

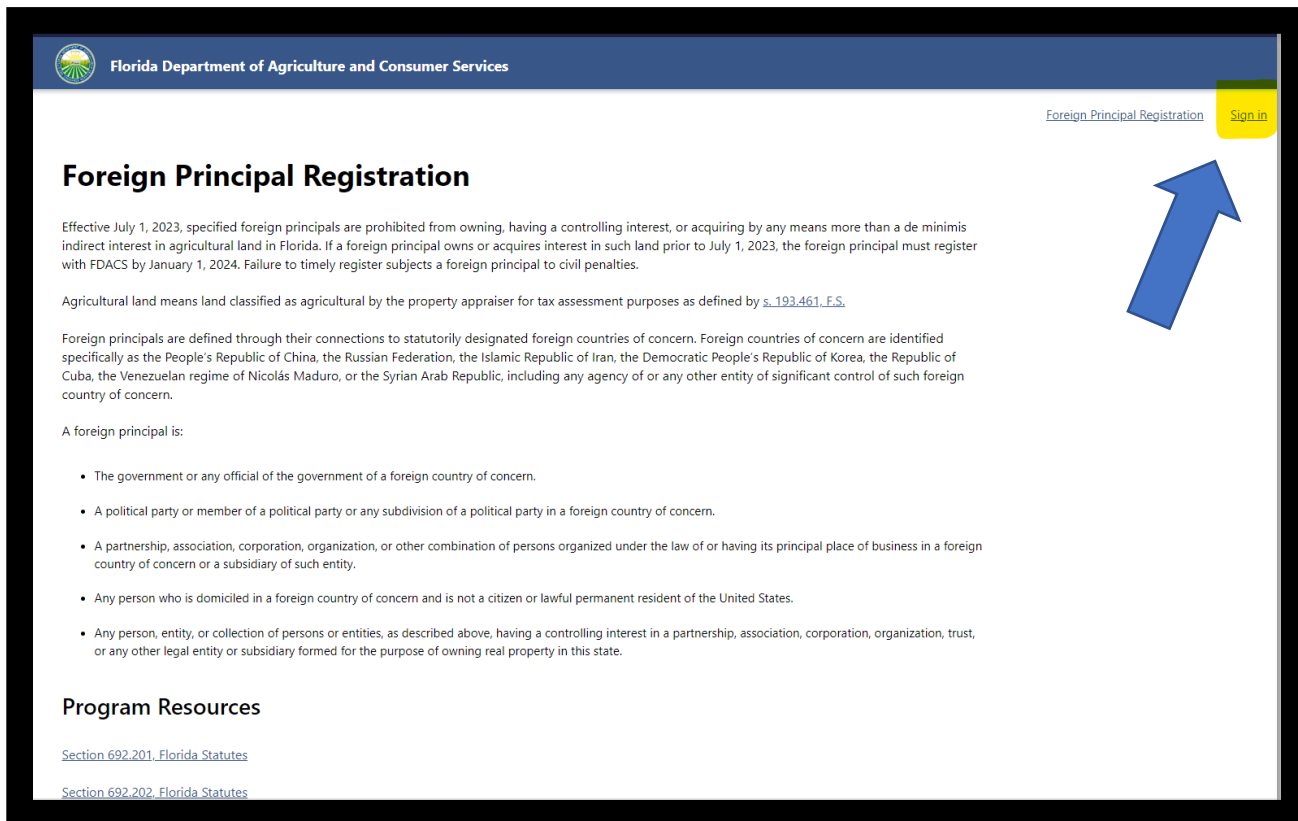
FOREIGN PRINCIPAL REGISTRATION

For the purpose of registering ownership of agricultural land in the state of Florida, access the online [Foreign Principal Registration](#) portal at www.FDACS.gov. The following instructions will take you step-by-step through the registration process.

