suspended license.

Section 493.6118(1)(g), F.S.

g. Failure of the licensee to maintain in full force and effect the general liability insurance coverage required by Section 493.6110, F.S.

Section 493.6118(1)(h), F.S.

h. Impersonating, or permitting or aiding and abetting an employee to impersonate, a law enforcement officer or an employee of the state, the United States, or any political subdivision thereof by identifying him/herself as a federal, state, county, or municipal law enforcement officer or official representative, by wearing a uniform or presenting or displaying a badge or credentials that would cause a reasonable person to believe that he/she is a law enforcement officer or that he/she has official authority, by displaying any flashing or warning vehicular lights other than amber-colored or by committing any act that is intended to falsely convey official status.

Section 493.6118(1)(i), F.S.

See also Sections XV-XVII of this Handbook.

i. Commission of an act of violence or the use of force on any person except in the lawful protection of one's self or another from physical harm.

Section 493.6118(1)(j), F.S.

j. Knowingly violating, advising, encouraging, or assisting the violation of any statute, court order, capias, warrant, injunction, or cease and desist order, in the course of business regulated under Chapter 493.

Section 493.6118(1)(k), F.S.

k. Transferring or attempting to transfer a license issued pursuant to Chapter 493.

Section 493.6118(1)(m), F.S.

l. Employing or contracting with any unlicensed or improperly licensed person or agency to conduct activities regulated under this chapter when such licensure status was known or could have been ascertained by reasonable inquiry.

Section 493.6118(1)(n), F.S.

m. Failure or refusal to cooperate with or refusal of access to an authorized representative of the department engaged in an official investigation pursuant to Chapter 493.

Section 493.6118(1)(o), F.S.

n. Failure of any partner, principal corporate officer, or licensee to have his/her agency identification card in his/her possession while on duty.

Section 493.6118(1)(p), F.S.

o. Failure of any licensee to have his/her license in their possession while on duty, as specified in Section 493.6111(1), F.S.

Section 493.6118(1)(q), F.S.

p. Failure to report to the department any person whom the licensee knows to be in violation of this chapter or the rules of the department.

Section 493.6118(1)(s), F.S.

q. Violating any provision of Chapter 493.

Section 493.6118(1)(t), F.S.

r. Being convicted of a felony unless ten (10) years have expired since final release from supervision and civil rights have been restored by Florida or a state acceptable to Florida.

Section 493.6118(4)(a), F.S.

s. Being found guilty of a felony or entering a plea of guilty or *nolo contendere* to a felony and adjudication of guilt is withheld until a period of three (3) years has expired since final release from supervision.

Section 493.6118(4)(c), F.S.

XV. BADGES

In Florida, use of a five-pointed star badge is reserved for use by sheriffs and deputy sheriffs. Any badge or insignia which is indistinguishable from a sheriff's badge at a distance of twenty feet is prohibited.

Section 30.46, F.S.

XVI. VEHICLE LIGHTS

Vehicles used by security agencies may display amber lights while patrolling condominiums, cooperative and private residential and business communities by which employed and which traverse public streets or highways. All other color of lights is prohibited.

Sections 316.2397 and 493.6118(1)(i), F.S.

XVII. UNLAWFUL SYMBOLS OF AUTHORITY

The wearing or display of any badge, insignia, emblem, identification card or uniform which could deceive a reasonable person into believing that such item is authorized by a law enforcement agency or the bearer is a law enforcement officer is prohibited. Agencies are prohibited from the use of the words "police," "patrolman," "agent," "sheriff," "deputy," "trooper," "highway patrol," "Wildlife Officer," "Marine Patrol Officer," "state attorney," "public defender," "marshal," "constable," or "bailiff" when the use of such words or combinations thereof could deceive a reasonable person into believing that such person is a law enforcement officer.

No agency licensee may conduct activities regulated under this chapter under any fictitious name without prior written authorization from the Division of Licensing to use that name in the conduct of activities regulated under this chapter. The Division may not authorize the use of a name so similar to that of

a public officer or agency, or of that used by another licensee, that the public may be confused or misled thereby.

