

INSTRUCTIONS FOR COMPLETING APPLICATION

PLEASE ANSWER ALL ITEMS, USING "NO" OR "NONE" WHERE NECESSARY. THE APPLICATION WILL BE RETURNED TO YOU IF NOT FULLY COMPLETED.

- Item 1. Business name: Provide name as it should appear on your citrus fruit dealer's license and under which you intend to conduct your citrus business operations, including dba(s) and **websites**.
- Item 2. Business location and mailing address: If the location and mailing address are the same, the information need only be provided once. Please give phone and fax numbers, email address, and a contact person.
- Item 3. Type of Business: (a) Please mark appropriate choice. (b) Please give Federal ID # if a business. (c) Mark yes only if applicant is a cooperative marketing association claiming fruit under Item 7(b).
- Item 4. Provide name of owner, co-owners, all officers, partners, or other individuals having a financial interest in the business, including all stockholders holding 10% or more corporate stock. If applicant is a corporation, list all officers whether or not they are stockholders. If the corporation is a partly or wholly owned subsidiary, show percent of stock owned by others and attach list of the officers of both the parent corporation and the subsidiary. If the applicant was not licensed last season, or if any person listed in item 4 was not licensed last season, the supplemental information page must be completed.
- Item 5. Please list the number of bonded and/or bond exempt boxes with which you dealt last season. If -0-, so state.
- Item 6. Please give an estimate of the number of boxes you intend to deal with for which a bond is required. If you are a bond exempt dealer, please write a -0- on this line. Instructions and the table for figuring your required bond are on the back of the enclosed **bond form**. To obtain the bond form or if you have questions regarding the bond, please call Tsuko Defoe at the Florida Dept of Agriculture, Division of Fruits & Vegetables, Office of License & Bond: 863-297-3903.
- Item 7. Estimate of citrus fruit that is bond exempt pursuant to section 20-1.004:
- (a) Fruit produced on groves that are either owned or leased in the BUSINESS NAME of the applicant. Proof of ownership (copy of tax statement, warranty deed or lease) must accompany application.
 - (b) Fruit owned by members of a cooperative marketing association which is organized under the provision of Chapter 618 or 619, Florida Statutes.
 - (c) Fresh citrus fruit which has been prepared and packed for commercial (resale) marketing by a registered packinghouse other than the applicant and been inspected and certified for shipment. Fresh citrus fruit prepared and packed for gift fruit shipments (not for resale) is not covered by Inspection Certificates and does not qualify for bond exemption.
 - (d) Fruit which is under direct contract with the owner or producer of citrus groves for which applicant provides "complete grove management services" as defined by section 20-1.005, F.A.C. The contracts must meet the requirements of section 20-1.004(4), F.A.C. A copy of this rule may be obtained by contacting the License & Permit Office of the Department of Citrus. A copy of each contract must accompany the application.
 - (e) Fruit from groves owned by officers or stockholders of the corporation, the parent corporation, or a wholly owned subsidiary corporation or its officers or stockholders, or any partner of a partnership. Waiver forms may be obtained from the License & Permit Office of the Department of Citrus. Properly executed waivers which meet the requirements of section 20-1.004(5), F.A.C., must accompany the application.
 - (f) Citrus fruit in the form of canned, concentrated or otherwise processed products, prepared for commercial marketing by a registered processing plant, other than the applicant, and covered by Inspection Certificate.

If you are a bond exempt dealer, please put -0- on Item 6 of the application.

- Item 8. Nature of Business: Following is a short description of each nature of business.
- Shipper (registered packinghouse):** operating a commercial fresh citrus packinghouse (any building, structure, or place where citrus fruit is packed or otherwise prepared for market or shipment in fresh form) for which you will obtain a Certificate of Registration from the Department of Agriculture.
- Processor (registered processing plant):** operating a processing plant for the purpose of canning, concentrating or otherwise processing citrus fruit for market for which you will obtain a Certificate of Registration from the Department of Agriculture. Also, provide storage capacity information.
- Broker:** negotiating the purchase or sale of inspected fresh citrus fruit or processed products which have been prepared and packaged for commercial marketing by a registered packinghouse or processing plant, **not operated by applicant**, and covered by an inspection certificate.
- Fresh Section or Salad:** Preparing fresh cut citrus products for market or shipment.
- Fresh Squeezed Juice:** Preparing fresh squeezed juice for market or shipment.
- Fundraiser:** operating as a handler of inspected fresh citrus fruit and taking orders for fruit which has been prepared and packaged for fund-raising programs of clubs, schools, churches, etc.
- Gift Fruit Shipper:** Packing and shipping fruit to be used as gifts and not for resale.
- Intermediate Handler:** purchasing fruit from growers or dealers and selling it to fresh packinghouses, processing plants, or other citrus fruit dealers.
- Order Taker:** taking orders for gift fruit in applicant's business name to be shipped by a licensed gift fruit shipper.
- Roadside Stand:** place of business immediately adjacent to a regularly traveled highway, primarily engaged in the sale of citrus fruit (20-44.006, F.A.C.)
- Sales Agent:** acting as marketing agent of citrus fruit for member packinghouses.
- Storage:** storage, or storage capacities, of total quantities of processed citrus juice products in excess of fifty thousand (50,000) gallons stored in drums, bins, totes, or tankfarms.
- Wholesaler:** purchasing inspected fresh fruit from packinghouses and/or processed product and selling it to roadside fruit stands, stores, or to other retail outlets.