CREATING A PROFILE

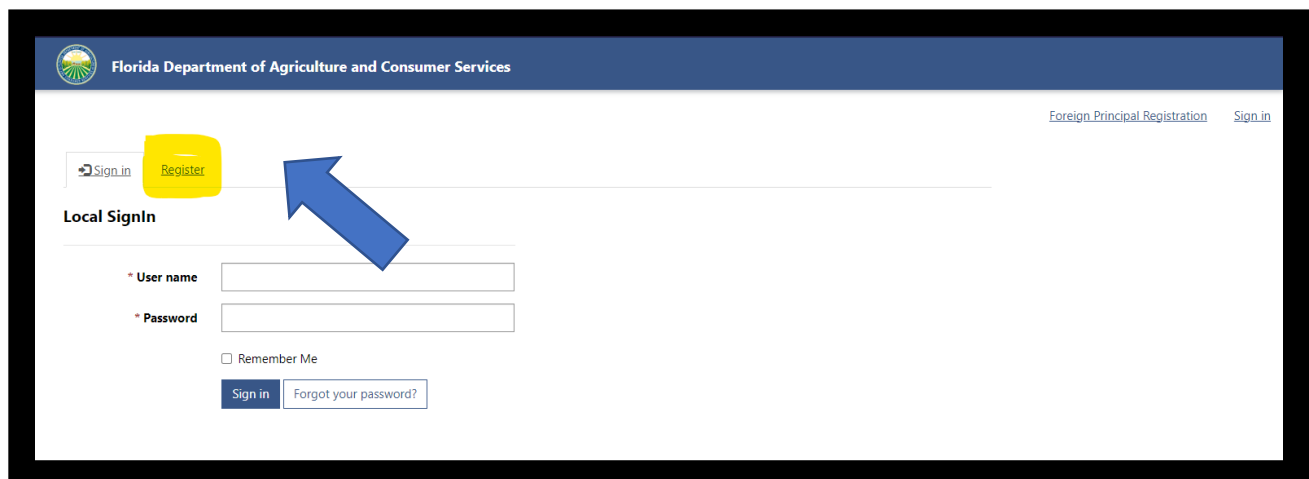
If you are accessing the portal for the first time, you must create a profile.

1. Click SIGN IN in the upper right corner of the screen.



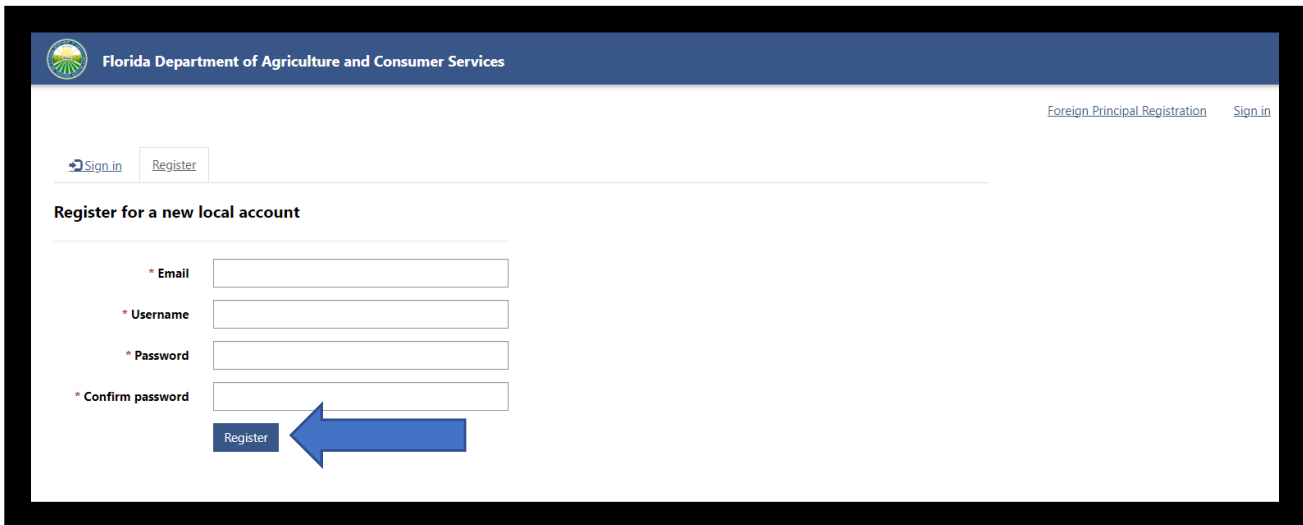
The screenshot shows the top of the Florida Department of Agriculture and Consumer Services website. The header includes the department's name and logo. On the right, there are two links: "Foreign Principal Registration" and "Sign in". A blue arrow points from the bottom right towards the "Sign in" button. The main content area is titled "Foreign Principal Registration" and contains text about the effective date (July 1, 2023) and the requirement for foreign principals to register. It also lists the types of entities considered foreign principals, such as governments, political parties, and partnerships.