Sections 843.085 and 493.6118(1)(i), F.S.

**XVIII. THE DEPARTMENT OF AGRICULTURE AND
CONSUMER SERVICES, DIVISION OF
LICENSING**

a. The Department of Agriculture and Consumer Services, Division of Licensing, is responsible for regulating the security profession and has authority over licensed and unlicensed persons and businesses engaged in the field of private security activity. Such activities are regulated under the authority of Chapter 493, Florida Statutes.

Sections 493.6100 and 493.6118, F.S.

b. The Division is required by law to investigate complaints, or upon its own initiative, possible violations of Chapter 493 performed by licensed or unlicensed persons or agencies engaged in activities regulated under Chapter 493, Florida Statutes.

Section 493.6121(1), F.S.

c. Upon investigation by the Division, each licensed or unlicensed person, applicant or agency is required by law to provide records and truthfully respond to questions.

Section 493.6121(2), F.S.

d. In the conduct of its enforcement responsibility the Division is granted the authority to subpoena any person or records, to take sworn depositions, to issue an Order to Cease and Desist, and to seek injunctive authority to assure compliance.

Sections 493.6121(3) and (4), F.S.

e. Failure or refusal to cooperate with or provide access to an investigator of the Division is prohibited by law.

Section 493.6118(1)(o), F.S.

XIX. DISCIPLINARY ACTION/PENALTIES

When the Division finds any violations of Chapter 493, it may do one or more of the following:

- Deny an initial or renewal application for license;
- Issue a reprimand;
- Impose an administrative fine up to \$1,000 per count or separate offense; or
- Place a licensee on probation or suspend or revoke a license.

Section 493.6118(2), F.S.

Any comments or suggestions regarding this handbook may be submitted to:

Director
Division of Licensing
Post Office Box 6687
Tallahassee, Florida 32314-6687
Internet Address: <http://licgweb.doacs.state.fl.us>

For questions or inquiries regarding applications, the application process, or the status of an application or license, please contact:

Division of Licensing
Bureau of License Issuance
Post Office Box 6687
Tallahassee, Florida 32314-6687
(850) 245-5691 – Fax (850) 245-5655

You may also contact the regional office in your area:

Fort Walton Regional Office
212 Eglin Parkway S.E., Suite A
Fort Walton Beach, Florida 32548
(850) 833-9146 – Fax (850) 833-9149

Jacksonville Regional Office
7825 Baymeadows Way
Suite 106A, Center Building
Jacksonville, Florida 32256
(904) 448-4341 – Fax (904) 448-4345

Miami Regional Office
401 N.W. Second Avenue
Suite 720-N
Miami, Florida 33128
(305) 377-5950 – Fax (305) 377-5129

Orlando Regional Office
400 West Robinson Street, Room 110
Orlando, Florida 32801
(407) 245-0883 – Fax (407) 317-7324

Punta Gorda Regional Office
230 Bal Harbor Blvd.
Suite 111
Punta Gorda, Florida 33950
(941) 575-5770 – Fax (941) 575-5775

Tampa Regional Office
1313 Tampa Street, Suite 712
Tampa, Florida 33602
(813) 272 2552 – Fax (813) 272-2252

West Palm Beach Regional Office
The Forum, Tower A, Suite 100
1675 Palm Beach Lakes Boulevard
West Palm Beach, Florida 33401
(561) 640-6144 – Fax (561) 640-6149

For Walk-In Service Only

Tallahassee Regional Office
2520 North Monroe Street
Tallahassee, Florida 32303
(850) 245-5498 – Fax (850) 245-5505

**DIVISION OF LICENSING
REGIONAL OFFICE TERRITORIES**



**Division of Licensing
February 2009**



**Florida Department of Agriculture and Consumer
Services**

**Adam H. Putnam
Commissioner**

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