- Item 9. If applicant uses website names, owned or leased by applicant, in any way in its business dealings, those names must be listed with the department.
- Item 10. If applicant or any person listed in item 4 has been charged, arrested or convicted of any violation of Florida law, attach details to application. Details should include person's name, date charged, charge made, location of Law Enforcement Agency, court, and final disposition. If convicted, give fine, sentence imposed, length of time & location served. If paroled, parole termination date, name & address of parole officer. If the answer is no, please so state.
- Item 11. If the applicant or any person listed in item 4 has ever been licensed as a citrus fruit dealer or connected with a licensed citrus fruit dealer in the state, please list license names, dates all such licenses obtained and number of years in the citrus business.
- Item 12. (a): If individual applicant, please answer this section.
(b): If applicant is a partnership, please provide requested information.
(c): If applicant is a corporation, please provide requested information.
- Item 13. If there are any judgments, liens, claims, lawsuits or legal actions pending against the applicant or any of the persons listed in item 4, attach details to application. If the answer is no, please so state.
- Item 14. (a): If the applicant owes any growers or dealers, the name(s), complete mailing address, date of incurred debt, due date and amount owed must be provided. If you do not owe any growers or dealers, please so state. **ALL CLAIMS FOR PAYMENT MUST BE REPORTED**, even if disputed and not yet resolved.
(b): If applicant has failed to deliver fruit in accordance with the terms of a contract or agreement, please give details. If the answer is no, please so state.
- Item 15. Advertising Tax Information: Please complete this information. If you have questions regarding this information or require a bond form, contact Kaye Parkins at the Florida Department of Citrus, 863-537-3979.
- Signature If applicant is a co-ownership, both owners must sign the application. If applicant is a partnership, all partners must sign the application. If applicant is a corporation, one officer may sign the application. Please affix corporate seal, if available.

NEW APPLICANTS OR NEW OFFICERS*:

All new applicants or new officers are required to complete the supplemental information (pages 4 & 5 of the application).

- Item 16. Please provide birth date and residence, including county for all officers listed in Item 4.
- Item 17. References are required for all **new** applicants. *New officers of a licensed company do not need to provide references. Three favorable references with which applicant has had a credit/business relationship for at least one (1) year must be received in order for the application to be approved. Applicant may give either (a) business firms, banks or professional persons. If applicant chooses to give business firms or banks, account numbers are required and providing a "**release of information**" letter will help insure prompt responses. If applicant has been in business for less than one (1) year, references from a former business may be used; or (b) citrus growers or dealers; or both. References must be for all individuals listed in item 16 or separate references provided for each.
- Item 18. Please give the personal work history for the past five (5) years for each individual listed in item 16. Copies of this page may be made if necessary.

THE DEPARTMENT OF CITRUS MUST BE NOTIFIED OF ANY CHANGE IN BUSINESS STRUCTURE

Pursuant to Section 601.60(2), Florida Statutes, if, during the effective term of a license, there is any change in the ownership, officers, managership, or stockholders of any co partnership, association, corporation, or business unit to which a license has been issued, the licensee shall immediately notify the Department of Citrus in writing specifying the change in detail. All such changes are subject to review and approval by the Department. Your license may be suspended or revoked if the Department does not approve changes.

Section 601.55(1), F.S., provides that: "No person shall act as a citrus fruit dealer in this state without first having applied for and obtained the issuance of a current license for each shipping season or portion thereof." Chapter 601, F.S., further provides for a maximum penalty of imprisonment of not more than one year or a fine not to exceed \$100,000 for each violation.

A \$25.00 fee made payable to Department of Agriculture is required before your license can be issued.