2. Select REGISTER on the Sign In page.



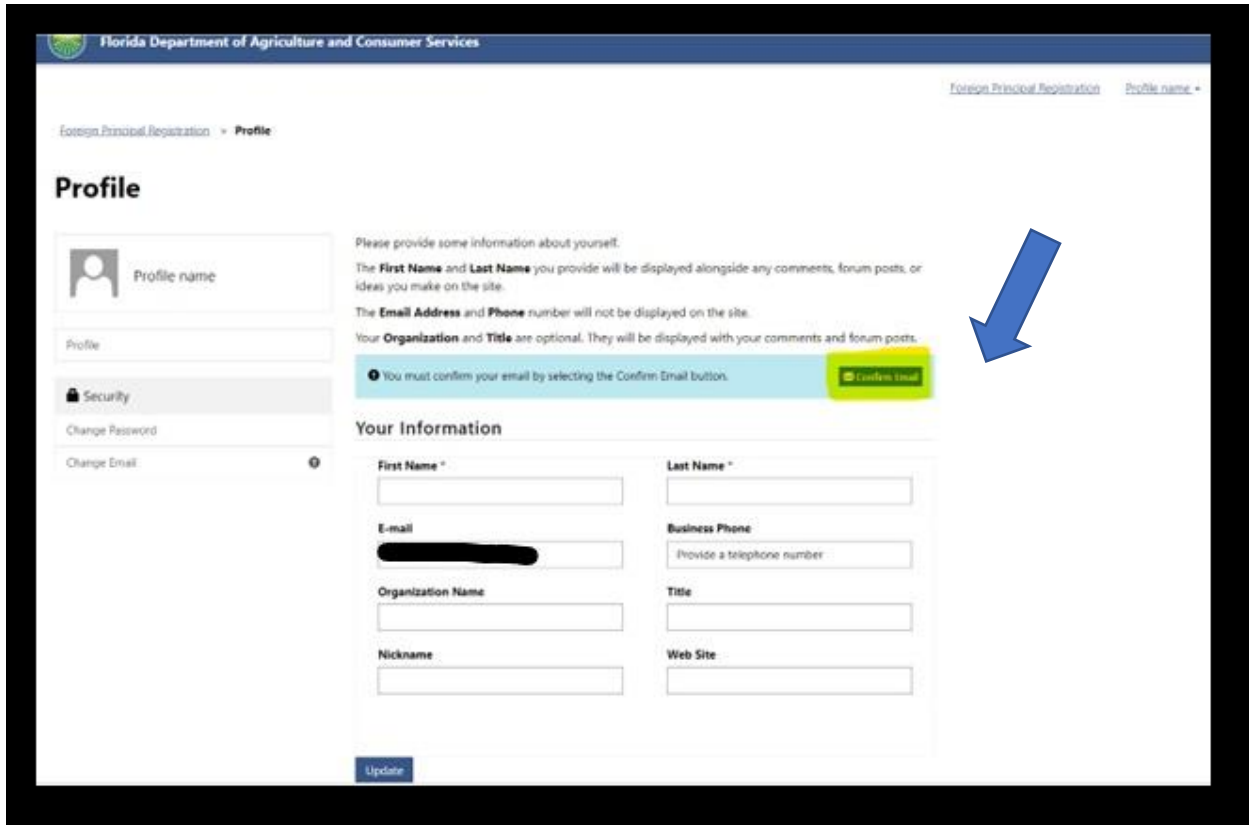
The screenshot shows the "Sign In" page of the Florida Department of Agriculture and Consumer Services website. The header is the same as the previous page. Below the header, there are two buttons: "Sign in" and "Register". A blue arrow points from the bottom left towards the "Register" button. Below the buttons, there is a "Local SignIn" section with fields for "User name" and "Password". There is also a "Remember Me" checkbox and "Sign in" and "Forgot your password?" buttons.

