



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

IMPORTANT NOTICE

DATE: October 5, 2018

TO: Security Agencies, Private Investigative Agencies, and Recovery Agencies

FROM: Grea Bevis, Director, Division of Licensing

SUBJECT: **New Rule 5N-1.142, Florida Administrative Code (F.A.C.)
Agency Reporting Requirements**

Effective October 10, 2018, Chapter 493 agencies will be required to **electronically** file Employee Action Reports (EARs) at <https://licensing.freshfromflorida.com/EAR/earlogin.aspx> in accordance with new Rule 5N-1.142, F.A.C. To file EARs electronically, you must first set up an account online at the address above in accordance with the instructions.

Other reporting requirements in this rule, which are not new, include the obligation to report changes in partner, corporate officer or LLC member within five (5) days of a change (with documentation confirming), and the obligation to report a firearm discharge within five (5) working days of the incident. These two reports cannot be filed electronically. The Firearms Incident Report is available at <https://licensing.freshfromflorida.com/forms/FormsRequest493.aspx>.

Please be advised that there will be a grace period of 30 days after the rule adoption date for agencies to comply with this electronic filing requirement. After November 12, 2018, your agency may be subject to administrative action for failure to file EARs electronically.

To view new Rule 5N-1.142, F.A.C., in its entirety, visit <https://flrules.org>, and type the rule number in the full text search box at the top of the page.

If you have any questions or comments, please contact Karen Hansford, Interim Rules Coordinator at Karen.Hansford@FreshFromFlorida.com or (850) 245-5343.