3. Enter your Email Address and a Username and Password and click REGISTER.




The screenshot shows the registration page for the Florida Department of Agriculture and Consumer Services. At the top, there is a header with the department's logo and name. Below the header, there are links for "Foreign Principal Registration" and "Sign in". A "Sign in" button is also visible. The main section is titled "Register for a new local account". It contains four input fields: "Email", "Username", "Password", and "Confirm password". A blue arrow points to the "Register" button at the bottom of the form.

4. Before you proceed, you must confirm your email address. Click CONFIRM EMAIL.




The screenshot shows the profile page for the Florida Department of Agriculture and Consumer Services. The page has a header with the department's logo and name. Below the header, there are links for "Foreign Principal Registration" and "Profile name". A "Profile" button is also visible. The main section is titled "Profile". It contains a "Profile name" field, a "Profile" field, a "Security" field, and a "Change Password" field. A blue arrow points to the "Confirm Email" button. Below the "Confirm Email" button, there is a section titled "Your Information" with several input fields: "First Name", "Last Name", "E-mail", "Business Phone", "Organization Name", "Title", "Nickname", and "Web Site". An "Update" button is at the bottom of the form.


5. You should receive a message to check your email for a confirmation link. Follow the directions in this message and the email to confirm your email address.

**Florida Department of Agriculture and Consumer Services**

[Foreign Principal Registration](#) [Profile name ▾](#)

 Profile name

Profile

 Security

Change Password


Change Email

Confirm E-mail

Please check the email address listed for a confirmation link. If you are unable to find the email, please check junk or spam before contacting FDACS at the contact information below.

E-mail


Confirm your account CRM:0164010

 DoNotReply
To: [Redacted]

Reply

Reply All

Forward



...

Tue 10/3/2023 10:17 AM

Your account requires confirmation. Please click the following link to complete the registration.

[Complete Registration](#)

Or you can copy the following URL and paste it into your web browser.

<https://frstg.powerappsportals.us/Account/Manage/ConfirmEmail?userId=b3926dbc-f661-ee11-be6e-001dd80521b9&code=mB9MM6gS29CCZAoO5uNNsZg0BqdrqOmv7vpC6YSqF1Dbn%2BO%2BuA7QL4Uj6xQ%2Fs5dpdNy4eBryvU%2B%2BoSovWJ6pAqr0liuQo1NyhwHcnrSL2AUksQzRuwwqVAlKHLmWHYfviRfia8%2B7mC8FyTZ9SPq1bNEbTkhNQkfnrcal1vHMQrVN9gQVj88JAg15RfZv>

It may take up to 15 minutes for this to be reflected in the Foreign Principal registration Portal.

6. When you click COMPLETE REGISTRATION or copy and paste the provided URL into your web browser, you will be navigated back to the Foreign Principal Registration Profile page. Enter the requested information and click UPDATE. The email and telephone number you enter here will be the contact information the department uses to communicate with you if there are problems processing your registration.

Florida Department of Agriculture and Consumer Services

Foreign Principal Registration > Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

✔ Your email has been confirmed successfully. ✕

Your Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail	Business Phone
<input type="text"/>	<input type="text" value="Provide a telephone number"/>
Organization Name	Title
<input type="text"/>	<input type="text"/>
Nickname	Web Site
<input type="text"/>	<input type="text"/>

Update

- Once you have successfully updated your profile, the CREATE FPR FORM option will be enabled. Click CREATE FPR FORM in the upper right of the screen and begin adding information about specific agricultural properties.

Florida Department of Agriculture and Consumer Services

Foreign Principal Registration > Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

✔ Your email has been confirmed successfully. ✕

Your profile has been updated successfully. ✕

Your Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail	Business Phone
<input type="text"/>	<input type="text"/>
Organization Name	Title
<input type="text"/>	<input type="text"/>
Nickname	Web Site
<input type="text"/>	<input type="text"/>

REGISTERING OWNERSHIP OF AGRICULTURAL LAND

1. On the CREATE FPR FORM page, enter the [Foreign Principal](#) information indicating if the Foreign Principal is a person (individual) or an organization, the Property Owner Information, and the Registered Agent Information (if applicable). Please note that an asterisk next to a data item indicates it is required and must be filled in. At the bottom of the page, enter the code from the image and click NEXT-ADD PROPERTIES.

The screenshot shows a CAPTCHA verification interface. At the top, there is a distorted image of the text 'pjsMVdY'. Below it are two links: 'Generate a new image' and 'Play the audio code'. A text input field is labeled 'Enter the code from the image'. At the bottom, a green button labeled 'Next - Add Properties' is highlighted with a yellow box, and a blue arrow points to it from the right.

2. On the AGRICULTURAL INFORMATION page, click ADD PROPERTY.

The screenshot shows the 'Agricultural Information' page within the Florida Department of Agriculture and Consumer Services portal. The page has a header with the department's name and navigation links. Below the header, there is a breadcrumb trail: 'Foreign Principal Reg...' > 'Create FPR Form'. The main section is titled 'Agricultural Information' and contains a sub-section 'Properties'. A large blue arrow points down to a green button labeled 'Add Property', which is highlighted with a yellow box. Below this button is a table with columns for 'Case', 'Property Appraisal', 'Agricultural Land County', 'Agricultural Land Street Address', 'Agricultural Land City', 'Agricultural Land State', 'Agricultural Land Zip', 'Number of Acres', 'Legal Description of Property', and 'Created On'. A message below the table states 'There are no records to display.' At the bottom left, there is a 'Submit' button.

3. Enter the requested information and click SUBMIT. Please note that an asterisk next to a data item indicates it is required and must be filled in. The Property Appraisal Parcel ID must agree exactly with the Parcel ID listed on the County Property Appraiser website. The Agricultural Land County is the county in which the property is located. The Number of Acres and the Legal Description of Property must agree with what is listed on the County Property Appraiser website.

Create

Property Appraisal Parcel ID *

Agricultural Land County *

Agricultural Land Street Address

Agricultural Land City

Agricultural Land State

Agricultural Land Zip

Number of Acres *

Legal Description of Property *

Submit

4. You may enter multiple properties for a single owner by clicking the ADD PROPERTY each time you are returned to the Agricultural Information page. You may also edit the information for a property you have entered by clicking the dropdown arrow and then clicking EDIT. Once you have entered all the properties for a single owner, click SUBMIT at the bottom of the page. You will not be able to edit the property information after you click SUBMIT.



The screenshot shows a web application interface for 'Foreign Principal Registration'. At the top right are links for 'Foreign Principal Registration', 'Create FPR Form', and 'Home'. Below these is a breadcrumb trail: 'Foreign Principal Reg...' > 'Create FPR Form'. The main heading is 'Agricultural Information'. Underneath is a section titled 'Properties'. A table lists two properties. The first property has a 'Created On' date of 10/3/2023 11:32 AM and an 'Edit' button. The second property has a 'Created On' date of 10/3/2023 11:28 AM and a dropdown arrow. At the bottom left is a 'Submit' button. Annotations include a blue arrow pointing to the 'Add Property' button, a blue arrow pointing to the 'Edit' button, and a blue arrow pointing to the 'Submit' button.


Foreign Principal Registration Create FPR Form Home

Foreign Principal Reg... > Create FPR Form

Agricultural Information

Properties

Case	Property Appraisal Parcel ID	Agricultural Land County	Agricultural Land Street Address	Agricultural Land City	Agricultural Land State	Agricultural Land Zip	Number of Acres	Legal Description of Property	Created On ↓
FPR Portal Case	17-3N-18-10021-001-0030	Baker					10.00	The corner of 12th and Eastern	10/3/2023 11:32 AM 
FPR Portal Case	01-4N-10-0000-0160-0000	Pasco					12.00	North by Northwest	10/3/2023 11:28 AM 



5. The information you provide will be reviewed by a department representative and compared to the information on the County Property Appraisers website. You will be notified if there are discrepancies or errors that need to be corrected.